INTRODUCTION

Thank you for forming part of a dedicated community of professionals who prove every day that different outcomes are possible when students from under-resourced communities are given access to high quality educational opportunities. Our jaw-dropping results are a proof point that better outcomes are not only possible, but probable when school systems invest in human capital, build a culture of high expectations, and create effective support systems to ensure that student achievement is at the forefront of every decision made.

The handbook is designed to set every employee up for success at YES Prep by providing clear guidance and instructions around their rights and responsibilities. Organized into five units, this handbook explains:

- **Employment Terms** - The legal expectations that govern YES Prep and its employees.
- **Professional Expectations** - Professional expectations within YES Prep’s cultural framework.
- **Time Procedures and Protocol** - Expectations regarding attendance and how employees utilize time.
- **Information and Technology** - Policies on YES Prep’s information and technology use for the workplace, and external and personal media handling.
- **Compensation and Benefits** - Compensation and benefit offerings for YES Prep employees.

**HOW TO USE THIS HANDBOOK**
It is our expectation that every employee understands the content of the entire handbook, thus we have designed it as an easily searchable resource for your regular reference. As a PDF document, employees can use the Ctrl+F function to search the handbook for particular words and phrases to find what they may be looking for.

If you have questions, you can always reach out to the Talent team at Talent.Support@yesprep.org.
A LETTER FROM THE CEO

Welcome to YES Prep Public Schools! First, I want to thank you for choosing to pursue a career in the education section and invest in Houston and the deserving families and students here. YES Prep’s impact depends entirely on having high-quality, mission-driven teachers in every classroom, and service-orientated, expert staff members working behind the scenes. So thank you for taking on the difficult and meaningful work of closing the achievement and opportunity gap with the entire YES Prep system!

As we join forces, it is important for us to answer the questions, “Where are we going together?” In 2015, YES Prep adopted a long-term vision statement for where our mission will take us in our great city: every child in Houston will have equitable access to a public school that delivers an excellent, college-ready education. To ensure we realize this vision, we engage in rich discussions about serving ALL children and deep conversations about embracing diversity. We ask, “How deeply do we believe in the potential of all kids?” and “How deeply do we value diversity in our teammates?” Service all students who choose YES Prep and respecting the diversity of all YES Prep teammates are two of our more core cultural values.

This Employee Handbook is developed to highlight specific ways our employees act in order to foster a culture that embraces these values. It contains opportunities, expectations, and information that will set you up as a successful member of the YES Prep team. We expect you to familiarize yourself with this guide for the betterment of yourself, your school, and most importantly the students we serve. Thank you for setting aside time to read and digest this important document.

Serving all students with conviction and embracing the rich diversity of all our teammates are lofty goals – ones that can never be fully achieved. Yet I am convinced that when we harness the power of our collective will for all of our students and for all of each other, we will exceed even our highest expectations of success. I am excited to see YES Prep continue to thrive with you as a member of our team!

Thank you again for joining me in this work.

Mark DiBella
Chief Executive Officer
# TABLE OF CONTENTS

YES PREP 101 .................................................................................................................. 5

EMPLOYMENT TERMS ........................................................................................................ 10
  DISCLOSURES .................................................................................................................. 11
  EMPLOYMENT REQUIREMENTS ...................................................................................... 15
  PERSONNEL TYPES ........................................................................................................ 17
  VERIFICATION OF EMPLOYMENT & RECORD RELEASE ............................................. 19
  ENDING EMPLOYMENT .................................................................................................... 19
  STUDENT INTERACTIONS .............................................................................................. 20

PROFESSIONAL EXPECTATIONS ...................................................................................... 27
  ETHICAL BEHAVIOR ...................................................................................................... 28
  PROFESSIONAL EXPECTATIONS .................................................................................... 32
  SAFETY & SECURITY ...................................................................................................... 35
  RELATIONSHIPS WITH OTHER EMPLOYEES ............................................................. 39
  PERFORMANCE MANAGEMENT .................................................................................... 41
  ADDITIONAL EMPLOYMENT ........................................................................................... 41
  OTHER OPPORTUNITIES AT YES .................................................................................. 42

TIME PROCEDURES & PROTOCOLS .................................................................................. 43

TIME PROCEDURES & PROTOCOLS .................................................................................. 43
  YES PREP WORKDAYS ................................................................................................... 44
  ATTENDANCE AND PUNCTUATION .............................................................................. 45
  TIMEKEEPING ................................................................................................................ 45
  ABSENCE TYPES ............................................................................................................ 46
  PAID TIME OFF ................................................................................................................ 48
  ALL HANDS ON DECK DAYS ........................................................................................ 50

INFORMATION & TECHNOLOGY ...................................................................................... 51
  CONFIDENTIALITY ......................................................................................................... 53
  TECHNOLOGY USE .......................................................................................................... 55
  MEDIA EXPECTATIONS .................................................................................................. 58

BENEFITS & COMPENSATION .......................................................................................... 61
  COMPENSATION ............................................................................................................ 62
  PAYCHECKS ..................................................................................................................... 64
  REIMBURSEMENTS & CREDIT CARDS .......................................................................... 66
  BENEFITS ......................................................................................................................... 67
  LEAVE OF ABSENCES ..................................................................................................... 69
WHO WE ARE
Since its foundation in 1998, YES Prep Public Schools has redefined what is possible in public education. With over 15,000 college-bound students across 23 campuses, we are a system of high-performing public charter schools proving that students from underserved communities can achieve at the highest academic levels. Our exceptional results demonstrate that better outcomes are not only possible, but also probable, when school systems invest in human capital, build a culture of high expectations, and create effective support systems to ensure that student achievement is at the forefront of every decision made.

MISSION
YES Prep Public Schools will increase the number of students from underserved communities who graduate from college prepared to lead.

VISION
Every child in Houston will have equitable access to a public school that delivers a college-ready education.

OUR CORE VALUES
Our focus at YES Prep is to prepare thousands of underserved students in Houston to be college-ready, thereby transforming the city’s educational landscape. As such, all YES Prep employees are expected to embody and demonstrate the YES Prep core values through their actions, their work, and their relationships. YES Prep’s core values are:

• Eliminate Educational Inequity to Advance Social Justice
• Achieve Jaw-Dropping Results
• Grow Authentic Leaders
• Build Transformative Relationships
• Create Pathways to Opportunity

DIVERSITY, EQUITY, AND INCLUSION
Educational equity is at the core of who we are as a system and as such are committed to becoming an actively anti-racist organization. We seek to advance the cause of social justice at YES Prep and beyond. We dive deep to fight racism wherever we may find it, including ourselves. We imagine a YES Prep future where all staff, students, and families are affirmed in their identity, feel a sense of belonging, and share in the responsibility to eliminate injustice.

WHY WE EXIST
Across the nation, only half of all students from low-income communities graduate from high school and only 10% earn a college degree. Over the long term, these statistics damage our economy and prevent the next generation of leaders from emerging. In a country where a child’s zip code often determines their life trajectory, YES Prep provides evidence that different outcomes are possible when students are given access to high-quality educational opportunities. At YES Prep, we believe that every student, regardless of race or socioeconomic status, deserves the opportunity to receive a world-class education.
OUR CHARTER SCHOOL STATUS
Charter schools are public schools! They are designed as complements to traditional ISDs. Charters exist to serve students that, for whatever reason, are not thriving in a one-size-fits-all traditional public school.

Charters are free and open to all, offering every child an opportunity for a great education. Charters are given the flexibility to take creative approaches to teaching students in the way that works best for them. In exchange for that extra flexibility, charters are subject to increased accountability and transparency standards. For example, charters that receive a failing grade from the state for three years straight are shut down - no appeals allowed. This ensures that only the highest quality public charters can exist in Texas.

YES Prep is a nonprofit organization. In fact, for-profit charter schools are illegal in Texas. That means that Texas charters are funded through community support and state funds. They receive no local taxpayer dollars.

Every student deserves the chance to get a public education at a school that puts their needs first, regardless of zip code, income, or ability level. By delivering for students from diverse backgrounds and teaching them how they learn best, public charter schools, like YES Prep, are preparing the workforce of tomorrow and the future of Texas.

OUR GOVERNANCE STRUCTURE
YES Prep is managed by a group of seasoned professionals who have dedicated their careers to challenging the status quo and are dedicated to continuous improvement and strategic innovation at all levels:

Mark DiBella, Chief Executive Officer
Luis Mena, Chief Financial Officer
Carmen Darville, Chief of Staff
Philip Wright, Chief Schools Officer
Nella Garcia Urban, Chief Program Officer
Naveen Pinglay, Chief Operating Officer
Robin Susman, Chief Advancement Officer
Tony Munoz, Chief Talent Officer

YES Prep is governed by its own Board of Directors, which includes representatives from major energy, technology, financial, and legal firms as well as professional sports, real estate, and non-profit, community-based organizations.

DISTRICT PARTNERSHIPS
Our mission is not limited to YES Prep students. We know that we can have a broader impact on the education reform movement by partnership with traditional school districts that are committed to raising the bar.

SKY (Spring Branch, KIPP, YES Prep)
In 2011, Spring Branch ISD, KIPP Houston, and YES Prep formed an innovative three-way partnership called SKY to provide additional excellent educational choices for students in the Spring Branch area. The partnership allows the three districts to share best practices and services in order to offer all students the high-quality educational options they deserve.
Aldine ISD
YES Prep launched a district partnership with Aldine ISD in 2013. The partnership united two national Broad Prize-winning districts that are dedicated to sharing best practices and collaborating on a wide range of programs including but not limited to: college counseling, professional development, leadership development, operations and more. In addition to working under a shared-campus model at Aldine’s Hoffman Middle School and Eisenhower High School, Aldine ISD has implemented YES Prep’s college counseling program.
YES PREP’S CAMPUS INFORMATION

1. SOUTHEAST
   Grades Served 6-12
   353 Crenshaw Rd
   Houston, TX • 77034
   713.967.9400

2. NORTH CENTRAL
   Grades Served 6-12
   13703 Aldine-Westfield Rd
   Houston, TX • 77039
   713.967.8800

3. SOUTHWEST
   Grades Served 6-12
   4411 Anderson Rd
   Houston, TX • 77053
   713.967.9200

4. EAST END
   Grades Served 6-12
   8329 Lawndale St
   Houston, TX • 77012
   713.967.7800

5. GULFON
   Grades Served 6-12
   6565 De Moss Dr
   Houston, TX • 77074
   713.967.9800

6. BRAYS OAKS
   Grades Served 6-12
   9000 West Belfort Ave
   Houston, TX • 77031
   713.967.8400

7. WEST
   Grades Served 6-12
   10535 Harwin Dr
   Houston, TX • 77036
   713.967.8200

8. NORTH FOREST
   Grades Served 6-12
   6602 Winfield Rd
   Houston, TX • 77050
   713.967.8699

9. FIFTH WARD
   Grades Served 6-12
   1305 Benson St
   Houston, TX • 77020
   281.931.3780

10. NORTHSIDE
    Grades Served 6-12
    5215 Jensen Dr
    Houston, TX • 77026
    713.924.0400

11. NORTHBROOK MS
    Grades Served 6-8
    3030 Rosefield Dr
    Houston, TX • 77080
    713.251.4200

12. HOFFMAN MS
    Grades Served 6-8
    6101 W. Little York Rd
    Houston, TX • 77091
    713.924.5400

13. WHITE OAK
    Grades Served 6-12
    5620 West Tidwell Rd
    Houston, TX • 77091
    713.924.5200

14. NORTHBROOK HS
    Grades Served 9-12
    1 Raider Circle N
    Houston, TX • 77080
    713.251.2800

15. SOUTHSIDE
    Grades Served 6-12
    5515 South Loop E Fwy, Suite B
    Houston, TX • 77033
    713.924.5500

16. EISENHOWER HS
    Grades Served 9-12
    7922 Antoine Dr
    Houston, TX • 77088
    281.591.3780

17. NORTHLINE
    Grades Served 6-10
    5815 Airline Dr
    Houston, TX • 77076
    713.842.5400

18. NORTHWEST
    Grades Served 6-9
    14741 Yorktown Plaza Dr
    Houston, TX • 77040
    713.842.551

19. HOBBY
    Grades Served 6-8
    8787 Tallyho Rd
    Houston, TX • 77061
    713.842.5600

20. SOUTHEAST ELEMENTARY
    Grades Served PK-3
    507 Crenshaw Rd
    Houston, TX • 77034
    (713) 842.5555

21. NORTH CENTRAL ELEMENTARY
    Grades Served PK-3
    1900 Strawn Rd
    Houston, TX • 77039
    (713) 842.5650

22. NORTH FOREST ELEMENTARY
    Grades Served PK-3
    6602 WinField Rd
    Houston, TX • 77050

23. SOUTHSIDE ELEMENTARY
    Grades Served PK-3
    5515 South Loop E Fwy, Suite B
    Houston, TX • 77033

HOME OFFICE
5515 South Loop E Fwy, Suite B
Houston, TX • 77033
281.967.9000
This unit outlines the legal expectations that govern YES Prep and its employees. This unit includes disclosures, requirements for employment, personnel types, exiting procedures, and student interaction expectations.

**DISCLOSURES**
- Statement of Eligibility
- Equal Opportunity Employee
- Harassment
- Sexual Harassment
- Inflammatory/Antagonistic Behaviors
- Americans with Disabilities Act
- Being Heard Policy

**EMPLOYMENT REQUIREMENTS**
- Authorization to Work
- Employment Eligibility Factors
- Minimum Qualifications

**PERSONNEL TYPES**
- Non-exempt and Exempt employees
- Full-time and Part-time
- Contractors
- Volunteers
- Temporary and Seasonal employees
- Grant-funded positions

**VERIFICATION OF EMPLOYMENT & REFERENCE RELEASE**

**ENDING EMPLOYMENT**
- Job Abandonment
- Termination

**STUDENT INTERACTIONS**
- Student Supervision
- Inappropriate Social Relationships
- Sexual Harassment
- Sexual Abuse
- Duty to Report
- Reporting Abuse
- Corporal Punishment
- Administration of Medications
DISCLOSURES

Any violations of policies included herein may be subject to disciplinary action up to and including termination. Further, any exceptions to these policies for business reasons may be made by the Chief Executive Officer or their designee.

STATEMENT OF EMPLOYMENT
Employment with YES Prep Public Schools is “at will.” This means employment is voluntary and subject to termination by the employee or YES Prep Public Schools at any time, with or without reason, as long as employment is not terminated for an illegal reason. For specificity to at will employment in comparison to other school districts, YES Prep Public Schools does not have regularly scheduled employees on a contract.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER
YES Prep Public Schools is an equal opportunity employer and makes employment decisions based on merit and in accordance with applicable state and federal law. YES Prep policy prohibits unlawful discrimination on the basis of race, color, age, national origin, religion, sex, sexual orientation, disability, military or veteran status, genetic information, medical condition, or any other consideration made unlawful by federal, state, or local law, ordinance, or regulation.

HARASSMENT
YES Prep policy prohibits discrimination, including harassment, based on race, color, age, national origin, religion, sex, sexual orientation, disability, military or veteran status, genetic information, medical condition, or any other consideration made unlawful by federal, state, or local law, ordinance, or regulation. YES Prep’s anti-harassment policy applies to all persons involved in the operation of YES Prep and prohibits harassment by any employee of YES Prep, as well as by any person doing business with or for YES Prep.

HARASSMENT
Prohibited harassment is defined as unwelcomed physical, verbal, or non-verbal conduct based on an individual’s protected characteristic(s), or any other basis prohibited by law, when the conduct is so severe, persistent, or pervasive that the conduct:

- Has the purpose or effect of unreasonably interfering with the individual’s work or educational performance.
- Creates an intimidating, threatening, hostile, or offensive work or educational environment; or
- Otherwise adversely affects the individual’s performance, environment, employment, or educational opportunities.

Remember that “hassle” is not a synonym for “harassment” under state or federal law. The legal definition of “harassment,” which may be actionable and provide a legal basis for a complaint, involves the creation of a hostile environment based on an employee’s protected class, e.g., age, sex, disability, gender, national origin, race, religion, etc. If the day-to-day actions that are making an employee’s work environment uncomfortable are not based on their status in one of the protected areas, the employee is being hassled, not harassed. Such behavior, however, is not
condoned in the workplace, and the employee may still file a grievance based on being hassled.

SEXUAL HARASSMENT
Sexual harassment is a form of discrimination and is strictly prohibited.

**SEXUAL HARASSMENT**

YES Prep defines sexual harassment as, but not limited to, unwelcomed verbal or physical conduct that denigrates or shows hostility or aversion toward an employee because of their sex and:

- Has the purpose or effect of creating an intimidating, hostile, or offensive working environment; or
- Has the purpose or effect of unreasonably interfering with an individual's work performance; or
- Otherwise adversely affects an individual's employment opportunities.

Harassing conduct may include but is not limited to (1) epithets, slurs, negative stereotyping or threatening, intimidating, or hostile acts that relate to gender and (2) written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of sex and that is placed on walls, electronically, on bulletin boards or elsewhere on YES premises, or is circulated in the workplace.

Unwelcomed sexual advances, requests for sexual favors, sexually motivated physical, verbal, or nonverbal conduct; or other unwelcomed conduct or communication of a sexual nature constitutes sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual; or
- The conduct is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with the employee's work performance or creates an intimidating, threatening, hostile, or offensive work environment.

As an organization that deeply values diversity and equity, we support all who choose to use their voices against injustice of any kind. Students and staff can use the following mechanisms to voice concerns:

**For Students**
Through speaking with a Student Support Counselor

**For Staff**
Through the Being Heard Process or;
Through reaching out to the Talent team by emailing Talent.Support@yesprep.org and/or calling (346) 212-3453 or (281) 787-6839.

INFLAMMATORY/ANTAGONISTIC BEHAVIORS
YES Prep has a zero-tolerance policy for antagonistic or inflammatory behaviors or language that is disruptive to the work environment.
AMERICANS WITH DISABILITIES ACT (ADA)
YES Prep is committed to complying fully with the ADA and ensuring equal employment opportunities for qualified people with disabilities. In accordance with applicable laws, we will consider all requests for reasonable accommodations for the known physical or mental limitations of an otherwise qualified employee or job applicant, as long as an undue hardship to YES Prep would not result. Any employee or job applicant who requires an accommodation to perform the essential functions of their job should submit a request to Talent.Support@yesprep.org.

RAISING CONCERNS (BEING HEARD POLICY)
At YES Prep, we value honesty. Having direct conversations, while difficult at times, further contributes to our desired culture. We acknowledge that having courageous conversations takes intestinal fortitude, skill, and empathy. To continue individual professional growth as well as organizational growth, we encourage employees to make an effort to resolve issues directly with the individual(s) involved. If there is a concern that is not resolved by a manager or campus/team leader, or the employee does not feel comfortable discussing directly with their manager or campus/team leader, a formal complaint may be filed through the Being Heard Process. The Being Heard Policy formalizes the process for conflict resolution and provides employees a pathway for raising and resolving concerns.

<table>
<thead>
<tr>
<th>BEING HEARD PROCESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Being Heard Process is used when employees have concerns about:</td>
</tr>
<tr>
<td>Hours or work conditions;</td>
</tr>
<tr>
<td>Specific allegations of unlawful discrimination in employment based on the employee’s race, color, age, national origin, religion, sex, sexual orientation, disability, military or veteran status, genetic information, medical condition, or any other consideration;</td>
</tr>
<tr>
<td>Specific allegations of unlawful discrimination or retaliation based on the employee’s exercise of legally protected rights;</td>
</tr>
<tr>
<td>Specific allegations of unlawful retaliation for having raised a concern in good faith that is covered by this policy;</td>
</tr>
<tr>
<td>Specific allegations of discrimination, harassment, or retaliation;</td>
</tr>
<tr>
<td>Specific allegations of adverse personnel action based on the employee’s good faith report to an appropriate law enforcement authority of a violation of a law by YES Prep or the organization employee, i.e., “whistle-blower complaints.”</td>
</tr>
</tbody>
</table>
The steps outlined below are listed in order of escalation. If at any particular step a resolution has been applied, the Being Heard Process concludes, and the employee need not further escalate in the process.

1. **Employee attempts resolution at the work site.**
   Prior to engaging Talent in the process, the employee engaged in the employment conflict should attempt to resolve the conflict at their work site. If the pursuit of a resolution is unsuccessful, proceed to initiate a formal complaint.

2. **Employee submits a formal complaint to Talent in writing.**
   The employee will outline the desired relief being sought using the “Being Heard” form.

3. **Talent reviews the complaint to explore possible solutions.**
   Once Talent receives the complaint, Talent will begin the fact-finding process to learn if there are immediate solutions available.

4. **Talent determines the appropriate action.**
   The Talent team will engage in one of the following processes, choosing the path of least intervention where appropriate:

   5. **Talent formalizes further action based on the route selected (resolution/mediation/hearing) in step four.**
      Upon conclusion of the action in step 4, within five business days, Talent will formalize any resolutions/decisions into a document for all parties.

6. **If the complainant is dissatisfied with the outcome of the decision rendered, the employee may appeal.**
   An appeal must be submitted in writing using the Being Heard Appeal Form. If the employee has not exhausted all actions from step 4, Talent will choose the next available option. If the employee has engaged in a hearing (where appropriate), the appeal will be reviewed by the Chief Talent Officer to determine a final decision.

7. **The Chief Talent Officer renders a final decision.**
   Once the Chief Talent Officer has made a final decision, the complainant has exhausted all available mechanisms for consideration.
   Please note: If a complaint is made against the Chief Executive Officer, the claim will be reviewed by external counsel or the Board, as needed.
EMployment requirements

There are several requirements in order to be, and remain, eligible for employment at YES. This section outlines the minimum requirements for joining and continuing as a team member at any of our locations.

Authorization to Work

While employees do not have to be US citizens, they must be legally authorized to work in the US. The Immigration Reform and Control Act of 1986 (IRCA) prohibits YES Prep from employing any person not legally authorized to work in the United States. In accordance with IRCA, all persons working after November 6, 1986, must submit documentation evidencing their right to work in the US. Anyone submitting false documentation shall be immediately terminated. YES Prep does not discriminate on the basis of citizenship. Any concerns regarding IRCA, and the required documentation should be brought to the Director of Talent.

There are several requirements for the work authorization process:

The completion of the I-9 Employment Eligibility is a document required by the Department of Homeland Security.

In order to be employed by YES Prep, eligibility of all new hires must be established through the completion of section 2 of the I-9 form prior to, or within 3 days of, their start date.

Rehires must also complete I-9s if the retention timeline has elapsed.

New hires must present required, unexpired documents, or a receipt for the required documents, within three (3) business days of the employee’s start date.

Rehires must present required, unexpired documents, or a receipt for the required documents, within ninety (90) days of their start date if their retention timeline has lapsed.

In accordance with federal law, if required documentation is not presented within the deadline, the employee will be separated from YES.

If a staff member with an expiring Employment Authorization status does not present updated document(s) in-person before their expiration date, YES Prep must terminate employment until work authorization document(s) are updated.

Employment Eligibility Factors

The Texas Education Code requires public schools, including charter schools, to require fingerprint-based criminal background reviews of school employees before they report to work. Background information will only be reviewed for reasons related to employment eligibility.

The fingerprinting process is conducted by the State of Texas. YES Prep will assist new employees with fulfilling this requirement:

All new hires are required to submit to a fingerprint-based criminal background check prior to beginning the first day of work, at the employee’s expense. Talent will submit required information to the state, so new hires receive a FAST Fingerprint Pass with instructions to get their fingerprints completed. Information collected on an individual to comply with the requirements listed above is confidential and will only be reviewed by authorized personnel. The information will be reviewed in a secure environment and any information involved in the review process will be destroyed or made inaccessible after the review. Unauthorized access or dissemination of background information...
Employment Terms

Employment Terms can result in termination from YES Prep and prosecution as outlined by law (see Federal Bureau of Investigation Criminal Justice Information Services Policy Sections 2 – 5).

YES Prep does not prohibit employment or refuse to consider an application for employment solely on the grounds that an applicant/employee has a prior criminal record, arrest, conviction, or adjudication. However, YES Prep makes employment decisions based on the underlying conduct leading to the arrest or adjudication. State law also prohibits YES Prep from employing individuals who have been convicted of certain offenses.

A number of factors will be taken into consideration when determining whether or not an employee may be eligible for employment following an offense based in a specific criminal history. The factors for consideration will include, but are not limited to:

- Nature and gravity of the offense or offenses;
- Elapsed time since the conviction and/or completion of the sentence;
- Responsibilities of the job held or sought;
- Age of the person at the time of the crime;
- Adjudication of the offense (e.g., whether the person was found guilty, plead guilty, entered a no contest plea, or received deferred adjudication);
- Accuracy of disclosure;
- Possible impact on the professional environment;
- Facts and/or circumstances surrounding the offense or conduct;
- Number of offenses;
- Evidence that the individual performed the same type of work, post-conviction, with the same or a different employer, with no known incidents of criminal conduct;
- Duration and consistency of employment history before and after the offense; Rehabilitation efforts, e.g., education/training; and
- Employment or character references regarding fitness for the particular position.

**YES Prep will take the necessary steps to determine an employee's eligibility for hire:**

Upon consideration of the above or other appropriate factors, YES Prep shall inform the applicant/employee that they may be excluded because of the individual’s criminal history and provide the individual an opportunity to demonstrate that the exclusion does not properly apply to him or her and the position in question.

YES Prep shall consider the additional information provided by the applicant/employee prior to making any final determination.

YES Prep may release an employee if it obtains information of the employee's conviction of a felony or misdemeanor involving moral turpitude that the employee did not disclose.

Please note that the mishandling of any background data is a violation of policy and law and will result in disciplinary action up to and including termination.
MINIMUM QUALIFICATIONS
YES has high expectations for all employees. This section outlines the expectations of employment while working for YES.

CERTIFICATIONS FOR TEACHERS
All teachers are required to hold a valid teacher’s Texas certification (e.g. Intern, Probationary, One-Year, or Standard) as evidence of baseline content expertise. In accordance with Texas state compliance, Special Education, Bilingual, and Pre-K Teachers are required to hold a valid Texas teaching certification in the content in which they teach. Fall and Spring audits will be conducted to let staff know if they are not meeting the policy and the implications of non-compliance.

OFFICIAL TRANSCRIPTS
If a given role requires a bachelor’s or advanced degree, YES Prep requires an official, degree(s) conferred transcript(s) on file for each degree that the employee holds that is a qualification for their particular role.

MANDATORY TRAININGS
All employees will be required to complete trainings as assigned by the organization, YES Prep Home Office, campus or Home Office team, or manager by the deadlines assigned. This may include, but not limited to Cybersecurity, Sexual Harassment, Child Abuse, etc. Failure to complete trainings that are a requirement of the role could result in disciplinary action, up to and including termination of your employment.

PROFESSIONAL CREDENTIALING
Certain positions are required to have special certifications or credentialing as a requirement of their position. In these cases, it is a professional expectation of the employee to ensure that they remain in compliance at all times as defined in their job description.

PERSONNEL TYPES

NON-EXEMPT AND EXEMPT EMPLOYEES
All employees are classified as either exempt or non-exempt according to job duties as determined by the provisions of the federal Fair Labor Standards Act (FLSA).

<table>
<thead>
<tr>
<th>NON-EXEMPT AND EXEMPT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-exempt employees are paid on an hourly basis and are covered by the overtime provisions of the federal Fair Labor Standards Act and by Texas wage and hour laws. Non-exempt employees will fulfill any responsibilities beyond their forty hours at a rate of time and a half. Non-exempt employees are required to report their work time within the applicable timekeeping system. Altering, overstating, or falsifying time records may result in disciplinary action up to and including termination.</td>
</tr>
<tr>
<td>Exempt employees are salaried and classified based on specific tests as mandated by the Fair Labor Standards Act. Meeting these qualifications exempts them from overtime provisions of the FLSA. Exempt employees are paid a fixed salary determined by the duties to be performed rather than the number of hours worked.</td>
</tr>
</tbody>
</table>
Under the Salary Basis Requirement, Part 541, of the Fair Standard Labor Act, Teachers are specially treated and not subject to the same tests and requirements as other exempt positions.

YES Prep’s positions are reviewed and assigned an FLSA (exempt or non-exempt) status that is maintained on a master record by the Talent team.

An employee’s exempt or non-exempt classification may be changed only upon written notification by YES Prep, and in accordance with applicable federal law(s).

**FULL-TIME OR PART-TIME**

Full-time employees are those who are scheduled to work at least 40 hours per week.

Part-time employees are those who are scheduled to work less than 40 hours per week. For part-time employees, hours per week will determine their total benefits eligibility.

**OTHER PERSONNEL TYPES**

Contractors are not YES Prep employees but are required to operate in compliance with YES Prep policies and regulations. Contractors must undergo the appropriate background check process and are also required to have an official contract or professional services agreement on file that has been approved by Finance and Talent.

Volunteers are not YES Prep employees but are required to operate in compliance with YES Prep policies and regulations. Volunteers must undergo the appropriate background check process.

Temporary employees are those who are hired on a temporary basis. Temporary employees can be either full-time or part-time, dependent upon the number of hours scheduled to work during a work week. Temporary employees only become benefits eligible if they are set to work for more than 4.5 consecutive months.

Seasonal employees are those who are hired to only work segments of the academic calendar and are also considered temporary employees.

Grant-funded roles will be employed for the duration of the grant. When the grant concludes or if funding is lost, there shall be no assumptions of continued employment with YES Prep. Grant-funded employees will be notified of their funding source upon employment and will sign annual acknowledgments for the duration of the grant.
VERIFICATION OF EMPLOYMENT 
& RECORD RELEASE

Prospective employers, financial institutions, and residential property managers routinely contact YES Prep for information on a former or current employee’s work history and salary.

The Talent and/or Payroll department will return a completed verification of employment form directly to the requesting party.

All verifications of employment will be limited to providing dates of employment, current or final position held, current or final salary/wage rate, and whether or not a former employee is eligible for rehire at YES Prep.

Current or former employees who wish to receive an employment reference from YES Prep that provides more information than the details listed above will be required to sign an Employment Reference Release Form, which is available from the Talent team.

Campus, nor campus leadership, should complete employment verifications. Please send and direct all employment verifications to Talent.Support@yesprep.org.

ENDING EMPLOYMENT

While YES Prep is an at-will employer, if an employee decides to leave YES Prep, it is required that they provide a minimum of two weeks’ notice to their supervisor and the Talent team through the Employee Self Service. If an employee fails to do so, the manager should send an e-mail to Talent.Support@yesprep.org including the employee’s name, reason for leaving, last day at work, and information on any outstanding district property.

Any benefits with YES Prep will terminate on the last day of the month in which the last day of work occurs. For 10-month, campus based, exempt employees who work until the last day of their duty schedule, benefits will terminate on July 31.

When an employee’s resignation becomes effective, the employee shall forfeit all accumulated local leave. Employees can take their available state days with them. In order to do this, they will need to request a service record from Talent.Support@yesprep.org.

After an authorized leave, if an employee is able to return to work, and chooses to resign, YES Prep may require reimbursement of paid leave benefits.

Upon exiting the organization, all equipment will be reimaged. Any information retained on district equipment is the property of the district and subject to the Public Information Act.

An employee must be present and actively at work on their last day of employment and cannot use PTO or holidays to extend their employment. For an employee to be eligible to receive holiday pay, they must work the day before the holiday and the day after the holiday unless they have approved, scheduled time-off. Similarly, if an employee ends employment after 3 or more days of PTO and prior to returning to work, their last day of work will be updated.
to reflect the last day they reported.

**Resignation Process**
1. Employee notifies manager they are voluntarily ending employment.
2. Employee submits their resignation in the Employee Self Service.
3. Talent emails employee and manager with confirmation of resignation and details of their end of employment.

**JOB ABANDONMENT**
Employees who fail to report to work without following the appropriate notification protocols for three (3) consecutive workdays may be considered to have abandoned or voluntarily resigned from their employment on the last day worked, in accordance with applicable federal and state laws.

**TERMINATION**
Unless otherwise provided a specific written employment agreement or contract, employment with YES Prep Public Schools is “at will.” That means that an employee can choose to leave YES Prep at any time and YES Prep can choose to terminate employment at any time, with or without notice and with or without reason, as long as employment is not terminated for an illegal reason.

**STUDENT INTERACTIONS**
YES Prep recognizes that because of the tight-knit relationships at a family-oriented school, many staff members may have familial or personal relationships with students or parents of students. However, YES Prep cautions staff members against engaging in, in-person friendships with students and families as well as social networking. Although the lines between public and private and personal and professional can become blurred, you will always be considered a YES Prep employee. These guidelines are intended to support and protect YES Prep teachers, staff, students, and families so that YES Prep can provide the best education possible to each student.

**STUDENT SUPERVISION**
Students should be supervised by a YES Prep employee at all times, and parents/guardians should know where their children are at all times. If an accident should happen to a student or students, this question will be asked: “Where was the staff member?” The staff member should use their best judgment in terms of supervision so that they have a responsible answer to this question.

**APPROPRIATE USE OF CLASSROOMS**
It is YES Prep policy that employees should not be alone with a student, regardless of age or gender, behind a closed door or in any other isolated situation. If someone does end up in a situation alone with a student, it is the adult’s responsibility to move to an open location or to seat him/herself and the student in plain sight. Under no circumstances may an adult tape up, block, or cover up windows in such a way as to prevent outsiders from being able to see into a classroom. Teachers and students must be visible through the doorway, or door window, of any classroom.
INAPPROPRIATE SOCIAL RELATIONSHIPS WITH STUDENTS

Inappropriate social relationships between YES Prep employees and students are strictly prohibited. Although this policy gives specific, clear direction, it is each staff member’s obligation to avoid situations, whether or not explicitly listed, that could prompt suspicion by parents, students, colleagues, or school leaders or give the appearance of an inappropriate relationship with a student. One viable standard that can be quickly applied, when an employee is unsure if certain conduct is acceptable, is to ask him or herself if they would engage in this conduct if their family or colleagues were next to them.

UNACCEPTABLE BEHAVIOR WITH STUDENTS

Some activities may seem innocent from a staff member’s perspective but can be perceived as flirtation or sexual insinuation from a student or parent’s point-of-view. The examples below are unacceptable and strictly prohibited by YES Prep staff. The examples below are not intended to restrain innocent, positive relationships between staff and students, but to prevent relationships that could lead to, or may be perceived as, professional misconduct. In addition to the examples below, all staff are expected to adhere to the Texas Educator’s Code of Ethics.

- Communications with students, whether by telephone, email, instant message, or text message at any time, unless the communication is directly related to an employee’s assigned duties and responsibilities, e.g., the student’s homework, class or team activity, school club, other school-sponsored activity;
- Communications with students by telephone, email, instant message, or text message between the hours of 9 p.m. and 6 a.m., unless there have been specific arrangements made and consent given by the student’s parent/guardian;
- Communication with students using one’s own personal device. Staff should communicate with students using YES issued computers via Teams, Outlook, and/or other campus-approved systems (ex. Cardstock);
- Communications with students that includes profanity;
- Communications with students about your experiences with romantic relationships, alcohol, drug use, or other personal matters;
- Excessive texting or e-mailing with a student;
- Attempting to, or the appearance of attempting to conceal communications with students;
- Communications that can be reasonably interpreted as soliciting sexual contact;
- Sexually explicit communications with students;
- Negative communications with students and/or families about other students, other staff members, or campus policies;
- Engaging in personal conversations with students about either the student’s or the employee’s own personal relationships or problems with spouse, boyfriend, girlfriend, or significant other;
- Taking the student away from school during the school day without obtaining express permission of the student’s parent AND Principal;
- Visiting students at their homes when a parent is not present or inviting a student to an employee’s home, or socializing with the student without prior express permission of the student’s parent;
- Spending time with any YES Prep student after hours, on the weekend, over the summer, or during any other campus closures unless expressly approved by your Principal;
- Cohabiting in the same room as a student of the opposite sex during approved overnight trips; and
- Giving gifts of a personal or intimate nature (clothing, perfume, cologne, jewelry, etc.) to students at school or at any time without the parent’s knowledge and permission.
- Displaying favoritism by allowing specific students to get away with conduct that is not permitted from other students.
**SEXUAL HARASSMENT OF STUDENTS**

Sexual harassment of students is illegal and prohibited by YES Prep policy and the Texas Educator Code of Ethics.

<table>
<thead>
<tr>
<th>SEXUAL HARASSMENT OF STUDENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sexual harassment is defined as welcomed or unwelcomed sexual advances, welcomed or unwelcomed requests for sexual favors, and other welcomed or unwelcomed verbal or physical conduct of a sexual nature when involving persons of a different sex or persons of the same sex. The following interactions or communications with students will be considered sexual harassment of students:</td>
</tr>
<tr>
<td>Making sexually demeaning comments to a student;</td>
</tr>
<tr>
<td>Making comments about a student’s potential sexual performance;</td>
</tr>
<tr>
<td>Requesting details of a student’s sexual history;</td>
</tr>
<tr>
<td>Engaging in conversations regarding the sexual problems, preferences, or fantasies of either party.</td>
</tr>
</tbody>
</table>

Additionally, solicitation of a romantic relationship is illegal and strictly prohibited by YES Prep policy.

<table>
<thead>
<tr>
<th>SOLICITING A ROMANTIC RELATIONSHIP</th>
</tr>
</thead>
<tbody>
<tr>
<td>The following interactions or communications with students may be considered solicitation of a romantic relationship:</td>
</tr>
<tr>
<td>Behavior, gestures, expressions, or communications with a student that are unrelated to the educator’s job duties and evidence a romantic intent or interest in the student, including statements of love, affection, or attraction;</td>
</tr>
<tr>
<td>Requesting a date, sexual contact, or any activity intended for the sexual gratification of the employee;</td>
</tr>
<tr>
<td>Inappropriate hugging, kissing, or touching;</td>
</tr>
<tr>
<td>Suggestions that a romantic relationship is desired after the student graduates, including post-graduation plans for dating or marriage;</td>
</tr>
<tr>
<td>Any other acts tending to show that the educator solicited a romantic relationship with a student; and</td>
</tr>
<tr>
<td>Enticing or threatening students to engage in any type of sexual behavior.</td>
</tr>
</tbody>
</table>

Any violation of this policy will result in disciplinary action, up to and including immediate termination and referral to the appropriate legal authorities for prosecution to the full extent of the law.
SEXUAL ABUSE OF STUDENTS
Sexual abuse of students is illegal and prohibited by YES Prep policy.

<table>
<thead>
<tr>
<th>SEXUAL ABUSE OF STUDENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sexual abuse of a student occurs when an employee touches a student for the purpose of causing sexual arousal or gratification of the student or employee, even if the touching occurs at the request or with the consent of the student. Sexual abuse also may occur when a student touches an employee for the sexual arousal or sexual gratification of the student or employee, even if the touching occurs at the request or with the consent of the employee.</td>
</tr>
</tbody>
</table>

It is not a defense to a sexual abuse complaint that the student consented to the sexual contact, that there was a mistake as to the student’s age, or that the sexual contact did not take place on school property or at a school function.

Any violation of this policy will result in disciplinary action, up to and including immediate termination and referral to the appropriate legal authorities for prosecution to the full extent of the law.

DUTY TO REPORT SEXUAL HARASSMENT, INAPPROPRIATE CONDUCT, OR SEXUAL ABUSE OF STUDENTS

Per Title IX Federal Requirements, when any employee becomes aware that another staff member or adult on campus has engaged in unacceptable behaviors as specified in this policy or behaviors regarding professional boundaries otherwise causing suspicion, they must immediately report the matter to the Principal. All reports shall be as confidential as possible under the circumstances. It is the duty of the administrator to investigate and thoroughly report the situation.

All allegations of sexual harassment, inappropriate conduct, or sexual abuse of students will be reported to parents and promptly investigated.

Conduct that may be characterized as known or suspected child abuse will also be reported to appropriate authorities, as required by law, including reporting to the State Board for Educator Certification for all certified employees.

Employees with questions or concerns relating to alleged sexual harassment of a student or inappropriate social relationships with a student should contact their Principal and/or the Managing Director of Talent.
REPORTING SUSPECTED CHILD ABUSE, NEGLECT, AND TRAFFICKING

Any employee who suspects that a child has been or may be being abused or neglected has a legal responsibility, under state law, to report the suspected abuse or neglect to law enforcement or the Texas Department of Family and Protective Services (DFPS) within 48 hours of learning of the facts giving rise to suspicion. Reports of suspected abuse or neglect of a child by an individual who has the care, custody, or welfare of the child, including school employees and volunteers must be reported to DFPS. Reports to DFPS can be made to the Texas Abuse Hotline at (800)252-5400. Reporting a suspicion to a school counselor, Principal, or to another school staff member does NOT fulfill the employee’s responsibilities under law.

Additionally, state law requires employees to report any suspected trafficking of a child directly to Texas DFPS or law enforcement within 48 hours.

CHILD TRAFFICKING

A person commits a child trafficking offense if the person:

- Knowingly traffics a child with the intent that the trafficked child engages in forced labor or services;
- Receives a benefit from participating in a venture that involves an activity in which a trafficked child engages in forced labor or services, including receiving labor or services the person knows are forced labor or services; or
- Traffics a child and by any means causes the trafficked child to engage in or become the victim of continuous sexual abuse of a young child or children; indecency with a child; sexual assault; aggravated sexual assault; prostitution; promotion of prostitution; aggravated promotion of prostitution; compelling prostitution; sexual performance by a child; or employment harmful to children.

Under state law, any person reporting or assisting in the investigation of reported child abuse or neglect is immune from civil or criminal liability unless the report is made in bad faith or with malicious intent.

An employee’s failure to report suspected child abuse, neglect, or trafficking may result in prosecution for the commission of a Class B misdemeanor. In addition, a certified employee’s failure to report suspected child abuse, neglect, or trafficking may result in disciplinary procedures by SBEC for a violation of the Code of Ethics and Standard Practices for Texas Educators.

Employees who suspect that a student has been or may be abused, neglected, or trafficked should also report their concerns to the Principal.

Employees are not required to report their concern to the Principal before making a report to the appropriate agencies. In addition, employees must cooperate with child abuse and neglect investigators.
Reporting the concern to the Principal does not relieve the employee of the requirement to report to the appropriate state agency. Interference with a child abuse investigation by denying an interviewer’s request to interview a student at school or requiring the presence of a parent or school administrator against the desires of the duly authorized investigator is prohibited.

**Communication of Any Student-Specific Information**

Legally any YES Prep employee can discuss student(s) issues with each other only if the employee’s interaction with said student(s) affects their well-being. All YES Prep staff should only use students’ initials when communicating all student information using system-wide methods of communication (Skype, email, YIP texts, etc.).

If an employee has an urgent matter that needs to be communicated to the appropriate person, please use oral communication to protect the privacy of the student. Incident reports should be written in a document and attached to an email and should not be written in the body of the email. Additionally, staff should avoid diagnosing students (i.e. they have ADHD, etc.). Staff members are expected to use the utmost discretion when discussing a student via email, Teams, or any other form of written communication and limit details as much as possible to preserve privacy.

**Students Residing with Staff**

We understand that there may be times when a student is in need of a temporary residence due to unforeseen or unfortunate circumstances. In rare instances, a staff member may be granted permission to allow a student to reside with them on a temporary basis under the following conditions:

- The student must be in imminent danger or there are significant safety concerns prompting a change of residence for the student.
- The relocation must be on a temporary basis (typically less than 3 months).
- Permission must be granted in writing by the parent or legal guardian, Principal, Head of Schools, and the Director of Talent.
- The employee must sign a document outlining expectations while the student is residing with the teacher.
- The Student Support Counselor must be engaged to identify additional supports and/or alternative residency for the student.

**CORPORAL PUNISHMENT**

Corporal punishment is prohibited as a method of discipline at YES Prep, and violations of this policy will result in disciplinary action up to and including termination. For policies related to student discipline, please review the Student Handbook.

**CORPORAL PUNISHMENT**

Corporal punishment is defined as physical punishment and includes, but is not limited to, lifting, hitting, spanking, swatting, pushing, punching, pinching, choking, or kicking. Participation in corporal punishment is considered child abuse.
ADMINISTRATION OF MEDICATIONS

Medication should be administered outside of school hours, if possible. If medication is to be administered at school, Certified Medical Assistants and Nurses are YES’s approved personnel for medication administration and are the only employees authorized to administer medications, including vitamins and food supplements, to students. If necessary, medication can be administered at school under the following circumstances:

- Non-prescription medication brought to school must be submitted to the school by a parent/guardian along with a written medical administration form. The medication must also be in the original and properly labeled container.

- Prescription medications administered during school hours must be prescribed by a physician or advanced nurse practitioner (“ANP”) and filled by a pharmacist licensed in the State of Texas.

- Prescription medications must be submitted in a labeled container administered by a pharmacy showing the student’s name, name of the medication, reason the medication is being given, proper instructions, proper dosage amounts, the time the medication must be taken, and the method used to administer the medication. Medications sent in plastic bags or unlabeled containers will NOT be administered.

- If the substance is herbal or a dietary supplement, it must be provided by the parent/guardian and will be administered only if required by the student’s Individualized Education Program (“IEP”) or Section 504 plan for a student with disabilities.

- Only the amount of medication needed should be delivered to the school, i.e., enough medication to last one day, one week, etc. In cases of prolonged need, the medication must be sent in the amount for a clearly specified period. Extra medication will not be sent home with the student.

- In certain emergency situations, the school may administer a non-prescription medication to a student, but only in accordance with the guidelines developed by the school’s medical advisor and when the parent has previously provided written consent for emergency treatment.
This unit continues to outline professional expectations not only within the legal framework, but also in the cultural framework of the organization. This unit covers a wide array of topics from ethics to technology, sharing the parameters of operations to guide your success as an employee at YES.

**ETHICAL BEHAVIOR**
- Code of Ethics
- Code of Conduct
- Educator Misconduct
- Off-Duty Conduct
- Reporting Pending Investigations
- Conflicts of Interest
- Procurement and Contracts
- Accepting Gifts
- Crowdfunding
- Donating to YES Prep
- Reporting of Crimes/Convictions

**WORKER’S COMPENSATION AND ACCIDENT REPORTING**
- Emergency Procedures and Crisis Management
- Emergency Contacts
- Visitors at Work

**RELATIONSHIPS WITH OTHER EMPLOYEES**
- Relatives
- Romantic/Intimate Relationships Between Employees

**SAFETY & SECURITY**
- Workplace Safety
- Weapons
- Alcohol, Tobacco (E-Cigarettes), and Controlled Substances
- Bullying
- Driving Vehicles for YES Prep Business
- Swimming
- Class Trips

**PERFORMANCE MANAGEMENT**
- Teacher Pathway Overview
- Non-Instructional Evaluation
- Disciplinary Action

**ADDITIONAL EMPLOYMENT**
- Primary Assignments
- Secondary Assignments
- External Employment
- Running for Office

**OTHER OPPORTUNITIES AT YES**
- Exploring other Opportunities at YES
- Role Reassignments/Restucturing
ETHICAL BEHAVIOR

YES Prep expects that all employees demonstrate the highest ethical standards at all times. This chapter of the handbook outlines YES’s position on several topics of ethical behavior.

CODE OF ETHICS

The Educators’ Code of Ethics is set forth in Texas Administrative Code to provide rules for standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community.

All educators employed at YES Prep shall comply with the following Code of Ethics from the Texas Educator Preamble:

The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty and good moral character. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of their potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community.

CODE OF CONDUCT

Business dealings and relationships are to be conducted with integrity, honesty, and respect. Employees are expected to deal fairly and honestly with our students, parents, co-workers, and others with whom we do business and remain in compliance with applicable laws, regulations, and YES Prep policies.

CODE OF CONDUCT VIOLATIONS

The following should be considered violations of YES Prep’s code of conduct:

- Insubordination and/or disregarding or being inattentive to working directions and instructions from a supervisor or refusal to comply with such working conditions and instructions.

- Willful violation of YES Prep rules, expectations, and/or regulations.

- Dishonesty of any kind in relation to YES, including but not limited to theft of YES property, the property of other employees, or property of others entrusted to YES.

- Unsatisfactory work performance or otherwise failing to perform work to the standards expected of YES employees.

- Excessive or unexcused absenteeism or tardiness, including violation of any rule pertaining to attendance.

- Misrepresentation of facts, omission of facts, or falsification of records, including but not limited to, personnel records, student records, reasons for requesting a leave of absence or time off, and information in connection with the obtaining of employee benefits or misuse of such benefits.
Professional Expectations

Failure to return to work upon expiration of authorized leave, unless valid excuse is given and accepted, or leave is extended. If, at the expiration of FMLA leave, the employee is able to return to work but chooses not to do so.

Failure or refusal to perform work as required or directed.

Engaging in any acts of violence, fighting, threats of violence, or otherwise engaging in disorderly conduct, horseplay, intimidating conduct.

Bringing alcohol, drugs, or any controlled substances onto YES premises; consuming alcohol or using drugs or any controlled substances on YES premises; entering the premises under the influence thereof; or consuming alcohol or using drugs or any controlled substances while on the job.

Sexual, verbal, physical, or visual forms of harassment directed at any person associated with YES, or discriminatory treatment of employees or applicants, where such discrimination or harassment is based on race, color, religion, national origin, sex, age, disability, sexual orientation, or any other protected status. This prohibition also covers any form of sexual harassment, including unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature.

Knowingly permitting unauthorized persons to be in YES facilities or on YES property.

Employees aware of colleagues in violation of YES Prep’s code of conduct are expected to report such information to their manager and/or the Director of Talent.

EDUCATOR MISCONDUCT

The CEO shall promptly notify the State Board of Educator Certification (SBEC) by filing a written report (within seven days of first learning about an alleged incident of misconduct) with the Texas Education Agency upon obtaining knowledge or information indicating any of the following circumstances:

That an educator, applicant for, or holder of an educator’s certificate has a reported criminal history;

That an educator or certificate holder was terminated for committing any of the following acts:
  • Abused or otherwise committed an unlawful act with a student or minor;
  • Was involved in a romantic relationship with or solicited or engaged in sexual contact with a student or minor;
  • Possessed, transferred, sold, or distributed a controlled substance;
  • Illegally transferred, appropriated, or expended school property or funds;
  • Attempted by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle the individual to be employed in a position requiring such a certificate or permit or to receive additional compensation associated with a position;
  • Committed a crime or any part of a crime while on school property or at a school-sponsored event; and
  • Solicited or engaged in sexual conduct or a romantic relationship with a student or minor.

That an educator engaged in conduct that violated the assessment instrument security procedures established by Education Code section 39.0301.

That a certificate holder resigned and reasonable evidence supported a recommendation to terminate the individual because their committed one of the acts specified above.
OFF-DUTY CONDUCT
In general, YES Prep encourages staff to lead their personal lives in any manner in which they choose. However, staff should be cognizant of the ways in which their off-duty conduct impacts YES Prep’s reputation, students, families, and/or work environment.

Accordingly, off-duty conduct, including social media conduct, will be considered a work-related matter and could be subject to disciplinary action, up to and including termination, if it:

- Harms YES Prep’s reputation;
- Has consequences that render you unable to perform your job or any part of your job effectively;
- Leads other staff to refuse, be reluctant to, or unable to work with you; or
- Makes it difficult for YES Prep to manage its operations and/or direct its workforce efficiently.

REPORTING PENDING INVESTIGATIONS
In the event that any YES Prep employee is under investigation by any state, federal or local authority, they must notify Talent within 48 hours of receiving notice. Failure to notify Talent could be subject to discipline, up to, and including termination.

If YES becomes aware of evidence of inappropriate conduct with students, an investigation will be conducted immediately.

Within seven days of the criminal history, termination, or resignation following an alleged incident of misconduct involving students, YES will report the information to the State Board Educational Certification (SBEC).

The investigation will conclude even if the educator resigns from employment before the completion of the investigation.

CONFLICTS OF INTEREST
Employees may not use their position with YES Prep or information acquired during employment in a manner that may create a conflict, or the appearance of a conflict, between the employee’s personal interests, the interest of YES Prep, and those with whom YES does business.

A potential or actual conflict of interest occurs whenever an employee is in a position to influence a decision that may result in a personal gain for the employee or an immediate family member (e.g., spouse or significant other, parents, or siblings).

Everyone must always place the lawful and legitimate interests of YES Prep over personal gain.

No one shall be affiliated with any buyer, purchasing agent, or provider of goods or services to YES Prep over which that person has influence or decision-making authority. Such affiliation generally is inconsistent with the employee's
capacity to deal equitably with all buyers, to fairly and honestly service YES Prep, and to discharge their responsibility to YES Prep.

If the employee has any reason to believe there may be a conflict of interest, they must immediately disclose the matter to an immediate supervisor, Principal, or member of the Executive Leadership Team.

Should any question about an action that may constitute as a violation of this policy arise, the employee should discuss the question with their immediate supervisor, Principal, and/or a member of the Chief Executive Team.

PURCHASING AND CONTRACTS
YES Prep Public Schools and its employees are responsible for maximizing the use of District funds to purchase goods and services to further the district’s mission and facilitate the implementation of the charter program. All district employees must adhere to purchasing requirements and any administrative procedures. If a district employee fails to follow the requirements established, including obtaining an approved purchase order prior to the purchase of any good and/or services, the employee may be financially responsible of the purchase. As deemed appropriate, the CEO or designee(s) shall take appropriate disciplinary action for employees who do not follow the code of conduct in regards to procurement.

ACCEPTING GIFTS
YES Prep requires that all employees follow the guidelines described in this section when receiving or giving gifts from or to vendors, potential vendors, students, and/or parents:

YES Prep employees will inform vendors and potential vendors that the receipt of any gifts or gratuities will not in any manner influence business dealings with YES Prep.

No one shall accept personal gifts of money, credits, or purchasing discounts (that are not offered system wide) in any amount.

Employees of YES Prep may accept non-monetary personal gifts that have a value of less than $50 (including meals, gift cards, product samples, etc.), strictly as a gesture of goodwill, in the spirit of seasonal giving, or for public relations purposes, and only if such gifts are given and received with no expectation of reciprocal obligation.

Employees may accept event ticket(s) at or in excess of $50 face value but may not accept tickets that would have total face value amount of more than $250 per calendar year.

If an employee receives unsolicited gifts exceeding these restrictions, they will:

- Return the gifts to the senders;
- Pay the senders full market value for the gifts;
- Donate the gifts to YES Prep; or
- Donate the gifts to another charitable organization.

Employees may not accept gifts or favors that could influence, or be construed to influence, the employee’s dis-
charge of assigned duties. The acceptance of a gift, favor, or service by an administrator or teacher that might reasonably tend to influence the selection of textbooks, electronic textbooks, instructional materials, or technological equipment may result in prosecution of a Class B misdemeanor offense. This does not include staff development, teacher training, or instructional materials such as maps or worksheets that convey information to students or contribute to the learning process.

**CROWDFUNDING**
Crowdfunding is the practice of funding a project or venture by raising small amounts of money from a large number of people, typically via the internet (e.g. Donors Choose). YES Prep employees may not accept money from crowdfunding when it is directly related to being an employee at YES Prep, or for YES Prep business purposes. Should an exception be made, all materials that are a benefit of crowdfunding will be considered YES Prep property and cannot be in violation of our accepting gifts policy.

Additionally, YES Prep employees cannot set up crowdfunding campaigns on behalf of YES Prep students and families without direct consent from Talent.

**DONATING TO YES PREP**
Fundraising campaigns may be initiated within YES Prep and organized at the system, Home office, or campus level. Employees are under no obligation to participate and are encouraged to do so at their own free will. Employees may not be penalized for forgoing participation.

**REPORTING OF CRIMES/CONVICTIONS**
Employees are required to report any arrest, charge, or conviction.

Any individual who is arrested, charged, or convicted of any criminal offense must notify Talent in writing, no later than 48 hours after the date of arrest, charge, or conviction, whichever is first.

At that time, Talent, in consultation with Counsel, as necessary, will make a determination based on the alleged underlying conduct regarding the ability of that individual to remain as an employee, hire, vendor and/or volunteer.

**PROFESSIONAL EXPECTATIONS**

**FLEXIBLE WORKING ARRANGEMENTS**
YES Prep is committed to helping employees face the demands of juggling work, family, and personal obligations by offering flexible work arrangements where possible. Flexible work arrangements are to provide employees with increased flexibility while allowing YES Prep to maintain a progressive and productive work environment. We believe that regardless of location, we can all lead for excellence and equity, to focus on what is best for our students and families.

All YES Prep employees will be considered for alternative work arrangements on a case-by-case basis in situations where the arrangement allows employees to accomplish work goals and core responsibilities as well as personal needs that would provide coverage for campus or department operations to serve YES Prep’s mission with increased productivity. Alternative work schedule options include but are not limited to:
Flextime – An employee works eight hours per workday, but there is flexibility in an employee’s set scheduled starting and ending times.

Compressed workweeks – An employee works 10 hours per workday, reducing the workweek to four days a week OR an employee works 9 hours a day, Monday – Thursday and four hours each Friday.

The Principal, campus Director of Home Office Director or above is responsible for identifying if any of the flexible working arrangements are workable within the campus, department, or team and serves its best interest. Factors for consideration could include, but is not limited to:

- Role
- Core Responsibilities
- Does not transfer burden of work to others
- Impact of production
- Work outcome quality
- Absenteeism
- Campus or Department Operations
- Employee’s performance

Upon approval of a flexible work schedule, a trial period will apply to assess the impact and effectiveness of the arrangement. Trial periods should be no less than 3 weeks and no more than the length of a grading period. After completion of trial period, the work arrangement will be reviewed for continued success, altered, or cancelled. An employee wishing to change or cancel an alternative work arrangement must obtain written approval from their Principal or Home Office Director/manager.

Flexible work arrangements are not appropriate for all employees or positions and are not a universal employee benefit. The nature of an employee’s role and responsibilities must be conducive to a flexible work arrangement without causing significant disruption to performance and/or service delivery. In order for a flexible work arrangement to be approved, the employee must have a satisfactory attendance record, meet performance and behavior expectations, consistently demonstrate the ability to complete tasks and assignments on a timely basis, and the role being reasonably executed with fidelity in a flexible working arrangement.

If an employee is not meeting expectations of their role, or agreements made of the flexible working arrangements, a manager has the right to alter or cancel the agreed upon flexible working arrangements. In some circumstances, egregious or continued violations of the arrangement and/or other YES Prep policies will result in disciplinary action.

**VIRTUAL WORK REQUIREMENTS**

YES Prep recognizes that some roles, and some individual circumstances, may require virtual work on a full-time or intermittent basis. We believe that regardless of location, we can all lead for excellence and equity, to focus on what is best for our students and families. The following expectations for employees are being clarified to avoid issues that may cause disruption to the workday and/or during virtual meetings.

General Expectations:

- All YES Prep norms and policies continue to apply to offsite work locations;
Professional Expectations

- Remote employees are expected to be available and communicative during scheduled work hours, set with their manager;
- Employees should seek a quiet and distraction-free working space, to the extent possible;
- Dress like you would on the most liberal dress day on campus (i.e. YES Prep t-shirt or college shirt);
- Employees are expected to log into the YES Prep VPN to access certain organizational systems, and if in a public or shared internet space;
- Employees should exercise the same discretion and confidentiality they would if in person when it comes to student information; and
- Employees are expected to maintain their workspace in a safe manner, free from safety hazards.

Virtual Meetings and Classrooms:

- Video conference is encouraged but not required;
- If you cannot participate with video, please communicate this with your manager, or the meeting organizer, in advance of the meeting.
- Employees should utilize video background settings to help limit distractions; and
- Mute your microphone when not talking to limit background noise.

We appreciate the effort that all YES Prep employees show in a hybrid work environment, and we hope these guidelines help to clarify expectations when working remotely.

While reminders or verbal coaching may be all that is necessary in some circumstances, egregious or continued violations of these expectations and/or other YES Prep policies will result in disciplinary action.

DRESS CODE

YES Prep Public Schools believes in the power of community and school pride while also deeply valuing a person’s right to express their individuality without the fear of unnecessary discipline, body shaming, or the confines of gender norms. Dress code enforcement at YES Prep Public Schools will not create disparities, reinforce, or increase the marginalization of any group, nor will it be unfairly enforced more strictly against a staff member because of racial identity, ethnicity, gender expression, sexual orientation, cultural or religious identity, household income, body size or type, or body maturity. As such, all staff members are role models for our students and are expected to carry this philosophy forward by modeling professional dress and appearance that is authentic to an individual’s expression,

YES Prep’s standard attire across all locations is business casual, for when employees are on regular duty on-site, and for events, unless a different dress code is communicated by the event sponsor, however YES Prep Principals have autonomy in determining attire norms for their campus. For Home Office based staff that are on campus as a function of their job, they should use their discretion when determining their attire in accordance with the requirements of their position and campus norms.

In addition to making sure we are always appropriately dressed, we are also ensuring that we are creating an environment conducive to safe working conditions. Clothing, shoes, and accessories should not constitute a safety hazard.
In the summer months, the Home Office will move from business casual to summer dress as long as the dress is appropriate for an office.

All staff members across the organization are also required to wear their YES Prep badge at all times they are on YES Prep property.

Staff who are not dressed in accordance with YES Prep policies may be asked to change, sent home for the day, or face other disciplinary action.

**SAFETY & SECURITY**

**WORKPLACE SAFETY**
YES Prep believes maintaining a workplace free of harmful materials and unhealthy behaviors is vital to the well-being and safety of its employees and students. As staff members, we each have a responsibility to ensure that we act in a manner that is not threatening or could potentially hurt employees, students, vendors, or other visitors at any time. Anyone who engages in such behavior will be subject to disciplinary action, up to, and including termination of employment. YES Prep will report any such actions to the proper authorities and the employee could be prosecuted to the full extent of the law.

**WEAPONS**
YES Prep also prohibits employees to possess or use licensed or unlicensed weapons, including handguns, on all YES Prep premises, as well as inside motor vehicles parked in YES Prep parking lots.

**ALCOHOL, TOBACCO (E-CIGARETTES), AND CONTROLLED SUBSTANCES**
YES Prep maintains an alcohol-free, smoke-free, and tobacco-free work environment. It is a violation of state law to ingest or possess alcohol or smoke or use tobacco products (including, but not limited to, e-cigarettes, nicotine cigarettes, pipes, cigars, snuff, or chewing tobacco) on YES property or during YES-related or YES-sanctioned activities, on or off campus. If off-site, and no students are present at the event, supervisors may permit their employees to have alcohol, assuming the employees are of age.

**BULLYING**
YES Prep prohibits bullying of any kind and strives to create a safe and healthy environment for staff and students. All employees must be treated as professionals in the workplace.

**BULLYING**
Bullying occurs when individual or groups of students and/or staff members, engage in negative and unhealthy written or verbal expression, expression through electronic means, or physical conduct on school property, at a school-sponsored or school-related activity, or in a vehicle operated by YES staff. Examples of bullying may include, but are not limited to, hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, and ostracism.

The definition of “bullying” has expanded in accordance with Senate Bill 179 (David’s Law) that took effect on September 1, 2017. Cyberbullying is defined as “bullying through the use of electronic communication devices, including cellular or other telephones, computers, cameras, e-mail, instant messaging, text messaging, social media applications, Internet websites, or any other Internet-based communication tool.”
## BULLYING

David’s Law also clarifies when school districts and charter schools have jurisdiction over bullying. Specifically, schools have jurisdiction over:

- Bullying on school property or the site of a school-related activity on or off school property.
- Bullying that occurs on a school bus or vehicle being used for transportation of students to or from school or a school-related activity.
- Cyberbullying that occurs off school property or outside of a school-sponsored or school-related event, if the conduct interferes with a student’s educational opportunities or substantially disrupts the operations of a school, classroom, or school-related activity.

All employees are required to report bullying as soon as possible after witnessing or notice of an alleged act.

- A failure to report may impair YES Prep’s ability to promptly investigate and address the prohibited conduct.
- If a staff member is being bullied by colleagues and/or students, the colleagues and/or students will be subject to disciplinary action.
- If an employee is the subject of bullying, YES may explore re-assignment in addition to disciplinary action of the perpetrators.

## DRIVING VEHICLES FOR YES PREP BUSINESS

It is YES Prep’s practice that employees do not transport students in their personal vehicles. Students are expected to arrange for their own transportation, unless provided for by the school via a bus or YES Prep-rented vehicle. However, there may be times when a student has no other transportation or a health or safety concern may require transportation of a student in a personal vehicle and the employee must follow the process below. No employee is required to drive a student and should not drive a student unless necessary.

If the employee is driving a personal vehicle or YES Prep-rented vehicle while performing any YES Prep business (including choosing to transport students in your personal vehicle or YES Prep-rented vehicle), the employee should be aware that while YES will provide primary coverage, the employee and the employee’s insurance carrier will be liable for any secondary coverage as a result of damages or injuries. Employees must also meet the following criteria by submitting this information to Talent.Support@yesprep.org:

- Have a current, valid driver’s license.
- Not have any pending vehicular violations (e.g. DUI, DWI).
- Maintain a clean driving record such that the employee is insurable under YES Prep’s liability insurance policy.
- Carry active and valid car insurance in the required coverage amounts:
  - Automobile Liability: $100,000 per person; $300,000 per occurrence;
  - Property Damage: $50,000 per occurrence;
  - Medical Payments: $5,000 per person.
SWIMMING
Swimming at YES Prep sponsored field trips is only permissible at a pool or swim park if a certified lifeguard is on duty and the student has submitted a signed permission slip. Swimming in open water is prohibited even with a lifeguard on duty. YES Prep teachers who are certified lifeguards cannot be considered as a lifeguard on duty.

CLASS TRIPS
All policies of YES Prep apply while on Class Trips. Non-exempt employees who are overseeing or helping with class trips, are paid for their entire time while “on-duty” during the trip.

WORKER’S COMPENSATION AND ACCIDENT REPORTING
YES provides insurance to compensate for any illness or injury an employee might suffer while working on YES Prep premises, traveling on official YES Prep business, or attending an activity officially sponsored by YES Prep. Neither YES Prep nor its insurer will be liable for the payment of worker’s compensation benefits for any injury that arises out of an employee’s voluntary participation in any off-duty recreational, social, or athletic activity that is not part of, required, or an expected part of the employee’s work-related duties.

Knowingly making a false worker’s compensation claim may lead to a criminal investigation that could result in criminal penalties such as fines and imprisonment.

If an employee becomes ill or injured, they must tell the Principal, Director of Campus Operations, or a member of the Talent team immediately.

Additionally, the employee must complete a report for every injury, no matter how small, to keep the coverage in effect and to get any benefits or other compensation to which they may be entitled.

If the injury requires non-emergency care, the employee must select a doctor approved by YES Prep’s worker’s compensation carrier for their treatments. This list will be provided upon notification of the injury or illness.

If an employee is injured and it is an emergency, the employee should seek treatment at the nearest emergency facility as soon as possible. This also applies if the employee is injured outside of our work locations or after normal business hours but while performing job-related duties.

After receiving emergency care, ongoing care may be required. The employee must select a doctor approved by YES Prep’s worker’s compensation carrier for the ongoing care. The doctor chosen will oversee the care received for the work-related injury or illness.

EMERGENCY PROCEDURES AND CRISIS MANAGEMENT
Each campus and Home Office has emergency procedures that should be communicated directly with staff and should be posted in a public place for ease of accessibility. In accordance with the outlined emergency procedures, employees should be prepared to participate in all required drills and follow any outlined protocols. Each campus will also have a Safety and Emergency Procedure Manual that employees on that campus will be expected to follow.

Employees with questions or concerns relating to safety programs and issues may contact the Director of Campus Operations or Operations Manager at the school.
EMERGENCY CONTACTS
YES strongly encourages employees to have at least one emergency contact on file. YES Prep is unable to release personally identifiable information on any employee in an emergency without this information.

VISITORS AT WORK
If an employee would like to host a visitor at their work location, the hosting employee should be aware that they are responsible for educating the visitor on applicable YES polices, as the visitor is subject to all work location guidelines. The employee may be held responsible for any visitor misconduct.

The hosting employee must seek approval from their supervisor at least 24 hours prior to the visitor’s arrival.

Campus visitors must be prepared to present photo identification and must sign in upon arrival and sign out upon departure.

If an employee’s visitor will need access to Wi-Fi during their visit, the employee hosting the visitor must submit a ticket to Support Services to receive a guest network password. This should take place prior to the visitor’s arrival.
RELATIONSHIPS WITH OTHER EMPLOYEES

YES understands that as the organization grows, there may be an increased probability that staff members are connected through various relationships. As the matters of business will be the focus of interaction, this section outlines professional expectations for employees who have some relation to one another. This section does not apply to relationships between Board members and employees, and between employees and the CEO if the CEO has been delegated final authority to hire, which is governed by state law.

RELATIVES

The term “relatives” include spouses, domestic partners, children, siblings, parents, in-laws, step-relatives, and extended family.

RELATIVES

Relatives are eligible to work at YES Prep. However, relatives cannot work directly for, or supervise, a relative within their management purview. Employees who are related cannot manage each other, nor can they manage their relative’s manager. Exceptions to this policy can be made by the Chief Talent Officer or their designee.

If relatives are in a direct supervisory relationship with one another, within their management chain, YES will try to reassign one of the relatives to another position if a position is available and the individual is otherwise qualified for the position.

If a position is not available, then someone will need to separate from YES Prep. Relatives will be able to decide who should transfer or resign, subject to YES Prep agreement.

If a decision is not made within 10 calendar days, YES will make a decision that can incorporate releasing one or both of the employees.

If employees become relatives after they are employed, then those employees must tell their manager and Talent to ensure organizational policies are followed.
ROMANTIC/INTIMATE RELATIONSHIPS BETWEEN EMPLOYEES

If an employee is in a personal relationship with a fellow employee (a romantic or intimate relationship), they cannot work directly for or supervise the employee with whom they are involved. Supervisors cannot date or engage in a romantic/intimate relationship with employees whom they directly supervise or are within their management purview. YES reserves the right to require one or both employees to move to another position or location in the system or to terminate employment.

Moreover, YES discourages any employee from engaging in a romantic/intimate relationship where a perceived or confirmed conflict of interest may occur. Some examples may include teachers working in the same department, leaders on the same team, or two executive leadership team members. We also strongly discourage any member of the C-Suite team from being involved with a fellow member of the C-Suite team, any Managing Director, or Principal.

Employees must disclose any personal relationships with another employee to their hiring manager and Talent prior to accepting a position.

If a personal relationship develops after an employee starts working at YES Prep, it is the employee’s responsibility and obligation to tell their direct manager and Talent about the relationship as soon as possible.

If moving to another position is possible, the move will take place no later than the beginning of the following semester or at the end of the school year, depending on when YES learns about the personal relationship.

Any relationships of the aforementioned nature must be disclosed to Talent within five (5) business days of the relationship’s inception.

If employees fail to report relationships in accordance with this policy, they may be subject to disciplinary action up to and including termination.
THE TEACHER PATHWAY
We believe teachers are the key lever driving student growth and achievement. The Teacher Pathway exists to identify and recognize excellence in the classroom and develop teachers in their practice to ensure all YES Prep students have equitable access to an effective teacher.

The Teacher Pathway is a multi-measure teacher evaluation system including the following:

- Teacher observation on the Instructional Excellence Rubric (IER)
- Student perception as measured by an external, research-based survey
- A Core Values Competencies rubric

NON-INSTRUCTIONAL EVALUATION
The Non-Instructional Evaluation is a performance evaluation tool designed to develop and grow our employees, as well as the organization, as we strive toward our 5-year strategic Leading Houston Forward goals.

Currently there are two iterations of the tool: one for Home Office staff, and one for campus-based staff. Each iteration also includes some variations for staff to allow for a meaningful evaluation that provides clarity on how an employee’s work is impacting the organization.

Both tools establish individual goals aligned to the campus, team, department, and organizational goals so all members of the YES Prep team are working towards the same outcomes. This tool monitors progress to goals, core value competencies, and provides an avenue to clear and transparent feedback.

DISCIPLINARY ACTION
YES is an at-will employer who works hard to retain its workforce by developing and coaching all employees to facilitate a strong professional learning community.

In most scenarios, an employee with a performance or behavior issue is typically given a warning so they have an opportunity to correct the problem. While YES Prep encourages progressive discipline, YES reserves the right to proceed directly to a written warning, growth plan, demotion, or termination to match the severity of the performance or behavior situation.
ADDITIONAL EMPLOYMENT

YES Prep employees may pursue additional employment. This section outlines YES’s expectations of its employees when working multiple jobs within YES or externally.

PRIMARY ASSIGNMENT
An employee’s primary assignment is the job they were hired for. This is the role that determines benefits-eligibility and is the greater full-time equivalent (FTE) assignment.

SECONDARY AND ADDITIONAL ASSIGNMENTS
Primary assignments will determine eligibility for secondary and additional assignments. A secondary assignment or additional assignment is any job or assignment an employee holds with YES Prep, outside of their primary assignment. Secondary and additional assignments often come in the form of stipend work.

Non-exempt employees will fulfill any additional assignments beyond their 40 hours in a week at a rate of time and a half during that week.

The work required of an employee by a secondary or supplemental assignment shall not take precedence over that of their primary assignment; that is, the employee is expected to adhere to the work schedule and fulfill the duties of their primary assignment in full before reporting for a secondary assignment.

Supervisors/managers of the primary assignments are not obligated to approve the use of annual or accrued PTO so that employees can work at their secondary assignments.

EXTERNAL EMPLOYMENT
Employees can have other employment so long as it does not create a conflict of interest with YES Prep, YES Prep’s workday, their roles or responsibilities, or affect their performance in their primary role.

When taking on external employment, staff should remember that all YES Prep equipment belongs to YES Prep and should not be used for non-YES Prep purposes without authorization by YES Prep. In addition, the intellectual property created by an employee in the course of the employee’s employment at YES Prep, or on behalf of YES Prep, is owned by YES Prep Public Schools. Any reproduction or distribution of YES Prep intellectual property to external parties without authorization by YES Prep is strictly prohibited.

If YES determines that an employee’s external employment interferes with the employee’s job performance or may create a conflict of interest, the employee may have to terminate the external employment if they want to remain employed at YES Prep.

RUNNING FOR OFFICE
YES Prep employees, contractors, and volunteers may run for office at the local, state, and/or national level. As a charter school, YES Prep Public Schools cannot, however, endorse, contribute to, or otherwise support any specific candidates, regardless of their employment status. YES Prep employees may not promote their candidacy at any YES Prep campus or events unless opposing candidates also have the opportunity to do so on their behalf.
OTHER OPPORTUNITIES AT YES

EXPLORING OTHER OPPORTUNITIES AT YES

It is possible to explore other opportunities at YES Prep, as long as you are in good standing and meeting expectations in your current role.

- The Talent team orchestrates a series of internal application windows that are available on the internal job site and communicated at the system and campus level.

- Employees must inform their manager of their intention to seek other opportunities internally. An employee’s manager can be their greatest advocate when attempting to maneuver across the system. Please be aware that any future manager is likely to reach out the current manager.

- Talent encourages hiring managers to use internal feedback after the decision to hire has been made.

- If a position opens for immediate need during a school year, all YES Prep employees will need the support of their manager and/or Principal prior to being considered for the role.

- Employees should only seek opportunities that commence at semester changes as to not disrupt the work of the campus. YES Prep encourages teachers to seek other opportunities that start at the conclusion of the instructional calendar.

- If an employee is not meeting expectations, they should not apply for other roles unless an exception has been granted by Talent.

YES reserves the right to reassign employees in the best interest of the organization. All employees work at the will of the organization. At any time, an employee may be reassigned to best meet organizational needs and priorities.

Employees who have not been asked back to their role based on performance will not be eligible for the same role, or like roles, for at least one school year unless under certain circumstances approved by Talent. If wishing to return to the previous role, or like role, the employee and/or candidate will need to be able to speak to their growth and learning moments from the previous role.

ROLE REASSIGNMENTS / RESTRUCTURING

Our programmatic models will require YES Prep to reassign or restructure roles to best meet the needs of our students. A role reassignment occurs when YES Prep changes the fundamental aspects of a staff member’s role and/or location due to staffing, programmatic, or capacity needs. A role restructure occurs when YES Prep changes some aspects of the responsibilities (typically of small significance) of a staff member’s role. YES prep is an at-will employer and reserves the right to reassign and restructure roles, impacted staff will be notified of the change in a timely manner.
This unit outlines expectations with how employees may request to utilize time. Additionally, it includes expectations with regard to attendance, and how to manage absences given a variety of circumstances.

**YES PREP WORKDAYS**  
Organizational Calendar + Holidays  
Workday Policy

**ATTENDANCE AND PUNCTUALITY**

**TIMEKEEPING**  
Overtime

**ABSENCE TYPES**  
Religious Absences  
Voting  
Unplanned Closures  
Professional Development

**PAID TIME OFF (PTO)**  
Accrual of Days  
State and Local Days  
Holidays  
Requests & Approvals for Time Off

**ALL HANDS-ON DECK DAYS**  
Home Office Professional Development
**YES PREP WORKDAYS**

**ORGANIZATIONAL CALENDAR + HOLIDAYS**

YES Prep will follow the 21-22 Academic Calendar, and have our 21-22 organizational holidays listed below:

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>4th of July</td>
<td>July 5, 2021</td>
</tr>
<tr>
<td>Labor Day</td>
<td>September 6, 2021</td>
</tr>
<tr>
<td>Fall Holiday</td>
<td>October 18, 2020</td>
</tr>
<tr>
<td>Fall Break</td>
<td>November 22 - November 26, 2021</td>
</tr>
<tr>
<td>Winter Break</td>
<td>December 20 - December 31, 2021</td>
</tr>
<tr>
<td>Martin Luther King Jr. Day</td>
<td>January 17, 2022</td>
</tr>
<tr>
<td>President’s Day</td>
<td>February 21, 2022</td>
</tr>
<tr>
<td>Spring Break</td>
<td>March 14 - 18, 2022</td>
</tr>
<tr>
<td>Spring Holiday</td>
<td>April 15, 2022</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>May 30, 2022</td>
</tr>
<tr>
<td>Juneteenth</td>
<td>June 20, 2022</td>
</tr>
</tbody>
</table>

**WORKDAY POLICY**

YES Prep depends upon its employees to serve students and schools. As such, it is an expectation that employees attend work as scheduled.

The YES Prep school day is structured to ensure all campuses are meeting student safety needs, and we are staying operationally sound as a district. The school day start and end times for students are as follows:

**Secondary:** 8:30am – 4:00pm  
**Elementary:** 7:30am – 3:15pm

**Note:** Partnership campuses will follow the student start and end times designated by that partnership Principal and Head of Schools.

All employees will be expected to arrive no later than 15 minutes before the start of the school day and stay at least 15 minutes after the end of the school day. That would mean the minimum employee school day would look like the following:

**Secondary:** 8:15am – 4:15pm  
**Elementary:** 7:15am – 3:30pm
Note: Principals have the discretion to ask employees to arrive up to an hour before the start of the school day or stay up to an hour after dismissal procedures to accommodate morning duties, afternoon duties, staff meetings and weekly tutorials. This includes partnership schools.

Note: Partnership campuses will still be expected to arrive no later than 15 minutes before the start of the school day and stay at least 15 minutes after the end of the school day.

Additionally, there are times during the year when all teachers and campus personnel are needed to be in attendance, and paid time off is prohibited. On these days, employees will be expected to arrive and stay on site for the entirety of the day, as designated by the campus or content leader.

**ATTENDANCE AND PUNCTUALITY**

YES Prep depends upon its employees to serve students and schools and it will be most critical that staff are available during designated hours this year. As such, it is an expectation that employees attend work as scheduled.

The following are expected of employees surrounding attendance and punctuality:

If an employee intends to arrive at work after the start of the employee's scheduled workday, they should inform their Director of Campus Operations and/or direct manager prior to the employee’s regular start time.

Any employee who must be absent for any reason during work hours must inform their Director of Campus Operations/direct manager with as much advance notice as possible.

Planned absences must be scheduled in advance with the Director of Campus Operations/direct manager for approval.

Employees should be aware of, and follow, all emergency PTO and late arrival notice expectations.

Absences that are not approved by a staff member’s Director of Campus Operations/direct manager will be considered unexcused and may result in disciplinary action up to and including termination. If an employee fails to report for work without any notification to the Director of Campus Operations/direct manager, and the absence continues for a period of three consecutive days, YES Prep will consider that such employee has abandoned their employment and has voluntarily terminated employment with YES Prep Public Schools.

**TIMEKEEPING**

Federal and state laws require YES Prep to keep an accurate record of time worked for non-exempt employees in order to calculate pay and benefits.

All non-exempt employees are required to record their starting and ending time, as well as time in and out for unpaid breaks. Keeping track of hours is the employee’s responsibility. Fraudulently reporting time is considered to be time theft and may lead to termination. If anyone asks an employee to work without reporting the time accurately, the Director of Talent or a member of the campus leadership team must be notified immediately.
OVERTIME PAY
YES Prep Public Schools compensates overtime for non-exempt employees in accordance with federal wage and hour laws. Only non-exempt employees (typically employees who are paid by the hour) are eligible for overtime pay.

Non-exempt employees should not work more than 40 hours per week without prior approval from their direct manager.

Non-exempt employees who work more than 40 hours per week without obtaining permission from their manager(s) are subject to disciplinary action up to and including termination of their employment.

ABSENCE TYPES

YES Prep has various policies and procedures for time away from work. Use this table as a quick reference for the different kinds of absences that may come up throughout the course of one’s employment.

<table>
<thead>
<tr>
<th>Outage</th>
<th>Type</th>
<th>Pay Status</th>
<th>Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absence</td>
<td>Paid Time Off (PTO)</td>
<td>Paid</td>
<td>Varies</td>
</tr>
<tr>
<td>Absence</td>
<td>Religious</td>
<td>PTO</td>
<td>Varies</td>
</tr>
<tr>
<td>Absence</td>
<td>Voting</td>
<td>Paid</td>
<td>&lt; 1 day</td>
</tr>
<tr>
<td>Absence</td>
<td>Unplanned Closures</td>
<td>Dependent on Employee Type</td>
<td>Varies</td>
</tr>
<tr>
<td>Absence</td>
<td>Other Court Appearances</td>
<td>Manager Discretion</td>
<td>Varies</td>
</tr>
<tr>
<td>Absence</td>
<td>Nursing Mothers</td>
<td>Dependent on Employee Type</td>
<td>Intermittent Daily</td>
</tr>
<tr>
<td>Absence</td>
<td>Professional Development</td>
<td>Manager Discretion</td>
<td>Varies</td>
</tr>
<tr>
<td>Leave</td>
<td>Leave of Absence</td>
<td>Paid Leave and PTO</td>
<td>Varies</td>
</tr>
<tr>
<td>Leave</td>
<td>Bereavement</td>
<td>Paid</td>
<td>Up to 5 days</td>
</tr>
<tr>
<td>Leave</td>
<td>Administrative Leave</td>
<td>Paid or Unpaid</td>
<td>Varies</td>
</tr>
<tr>
<td>Leave</td>
<td>Military</td>
<td>Paid</td>
<td>Up to 15 days/year</td>
</tr>
</tbody>
</table>

RELIGIOUS ABSENCES

Any leave requests for religious observances and practices must be submitted, in writing, at least two weeks in advance and will be granted unless such a request cannot be reasonably accommodated without undue hardship on our operations. Employee must use PTO for this absence. If employee has exhausted all PTO days, time will be unpaid.
VOTING
YES Prep complies with all applicable laws to ensure that anyone who is eligible to vote has the opportunity to exercise this right and privilege. If an employee does not have sufficient time to vote outside of working hours and is a full-time employee who is eligible to vote, they will be given the appropriate amount of time away to vote.

UNPLANNED CLOSURES
If YES Prep has to close because of inclement weather, or other unforeseen circumstances, the following will apply to employees and managers:

If the day has to be made up during one of the make-up days on the academic calendar, all employees are expected to be in attendance for the make-up day.

The unplanned closure will follow the same guidance we do for organizational holidays for employee paid status.

- Full-time salaried employees will be paid at their regular daily rate
- Full-time hourly employees will be paid at their regular daily rate
- Part-time salaried employees will be paid at their regular daily rate
- Part-time hourly employees will not be paid unless they were asked to work during the closure

Managers of part-time hourly employees should provide flexible work schedules to make-up the time and hours and earn back work time they may have lost during the closure.

Employees who may have previously approved PTO scheduled for that day, may redeem that day of PTO.

Even when the organization is closed, certain high-need employees may be required to work, and physically report on-site, subject to discretion by the C-Suite team.

- When this happens, those essential personnel may be asked to “bank” a day of compensatory time for future use at the discretion of their manager.

PROFESSIONAL DEVELOPMENT
Attendance at professional activities or courses during school hours must be approved in advance by the employee’s Principal or Home Office manager, in accordance with the norms of time off requests for that location. Although approved absences for staff development do not count against the employee’s paid time off (state or local days), absence requests must be entered in the absence management system for record-keeping purposes.
PAID TIMEOFF

In addition to campus and system-wide holidays, all regularly scheduled YES Prep employees working more than 20 hours a week, earn Paid Time Off (PTO) that covers discretionary time away from work.

### Paid Time Off allotment per full-time employee type

<table>
<thead>
<tr>
<th></th>
<th>10-month</th>
<th>11-month</th>
<th>12-month</th>
</tr>
</thead>
<tbody>
<tr>
<td>Days</td>
<td>10 days</td>
<td>12 days</td>
<td>15 days</td>
</tr>
<tr>
<td>State days</td>
<td>5 state days</td>
<td>5 state days</td>
<td>5 state days</td>
</tr>
<tr>
<td>Local days</td>
<td>5 local days</td>
<td>7 local days</td>
<td>10 local days</td>
</tr>
</tbody>
</table>

Employees working less than 20 hours per week are not eligible to earn PTO.

Employees receive PTO in the form of state days and local days.

Salaried employees must take PTO in full or half day increments.

Hourly employee must take PTO in hourly increments.

Employees must exhaust any available PTO, for absences, before going unpaid.

If an employee exhausts their available PTO days, but needs to be absent, the employee’s wages will be docked accordingly.

PTO time cannot be transferred from employee to employee.

All Paid Time Off time can be found in the Employee Self Service. Employees are encouraged to review Paid Time Off and make sure that all information, including all accruals and time taken, are correct. Errors can only be reconciled going back one school year. If there is an error, the Payroll department must be contacted immediately at Payroll@yesprep.org.

### DAY

A “day” for purposes of earning, using, or recording shall mean the average number of hours per day equivalent to the employee’s usual work assignment, whether full-time or part-time.

### ACCRUAL OF DAYS

Accrual of PTO depends upon employment status and type. For 10-month employees, half of an employee’s designated amount of PTO will be provided on August 1st, and the other half of their designated PTO will be provided on January 1st. For 11 and 12-month employees, half of an employee’s designated PTO will be loaded on July 1st, and the other half of their designated PTO will be provided on January 1st. If a 10, 11 or 12-month employee starts past their role’s duty schedule their PTO accrual will be pro-rated based on how much time is left in the duty
schedule. PTO accruals roll over from year to year.

**STATE AND LOCAL DAYS**
Texas law entitles full-time and part-time public-school employees to five (5) days of paid personal leave per year (“state days”), which accumulates from year to year, without limit, and which can be transferred to other Texas school districts upon the employee’s request. Full-time and part-time regular employees who are scheduled to work 20 or more hours per week are eligible to receive five (5) state days per year which are accrued and provided in the January. State days cannot be paid out upon separation of employment. If an employee has state days from another district, they will need to provide Talent.Support@yesprep.org a service record, from their most recent district, in order for us to be able to add the state days to one’s total PTO time.

In addition, YES provides varying amounts of local PTO days based on employee type. Local days are not transferable to other districts and are not paid out upon separation of employment.

**HOLIDAYS**
During organization holidays, when YES Prep is closed, employees will receive payment in accordance with their employee type status.

- Full-time salaried employees will be paid at their regular daily rate
- Full-time hourly employees will be paid at their regular daily rate
- Part-time salaried employees will be paid at their regular daily rate
- Part-time hourly employees will not be paid unless they were asked to work during the closure

**REQUESTS & APPROVALS FOR TIME OFF**
Paid Time Off requests are simply a written request for time off. An employee should not expect that a request will be approved automatically. Some of the factors that a supervisor may consider include but are not limited to YES Prep’s business needs, staffing and operational needs, employee performance, and the overall needs of the students.

If an employee expects to be absent during a workday, they should:
Complete a PTO request through the Employee Self Service and receive electronic approval from their Principal, Director of Campus Operations, or Home Office manager, in alignment with campus and team norms, prior to taking the day off.

Provide the appropriate documentation to support the employee’s inability to attend work on that day and to provide advance notice.

If an emergency results in an absence from work (Emergency PTO – EPTO), the employee must immediately notify their Principal, Director of Campus Operations, or Home Office manager. They may be required to submit supporting documentation within 5 business days of the employee’s absence. If the situation calls for supporting documentation and it is not submitted, the PTO may not be approved.

If an employee takes PTO when unapproved, this may result in disciplinary action, up to, and including termination.
We are committed to ensuring that our students receive the highest quality instruction and service delivery. For this reason, on specific days during the school year YES Prep hosts Content days, Reading days, and Professional Development days for campus-based employees. These days are placed strategically throughout the school year to ensure Teachers are developed on the upcoming curriculum, centrally score student work, and complete any organizational-wide requirements. In addition to these days, there are critical times on campus where staff is needed to open, monitor, or close out with students and it takes the full campus team. On these dates, the expectation is that all employees are present at work for the entirety of the day.

- **Content, Reading, and Professional Development days:**
  - August 2-6, 2021
  - August 9-13, 2021
  - September 3, 2021
  - October 1, 2021
  - October 15, 2021
  - November 5, 2021
  - December 3, 2021
  - January 3-4, 2022
  - February 4, 2022
  - February 18, 2022
  - March 11, 2022
  - April 1, 2022
  - May 6, 2022
  - June 3, 2022

- **Campus Testing Days (including but not limited to: Common Assessment, SAT, STAAR) for 21-22**

Paid time off (PTO) requests on AHODD days will only be approved for emergencies or life events with sufficient documentation submitted 30 days in advance to the Principal and/or Director of Campus Operations. Any absences on AHODD, outside of approved PTO, may result in disciplinary action, up to, and including termination.

**HOME OFFICE PROFESSIONAL DEVELOPMENT**

The Home Office routinely holds Professional Learning Modules, trainings, and mandatory diversity sessions for Home Office staff. All Home Office employees are required to attend the sessions.
INFORMATION & TECHNOLOGY

This unit outlines information from and used by YES Prep employees, confidentiality around information and the technology that holds it, technology use, and media expectations.

CONFIDENTIALITY
Confidential and Proprietary Information
Organizational Access
Family Educational Rights and Privacy Act (FERPA)
Student Privacy
Public Information Act
Privacy
Photographs, Recording, and Digital Capturing
Searches
Employee Records Management

TECHNOLOGY USE
Equipment and Software Usage
YES Prep Issued Phones
Bring Your Own Device Acceptable Use
Device Protocols
Restrictions on Authorized Use
Restrictions of Personal VPNs
Privacy and Organizational Access
Multi-Factor Authentication
Computer, Network, and Software
Stolen or Lost Equipment
Devices and Equipment upon Exit

MEDIA EXPECTATIONS
Media Interactions
Social Media
CONFIDENTIALITY

CONFIDENTIAL/PROPRIETARY INFORMATION
Employees are not to disclose or share any of YES Prep’s confidential information, either during or after ending employment. In addition, certain employees may be required to sign a confidentiality agreement.

Furthermore, the intellectual property created by an employee in the course of the employee’s employment at YES Prep Public Schools, or on behalf of YES Prep Public Schools, is owned by YES Prep Public Schools. Any reproduction or distribution without authorization by YES Prep Public Schools is strictly prohibited.

CONFIDENTIAL INFORMATION
The term “confidential information” includes all confidential, proprietary, and trade secret information; records and specifications owned or licensed by YES Prep and/or used by YES Prep in connection with the operation of its business including, without limitation, YES Prep’s business processes, methods, student lists, student records, accounts, procedures; and other information that is not generally available in the businesses and industries in which YES Prep is directly or indirectly engaged or which YES Prep treats as confidential and proprietary information.

ORGANIZATIONAL ACCESS
Employees should not possess or use YES Prep property or proprietary and confidential information without authorization. In addition, YES maintains its access at all times to YES premises and YES property including equipment, information, records, documents, and files.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)
The protection of highly sensitive information regarding YES Prep’s students and families is vital to the interest and success of YES Prep and confidential by federal law. Any employee who improperly uses or discloses confidential information, including student and family information, will be subject to disciplinary action, up to and including immediate termination and potential legal action.

FERPA
The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records.

STUDENT PRIVACY
Staff must maintain confidentiality regarding students and families to information regarding YES Prep’s students and families. YES Prep wants to ensure there are no disruptions to the educational environment or any records that could invade the privacy of others. For that reason, all YES Prep staff may only use approved platforms for video calls. All video calls for any student interaction should be treated as personally identifiable information and subject to federal and state laws. In addition, any employee who improperly uses or discloses confidential information, or removes student or staff files from YES Prep premises, including student and family information, will be subject to disciplinary action, up to and including termination and potential legal action.
PUBLIC INFORMATION ACT

The Public Information Act, formerly known as the Open Records Act, is located at chapter 552 of the Government Code. The Act provides a mechanism for citizens to inspect or copy government records. Any information collected, assembled, or maintained by or for YES, regardless of where the information is stored, is subject to the Public Information Act.

If an individual employee receives a request from an outside party for either paper or electronic copies of YES Prep’s documents, that employee must direct the request to publicinfo@yesprep.org, so that the requester may follow the Public Information Act protocols.

PRIVACY

As a public entity, there is no general or specific expectation of privacy in the workplace, either on YES property or working in a virtual environment. In general, employees should assume that what is done while on duty or on YES premises is not private. In addition, any device that is used for YES Prep purposes, including one’s personal cell phone, laptop, etc. is subject to an Open Records Request. YES reserves the right to conduct a search at any time of YES property, including devices. YES property may include an employee’s office, desk, file cabinet, closet, computer files, voicemail, electronic mail, or similar places where employees may store YES property or YES-related information, whether or not the places are locked or protected by access codes and/or passwords. Any information collected, assembled, or maintained by or for YES, regardless of where the information is stored, is subject to the Public Information Act. Additionally no YES Prep employee is allowed to record the voice or image of another without the prior consent of the individual being recorded.

PHOTOGRAPHS

No YES Prep employee or student is allowed to record the voice or image of another without the prior consent of the individual being recorded. YES Prep wants to ensure that there are no disruptions to the educational environment or any records that could invade the privacy of others. This does not prohibit YES Prep from taking photos or video for its own purposes, including for media and development purposes.

SEARCHES

Searches may be conducted based upon reasonable suspicion and in a manner protecting employee privacy, confidentiality, and personal dignity to the greatest extent possible.

<table>
<thead>
<tr>
<th>REASONABLE SUSPICION</th>
</tr>
</thead>
<tbody>
<tr>
<td>“Reasonable suspicion” suggests to a reasonable person that there is a possibility that one or more individuals may be in possession of a prohibited item as identified above.</td>
</tr>
</tbody>
</table>
EMPLOYEE RECORDS MANAGEMENT

YES Prep is required to keep all employees’ names and addresses current. YES Prep will keep employee information on file for 5 years past employment. After 5 years, the employee’s information will be deleted from YES Prep archived files.

An employee is responsible for notifying Talent, and updating any personal information and changes affecting the employee’s status within 30 days following the change.

<table>
<thead>
<tr>
<th>PERSONAL INFORMATION CHANGES AFFECTING AN EMPLOYEE’S STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Changes to any personal and identifying information such as name, address, telephone number, or emergency contact information must be submitted via the Employee Self Service.</td>
</tr>
<tr>
<td>Any changes to an employee’s new social security card depicting the employee’s new name and number must be submitted for name and social security number changes.</td>
</tr>
</tbody>
</table>

TECHNOLOGY USE

EQUIPMENT AND SOFTWARE USAGE
The use of YES Prep equipment, including computers, is for YES Prep business and for authorized purposes only, even when working in a virtual environment. Brief and occasional personal use of email and the internet is acceptable while working, as long as it does not interfere with normal job functions, responsiveness, or the ability to perform daily job activities.

YES PREP ISSUED PHONES
YES Prep-issued and owned cell phones will be issued to certain employees who are required to be available for business outside of YES’s traditional hours.

By being employed in a role that is issued a cell phone, employees understand that one of the primary purposes of the YES cell phone is to provide support for students, their parents, and fellow teammates outside of business hours. It is understood that employees will try their best to answer all calls as they come in; if the employee is unable to take a call immediately, the employee will make every effort to return calls the same day. Employees have no expectation of privacy regarding these YES-owned phones; in addition, information related to YES Prep business, or the discharge of an employee’s duties may be subject to disclosure under the Texas Public Information Act. An approved list of applications for all employees will be maintained by the Information Services team.

BRING YOUR OWN DEVICE ACCEPTABLE TO USE
This policy establishes YES Prep’s guidelines for employee use of personally owned electronic devices for work related purposes. Employees may have the opportunity to use their personal electronic devices for work purposes when authorized in writing, in advance, by the Information Technology (IT) department. Personal electronic devices include personally owned cellphones, smart phones, tablets, laptops, and computers.
DEVICE PROTOCOLS
Employees may not use cloud-based apps or backup that allows YES Prep-related data to be transferred to unsecure parties. Due to security issues, personal devices may not be synchronized with other devices in employees’ homes. Making any modifications to the device hardware or software beyond authorized and routine installation updates is prohibited unless approved by IT. Employees may not use unsecure Internet sites.

Personal devices should be turned off or set to silent or vibrate mode during meetings and conferences and in other locations where incoming calls may disrupt normal workflow.

RESTRICTIONS ON AUTHORIZED USE
Employees whose personal devices have camera, video, or recording capability are restricted from using those functions anywhere in the building or on YES Prep property at any time unless authorized in advance by their Principal, the Talent team, or the Communications and Marketing team.

While at work, employees are expected to exercise the same discretion in using their personal devices as is expected for the use of YES Prep devices. YES’ policies pertaining to harassment, discrimination, retaliation, trade secrets, confidential information, public information, and ethics apply to employee use of personal devices for work-related activities.

Excessive personal calls, e-mails, text messaging, and general use of phone during the workday, regardless of the device used, can interfere with employee productivity and be distracting to others. Exceptions may be made for emergency situations and as approved in advance by the employee’s supervisor.

Non-exempt employees may not use their personal devices for work purposes outside of their normal work schedule without authorization in advance from management. This includes reviewing, sending, and responding to e-mails or text messages, and making or responding to phone calls.

Employees may not use their personal devices for work purposes during periods of leave without authorization. YES reserves the right to deactivate any YES-owned applications and access on the employee’s personal device during periods of leave.

RESTRICTIONS OF PERSONAL VPNS
Employees may not use personal VPNs, or sources that restrict web traffic tracking, while on YES Prep premises for any circumstances. This practice opens YES Prep data to be transferred to unsecure parties and prevents the organization from being able to provide online safety and protection of highly sensitive staff and student information.

PRIVACY AND ORGANIZATIONAL ACCESS
No employee using their personal device should expect any privacy except that which is governed by law. YES has the right, at any time, to monitor and preserve any communications that use YES’s networks in any way, including data, voice mail, telephone logs, Internet use, and network traffic, if there is a suspicion of misuse that could be detrimental to the organization.

MULTI-FACTOR AUTHENTICATION
All employees will be required to use multi-factor authentication for their work device, and any other device they
Information & Technology

may access YES Prep information on when not using a YES Prep network. This is to protect from unauthorized account access in the event an employee’s username and password are compromised. This requirement means that employees will have to download Microsoft Authenticator on any of their personal mobile devices and use this app as an additional method to verify their identity when not at a YES Prep site. This could include but is not limited to: Microsoft Outlook, Teams, SharePoint, etc.

**COMPUTER, NETWORK, AND SOFTWARE**

Use of YES Prep technology, including computers, fax machines, and all forms of internet/intranet access, is for YES Prep business and for authorized purposes only. Brief and occasional personal use of the electronic mail system or the internet is acceptable as long as it is not excessive or inappropriate, occurs during personal time (lunch or other breaks), and does not result in expense to YES Prep. Electronic communication should not be used to solicit or sell products or services that are unrelated to YES Prep’s business, distract, intimidate, or harass co-workers or third parties, or disrupt the workplace.

<table>
<thead>
<tr>
<th>EXCESSIVE USE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use is deemed “excessive” if it interferes with normal job functions, responsiveness, or the ability to perform daily job activities.</td>
</tr>
</tbody>
</table>

Use of YES Prep computers, networks, and Internet access is a privilege granted by management and may be revoked at any time for inappropriate conduct carried out on such systems, including, but not limited to:

- Participating in or intervening in (including the publishing or distributing of statements) any political campaign on behalf of (or in opposition to) any candidate for public office as a representative of YES Prep (employees may engage in political activities in their individual capacity);
- Sending chain letters or participating in any way in the creation or transmission of unsolicited commercial e-mail (“spam”);
- Engaging in private or personal business activities, including excessive use of instant messaging or chat rooms;
- Misrepresenting oneself or YES Prep;
- Violating the laws and regulations of the United States or any other nation or any state, city, province, or other local jurisdiction in any way;
- Engaging in unlawful or malicious activities;
- Deliberately propagating any virus, worm, Trojan horse, trap-door program code, or other code or file designed to disrupt, disable, impair, or otherwise harm YES Prep’s networks or systems or those of any other individual or entity;
- Using abusive, profane, threatening, racist, or sexist language in either public or private messages;
- Accessing, creating, viewing, transmitting, or receiving racist, sexist, discriminatory, threatening, or illegal visual, textual, or auditory materials;
- Accessing, creating, viewing, transmitting, or receiving pornographic materials;
- Causing congestion, disruption, disablement, alteration, or impairment of YES Prep’s networks or systems;
- Maintaining, organizing, or participating in non-work-related web logs (“blogs”), web journals, “chat rooms”, or private/personal/instant messaging;
Information & Technology

Failing to log off any secure, controlled-access computer or other form of electronic data system to which employees are assigned and then leaving the computer or system unattended;
Using recreational games; and/or
Defeating or attempting to defeat security restrictions on YES Prep’s systems and applications.

Additionally, engaging in any of the activities above could result in disciplinary action up to, and including, discharge and potential legal action, including criminal prosecution. YES Prep will comply with any reasonable request from law enforcement and regulatory agencies including, but not limited to logs, diaries, archives, or files on individual Internet activities, e-mail use, and/or computer use.

STOLEN OR LOST EQUIPMENT
Loss, damages, or theft of YES Prep property, including computers, should be reported to a direct supervisor immediately. For the first incident in which equipment valued at or above $1,000 where the equipment is lost or stolen, the employee will be responsible for the first $200 of the expense of replacing the equipment and their department/campus will pay the balance of the cost. The employee will be responsible for the full cost of replacing the equipment for any subsequent incidents requiring replacement of YES Prep property, including their computer. Moreover, negligence in the care and use of YES Prep property may be considered grounds for discipline, up to and including termination of employment.

DEVICES AND EQUIPMENT UPON EXIT
Upon resignation or termination of employment, or at any time on request, the employee may be asked to produce their YES Prep issued device, or personal device, for inspection. All YES Prep data on devices can be removed by the IT department upon termination of employment.

Any and all YES Prep devices, or technology equipment, not returned by an employee’s last day, will be repaid to YES Prep in a deduction on their final paycheck.

If issued a YES-owned cell phone, the employee must sign out of the iCloud account and remove iTouch or passcode. If an employee fails to do so, their final paycheck could include a deduction for the cost of the cell phone.

The last day of an employee’s employment is the last day they will have access to their YES Prep accounts (e.g. Outlook, OneDrive, OneNote, etc.).

MEDIA EXPECTATIONS

MEDIA INTERACTIONS
The Communications team is the point of contact for all press and media inquiries. All requests from members of the media (reporters, anchors, bloggers, producers, editors) must be sent to the Director of Communications & Marketing immediately.

In the event of a media or external entity inquiry, the Director of Communications & Marketing will assess the request and may engage the appropriate YES Prep team(s) or staff member(s) to assist with gathering information for a formal response. The identified YES Prep team(s) or staff member(s) is responsible for:

Gathering information, pulling and/or analyzing data, providing details. This may include cross-team collaboration
and deducing information from multiple sources.

Checking data and information for accuracy before sharing.

Confirming the final data/details with appropriate leadership staff.

Providing accurate and succinct information, details, or data that the Director of Communications & Marketing can include directly in the response to the media.

**SOCIAL MEDIA**

YES Prep believes that technology can be a powerful educational tool when used appropriately. While free speech protects individuals who want to participate in social media, the laws and courts have ruled that school districts can discipline employees if their speech, including personal online postings, disrupts school operations.

<table>
<thead>
<tr>
<th>SOCIAL MEDIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social media sites include, but are not limited to, print, broadcast, digital, and online services such as blogs, wikis, social networking sites (Facebook, LinkedIn, Snapchat, Twitter, etc.), photo and video sharing sites (Instagram, Vimeo, TikTok, YouTube, Flickr, etc.) social bookmarking (Pinterest, Reddit, StumbleUpon, Fark, Delicious, etc.) and podcasting/vodcasting.</td>
</tr>
</tbody>
</table>

All communications within and outside of the workplace, including verbal and written communications as well as internet social networking, are expected to be appropriate and professional. Although the lines between public and private, personal, and professional, can become blurred in the digital world, you will always be considered to be a YES Prep employee. Whether it is clearly communicated or not, you will be identified as an employee of the school district in what you do and say online. The rule of thumb: if you do not want it on the evening news or in the newspaper then do not share it online.

These guidelines are intended to support and protect YES Prep teachers, staff, students, and families so that YES Prep can provide the best education possible to each student.

Engaging in personal social networking friendships on any social media site is prohibited between YES Prep employees and students, and strongly discouraged with parents or guardians of students.

Any YES Prep employee who is also the parent/legal guardian of a YES Prep student is authorized to be connected with their student via social media.

Staff members may use an approved school business account for interacting with students and families outside of school.

YES Prep employees must respect the privacy rights of their fellow employees by seeking their permission before writing about or posting photos that might be considered to be a breach of their privacy and confidentiality.

YES Prep Public Schools' media released covers official YES Prep use only. Employees may not personally post media showing students, staff, or parents, including but not limited to photographs, videos, audit clips, and/or statements on personal or social networking sites (described above), without prior approval from the Communications and Marketing team.
Engaging in social media activities that may impair their own work, or the work of others, is prohibited; specifically, engaging in social media in a way that is harassing, demeaning, disruptive to the smooth and orderly flow of work within YES Prep, is harmful to the goodwill or reputation of YES Prep, or creates a hostile work environment is prohibited.

Commentary, content, or images that are deemed to be defamatory, pornographic, proprietary, harassing, or that could create a hostile work environment, may subject the employee to disciplinary action, up to and including immediate termination. Employees also can be sued by fellow employees or other individuals that may consider the commentary, content, or images and defamatory, pornographic, proprietary, harassing, libelous, or as creating a hostile work environment.

YES Prep wants to ensure that there are no disruptions to the educational environment or any records that could invade the privacy of others. This does not prohibit YES Prep, however, from taking photos for its own purposes including for marketing or media uses. If you have questions or concerns about complying with YES Prep’s Fair Use Agreement below, please contact Talent.Support@yesprep.org or Communications@yesprep.org.

Employees grant permission to YES Prep and its team members to use photographs or videos taken of them or their spoken words in publications, resources, internal development or hiring materials, and/or display boards.

Employees also grant to use electronic versions of the same publications on YES Prep’s websites or other electronic forms or media, and to offer them for use or distribution in non-YES Prep publications, electronic or otherwise, without notification.

Employees waive the right to inspect or approve the finished photographs, statements, and/or printed electronic materials that may be used in conjunction with them now or in the future, whether that use is known or unknown to them.

Employees waive the right to royalties or other compensation arising from or related to the use of the photograph, video, or statements.

Employees release YES Prep and its team members, including any firm publishing and/or distributing the finished product in whole or in part, whether on paper, via electronic media, or on web sites, from and against any claims, damages, or liability arising from or related to the use of photographs or videos. This includes, but is not limited to, any misuse, alteration, or use in composite form, either intentionally or otherwise, that may occur or be produced in taking, processing, reduction, or production of the finished product, its publication, or distribution.
This unit outlines benefits offerings for YES Prep employees, as well as all topics related to employee compensation: how payments are issued, when payments occur, forms of payment, and processes for adjustments. The unit also includes the processes for reimbursement and reconciliation of business credit cards.

**COMPENSATION**
Staff Compensation
- Fair Labor Standards Act
- Exempt and Non-Exempt
- Stipends
- Interim Compensation
- Compensatory/Flex Time

**PAYCHECKS**
Pay Schedule
- Direct Deposit
- Overpayment, Underpayment
- Wage Deductions
- Unclaimed Payroll Checks

**REIMBURSEMENTS AND CREDIT CARDS**
Reimbursements
- Business Credit Cards

**BENEFITS**
Eligibility
- Insurance Types
- Account Types
- Retirement Plans

**LEAVE OF ABSENCES**
Family Medical Leave (FMLA)
- 20% Rule
- YES Prep’s Leave Policy
- Return from Leave
- Paid Leave
- Unpaid Leave
- Military Leave
- Bereavement Leave
- Leave Restrictions
- Misrepresentation of Leave Rationale
- Administrative Leave
COMPENSATION

YES Prep strives to be an employer of choice for exceptional, high-achieving employees who are committed to working every day to create pathways for opportunity for the students we serve. Our compensation philosophy reflects our desire to attract, retain, and reward top performers.

STAFF COMPENSATION

YES Prep is committed to ensuring continuity of pay for all of our teammates. As academic calendar and/or staffing changes are made, YES Prep will attempt to limit the compensation impact to employees, where possible. While operating virtually or in-person, staff will be paid the same salary or hourly rate that was outlined in their offer letter/compensation statement, unless informed otherwise by Talent. Staff who have roles that are restructured or reassigned will be paid at their regular rate of pay, unless informed otherwise by Talent. Non-exempt hourly staff should work with their managers to ensure their schedules remain aligned to their full-time/part-time status.

FAIR LABOR STANDARDS ACT

All employees are classified as either exempt or non-exempt, according to job duties as determined by the provisions of the federal Fair Labor Standards Act (FLSA).

Non-exempt employees are:
Paid on an hourly basis;
Required to fill out timesheets accounting for all hours worked in a pay period;
Entitled to overtime pay at 1.5 times their rate of pay for all hours worked in excess of 40 hours per week according to FLSA and Texas wage and hour laws.

Exempt employees are:
Paid a fixed salary determined by the duties to be performed rather than the number of hours worked;
Classified as such based on specific tests as mandated by the FLSA; and
Exempt from overtime provisions of the FLSA.

YES Prep reviews and assigns an FLSA status (exempt or non-exempt) that is maintained by the Talent and Payroll team;
An employee’s exempt or non-exempt classification may be changed only at the written approval from Talent, and in accordance with applicable federal law.

STIPENDS

Certain employees may receive additional compensation, or a stipend, for additional duties.

STIPEND

Stipends are supplemental income and are not part of an employee’s base pay.
The Talent Team will make the determination, in accordance with YES Prep policy, about who is eligible for stipends or extra duty compensation.

Stipends will be prorated for any eligible employee who begins stipend related duties after the first day of instruction or ends employment before the last day of instruction.

Stipend amounts and disbursement terms are reviewed each year and may change if there is a change in organizational priorities and/or a change in state, private, or local funding streams.

**INTERIM COMPENSATION**

Employees who take on significant additional responsibilities for substantial periods of time can be compensated on a temporary basis for the extra duties. Read below for guidance on our interim compensation policy.

<table>
<thead>
<tr>
<th>INTERIM COMPENSATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interim compensation occurs when the responsibilities being undertaken by the employee are significant, which is generally defined as being larger in scope than current responsibilities and would account for approximately 50% of an employee’s time (the Talent team can assist with determining whether additional responsibilities are significant). The responsibilities being undertaken by the employee must be those of another position that is vacant. The interim role shall normally be for no less than four (4) consecutive weeks and no more than twelve (12) consecutive months.</td>
</tr>
</tbody>
</table>

This policy is not applicable to any employee taking on responsibilities lower than or lateral to their current position grade.

This policy cannot be applied to account for the duties of an employee on leave. If an interim promotion occurs, the employee shall receive the entry rate of the new role or an increase of 5% of their current pay for each pay grade, whichever is greater.

At the end of the interim duties, the affected employee shall have their salary reduced to its original level including any salary increase which the employee would have received in their regular position.

Final determinations on interim titles and compensation will be at the sole discretion of Talent.

**COMPENSATORY/FLEX TIME**

Supervisors have the discretion to allocate flex/comp time for their exempt employees who have worked outside of traditional business hours. A supervisor may choose to grant compensatory time off to exempt employees who are required to work in excess of their traditional work schedule for special projects or during weekends or any normally scheduled time off.
PAYCHECKS

Employees are paid semi-monthly, typically on the 15th and the 30th of each month. If a payday falls on a holiday, employees will receive that paycheck on the last workday prior to the holiday. If a payday falls on a weekend, employees will receive that paycheck on the Friday before the weekend.

All salaried, exempt employees, including 10 and 11-month employees, will receive their pay over a 12-month payment schedule. All hourly, non-exempt employees will only receive pay for time worked, and in accordance with holiday and unplanned closure pay.

Employees are encouraged to review paychecks and make sure that all information, including all earnings and deduction amounts are correct. If there is an error, the Payroll department must be contacted immediately at Payroll@yesprep.org.

PAYING IN ARREARS

YES Prep pays in arrears which means that employees are paid for work performed after it has been performed, rather than in real time.

- Work performed on the 1st through the 15th of any month will be paid out on the 30th of that month.
- Work performed on the 16th through the last day of any month will be paid out on the 15th of the following month.
- While YES pays in arrears, the costs of benefits are current and deducted from each paycheck to ensure employees have timely access to all elected services.

DIRECT DEPOSIT

We strongly encourage employees to have their paycheck deposited directly into their bank account to expedite availability of funds.

Employees can enroll in or change direct deposit in the Employee Self Service. Employees not enrolled in direct deposit will automatically be enrolled in our pay card program. Paper checks will no longer be an option outside of the initial pre-note process of a new direct deposit account set up.

If an employee is not enrolled in direct deposit, they may experience a delay in receiving funds.

OVERPAYMENT, UNDERPAYMENT

YES Prep takes all reasonable steps to ensure that employees receive an accurate paycheck paid promptly on scheduled paydays.

If there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Payroll Team so any corrections can be made as quickly as possible.
Benefits & Compensation

If the employee has been underpaid, YES Prep will pay the employee the difference as soon as possible.

If the employee has been paid in excess of what they have earned, the employee will need to return the overpayment to YES Prep as soon as possible.

No employee is entitled to retain any pay in excess of the amount they have earned according to the agreed-upon rate of pay.

**WAGE DEDUCTIONS**

YES Prep is required by law to withhold certain federal and state taxes from wages paid to employees. The rates at which these deductions are made and the total amount that must be withheld varies in accordance with applicable federal and state laws. Additionally, other payroll deductions, such as retirement plan contributions, employee benefit premiums, or expenses owed to YES Prep, including expenses for participation in the Teaching Excellence program, may be made upon appropriate authorization. Finally, if YES Prep receives an order to garnish wages, it must comply with that order and reduce an employee’s take-home pay accordingly.

**UNCLAIMED PAYROLL CHECKS**

If an employee does not collect their pay within 90 days, the Payroll team will secure such pay and the wages will be recorded. The employee will be required to present proper identification to YES Prep before pay will be reissued. In the event that the unclaimed pay is not claimed for a period of one year from its date of issuance, the pay amount “escheats,” or transfers to the State of Texas pursuant to the Texas Property Code. After such time, the employee will need to contact the Unclaimed Property Division of the Texas State Comptroller’s Office for instructions on retrieving deposited wages.
**REIMBURSEMENTS & CREDIT CARDS**

**REIMBURSEMENT**

**For Business Expenses**
YES Prep reimburses employees for YES Prep related business expenses according to the current rate schedule established by YES Prep. YES Prep is a tax-exempt organization and is prohibited by law from reimbursing anyone for sales tax.

**BUSINESS CREDIT CARDS**
YES Prep may provide eligible employees (typically Managing Directors and above) with a YES Prep credit card for business use. The use of a YES Prep-issued credit card is a privilege that YES Prep may withdraw in the event of abuse.

The credit card can only be used for business, essential purposes. The employee will be held responsible for any non-business charges made on the credit card.

Employees must request approval from their manager before any business expenses are incurred.

A check request form (including manager’s signature) and applicable receipts must be submitted to the Accounts Payable team within 30 days of incurred expense to be considered for reimbursement.

Any reimbursement request not submitted within 60 days of the expense may be denied at the sole discretion of YES Prep.

Additionally, any reimbursement request that was not approved in advance or for which there is no receipt (other than business mileage) may be denied at the sole discretion of YES Prep.

Employees may obtain a copy of YES Prep’s Sales Tax-Exempt form from the Home Office Finance team and should provide that form when making purchases for YES Prep purposes.

**For Professional Development**
YES Prep, within its sole discretion, may choose to reimburse eligible employees for job-related supplemental professional development expenses. Only costs incurred by pursuing opportunities that are job-related or that are related to the employee’s work will be reimbursed.

To be eligible for consideration for potential reimbursement under this policy, the employee must:

Be a full-time employee,

Have completed a year of service,

Agree to remain with YES Prep as a full-time employee for a term to be mutually agreed upon (typically one year of service for every fiscal year of reimbursement), and

Must remain in good standing to retain their eligibility for this benefit.
YES Prep, in its sole discretion, will determine whether a professional development offering, or course is job-related.

YES Prep may elect to reimburse up to 50% of all pre-approved expenses, but in no event will the amount reimbursed exceed $3,000 any one fiscal year.

Reimbursement is available for a maximum of three (3) consecutive years.

**BENEFITS**

YES Prep offers employees a competitive and comprehensive array of benefits to ensure employees are able to take care of themselves and their families. The handbook will provide general information about each of the benefits offered, but it is not intended to, and does not, provide all the details or requirements of these benefits, nor does anything in this handbook change or otherwise modify the terms of the official plan documents. In the case that any of the information contained in this handbook is inconsistent with the official plan documents, the plan documents will govern. Employees are asked to contact the benefit provider directly with coverage or benefit questions.

Additionally, nothing contained in the benefit plans described in this handbook creates a promise of employment or future benefits, or a binding contract between YES Prep and its employees, retirees, or dependents, for benefits or for any other purpose. YES Prep reserves the right, at its discretion, to amend, modify, or terminate, any or all of the benefits programs described in this handbook.

**BENEFITS ELIGIBILITY**

Employees who work at least 10 to 19 hours per week for a minimum of 4.5 consecutive months are only eligible for medical benefits with YES Prep.

Employees who work at least 20 or more hours per week are eligible for all other benefits mentioned below through YES Prep.

Under the Affordable Care Act (ACA), temporary employees who work 30 hours per week are eligible for benefits unless they fit the definition of seasonal employees.

For additional information on benefits, please visit the Benefits SharePoint site or contact the Benefits Advocate Center at BAC.yesprepbenefits.org and (833) 888-6697.
INSURANCE TYPES

Medical Insurance
YES Prep offers various medical insurance plan options that enable employees to elect the plan that is right for them. In addition, YES Prep offsets the cost of premium expenses through school and state contributions.

Dental Insurance
YES Prep offers dental insurance plans that cover preventative care, basic care, and restorative care, and reduces prices once out of pocket maximums have been met. Employees enrolled in the dental insurance plan are free to use the dentist or specialist of their choice; however, using an in-network dentist, may lower out-of-pocket costs.

Vision Insurance
YES Prep’s vision insurance plan coverages span from eye exams to prescription lenses and a frame allowance.

Employee Assistance Program
The Employee Assistance Program (EAP) is a no-cost program offered to employees and their households designed to help manage daily life, work stress, major life events, and anything else that might affect quality of life. Coverage is paid by YES Prep, is confidential, and is available 24 hours a day, and seven days a week.

Ancillary Benefits
YES Prep offers ancillary benefits to eligible employees including short- and long-term disability, accident, voluntary life, critical illness/cancer, group term life insurance, whole life insurance, pet insurance, as well as pre-paid legal aid.

HEALTHCARE ACCOUNT TYPES

Health Savings Account
A Health Savings Account (HSA) is used to cover eligible out-of-pocket expenses for staff in certain elected plans. Contributions to this account are pre-tax and the money in this account rolls over from year to year. The employee can only spend the amount of funds that have already been contributed to the account and the funds will continue to be available beyond an employee’s time at YES. If staff are contributing or receiving contributions from YES Prep to an HSA, they are not permitted to have a standard FSA account. To be eligible to contribute or receive contributions to an HSA account, staff must be enrolled in a High-Deductible (HD) healthcare plan.

Flexible Spending Account
A Flexible Spending Account (FSA) is used to pay for eligible out-of-pocket health care and dependent care expenses with pre-tax dollars. Contributions to this account are pre-tax. For medical FSAs, up to $500 will roll over from year to year. For dependent care FSAs, funds do not roll over.

RETIREMENT PLANS

Teacher Retirement System of Texas
The Teacher Retirement System of Texas (TRS) is a retirement system for public school employees in the state of Texas. Employees who are regularly scheduled to work at least 20 hours per week will make contributions into TRS instead of contributing to Social Security. As of 09/01/2021, employee contributions will be set at 8% of
Benefits & Compensation

earnings. In addition to the contributions made by the employee, the state of Texas also contributes to the TRS account. Employees are always vested in their contributions and will vest in the state contributions following five years of eligible service.

**457(b)**

Full-time and part-time employees who are 21 and over are eligible for YES Prep’s 457(b) plan. To enroll in the 457 (b) retirement plan, please visit www.VALIC.com. We also invite you to speak with a designated retirement advisor for additional information at no cost. YES Prep does not offer a match for employee contributions to this plan.

**LEAVE OF ABSENCES**

Any request for an absence with a duration that exceeds two weeks during the school year, or longer than four weeks during the summer months, will be considered a request for a leave of absence. Employees are asked to request leave, when planned, at least thirty (30) days in advance. Leaves may be paid or unpaid based on the leave type, employee tenure, and PTO balance.

**FAMILY MEDICAL LEAVE (FMLA)**

The Family Medical Leave Act (FMLA) provides employees with up to 12 weeks of unpaid leave if they have a qualifying need, have been employed by YES Prep for at least 12 months, and have worked at least 1,250 hours during the previous 12-month period prior to leave. Compensation during a leave under the FML is based on YES Prep’s leave of absence policies.

**FAMILY MEDICAL LEAVE (FMLA)**

YES Prep will provide employees with a Notice of Eligibility and Rights/Responsibilities, and they may be required to provide a Certification of Health.

YES Prep will then indicate whether or not the request is approved by FMLA standards.

Upon determining if the request is approved, YES Prep will provide the employee with a Designation Notice outlining expectations while on leave.

In general, anyone who completes a period of FMLA protected leave will be returned to either the same position or to a position equivalent in pay, benefits, and conditions of employment.

Employees are encouraged to contact Talent regarding a leave of absence and eligibility.

If an employee meets employment eligibility requirements under FMLA, qualifying FMLA events include:

The birth and care of the newborn child of the employee (applicable to mothers and fathers of the newborn children)
The placement with the employee of a son or daughter by adoption or foster care

When the employee is unable to work because of a serious health condition as defined by FMLA

Caring for an immediate family member (spouse, child, or parent) with a serious health condition

Certain qualifying exigencies arising out of a covered military member’s active-duty status, or notification of an impending call or order to active-duty status, in support of a contingency operation

Caring for a covered service member recovering from a serious injury or illness incurred in the line of duty while on active duty

While an employee is on FMLA, they will be able to keep their group health benefits at the same level and manner that they had when the leave began. If an employee is on unpaid leave, the employee must continue to pay their portion of all elected benefit premiums. Premium payments should be coordinated with the Director of Payroll.

If an employee is eligible for time off under FMLA, typically the employee can take up to 12 weeks of unpaid leave for qualifying events. If the employee and their spouse are both employed with YES Prep and are eligible for FML, they may be limited to a combined total of 12 weeks of leave during any 12-month period.

20% Rule
If a FML-eligible instructional employee needs intermittent leave or leave on a reduced schedule for their own serious health condition, to care for a family member with a serious health condition, or to care for a covered service member; the leave is foreseeable based on planned medical treatment; and the employee would be on leave for more than 20% of the total number of working days over the period the leave would extend, YES Prep may require the employee to choose:

To take leave for a period or periods of a particular duration, not greater than the duration of the planned treatment; or

To transfer temporarily to an available alternative position for which the employee is qualified, which has equivalent pay and benefits, and which better accommodates recurring periods of leave than does the employee’s regular position.

<table>
<thead>
<tr>
<th>PERIOD OF PARTICULAR DURATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Periods of a particular duration means a block or blocks of time beginning no earlier than the first day for which leave is needed and ending no later than the last day on which leave is needed and may include one uninterrupted period of leave. If an employee chooses to take leave for “periods of a particular duration” in the case of intermittent or reduced schedule leave, the entire period of leave taken will count as FMLA leave.</td>
</tr>
</tbody>
</table>
YES PREP’S LEAVE POLICY
At YES, a Leave of Absence is extended time away from work to cover unusual circumstances or life events. In order to be eligible for leave at YES Prep, an employee will be required to provide documentation that is issued by YES Prep’s Talent team.

Employees are required to inform the Talent team of their need for a leave of absence in order to be granted the time away. See the image below for an understanding of the leave approval process:

**STEP 1**
Employee completes Leave of Absence Request Form to formally notify Talent of leave need.

**STEP 2**
Talent notifies the employee of their eligibility under the FMLA and YES Prep’s Leave offerings and provides medical forms for the physician to complete.

**STEP 3**
Employee has their physician complete the medical documentation provided by Talent.

**STEP 4**
Employee’s physician faxes the medical documentation to 866-305-0517.

**STEP 5**
Talent reviews the medical documentation to determine if leave is covered under FMLA and/or YES Prep’s Leave

**STEP 6**
Talent sends determination of leave to employee and their manager.
Once a determination of leave has been made, or a leave has started, Talent will send over a time away calculation that outlines an employee’s approved total leave time, as well as how they will be paid over the course of their leave.

**RETURN FROM LEAVE**

An employee must return to work the day following their leave end date, as dictated by their medical documentation, Talent approval, and FMLA regulations.

**RETURNING TO WORK**

Any employee returning from leave for their own serious health condition will need to provide a Fitness-for-duty statement signed by the treating physician.

An employee failing to provide a Fitness-for-duty statement will not be permitted to resume work, until it is provided.

An employee must give reasonable advance notice of the date they intend to return to work, if it is earlier than the set return date given by Talent.

If an employee does not return to work after they have exhausted their eligible leave allotment, Talent shall provide the employee with written notice that the maximum allotted leave time has been exhausted and that the employee will be terminated if the employee does not return to work. The employee’s eligibility for reasonable accommodation, as required under the Americans with Disabilities Act (ACA), shall be considered before termination. If terminated, the employee may apply for reemployment with YES Prep.

**PAID LEAVE**

Employees who are needing a leave of absence may also be eligible for Paid Leave provided by YES Prep. Facing a serious medical challenge or experiencing a life event due to the birth, adoption or placement of a child is often stressful enough without the fear of going unpaid during the time away.

Staff members that meet the eligibility requirements are eligible for YES Prep’s Paid Leave allotment. This includes YES Prep staff members that are married to other YES Prep staff members.

The allotted amount of paid leave an employee is eligible for is based on consecutive tenure with YES Prep. Additionally, an employee’s total paid leave resets on a rolling 12-month calendar year, from the first day of previous leave.

How continuous leave pay will be applied:

- Begins on their first day of approved leave
- Runs concurrent to holidays and closures
- Pays out at one hundred percent (100%) of the employee’s regular pay rate
Paid Leave must be exhausted prior to using PTO, and PTO must be exhausted prior to going unpaid

- Pay Sequence: Paid Leave > PTO > Unpaid

---

## UNPAID LEAVES

In special circumstances, YES Prep may grant an unpaid personal leave of absence.

Requests for an unpaid leave of absence must be in writing.

The request will be evaluated by the employee’s supervisor in conjunction with Talent, based on a number of factors, including, but not limited to, performance, business needs, and staffing requirements.

If the employee does not come back to work when scheduled and does not communicate within three business days after an approved leave of absence ends, YES will assume that they have voluntarily resigned from employment with YES Prep.

## MILITARY LEAVE

Employees of YES, excluding substitute or temporary employees, who are active members of the state or federal military forces or of the reserve components of the United States Armed Forces are eligible for military leave for authorized training or duty ordered or authorized by proper authority. Under Texas law (Tex. Govt. Code 431.005(a)), a public employee is entitled to 15 workdays of paid military leave per federal fiscal year.

The employee shall notify their supervisor by presenting a copy of the order, directive notice, or other document(s) requiring the employee’s absence from work for military training or service.

A copy must also be sent to Talent to apply for military leave.

The employee shall provide at least thirty (30) days’ notice before leave is to begin if the need is foreseeable.

If unforeseeable, an employee shall provide notice as soon as practical under the facts and circumstance of the particular case.

---

## SHORT-TERM MILITARY LEAVE

Short-term military leave shall not exceed fifteen (15) workdays and shall not be used more than once in a federal fiscal year. The fifteen (15) days do not have to be consecutive. Employees, whose participation in the uniformed services or other military duty is mandatory, will be granted time off without pay after they have exhausted paid military leave. However, exempt employees who work any portion of a work week in which their also take military leave will receive their full salary for that work week. Employees may elect to substitute accrued vacation days during any unpaid leave due to military duty.
LONG-TERM MILITARY LEAVE

Long-term military leave is leave of more than six (6) months and cannot exceed a period of longer than five (5) years. To be entitled to reemployment, the employee must be discharged or released from active military service under honorable conditions, no later than the fifth anniversary after the date of induction, enlistment, or call to active military service. The employee must notify YES Prep thirty (30) days in advance prior to returning to work. The leave shall be without pay. However, an employee with available accrued leave may elect to use the leave for compensation during a term of active military service. Upon return from an excused military leave, the employee will be reinstated to their former position or another position, to the extent required by applicable law.

The Family and Medical Leave Act permits a “spouse, son, daughter, parent, or next of kin” to take up to twenty-six (26) work weeks of leave to:

Care for a “member of the Armed Forces, including a member of the National Guard or Reserves, who is recovering from a serious illness or injury sustained in the line of duty on active duty, is undergoing medical treatment, recuperation, or therapy is otherwise in outpatient status, or is otherwise on the temporary disability retired list.

Attend to a qualifying exigency arising out of the fact the employee’s spouse, son, daughter, or parent is a covered military member of covered active duty or has been notified of an impending call to active-duty status, in support of a contingency operation. Qualifying exigencies may include attending military events, arranging alternate childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending pre and post deployment activities.

BEREAVEMENT LEAVE

The difficulties one is faced with when a death occurs cannot be overstate. As such, YES Prep provides its employees the following days of paid bereavement leave to grieve, take care of arrangements related to the death, and/or attend the funeral, wake, or memorial of the passed:

3 days for the death of a grandparent, aunt, uncle, or cousin (including step-relations and in-laws)

5 days for the death of a spouse, partner, child (including step-relations and miscarriages), parent (including in loco-parentis), or sibling (including step-relations and in-laws)
LEAVE RESTRICTIONS
At no time may an employee take a paid leave of absence and receive payment from other employment, either as an employee or a contractor, unless otherwise approved by the Chief Executive Officer of YES Prep.

Jury duty and other court appearances for full-time employees will receive leave with pay and without loss of accumulated leave for jury duty. The employee will be required to provide documentation of jury duty service.

<table>
<thead>
<tr>
<th>JURY DUTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employees will be granted paid leave to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding.</td>
</tr>
<tr>
<td>Absences for court appearances related to an employee’s personal business must be taken as personal leave or unpaid leave (if no personal leave is available).</td>
</tr>
<tr>
<td>In cases other than jury duty, employees may be required to submit documentation (copy of subpoena) of their need for leave for court appearances.</td>
</tr>
</tbody>
</table>

For employees who are nursing mothers, we provide a private place and reasonable break time to express breast milk for their nursing child that complies with state law. Each campus must provide a lactation location for nursing mothers that must be private, shielded from view and intrusion, and not located in a restroom or common area. The lactation location should contain a chair, electrical outlet, a small table or other flat surface, and a door with a lock. Nursing mothers may use campus refrigerators or may bring personal coolers to store breast milk.

<table>
<thead>
<tr>
<th>NURSING MOTHERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursing employees should provide reasonable notice to their supervisor of the intent to take lactation breaks.</td>
</tr>
<tr>
<td>Supervisors should attempt to provide as much schedule flexibility and break time as reasonably possible to accommodate the employee’s needs.</td>
</tr>
<tr>
<td>Employees must give notice of breaks to supervisors and are required to provide notice to their supervisor when time for expressing breast milk is no longer required.</td>
</tr>
<tr>
<td>Employees will be provided reasonable break times to express milk.</td>
</tr>
<tr>
<td>Lactation breaks may be taken during existing break periods, or lunch breaks may be shortened to account for a morning and an afternoon lactation break.</td>
</tr>
<tr>
<td>If a non-exempt employee uses time other than regularly scheduled break time, the employee will be required to either (1) make up that time during the same workday; (2) use accrued leave; or (3) take leave without pay for that period of time.</td>
</tr>
</tbody>
</table>
MISREPRESENTATION OF LEAVE RATIONALE
Misrepresentation of the reason for an employee’s leave is not permissible and may result in disciplinary action up to and including termination. Misrepresentation may also result in denial of leave if the employee does not qualify for the leave.

ADMINISTRATIVE LEAVE
Administrative Leave is used rarely and only when it is necessary to temporarily address a particular situation. The most common reasons for placing an employee on administrative leave include, but are not limited to:

- To facilitate the investigation of allegations of misconduct
- To remove an individual from the workplace who is behaving disruptively pending assessment of the situation
- As a prudent business practice to secure particularly sensitive information or resources when warranted by the circumstances

Administrative Leave may end when the employee returns to work, if the employee resigns, or if the employee is terminated.

<table>
<thead>
<tr>
<th>ADMINISTRATIVE LEAVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Leave describes the situation when an employee is temporarily relieved of their normal responsibilities. Administrative leave describes a person’s work status. An employee may be placed on leave with or without pay, without prior written warning, at the sole discretion of YES Prep. During paid Administrative Leave, an employee may be reassigned to work from another YES Prep location or to work on home assignment.</td>
</tr>
</tbody>
</table>