

AVON GROVE CHARTER SCHOOL EMPLOYEE HANDBOOK

Table of Contents

Welcome & Introduction
Mission & Values Statement
Benefits

Employment Policies

POLICY 100 - Employment-at-Will
POLICY 101 - Hiring, Licensing/Certification, Payroll, Seniority
POLICY 102 - Job Posting
POLICY 103 - Equal Opportunity Statement & Diversity
POLICY 104 - Non-Discrimination and Anti-Harassment
POLICY 105 - Personal Relationships in the Workplace and Hiring of Relatives
POLICY 106 - Americans with Disabilities Act
POLICY 107 - HIPPA
POLICY 108 - Access to Personnel Files and Change of Information
POLICY 109 - Employment Status
POLICY 110 - Exempt, Non-exempt Employees, Time Cards and Hours of Work
POLICY 111 - Employee Protection, Whistle Blower Act
POLICY 112 - Staff - Student Relations (Fraternization)
POLICY 113 - Non-Retribution/Non-Retaliation Policy
POLICY 114 - Telework Policy

Safety

POLICY 200 - Workplace Safety
POLICY 201 - First Aid
POLICY 202 - Workers Compensation

Leave

POLICY 300 - Paid Time Off
POLICY 301 - Leaves of Absence
POLICY 302 - Family and Medical Leave Act
POLICY 303 - Inclement Weather
POLICY 304 - Lactation

Conduct/Work Rules

POLICY 400 - Ethical Standards
POLICY 401 - Employee Conduct
POLICY 402 - Drug & Alcohol Free Workplace
POLICY 403 - Dress Code Standards
POLICY 404 - Computer, Internet, Telephone & Mail
POLICY 405 - No Solicitation
POLICY 406 - Personal Property
POLICY 407 - Workplace Monitoring
POLICY 408 - Travel
POLICY 409 - No Smoking
POLICY 410 - Civility Policy
POLICY 411 - Social Media/Social Networking Sites
POLICY 412 - Corporal Punishment - Administrative Regulations

POLICY 413 - Fundraising

Personnel Administration

POLICY 500 - Salary Administration

POLICY 501 - Performance Evaluations

POLICY 502 - Professional Development

POLICY 503 - Progressive Discipline

POLICY 504 - Attendance & Lateness

POLICY 505 - Separation of Employment

POLICY 506 – Hourly Paid Holidays and Compensation Policy

WELCOME & INTRODUCTION

Welcome to Avon Grove Charter School!

We are happy that you have joined our team of dedicated employees. Avon Grove Charter School (AGCS) is committed to providing the best quality education to our students and creating a workplace environment where every employee can strive for excellence. Each day we will attempt to provide dynamic and meaningful educational experiences to our students and to maintain an atmosphere of mutual respect and caring for each other.

This Employee Handbook gives you important information about working for Avon Grove Charter School, also known as the "School" throughout this Handbook. The policies in this Handbook define how we will function and what we can expect of each other. It is impossible for this Handbook to cover every situation or answer every question about policies and benefits at our School; however, it does provide guidance on many issues.

Sometimes we may need to change policies. The Board of Trustees, at its discretion, may change, delete, suspend or discontinue any part or parts of the policies in this Handbook at any time without prior notice as School conditions, employment legislation and economic conditions dictate. Any such action will apply to existing as well as future employees. One policy that can only be modified by agreement of the Head of School, in writing, is our employment-at-will policy. The employment-at-will policy allows you or the School to terminate your employment at any time for any reason. This policy is explained in detail in our Handbook. In addition, no statement or promise by a supervisor, past or present, may be interpreted as a change in policy nor will constitute an agreement with an employee. If we make changes to our Handbook, we will provide you with written copies of the changes. Although upon adoption, the changes in the Handbook policies will be effective, even if you have not received notice. This Handbook replaces (supersedes) all other School personnel policies whether written or oral. Every employee is required to sign a Handbook Acknowledgement Form when you receive your Handbook.

You will continue to be an employee at the School from year to year and thereafter, unless the Board terminates your services in accordance with federal and state laws and provided that you continue to satisfactorily meet the performance and certification requirements of your position.

We sincerely hope that you are excited about being a member of our staff. We look forward to a meaningful and productive relationship with you.

Avon Grove Charter School Board of Trustees

AVON GROVE CHARTER SCHOOL SUMMARY OF EMPLOYEE BENEFITS

The information contained in this Handbook is only a brief summary of the benefits, which Avon Grove Charter School offers its employees. For a full explanation of particular benefits, all employees should consult, where applicable, the specific plan documents themselves. If the benefits summaries contained in this Handbook conflict with any statement contained in the formal plan documents, those plan documents supersede anything contained in the Handbook.

Avon Grove Charter School, by action of the Board, or its designee, reserves the right to interpret, apply, alter, amend, modify or discontinue any or all of the benefits provided to employees at its sole and absolute discretion. Avon Grove Charter School will attempt to inform employees as promptly as possible of any changes in benefits; however, this is not always practical or possible and, where this is the case, Avon Grove Charter School reserves its right, in its sole and absolute discretion, to make changes in employee benefits without prior notice.

Eligibility

Participation in Avon Grove Charter School's health insurance program is voluntary for eligible employees. Benefits are available to full-time employees only unless so noted. Benefits begin the 1st day of the month after thirty (30) days of employment unless so noted. Specifics for each benefit are provided to employees at the time of hire.

Medical Insurance/Prescription Drug Plan

The School provides a benefit package with a medical plan and a prescription drug plan. Interested and eligible full-time employees must enroll in this plan within thirty (30) days of hire or wait until the next annual open enrollment period. If there is a life changing event, the employee may request to be enrolled in the plan.

An eligible employee may choose to elect benefit coverage for their legal spouse and dependent children through age 26. For verification purposes, a marriage certificate and/or birth certificate(s) will be required before coverage is approved. This applies to all newly eligible employees, as well as those currently enrolled that are making changes.

Participating employees who are married to another (AGCS) employee and do not have dependent children can each elect to carry a single policy. **Participating employees who are married to another employee and also have dependent children will be enrolled in one (1) family policy with the decision of which employee to carry the family policy will remain the choice of the couple.**

Dental and Vision Insurance

The School provides a dental and vision plans. Interested and eligible full-time employees must enroll in this plan within thirty (30) days of hire or wait until the next annual open enrollment period.

Cafeteria Plan (Section 125 of the Internal Revenue Code)

A cafeteria plan is a tax-qualified benefit under Section 125 of the Internal Revenue Code. This plan enables interested and eligible full-time employees to select benefits that are most relevant to their personal situation from a menu of benefits and to decide how they will be paid for. Benefits include allowing eligible full-time employees to use pretax compensation to pay employee-paid group insurance premiums and to establish flexible spending accounts for

medical and dependent care expense reimbursements.

Paid Time Off (PTO)

Paid Time Off is a flexible system that eliminates distinctions between vacation, personal and sick time by combining these into one plan. PTO allows eligible employees the opportunity to pursue personal interests outside the workplace. This provides the opportunity for you to manage your own time off for illness, vacation, childcare, personal business, celebrations, etc.

Tuition Reimbursement Program

This program is provided to eligible employees to assist them with meeting tuition expenses while attending an accredited college or university. Eligible employees will be reimbursed for tuition after proof of payment and copy of the letter grade is provided. The amount of tuition reimbursement will be determined annually.

Retirement Options: Pennsylvania School Employees' Retirement System or 403(b) Plan

All full-time and part-time (25 hours or more weekly) employees must participate in one of the offered retirement programs. Employees contribute a percentage of their paycheck each pay period to the selected retirement program. Additional information can be obtained from Human Resources.

Consolidated Omnibus Budget Reconciliation Act (COBRA)

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) helps employees and their dependents to continue their health insurance even if they are no longer eligible under our health plan.

COBRA has strict rules about eligibility. COBRA lets a qualified employee and dependents choose to continue their health insurance when a "qualifying event" happens. Qualifying events include the employee's resignation, termination, leave of absence, shorter work hours, divorce, legal separation, or death. Another qualifying event is when a dependent child stops being eligible for coverage under your health insurance.

If the decision is made to purchase COBRA benefits, the employee, spouse or dependent children must pay 102% of the cost of these benefits.

COBRA coverage may be purchased for up to 18 months if employment is terminated or you no longer qualify due to reduction in hours or are on approved leave of absence. COBRA coverage may be extended to 29 months if you have a Social Security Administration approved disability for a condition that existed when you enrolled in COBRA. Coverage may be purchased by a dependent for up to 36 months if you die, divorce your spouse or your dependent child marries or reaches the termination age of twenty-one and one-half years of age.

Please read carefully the Employee Handbook to learn about other employee benefits. If you have any questions, please contact Human Resources.

**MISSION STATEMENT
&
STATEMENT OF VALUES**

Mission Statement

To inspire passion for life-long learning one student at a time

Our mission is to spark a desire for knowledge among students that will ignite a quest for lifelong learning. Our School family will be engaged in this journey through a multi-disciplinary curriculum that encompasses traditional and technologically enhanced courses of study melded with the study of the world and local culture. Using the abundant resources of land and surrounding community to enhance learning across the curriculum through real life experiences, individuals will discover their ability to create the better world of tomorrow.

Vision Statement

To be an accepting community that unlocks every student's ability to discover and reach their full potential

Core values that support our mission

- Innovation - We promote innovation, project-based learning opportunities for students to exercise their creativity and ingenuity in productive, meaningful and authentic ways.
- Leadership – We strive to empower all members of our community to play a meaningful role in the decision-making process, encourage professional growth and development
- Acceptance – We cultivate a learning environment that is nurturing, safe, accepting, and supportive
- Positivity – We foster a positive, participate and creative environment grounded in high standards in teaching and learning
- Professionalism – We challenge each individual to work in a creative, cooperative, and collaborative manner while promoting critical thinking
- Service – We are committed to the concept that service extends beyond our school walls and that makes a positive impact on the surrounding communities
- Partnership – We work collaboratively with community partners to develop our students artistically, academically, and socially

POLICY # 100
EMPLOYMENT-AT-WILL

You became an employee at the School voluntarily and your employment is at will. "At will" means that you are free to resign at any time, with or without cause. Likewise, "at will" means that our School may terminate your employment at any time, with or without cause or advance notice, as long as we do not violate any applicable federal or state law.

The policies in this Handbook are not intended to create a contract. The policies should not be construed as a contractual obligation of any kind or a contract of employment between our School and any employee. The provisions in the Handbook have been developed at the discretion of the Board of Trustees and, except for the policy of employment-at-will, may be amended or cancelled at any time, at the Board of Trustees' sole discretion.

These provisions replace all other existing policies and practices and may not be changed or added to without the expressed written approval of the Board of Trustees.

The School reserves the right to assign employees to jobs other than their usual assignment when necessary, provided the employee is capable of performing the essential functions of the alternate assignment.

Probationary Period

Your first ninety working days of employment are considered probationary. This probationary period will be a time for getting to know your fellow employees, your supervisor and the tasks involved in your job position. Your supervisor will work closely with you to help you understand the responsibilities and processes of your job. During this probationary period the School will evaluate your suitability for employment and you can evaluate the School as well. Please understand that completion of the probationary period does not guarantee continued employment, as employment is always at-will. You are free to terminate your employment at any time, with or without reason.

POLICY #101

HIRING, LICENSING/CERTIFICATION, PAYROLL, SENIORITY

Avon Grove Charter School is committed to protecting the security, safety, and health of employees, students, and others, safeguarding the assets and resources of the school, and assuring individuals in responsible positions are worthy of the trust they are given. Therefore, Avon Grove Charter School will follow the State of Pennsylvania background check requirements.

The State of Pennsylvania requires that every school employee must undergo background checks. Presently there are five (5) required background checks:

- Arrest/Conviction Report and Certification (Act 24 of 2011)
- Sexual Misconduct/Abuse Disclosure Release (Act 168)
- Department of Public Welfare Child Abuse Report (Act 151)
- State Police Criminal History Record (Act 34)
- Federal Criminal History Report (via fingerprinting) – FBI Report (Act 114)

If it is determined that an individual being considered for a position has been convicted of, or entered a plea of nolo-contender or a pre-trial diversionary program to a disqualifying crime as defined by State of Pennsylvania Guidelines, the offer of employment will be rescinded or the employee will be terminated if employment has commenced.

Information collected in connection with the background check, including health records, will be treated confidentially and maintained within the Human Resources department. All members of Human Resources will be designated as responsible for all aspects of conducting criminal background checks. The individual(s) responsible for maintaining records will be asked to sign a confidentiality statement.

In reviewing the results of a criminal history background check, human resources will review each employee and/or applicant on a case-by-case basis and consider the following factors in order to determine whether there is a substantial relationship between a pending charge or misdemeanor or felony conviction and whether the applicant should be further considered for the position or if termination of the employee is warranted.

The nature, severity and intentionality of the offense(s) including but not limited to:

1. The statutory elements of the offense;
2. The individual's age at the time of the offense(s);
3. Number and type of offenses (felony, misdemeanor, traffic, other);
4. Time elapsed since the last offense;
5. Whether the circumstances arose out of an employment situation; and
6. Whether there is a pattern of offenses

Any falsification or lack of candor on the part of an applicant regarding past criminal conviction, pending charges or falsification of employment application will result in immediate disqualification or termination of employment. All reviews of criminal convictions performed for applicant or current employees shall be conducted in compliance with all applicable federal, state and local laws, statutes and regulations.

POLICY #101

HIRING, LICENSING/CERTIFICATION, PAYROLL, SENIORITY

Updating Required Clearances:

Avon Grove Charter School's policy mandates that all AGCS employee clearance forms must be updated upon request of the school not less than every 36 months. These clearances are identified by Act 114 of 2006, 24 PS1-111 as amended; State Police Criminal History Record, Department of Public Welfare Child Abuse Report, Federal Criminal History Report the Arrest/Conviction Report and Certification form are required by the Department of Education for all public and private schools.

For New Hires:

The school will accept the required clearances, dated within one year, from the newly hired employees. New Hires are required to submit all required clearances (with a satisfactory result) with their employment application. In addition, we require the employee to complete PDE Form 6004 in order to report any Section 111(e) arrests or convictions.

For Employees:

Under Section 111 of the School Code, as amended, employees are required to report any offenses listed under Section 111(e) of the School Code. Employees may report any of these offenses on PDE Form 6004, which is available in the Human Resources Office. Additionally, at the end of each school term, Human Resources will review and contact any staff member whose clearances will be over 36 months with the next school term. It is the employee's responsibility to submit and pay for their updated clearances.

Clearance Results and Costs to the Employee for Replacement Clearances:

HR will track the return of these documents and if not received within 4 to 6 weeks, will contact the employee with a reminder. Both the Child Abuse Clearance and the FBI fingerprinting have a replacement date of 30 days so if the documents are not received or the fingerprinting has not been done by that time, a second request will require an additional fee for processing.

If the employee fails to return to Human Resources the necessary clearances after the 6 week period, the employee will receive an unpaid suspension for one (1) day, to ensure the required clearance forms and fingerprinting are completed. After the day suspension, if the employee fails to complete the clearance requirement by not providing HR with the completed form and/or the completion date and time of their fingerprinting, the employee will be terminated effective immediately.

Licensing/Certification

At hire, we prefer that our employees have the appropriate State of Pennsylvania certifications or be very close to finishing the requirements. The newly hired teacher will be given one school year to complete the requirements for certification. Upon completion of certification, a copy must be provided to Human Resources.

Payroll

Standard pay periods are two weeks in length and end every other Friday. Pay dates are the following Friday after the end of the pay period. Teachers are paid over a twelve month time period. Paychecks will not be given to anyone other than the employee unless written permission is received in advance. It is the policy of the School not to grant wage or salary advances to any employee.

POLICY #101

HIRING, LICENSING/CERTIFICATION, PAYROLL, SENIORITY

Payroll

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Seniority

Occasionally, an employee will terminate employment with the School and at a later date reapply for employment. If a former employee terminated employment on good terms and is rehired within three (3) months of terminating employment, seniority will be reinstated but the employee will need to meet the required waiting period for insurances. Seniority will not be reinstated if the former employee had been absent from employment for over three (3) months.

Applications

Applications will remain on file for one year from the date it was completed.

The School hires applicants without regard to race, color, sex (including pregnancy, gender identification, and sexual orientation), religion, age, national origin, disability, marital status, veteran status, sexual preference, genetic information, and equal pay/compensation.

POLICY #102
JOB POSTING

The School currently offers an internal job posting system for all employees. Job posting alerts employees to vacancies, which may offer an opportunity to fulfill personal and/or career interests and assures that employees are offered reasonable opportunities for professional development.

It is the practice of our School to post position openings on the school's website, www.agcharter.org under Employment Opportunities. The School may also decide to advertise positions externally to acquire a larger pool of applicants; thereby, internal candidates will be considered along with other qualified external candidates. Qualified employees may apply for available positions in accordance with the following requirements:

- Your job performance must be satisfactory
- You cannot have incurred disciplinary action within the last year
- You can only apply for one position at a time
- You have not been promoted into a new position in the last twelve months
- You must inform your immediate supervisor that you are applying
- You must submit an online application each time you wish to apply for an opening

Employees who do not follow the application/posting procedures or submit the required documents via the AppliTrack online application system will not be given full consideration for the position in which they have applied. Human Resources will evaluate all applicable qualifications, skill level, performance record and attendance when a current employee applies for an open position. As such, qualified applicants will be referred to the hiring manager (principal, director, supervisor, etc.) for consideration and a possible interview session. Despite an employee satisfying a position's minimum requirements, it does not guarantee an interview by the hiring manager.

We reserve the right to amend this practice at any time and to make exceptions to ensure that the School's needs are met. Applying for a position is not a guarantee that you will be hired for the position; nor is it a guarantee of a salary increase if hired.

If it becomes necessary for you to leave your current position due to a transfer within the School, usually for reasons of applying to a new position, you are expected to give your current supervisor two (2) weeks' notice before beginning your new position. An employee that transitions to a new position will be required to meet a 90-day probation period and subject to a 90-day evaluation.

Transfers for reasons other than posting are at the discretion of the School.

POLICY #103
EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

To give equal employment and advancement opportunities to all employees, we make employment decisions at our School based on each person's performance, qualifications, and abilities. We do not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, gender identity, pregnancy, national origin, age, sexual preference, marital status, special disabled veteran status, disability, genetic information, or any other characteristic protected by law.

We will make reasonable accommodations for qualified individuals with known disabilities unless making the reasonable accommodation would result in an undue hardship to the School.

Our Equal Employment Opportunity policy covers all employment practices, including recruitment, advertising, selection, job assignment, promotion, compensation, discipline, termination, and access to benefits and training.

Procedures are available that allow you to confidentially report any form of discrimination or harassment. If you have any questions or concerns in this area, contact Human Resources. Also, if we find out that an employee was illegally discriminating, that person will be subject to disciplinary action, up to and including termination of employment. Please refer to Policy 104 "Non-Discrimination and Anti-Harassment."

Diversity

We value the diversity that individuals from different backgrounds bring to our School. A diverse workforce is essential to providing meaningful experiences to the many different kinds of students that we educate and to finding solutions to the many challenges that we face. We want to see each employee succeed and take pride in the unique background, talents and abilities they bring to our School.

POLICY #104

NON-DISCRIMINATION AND ANTI-HARASSMENT

The Board declares it to be the policy of the Avon Grove Charter School to comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex. Such discrimination shall be referred to, as evident in the Boards Discrimination/Title IX Sexual Harassment Affecting Staff Policy, as Title IX sexual harassment. Inquiries regarding the application of Title IX to the AG Charter School may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

Avon Grove Charter School is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Therefore, AGCS expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice and harassment.

1. Definitions of Harassment

a) Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For purposes of this Policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: i) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; ii) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (iii) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail); and other physical, verbal or visual conduct of a sexual nature. Sex-based harassment, that is, harassment not involving sexual activity or language (e.g., male manager yells only at female employees and not males) may also constitute discrimination if it is severe or pervasive and directed at employees because of their sex.

b) Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, national origin, age, disability, sex (including pregnancy), sexual orientation, veteran status, genetic information or any other characteristic protected by law, and that: (i) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (ii) has the purpose or effect of unreasonably interfering with an individual's work performance; or (iii) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the

workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail).

2. Individuals and Conduct Covered

These policies apply to all applicants and employees, and prohibit harassment, discrimination and retaliation whether engaged in by fellow employees, by a supervisor or manager or by someone not directly connected to AGCS (e.g., an outside vendor, parent or student).

Conduct prohibited by these policies is not tolerated in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

3. Retaliation is Prohibited

AGCS prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action.

4. Reporting an Incident of Harassment, Discrimination, or Retaliation

AGCS strongly urges the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe they have experienced conduct that they believe is contrary to AGCS policy or who have concerns about such matters should file their complaints with their immediate supervisor, manager or the Human Resource Department before the conduct becomes severe or pervasive. Individuals are not required to file their complaints with their immediate supervisor first before bringing the matter to the attention of one of the other AGCS designated representatives identified above.

All complaints will be treated with sensitivity and discretion. Your supervisor, the Human Resources Director and AGCS will protect your confidentiality to the extent possible, consistent with law and AGCS's need to investigate your concern.

IMPORTANT NOTICE: Employees who have experienced conduct they believe is contrary to this policy have an obligation to take advantage of this complaint procedure. An employee's failure to fulfill this obligation could affect his or her rights in pursuing legal action.

Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. Therefore, while no fixed reporting period has been established, AGCS strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken. AGCS will make every effort to stop alleged harassment before it becomes severe or pervasive, but can only do so with the cooperation of its employees.

The availability of this complaint procedure does not preclude individuals who believe they are being subjected to harassing conduct from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued.

5. The Investigation

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly, thoroughly and impartially. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

6. Responsive Action

Misconduct constituting harassment, discrimination or retaliation will be dealt with promptly and appropriately. Responsive action may include, for example: training; referral to counseling; monitoring of the offender; and/or disciplinary action. Disciplinary action may include warning, reprimand, withholding of a promotion or pay increase, reduction of wages, demotion, reassignment, temporary suspension without pay or termination, based upon what the management believes appropriate under the circumstances. AGCS strictly prohibits retaliation against an employee who, in good faith, files a complaint.

Management team members have a responsibility to keep the workplace free of any form of discrimination or harassment. Any member of management who has reason to believe that an employee has been the victim of harassment or discrimination or who receives a report of alleged harassment or discrimination is required to report it to the Human Resources Director immediately.

7. Accommodating Individuals with Disabilities

In all hiring and employment practices, AGCS makes every effort to ensure that it does not discriminate against qualified individuals who have a disability. In carrying out this commitment, AGCS follows the terms of the general policy outlined below when making reasonable accommodations for qualified individuals with a disability.

8. General Non-Discrimination Pledge

AGCS prohibits any and all discrimination against a qualified individual with a disability. This includes, but is not limited to, discrimination with respect to hiring, promotion, discharge, compensation, benefits, training, and all other aspects of employment. The Human Resources Director is responsible for implementing this policy.

Terms used in this policy have the following general meanings: (1) Disability means a physical or mental impairment that substantially limits one or more of the major life activities of an individual; (2) A disabled individual is a person who has such an impairment, has a record of such an impairment, or is regarded as having such an impairment; (3) A qualified person with a disability means an individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the position that the individual holds or has applied for.

AGCS also prohibits any discrimination against an employee because the worker has a family member with a disability. In general, benefits are made available to employees on an equal basis without regard to whether any individual has a disability.

9. Reasonable Accommodation

AGCS seeks reasonable accommodations for qualified individuals with disabilities that do not result in undue hardship on its business operations. Examples of some of the factors to be considered in determining whether a proposed accommodation creates an undue hardship are: (1) the nature and cost of the accommodation; (2) the overall financial resources of the facility at which the reasonable accommodation is necessary; (3) the number of persons employed at that facility; and (4) the overall financial resources of AGCS. Other factors also can have a bearing on whether an accommodation would create an undue hardship.

POLICY #105
PERSONAL RELATIONSHIPS IN THE WORKPLACE
HIRING OF RELATIVES AND DATING

The employment of relatives or individuals involved in a dating relationship in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried over into day-to-day working relationships.

For purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage. A dating relationship is defined as a relationship that may be reasonably expected to lead to the formation of a consensual "romantic" or sexual relationship. This policy applies to all employees without regard to the gender or sexual orientation of the individuals involved.

Relatives of current employees may not occupy a position that will be working directly for or managing their relative. Individuals involved in a dating relationship with a current employee may also not occupy a position that will be working directly for or supervising the employee with whom they are involved in a dating relationship. Avon Grove Charter School also reserves the right to take prompt action if an actual or potential conflict of interest arises involving relatives or individuals involved in a dating relationship who occupy positions at any level (higher or lower) in the same line of authority that may affect the review of employment decisions.

If a relative relationship or dating relationship is established after employment between employees who are in a reporting situation described above, it is the responsibility and obligation of the manager involved in the relationship to disclose the existence of the relationship to senior management. The individuals concerned will be given the opportunity to decide who is to be transferred to another available position. If that decision is not made within 30 calendar days, senior management will decide who is to be transferred or, if necessary, terminated from employment.

In other cases where a conflict or the potential for conflict arises because of the relationship between employees, even if there is no line of authority or reporting involved, the employees may be separated by reassignment or terminated from employment. Employees in a close personal relationship should refrain from public workplace displays of affection or excessive personal conversation.

POLICY #106
AMERICANS WITH DISABILITIES ACT

The School's policy forbids discrimination against any employee or applicant on the basis of that individual's disability. The School will not tolerate discrimination against any person with a disability by any of its employees, students, visitors or by persons who work subject to the control of the School.

The School will not discriminate against a qualified individual with a disability because of the disability, in any employment practice or any term, condition or benefit of employment. The School will provide reasonable accommodation that will enable an individual with a disability to have equal opportunity in every aspect of employment, unless the particular accommodation would impose an undue hardship to the School or direct threat to the safety of the disabled person, students, fellow staff or visitors. Any employee who needs a reasonable accommodation on account of a disability should notify their immediate supervisor or Human Resources.

Any employee or applicant who feels that they are being discriminated against because of a disability is encouraged to report such information to Human Resources. Confidentiality will be maintained and no reprisals or retaliations will be allowed to occur as a result of the good faith reporting of discrimination because of disability.

In determining whether the alleged conduct constitutes discrimination on the basis of disability, the totality of circumstances, the nature of the conduct and the context in which the alleged conduct occurred will be investigated. The Director of Human Resources has the responsibility of investigating and resolving complaints of disability discrimination. Any employee found to have engaged in discrimination against an individual with a disability shall be subject to appropriate discipline up to and including termination.

Procedures for Requesting an Accommodation

Qualified individuals with disabilities may make requests for reasonable accommodations to the Director of Human Resources. On receipt of an accommodation request, the Director of Human Resources will meet with the requesting individual to discuss and identify the precise limitations resulting from the disability and the potential accommodation that might make to help overcome those limitations.

The Director of Human Resources and appropriate supervisory representatives will determine the feasibility of the requested accommodation, considering the following factors: nature and cost of accommodation, outside funding, the School's overall financial resources and the accommodation's impact on the operation of the School.

The Director of Human Resources will inform the employee of the School's decision on the accommodation request or on how to make the accommodations.

POLICY #107
HIPAA

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) provisions limit exclusions for preexisting conditions; prohibit discrimination against employees and dependents based on their health status; guarantee renewability and availability of health coverage to certain employers and individuals; and protect many workers who lose health coverage by providing better access to individual health insurance.

HIPAA Special Enrollment rights apply without regard to the dates on which an individual would otherwise be able to enroll under the plan. Special Enrollment periods are to apply to you and/or your spouse and/or your child/ren if you have a new dependent as a result of marriage, birth, adoption or the placement for adoption. Under these rules, a group health plan is required to provide a special enrollment period for these individuals should they request enrollment within 30 days after a special enrollment event has occurred.

If you are declining enrollment for yourself or your dependents (including your spouse) and you state in writing that you and/or your dependents have coverage under another group health plan or health insurance coverage as the reason for declining to enroll, then special enrollment rules may apply to you and/or your spouse and/or your child/ren in the event you and/or your dependents have lost this other coverage due to the loss of eligibility.

Physicians' Statements for Employee Illness

The receipt of health information by the employer regarding an employee falls outside the scope of HIPAA. The School has the right to know specifically why an employee is absent from work so that the proper policies and procedures can be followed.

When you are absent from work because of illness or injury and a physician's statement is required by the School, that statement must include your diagnosis and the specific reason(s) why you could not work. **It is your responsibility to insure that your physician provides the proper information.** When you submit this information to the School, it will be kept confidential. Failure to provide this information when requested can result in disciplinary action.

POLICY #108

PERSONNEL FILES & CHANGE OF INFORMATION

Avon Grove Charter School maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, records of training, documentation of performance appraisals and salary increases, and other employment records. Medical and health information will be kept in a separate file in a locked file cabinet.

Personnel files are the property of AGCS, and access to the information they contain is restricted. Generally, only the Human Resource Director and other managers with a need to review the contents are allowed to do so.

Employees who wish to review their own file should contact the Human Resources Department, and make a written request to view his or her file, including the purpose of the request. With advance notice, employees may review their own personnel files in the Human Resources Department and in the presence of a Human Resources Professional. Employees are not permitted to make copies of their files (or photograph same with a mobile device), but may have a written statement inserted in the file in regard to any matter therein.

Change of Personnel Information

It is the responsibility of the employee to keep Human Resources notified of any change in their name, address, marital status, beneficiaries, number of dependents, telephone number, etc. Federal regulations require that this information be kept up to date. In addition, please make us aware of any changes in your certification, educational, and/or professional statute.

References

Information given in response to reference requests regarding a current or former employee will be limited to the following: dates of service, job title and location of employment. Release of additional information will require written authorization of the individual in question. All requests for references must be routed through Human Resources.

POLICY #109
EMPLOYMENT STATUS

For purposes of determining the applicability of various policies, practices, and benefits, employees are classified by the nature of the position to which they are primarily assigned and their normal work schedule. All employees remain “at will” regardless of their status. Accordingly, Avon Grove Charter School classifies employees as follows:

Ten Month- Employees who are hired to work during the school year and who follow a specific, pre-established schedule of workdays determined by the annual Avon Grove Charter School calendar. Such employees may be considered “full-time,” “part-time,” as well as either “exempt” or “non-exempt” as defined below.

Eleven or Twelve Month- Employees who are hired to work an eleven month or twelve month schedule. Such employees may be considered “full-time,” “part-time,” as well as either “exempt” or “non-exempt” as defined below.

Regular Full-time – Employees intended to be part of ongoing operations that are regularly scheduled to work 30 or more hours per week. Such employees may be considered “ten month” or “twelve month” employees as well as “exempt” or “non-exempt” as defined in the Exempt and Non-Exempt Policy #110. Although “regular” employees may anticipate that they will be part of continuing operations, there is no guarantee that the position will continue. Any position may be eliminated at any time at the discretion of the Chief Academic Officer and Board of Trustees.

Regular full-time employees are eligible, upon completion of a waiting period, for medical/dental benefits as may be provided by the Board of Trustees, in their sole discretion. Specific eligibility criteria for other benefits apply.

Regular Part-time – Employees intended to be part of ongoing operations that are regularly scheduled to work less than 30 hours per week. Such employees may be considered “ten month” or “twelve month” employees as well as “exempt” or “non-exempt” as defined in the Exempt and Non-Exempt Policy #110. Although “regular” employees may anticipate that they will be part of continuing operations, there is no guarantee that the position will continue. Any position may be eliminated at any time at the discretion of the Chief Academic Officer and Board of Trustees.

Regular Part-time employees are not eligible for medical/dental benefits. Specific eligibility criteria for other benefits apply

Temporary/Seasonal – Employees not necessarily intended to be part of continuing operations who are hired to work on a full-time or part-time basis with the understanding that their employment will terminate upon completion of a specific assignment. Employees hired to fill-in as needed are also considered **Per-Diem** employees. Such employees may be considered “ten month” or “twelve month” as well as “exempt” or “non-exempt” as defined in the Exempt and Non-Exempt Policy #110.

Temporary, Seasonal and Per-Diem employees are not eligible for benefits.

POLICY #110

EXEMPT & NON-EXEMPT EMPLOYEES: TIME CARDS & OVERTIME

All positions of Avon Grove Charter School are governed by the Fair Labor Standards Act (FLSA). The FLSA is a federal law that mandates when overtime pay is required. Specifically, it requires that employees who work in positions not exempt (non-exempt) from the FLSA be paid time and one-half for time worked in excess of 40 hours in one work week. FLSA has set a minimum weekly salary for exempt employees. Consequently, all employees earning less than the minimum salary are also not exempt from overtime (non-exempt).

It is the policy of Avon Grove Charter School to be in compliance with the Fair Labor Standards Act and to ensure that employees in exempt and non-exempt positions are classified correctly and paid appropriately. The Human Resources Department is responsible for determining the classification of positions as exempt or non-exempt based on FLSA criteria. The Human Resources and Payroll Departments are responsible for ensuring that all employees are paid in accordance with federal and Pennsylvania laws. The designation of an exempt or non-exempt employee is determined at time of hire. If an employee has any questions regarding their classification, they should contact human resources for clarification.

Exempt Employees

“Exempt” employees are not required to be paid overtime, in accordance with applicable federal wage and hour laws, for work performed beyond forty hours in a workweek. Such employees may be considered “full-time,” “part-time,” as well as either “ten month” or “eleven/twelve month” as defined in the Employment Status Policy # 109.

For full-time exempt employees, the standard workweek is 37.5 hours, excluding a lunch break. Normal work schedules must be established so they total 7.5 productive hours a day excluding a lunch break. Any variations to normal work hours must be reported to your supervisor. Supervisors and Human Resources must approve any reduction to regular work hours. Employees should notify their direct supervisor if they need to perform job related duties that require their presence at an off-site location.

Any time an exempt employee is absent from work for a full day they must use 7.5 hours Paid Time Off. This applies unless the employee is eligible for another form of Leave (Bereavement, Jury Duty) or the employee does not have seven and a half (7.5) hours Paid Time Off. An employee with less than 7.5 hours Paid Time Off will be paid salary, but leave entitlement in the next year will be used to make up the difference between the 7.5 hours and the amount available.

Exempt employees hired for ten (10) month positions will be expected to work a ten month schedule as defined by the School.

Non-exempt Employees

“Non-exempt” employees are required to be paid a minimum wage and overtime at the federal or state prescribe wage rate, whichever is higher. Such employees may be considered “full-time,” “part-time,” as well as either “ten month” or “eleven/twelve month” as defined in the Employment Status Policy # 109.

A non-exempt employee may be paid hourly or salaried. Usually, the employee is paid hourly and is paid for time actually worked; that pay is docked for all absences and overtime is paid for hours worked over 40 hours in a workweek.

Supervisors are responsible for establishing work schedules and approving any changes to the schedule. Work schedules may be changed to accommodate the needs of the School. Any changes to the work schedule will be announced as far in advance as possible and Human Resources will be notified of such change.

For full-time non-exempt employees, the standard workweek is 37.5 hours excluding a mandatory ½ hour daily unpaid lunch break. Normal work schedules must be established so they total 7.5 productive hours a day excluding a lunch break. Meal and other breaks are taken according to a schedule devised by your supervisor to ensure adequate staffing. *Hourly employees* are prohibited from performing any work during lunch as they are required to take their ½ hour daily lunch break as deemed by this policy. If employees leave the building for lunch or breaks, they must notify their supervisor. Employees will not be paid for lunch breaks. There will be two paid breaks of ten minutes duration – one in the morning and one in the afternoon.

For part-time, non-exempt employees working four and one-half (4 ½) hours or more per day, these employees will be eligible for one (1) twenty-minute paid lunch break, as determined by their supervisor. If employees leave the building for lunch or breaks, they must notify their supervisor.

For employees working four (4) hours or less per day, the employee will be eligible for one (1) ten-minute paid break, as determined by their supervisor. If employees leave the building for lunch or breaks, they must notify their supervisor. Employees will not be paid for breaks exceeding the allotted ten (10) minutes.

Hours worked are recorded by clocking in and out on the Paylocity time clock. If you must leave your Facility for anything unrelated to work, you must notify your immediate supervisor and clock yourself out.

You must work your posted schedule. If for some reason you forget to punch in/out, please inform your supervisor immediately. Employees must punch in during the seven minutes prior to their scheduled start time and must punch out within seven minutes after their scheduled dismissal time. Your supervisor must approve any modification to this procedure. Failure to follow this procedure will result in disciplinary action.

Falsifying Time Cards

Punching in or out for another employee will result in discipline for both employees up to and including termination. Any employee who falsifies or tampers with payroll records or time cards is guilty of willful or gross misconduct, resulting in immediate termination.

Overtime

Avon Grove Charter School will pay time and one-half to non-exempt employees who exceed 40 hours of work time in a workweek. Paid leave, such as holiday, PTO, jury duty, bereavement, school closures due to inclement weather etc., does not apply toward work time. Although employees are normally scheduled for a 37.5 hour workweek, overtime payments do not commence until the employee exceeds 40 hours in a workweek. The workweek begins Sunday at 12:00 a.m. and ends Saturday at 11:59 p.m.

Non-exempt employees are required to obtain written approval from their direct supervisor prior to the use of overtime. Employees who anticipate the need for overtime to complete the week's work must notify their immediate supervisor in advance and obtain written approval prior to working hours that extend beyond their normal schedule. Although overtime payments do not commence until the employee exceeds 40 hours in a workweek, approval is required for hours that exceed 37.5 hours in a workweek. On occasion, it may be necessary for you to work beyond your regular workweek. Such assignments must be authorized in advance by your supervisor.

****The employee must obtain written approval from their immediate supervisor, in advance. The written approval MUST be submitted along with the employee's time card for the pay period.***

Consequences of Unauthorized and Overuse of Overtime

Employees who work overtime without prior approval from their direct supervisor will be subject to disciplinary action. Employees who continually rely on the use of overtime hours to complete a week's work without it being deemed extenuating circumstances by administration will be subject to disciplinary action. Continued offenses of overtime abuse may result in termination.

For non-exempt employees, any time worked in excess of forty (40) hours in the standard workweek is paid at the rate of one and one-half (1½) times the base hourly rate. Employees may be required to work overtime when necessary to ensure proper staffing.

Non-exempt employees that do not work their scheduled times must use Paid Time Off. This applies unless the employee is eligible for another form of Paid Time Off (Bereavement leave, Jury Duty leave) or qualifies for full or partial wage replacement benefits under an insurance program or has exhausted Paid Time Off.

Dual Employment (i.e. Stipend) for Employees in Non-Exempt Positions

Non-exempt employees must notify their direct administrator of any work being performed on behalf of Avon Grove CS for a department outside of their primary department because of the potential impact on overtime pay. When a staff member works at two different hourly rates of pay and is eligible for overtime, the rate of pay (for purposes of calculation of overtime) is the weighted average of the two hourly rates during the work period for which the calculation is made. Overtime pay is calculated at the rate of one and one-half times the weighted average of the two rates.

Pay During Summer Hours for Employee in Non-Exempt Employees

During the summer, many departments observe Summer Hours, 8:00 a.m. to 2:00 p.m. with a thirty minute lunch (30 hours per week); however, staff who normally work 37.5 hours a week, continue to be paid 37.5 hours. In departments that observe summer hours, full-time, non-exempt staff who work more than 30 hours but less than 40 hours are not provided with additional compensation.

Compensatory Time Off

Avon Grove Charter School does not offer compensatory time off, ("comp time"), to any Avon Grove Charter School employee in lieu of overtime pay for overtime hours worked.

POLICY #111

EMPLOYMENT PROTECTION – WHISTLEBLOWER ACT

The Whistleblower Act protects employees from the retaliatory action of an employer or an agent of the employer for disclosing policy, providing information, or objecting to an activity that the employee reasonably believes is in violation of a law.

1. Any employer or an agent of the employer shall not take any retaliatory action against an employee because the employee does any of the following.
 - A. Discloses, or threatens to disclose to a supervisor or to a public body, an activity, policy or practice of the employer that the employee reasonably believes is in violation of a laws, or a rule or regulation promulgated pursuant to law.
 - B. Provides information to, or testifies before, any public body conducting an investigation, hearing or inquiry into any violation of a law, or a rule or regulation promulgated to law by the employer; or
 - C. Objects to, or refuses to participate in any activity, policy or practice which the employee reasonably believes is in violation of a law, or a rule or regulation promulgated pursuant to law; is fraudulent or criminal; or is incompatible with a clear mandate of public health, safety or welfare.

2. The protection against retaliatory action provided by this Act pertaining to disclosure to a public body shall not apply to an employee who makes a disclosure to a public body unless the employee has brought the activity, policy or practice in violation of a law, or a rule or regulation promulgated pursuant to law to the attention of a supervisor of the employee by written notice and has afforded the employer a reasonable opportunity to correct the activity, policy or practice. Disclosure shall not be required where the employee is reasonably certain that the activity, policy or practice is known to one or more supervisors of the employer or where the employee reasonably fears physical harm as a result of the disclosure; provided, however, that the situation is not an emergency.

Nothing in this Act shall be deemed to diminish the rights, privileges, or remedies of any employee under any other federal or state law or regulation or under any collective bargaining agreement or employment contract; except that the institution of an action in accordance with this Act shall be deemed a waiver of the rights and remedies available under any other contract, collective bargaining agreement, state law, rules or regulations or under the common law.

Any employee who wishes to report an alleged violation of this Act shall submit that complaint, in writing, to the Director of Human Resources or to the Board of Trustees.

POLICY #112

Staff- Student Relations (Fraternization)

The Board of Trustees requires that all Avon Grove Charter School employees maintain a professional, ethical relationship with Avon Grove Charter School students that is conducive to an effective, safe learning environment, and that staff members act as role models for students at all times, whether on or off school property and both during and outside of school hours. Staff must establish appropriate personal boundaries with students and not engage in any behavior that could reasonably lead to even the appearance of impropriety.

Staff members are prohibited, under any circumstances, to date or engage in any improper fraternization or undue familiarity with students, regardless of the student's age and/or regardless of whether the student may have "consented" to such conduct. Further, employees shall not entertain students or socialize with students in such a manner as to create the perception that a dating relationship exists. Employees are prohibited from initiating or continuing communication with students for reasons unrelated to any appropriate purpose, including oral or written communication; telephone calls, electronic communication such as texting, instant messaging, email, chat rooms, Facebook, or other social networking sites; webcams; video gaming; or photographs. Electronic and online communications with students, including those through personal accounts, should be accessible to administration and professional in content and tone. Similarly, any action or comment by a staff member which invites romantic or sexual involvement with a student is considered highly unethical, in violation of Avon Grove Charter School's policy, and may result in the notification of law enforcement officials and the filing of criminal charges and/or disciplinary action up to and including termination of employment.

Inappropriate employee behavior includes, but is not limited to, flirting, making suggestive comments, dating, requests for sexual activity, physical displays of affection, giving inappropriate personal gifts, frequent personal communication with a student (via phone, e-mail, letters, notes, etc.) unrelated to course work or official school matters, providing alcohol or drugs to students, inappropriate touching, and engaging in sexual contact and/or sexual relations.

Even if the student participated "willingly" in the activity (regardless of the student's age), inappropriate fraternization of staff with students is against Avon Grove Charter School's policy and may be in violation of professional/ethical standards of conduct and Pennsylvania State Law. However, inappropriate employee conduct does not need to rise to the level of criminal activity for such conduct to be in violation of Avon Grove Charter School's rules and subject to appropriate disciplinary sanctions.

Any student who believes that he/she has been subjected to inappropriate staff behavior as enumerated in this policy, as well as students, school employees or third parties who have knowledge of or witness any possible occurrence of inappropriate staff-student relations, shall report the incident to any staff member or either the employee's director, the principal/CEO, or the Human Resource Manager. In all events such reports shall be forwarded to the Human Resource Manager for further investigation. Anonymous complaints of inappropriate fraternization of staff members with students shall also be investigated by Avon Grove Charter School. Investigations of allegations of inappropriate staff-student relations shall follow the procedures utilized for complaints of harassment within Avon Grove Charter School. Allegations of inappropriate staff-student behavior

POLICY #112

Staff- Student Relations (Fraternization)

shall be promptly investigated and will be treated as confidential and private to the extent possible within legal constraints.

Any employee having knowledge of or reasonable suspicion that another employee may have engaged in inappropriate conduct with a student that may constitute child abuse (specifically, child abuse in an education setting) must *also* follow Avon Grove Charter School's reporting procedures for such allegations; and such information will be reported by the designated administrator as required by state law to law enforcement officials, the State Education Department, and/or Child Protective Services as may be applicable.

If a student initiates inappropriate behavior toward a staff member, that employee shall document the incident and report it to his/her academic director or supervisor.

Avon Grove Charter School shall promptly investigate all complaints of inappropriate staff-student relations and take prompt corrective action to stop such conduct if it occurs.

Prohibition of Retaliation

The Board of Trustees prohibits any retaliatory behavior directed against complainants, victims, witnesses, and/or any other individuals who participate in the investigation of allegations of inappropriate staff-student relations. Follow-up inquiries and/or appropriate monitoring shall be made to ensure that the alleged conduct has not resumed and that all those involved in the investigation have not suffered retaliation. Any act of retaliation is subject to appropriate disciplinary action up to and including termination.

Disciplinary Sanctions

Any staff member who engages in inappropriate conduct with a student, prohibited by the terms of this policy, shall be subject to appropriate disciplinary measures up to and including termination of employment in accordance with legal guidelines and Avon Grove Charter School's policy and regulation. A violation of this policy may also subject the employee to criminal and/or civil sanctions as well as disciplinary action by the Pennsylvania Department of Education.

This policy (or a summary thereof) shall be disseminated as appropriate to staff, students and parents. Further, this topic shall be addressed in Avon Grove Charter School's Student Code of Conduct.

POLICY #113

Non-Retribution/Non-Retaliation Policy

POLICY

It is the policy of Avon Grove Charter School (AGCS) that positive employee relations and morale can best be achieved and maintained in an environment that promotes ongoing open communication between administration, staff and faculty, including open and candid discussions of problems and concerns. AGCS encourages its staff and faculty to express their issues, concerns or opinions to a member of Administration, including Human Resources without fear of retaliation or reprisal.

PROCEDURES

All administrators, managers and faculty should take proactive measures to assure their staff that AGCS encourages the reporting of problems and that there will be no retaliation or reprisal for reporting such problems. If retaliation should occur, it should be reported and it will be investigated thoroughly and expeditiously, with appropriate disciplinary action up to and including termination, taken against individuals violating this policy. The faculty or staff member may be subject to sanctions, including:

- reprimand
- probation
- suspension
- demotion
- reassignment
- termination
- expulsion

It is the responsibility of the administrator imposing sanctions to monitor compliance. Failure to comply with an ordered sanction may result in further disciplinary measures up to and including termination and expulsion. In addition to disciplinary action by AGCS, violations of the policy which fall under the law of Pennsylvania may also be referred to the state for civil prosecution.

AGCS has an open door policy where staff employees can file complaints that relate to the application of policies, procedures, rules or regulations regarding employment conditions or work activity. Individuals should use these procedures for that type of complaint or dispute.

If individuals feel there are violations of federal, state, or local laws (compliance issues), they have an obligation to report them. The following guidelines have been established for reporting compliance concerns:

If individuals feel they have a compliance issue to report, they should report it to their supervisor.

If under the circumstances individuals are uncomfortable reporting to their supervisor, they should raise their concerns to the next higher administrative level up to and including the highest levels of administration.

There will be no direct or indirect retaliation or retribution against anyone, who in good faith raises or points out compliance-related violations or issues.

POLICY #114

Telework Policy

AGCS's telecommuting policy allows AGCS Executive Administrators to permit employees to work at alternate work locations in order to promote general work efficiencies. The purpose of this policy is to define the telecommuting program and the requirements under which it will operate. This policy should:

- Assist involved parties to understand the telecommuting environment.
- Provide a specific framework for the telecommuting employee.

Definition

Telecommuting is a work arrangement in which some or all of an employee's work is performed at an off-site location other than the AGCS's offices located in West Grove and/or Landenberg, Pennsylvania. Communication may be through one of several means, such as telephone (landline or cell), fax or Internet connection. Equipment may be owned and maintained by the employee or be the property of AGCS and maintained by the employee.

Eligibility and Approvals

This policy applies to exempt employees only. AGCS Executive Administrators possesses sole authority to approve telecommuting arrangements and is encouraged to give consideration to all reasonable requests presented by a manager on behalf of an eligible employee. However, arrangements shall be authorized by AGCS Executive Administrators only when it is in **the best interest of Avon Grove Charter to do so**. A telecommuting agreement must be agreed to and signed by AGCS and the employee prior to telecommuting by the effected employee.

Telecommuting Guidelines

Each telecommuting arrangement must benefit AGCS as well as the employee. In evaluating benefits to AGCS, the following factors shall be considered:

- Nature of the work must lend itself to telecommuting. For example: Exempt Administrative Personnel, Exempt IT personnel and AGCS Administrators may be considered as candidates.
- The employee must be a good candidate for telecommuting. Employees must have a demonstrable employment record of exemplary performance and the consistent meeting of expectations for a minimum period of 2 years. For example, employees who have performance problems or who require close supervision are not good candidates for telecommuting.

The focus in telecommuting arrangements must be on results. Avon Grove Charter Directors/Supervisors shall communicate in advance what assignments or tasks are appropriate to be performed at the telecommuting site, and what assessment techniques will be used to measure success in meeting performance standards.

AGCS TELECOMMUTING AGREEMENT

This Telecommuting Agreement (“Agreement”) sets forth the terms and conditions that Avon Grove Charter School, (“AGCS”) has agreed to for your telecommuting arrangement, including AGCS’s expectations of your performance, communications and behavior on the days you work from home or other alternate work place. By executing this Agreement you acknowledge that you have read and fully understand its terms and conditions, and agree to abide by them. ***You further acknowledge that you understand that this Agreement does not supersede or replace any terms and conditions of your employment with AGCS except those specifically addressed herein, and that all such obligations, responsibilities, policies, terms and conditions, including those detailed in the Employee Handbook and the Confidentiality and Non-Solicitation Agreement, remain unchanged.***

1. Beginning on, the agreed upon date, and continuing until such time as AGCS shall determine, you may telecommute from an alternate office location. AGCS reserves the right to terminate this Agreement at any time and for any reason.
2. Your alternate office is expected to be a safe, secure and professional work environment, where you can devote your full attention to work without distraction. You are expected to respond to telephone calls, voicemails and emails in the same timely and professional manner that you would from the AGCS office. You must demonstrate the same level of professionalism as required of employees that are not working remotely.
3. If your schedule should change, either to accommodate the needs of the company and/or our clients, you will discuss these changes with your direct supervisor as soon as possible. It is imperative that your Direct Supervisor (or others in his/her absence) know where you are at all times during the workday.
4. If your department’s workload requires your assistance, your attendance in the AGCS office may be required on any given day. You will be notified via telephone as quickly as possible if this need should occur. You are expected to be flexible and to accommodate AGCS’s needs in this regard.
5. You assume full financial responsibility for any operating costs associated with using your home as an alternative worksite, including home maintenance, insurance, equipment, internet access and/or utilities. Additionally, you must provide adequate internet connectivity for the remote work arrangement. If you’re unable to complete your classroom lessons due to the lack of internet connectivity you will be required to use a PTO a day.
6. You may submit a request to your Direct Supervisor for a change of telecommuting days, but you must request such change in writing at least one (1) week prior to the proposed effective date of the change. Any requested change will be effective only upon review and written approval by AGCS Executive Administrators.
7. You are required to check in with your Direct Supervisor throughout the day via email or telephone. You should communicate your planned activities at the beginning of your workday, and as needed throughout the remainder of

the workday. Your Direct Supervisor should be aware of what you are working on just as if you were in the AGCS office.

8. You are required to copy your Direct Supervisor on all work related emails sent from your alternate office.
9. You are required to consult with your Direct Supervisor on work which is permitted to be performed at your alternate office, and your Direct Supervisor shall determine and specify any work, if any, which must be performed at AGCS's office.
10. You are expected to maintain a full workload on each day you telecommute, as if you had been in the AGCS office. If you complete your planned responsibilities prior to the end of each workday or workweek, you are required to inquire with your Direct Supervisor about other work tasks with which you can assist. This telecommuting arrangement is intended to reduce your commute time, but not your work time.
11. You are required to comply with AGCS's rules on workplace safety and equipment, including, but not limited to, the following rules applicable to alternate office environments:

11.1 Supplies and Equipment. AGCS may, but is not required to, provide the necessary computer, software, cell phone and other equipment needed for telecommuting. All of these items remain the property of AGCS and must be returned to AGCS upon request. The computer, software, cell phone and any other equipment or supplies provided by AGCS are provided for use on company assignments. Other household members or anyone else should not use the equipment or software. School-owned software or materials may not be duplicated except as formally authorized. AGCS will be responsible for insurance and maintenance of all school provided materials.

You may use personal equipment for telecommuting purposes. In such case, you will be responsible for the maintenance and insurance required for the equipment.

11.2 Workplace Safety. You are required to maintain a safe and secure work environment. As AGCS could be liable for job-related injuries that may occur during your established work hours in your alternate office, accidents that occur while working at alternate work location must be reported, in writing, immediately to Human Resources. You shall agree to allow AGCS representatives to visit the alternate work location during business hours upon reasonable notice. Understand that you shall remain liable for injuries or damage to the person or property of third parties or members of your family (if applicable) on the premises, and you agree to indemnify and hold AGCS harmless from any and all claims for losses, costs, or expenses asserted against AGCS by third parties or members of your family.

11.3 AGCS Property. You understand that all equipment, records, technology and other materials and information provided by AGCS shall remain the exclusive property of AGCS. You further understand that the terms of AGCS's Confidentiality and Non-Solicitation Agreement apply to you regardless of your worksite. You agree to use AGCS-owned equipment, records, technology and other materials and information for purposes of AGCS business only, and to protect them against

unauthorized or accidental access, use, modification, destruction, or disclosure. You agree to report to AGCS CORE Administrators and your supervisor instances of loss, damage, or unauthorized access at the earliest opportunity. You further agree that you will not import or store such AGCS records, technology, materials or other confidential or proprietary information of any kind onto any electronic device (including, but not limited to, computers, handheld devices, flash drives, external drives, or Internet storage sites), collectively "Electronic Devices" not owned by AGCS unless authorized to do so by AGCS in writing. ***AGCS shall have the right to inspect all such authorized Electronic Devices used to access or store AGCS proprietary information and technology at any time, whether or not owned by you or AGCS, which right shall survive termination of this Agreement.***

11.4 You agree to return, in good working order, AGCS's equipment, records, technology, materials and other information within 3 days of termination of this Agreement. If repair or replacement of such property is deemed necessary by AGCS, you may be responsible for such repair or replacement.

11.5 You understand that your personal vehicle may not be used for AGCS business unless specifically authorized in writing by AGCS.

12. You understand that you are responsible for tax consequences, if any, of this telecommuting arrangement, and for compliance with any local zoning regulations with respect to work from home circumstances.
13. In the event that you are unable to comply with any of the provisions of this Agreement, you are required to notify your Direct Supervisor and AGCS CORE Administrators in writing immediately. AGCS retains the right to amend this Agreement at any time and for any reason upon reasonable notice to you.
14. AGCS is relying on you to make this telecommuting arrangement a success for you and AGCS. AGCS anticipates that you will strive to offer our clients the best possible service as AGCS strives to provide our employees with a balanced work environment.

Employee Acknowledgment: I acknowledge that I have fully read and understand the terms of this Agreement and my responsibilities hereunder, and that I agree to comply with its terms.

POLICY #200
WORKPLACE SAFETY

Workplace safety is a top priority at our School. AGCS shall maintain a safe and healthy place for employees, students, and visitors. A successful safety program depends on everyone being alert and committed to safety. We regularly communicate in different ways with employees about workplace safety and health issues. These communications may include supervisor/employee meetings, intranet alerts, bulletin board postings, memos, or other written communications.

Further, to ensure the safety of all employees and students, employees will be required to wear their picture identification badge while on AGCS premises and/or any events that AGCS is participating. All new hires will be provided with a non-picture temporary badge, until official pictures are taken and badges distributed. Badges must be worn so that they are clearly visible at all times. If an employee's identification badge is lost, the employee must contact his/her manager and human resources immediately for a replacement.

You are expected to obey all safety rules and be careful at work. You must immediately report any unsafe condition and/or equipment to the appropriate supervisor. If you violate School safety standards, you may be subject to disciplinary action, up to and including termination of employment. Violations include causing a hazardous or dangerous situation, not reporting a hazardous or dangerous situation, and not correcting a problem even though you could have corrected it.

It is very important that you tell the appropriate supervisor immediately about any accident that causes an injury, no matter how minor it might seem at the time. When you report it quickly, we can investigate the accident promptly; follow the laws, and start insurance and worker's compensation processing.

Each employee has the moral obligation and legal responsibility to create a positive learning environment that facilitates team work and collaboration, while supporting the individual needs and learning styles of all students. Based on assigned duties and responsibilities, each employee must model positive action that reflects concern for the physical, emotional, social, and moral protection of all students, as defined by the vision and mission of the school, and in accordance with the goal of creating a sanctuary for learning.

Employees are responsible for the safety of all students, as well as those assigned to their charge. As such, a teacher, administrator, designated volunteer, or other authorized individual must be present at all times when a student is on school property, is at or is being transported by school-sponsored transportation to or from a school-related event, and/or is using only that equipment/hardware/software which has been approved by the Administration and/or the Board of Trustees.

Fire Prevention

A fire and safety plan has been prepared. These plans will be reviewed with you as part of your new hire orientation and at other times during your employment. Employees must be familiar with these plans and understand the role they are to play in case of an emergency. Employees must immediately report conditions that they feel are conducive to fire and accidents. Fire drills are required by state law and will be regularly conducted.

POLICY #200
WORKPLACE SAFETY

Hazardous Materials – Workers’ Right to Know

Employees must obtain advance approval from their supervisor to use hazardous materials on school premises. The School will inform and train its employees properly regarding the hazardous substances that they may work with and if appropriate, to design and establish employee protection programs. The School will attempt to protect its employees from known hazardous substances in the workplace.

Pets

The school reserves the right to request documentation supporting the need and purposes for an assistant animal.

Family Members

The School is a workplace. For safety, security and other reasons, no family member, friend, etc. of an employee is permitted on School premises during normal working hours unless they are formally involved in a School approved activity. This policy also applies when employees choose or are required to work beyond normal working hours.

Transporting Students

No employee using their personal vehicle is permitted to transport a student nor should an employee allow a student to drive his/her car on school premises. Failure to follow this policy will result in discipline.

Workplace Violence

The School has a zero tolerance policy for any form of workplace violence including physical or verbal threats to other employees, students, visitors, etc. Each incident will be carefully investigated and discipline up to and including termination may be instituted. Examples of workplace violence include, but are not limited to:

- All threats or acts of violence occurring on the School’s premises.
- All threats or acts of violence occurring off the School’s premises involving someone who is acting in an official School capacity.
- Hitting or shoving an individual
- Threatening an individual or his/her family, students, friends, associates or property with harm.
- Making harassing or threatening phone calls.
- Intentional destruction or threatening to destroy School property.
- Stalking or harassing surveillance.
- Unauthorized possession or inappropriate use of firearms or weapons.

Every employee is encouraged to report incidents of threats or acts of physical violence of which he/she is aware.

POLICY #201
FIRST AID

For minor injuries, please report to the School nurse and Human Resources Department.

If an accident or illness should occur, no matter how slight, notify your supervisor immediately so that appropriate medical treatment can be administered. It is imperative that employees take extreme care in case of an accident, both on and off the job. The transfer of any body fluid (blood, saliva, urine, etc.) may pass on various viruses. Use caution to avoid contact with these body fluids.

In event of an emergency, call 911, if appropriate.

On-the-job injuries will be handled in accordance with the Workers' Compensation laws. Any employee who is injured while on the job must notify their supervisor immediately to be eligible for coverage provided under the Workers' Compensation Act.

POLICY #202
WORKERS' COMPENSATION INSURANCE

Avon Grove Charter School provides a comprehensive workers' compensation insurance program at no cost to employees. As prescribed by law, this program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Upon receiving a report of an injury, the school nurse must complete an Incident or Injury report.

Procedure:

(a) Any employee who sustains a work-related injury or illness must inform the Human Resources Department immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

(b) Within three (3) days, the Human Resources Department Office will complete an electronic report for AGCS and the insurance carrier reflecting the nature of the illness or injury, the cause, if known, the date and time of the incident or onset and all other pertinent circumstances.

(c) Designated Health Care Providers
In order to be eligible for workers' compensation benefits, employees must be treated by one of AGCS' designated health care providers for a period of ninety (90) days from the date of the first visit. AGCS's workers' compensation insurance will not be responsible for treatment from a non-designated health care provider during this period. After the expiration of this ninety (90) day period, an employee may elect to continue treating with the designated provider or to seek treatment from another provider, so long as the employee notifies the Human Resources Department in writing within five (5) days of the first treatment by the non-designated provider and the provider thereafter files and provides to the employee and to the Human Resources Department a medical report Form issued by AGCS of Workers' Compensation within ten (10) days of the commencement of treatment and at least once a month thereafter as long as treatment continues. If proper notice of the election of a non-designated provider is not given, AGCS's workers' compensation insurance will not be responsible for any such treatment determined to have been unreasonable or unnecessary and no payment will be made for any treatment unless and until the required Medical Reports are received by AGCS.

AGCS's designated health care providers are listed on the Workers' Compensation Poster in the Human Resources office and teacher lounge.

(d) To the full extent permitted by law, AGCS reserves at all times the right to require an employee claiming or receiving workers' compensation benefits to submit to examination by a physician of its choice.

(e) Employees who suffer an occupational illness or injury for which he/she must receive medical attention during the workday in which the illness or injury occurs will be paid for all of his/her regularly-scheduled hours of work for that day.

(f) Employees may not return to work after an occupational illness or injury without receiving medical clearance acceptable to AGCS.

(g) Employees are expected to schedule appointments for treatment, evaluations, and any other providers of assistance for injuries or illnesses related to a workers compensation claim outside of working hours, or to utilize vacation time for same.

POLICY #300
PAID TIME OFF

Paid time off (PTO) provides all full- and part-time staff members with paid time away from work that can be used for vacation, personal time, personal illness, or time off to care for dependents.

PTO enables employees to take time off in whole-day or half-day increments, as long as the intervals chosen meet the approval of the direct supervisor. In the case of an employee not reporting to work and has PTO days available; PTO days must be used before UNPAID days can be approved. However, with flexibility comes responsibility. It's up to the employee to arrange their time off with their supervisor and to fulfill their job responsibilities, by contacting STS (Substitute Teaching Services via AESOP web navigator) and providing appropriate lesson plans.

Scheduling Paid Time Off:

Requests for time off should be submitted, via Paylocity, five (5) days, if possible, in advance. In weighing requests, the supervisor will consider the amount of advance notice given, the staffing needs of the academic department, and amount of PTO the employee has available. All PTO requests must be approved by the employee's immediate administrator and/or director prior to taking time off. A generated email confirming the approved or denied time off request is sent to the employee.

In an emergency (i.e. emergency room, car accident, etc.), advance approval may not be possible. In these circumstances, employees must provide their supervisor and Human Resources with appropriate documents (hospital release form, accident/police report) proving the cause of absence, in order for the absence to be considered "approved". Further, an employee calling off for a non-emergency (i.e. illness, child sick, etc.), must contact their immediate administrator with the specific reason for their absence. Any callouts during the workweek that occur after 4:00PM for the next workday is an unscheduled absence. Additionally, a callout that occurs over the weekend for the next workday is considered an unscheduled absence. These situations would be considered an unscheduled PTO day, if PTO days are available. Consecutive days are counted as a single occurrence. If the employee has used all available PTO days, then the day would be an unscheduled unpaid time off. Employees should avoid taking unscheduled PTO or unpaid days off whenever possible.

Illness/Unscheduled Paid Time Off:

The School is required to track absences for illness and work-related illness/injury for legal compliance reasons. If sickness is given as a reason for missing work, a supervisor may request a physician's note from the employee at his/her discretion. In addition, for every absence over three consecutive days, you will be required to provide us with a physician's note or FMLA forms indicating the nature of your illness/medical condition and how it impacted your inability to work.

An unexpected illness or an unapproved day off will be considered and documented as an unscheduled absence (refer to policy# 504). In this instance, and with exception of the below list, a PTO day will still be taken, if available. ***A request for time off should not be submitted for unscheduled PTO days.*

Automatically Unapproved PTO Request

Professional Development is an integral part of maintaining, developing, and expounding upon an employee's skillset and professional career. Additionally, during certain times of the academic year, finding appropriate substitute coverage is extremely challenging. Therefore,

POLICY #300
PAID TIME OFF

instructional staff requests for PTO will not be approved during certain periods of the academic calendar. Those periods are as follows:

- First or last week of school;
- Teacher in-service days;
- Parent-Teacher Conferences;
- Spring break (if make-up days are built into spring break);
- Previously registered and paid offsite professional development seminar.

For every instance of an employee's absence during the above referenced time(s), the absence will be recorded as two (2) unscheduled absences (refer to policy #504), however, normal PTO deductions will be incurred.

Substitute Teaching Service (STS/AESOP)

Most instructional staff with the exception of instructional aides or personal care associates are required to create an absence in the AESOP Web Navigator on-line system. This process will record the day(s) off and provide substitute coverage if needed. Please know that not all teachers' absences will require a substitute teacher but all absences will require creating a record in the AESOP system; you are either requesting a substitute or not requesting a substitute or both (in a half day situation).

Once the absence has been recorded through the AESOP Web Navigator on-line system, the confirmation number must be listed in the notes section of the time off request. All teachers must provide emergency plans and advise the Main Office. All reporting substitute teachers will report to the Main office to sign in and pick-up emergency plans. If PTO day(s) are cancelled, substitutes should be cancelled through the AESOP Web Navigator on-line system.

Paid Time Off for Terminating Staff

Refer to policy #505 in the Avon Grove Charter School Employee Handbook.

PTO for New Hires

In the first calendar year of employment for new hires, PTO eligibility is prorated based on the month in which employment begins. New hires separated from employment within their probationary period (90 days) will not receive a PTO payout.

Accrual Basis

Regular PTO Days – Each year, you will accrue a fixed number of PTO days based on your job classification and length of service. Every employee will have the appropriate number of PTO days placed in their bank on either July 1st or September 1st depending on their classification as a ten- or twelve-month employee. Employees hired in mid-year would have their PTO prorated.

Carryover Days – A maximum of 60 PTO days can be carried over to the next academic year. The total number of days carried over from one year to the next can never exceed 60. Any PTO in excess of 60 days will be lost if it is unused in the given school year, unless extenuating (work related) circumstances have prevented the employee from taking scheduled PTO. In such cases, PTO may be carried over and taken in the first half of the next academic school year with the approval of the respective divisional administrator and Human Resources Director.

POLICY #300
PAID TIME OFF

Annual Accrual Rates for Regular Full-Time and Part-Time Employees

- **Level I – Twenty-two (22) PTO Days**

Positions in **level I:** considered the top visionaries of the school. They will strategically lead a large function and/or group; and have a major impact on Avon Grove Charter School's operation and image for which they are fully accountable. These positions report to the Head of School or an Officer and have great latitude in decision making and operate in a very broad framework.

This level includes Officer and Director jobs such as Chief Academic Officer, Chief Financial Officer, Chief Personnel Officer, Director of Special Education, Director or Related Services, Director of Curriculum and Instruction. This level does not include ten-month positions.

- **Level II - Twenty (20) PTO Days**

Positions in **level II:** considered the second layer of Administration characterized by decision making that has a direct and significant impact on the school and a delegation of authority over other positions. Those without supervisory responsibility are senior individuals in their specialized field requiring specialized knowledge, advanced credentials, and manage the largest, most complex assignments. These positions report to a Principal and require employees to exercise judgment based on experience in the academic arena or in their individual function.

This level includes full-time, twelve-month administrator positions such as Principals and Assistant Principals for Elementary, Middle, Special Ed and High School level staff. This level does not include ten-month positions.

- **Level III - Seventeen (17) PTO Days**

Positions in **level III:** considered front line managers who require a significant degree of interpretive analysis to ensure successful execution of projects. These managers supervise a small group of employees and may require consultation with a higher level of management before making decisions on complex and/or extreme situations.

This level includes full-time, eleven and twelve-month positions such as the IT Administrator, Facility Management, Instructional Coordinators and Food Service Manager. This level does not include ten-month positions.

- **Level IV – Twelve (12) PTO Days**

Positions in **level IV:** require expertise in a specialized area or function derived from either an educational background and/or significant experience and training in a specific field. Employees in these positions are required to use good judgment and have the ability to be creative and think outside of the box. Employees may manage projects or have direct supervision of a small department.

This level includes full-time and part-time, ten-month positions that require a lot of student contact, such as cafeteria coordinators, teachers, school nurse, and guidance counseling. This level also includes full-time, eleven and twelve-month positions such as the attendance/enrollment coordinators, administrative assistants, technical support positions, HR generalist and custodians will accrue fourteen (**14**) PTO days.

- **Level V – Seven (7) PTO Days**

Positions in **level V:** perform the day-to-day functions and/or activities that are essential in the daily operations of their department. Duties and responsibilities are performed using

predetermined processes and guidelines. Some independent judgment may be required when resolving unexpected issues; however, employees consult their manager on the more unusual and complex issues. Employees in this level may be administrative, clerical, and instructional support. This level includes part-time staff that work 20 hours or more a week, such as instructional aides, office support, and clerical staff. This level also includes full-time, twelve-month positions and those will accrue eight (8) PTO days.

Eligibility

All employees regularly scheduled to work less than 20 hours per week are not eligible for PTO pay or days.

Years of Service	Classification	0-5 Years	6-10 Years	11+ Years
Eligible Days Off	I	22	24	27
	II	20	22	25
	III	17	19	22
	IV (10 Month)	12	14	17
	IV (11-12 Month)	14	16	19
	V (10 Month)	7	9	12
	V (12 Month)	8	10	13

- Paid Time Off (PTO) days will be prorated based on an employee's date of hire within the respective school term.
- Years of Service is determined by the number of full years in which an employee has been employed by the Avon Grove Charter from date of hire.
- For intent letter purposes, PTO days will be determined by the number of years employed with Avon Grove Charter School as of August 31 of any given year. For example, if a teacher will have six years of service on October 1, the employee will not move to the 6-10 years column until the following school year.

POLICY #301
LEAVES OF ABSENCE

Unpaid Leave of Absence

Full-time employees who have at least two (2) years of continuous service with the School and whose performance meets the standards of their position may request an unpaid leave of absence.

Requests for a leave of absence must be made in writing to the Head-of-School (CEO) and Director of Human Resources as soon as the employee becomes aware of the need, and be accompanied by appropriate supporting documents (as identified by the Human Resources Department). Each request for a leave of absence will be considered on its own merits, with weight given to the employee's work record, the needs of the school, the position the individual holds, and other relevant criteria. The Head of School and the Director of Human Resources will have two (2) weeks to respond to the request for extended leave. The employee will not lose seniority during a leave of absence. The time missed will not be included for the purpose of determining benefits, bonuses, supplemental contracts, or increases according to the school's step salary system.

The employee must exhaust all PTO and FMLA leave before making a request for an unpaid leave of absence in this category.

Employees that requests an unpaid or extended leave of absence and participate in the Charter School's health, dental, vision, life insurance, AFLAC, and any other applicable insurance will not be eligible for said benefits; therefore, benefits will be terminated at the end of the month in which their FMLA ends or unpaid leave of absence begins. However, the employee will have the right to continue health, dental, and vision coverage on a contributory basis, under the provisions of the Consolidated Omnibus Reconciliation Act (COBRA). Upon return to full-time, active status, the employee will only become eligible for benefits beginning the first (1st) day of the month after completing thirty (30) days of active employment.

Determination of Length of Extended Leave

The employee's length of service is the main factor in determining the maximum duration of the leave of absence. Two (2) weeks of leave may be granted for each year of service up to a maximum of sixteen (16) weeks but only after the employee has been continuously employed full-time for at least two (2) years (see the chart below).

Years of Service	Leave of Absence Eligibility Time (after FLMA Expires)	Potential Eligibility Time (Including FMLA)
Below 2 Years	Not Eligible	12 Weeks
2 Years	4 Weeks	16 Weeks
3 Years	6 Weeks	18 Weeks
4 Years	8 Weeks	20 Weeks
5 Years	10 Weeks	22 Weeks
6 Years	12 Weeks	24 Weeks
7 Years	14 Weeks	26 Weeks
8 + Years	16 Weeks	28 Weeks
CAP	CAP	CAP

*A year of service is determined by your anniversary date (date of hire).

POLICY #301
LEAVES OF ABSENCE

Note: At the conclusion of this period, the Human Resources Director will make an effort to return the employee to the position held prior to his or her leave or to a position that is substantially similar, although this is not guaranteed.

The leave of absence will include normal school holidays, recesses, and/or school closings.

Maternity Leave for Childbirth

The School will provide up to twenty (20) consecutive days of paid maternity leave for mothers under these conditions:

- Must be a full-time AGCS employee
- Notification is provided to the School at least four (4) months before due date.
- Appropriate medical documentation (FMLA forms) is provided.
- Paid Time Off and Maternity Leave will be used concurrently with FMLA.
- Maternity leave will commence the next week day after childbirth and can include normal School holidays/recesses and/or School closings.

Adoption Leave

Only full-time employees are eligible for adoption leave. The School will provide up to twenty (20) consecutive days of paid adoption leave under these conditions:

- Notification is provided to the School at least four (4) months of intent to adopt a child.
- Appropriate documentation (Adoption Agency & FMLA forms) is provided.
- Paid Time Off and Adoption Leave will be used concurrently with FMLA.
- Adoption leave will commence the day the child enters the employee's household and can include normal School holidays/recesses and/or School closings.

Bereavement Leave

Only full-time employees shall be granted paid bereavement leave of up to three (3) consecutive work days following the death of a grandparent, grandchild, father-in-law or mother-in-law, brother-in-law, sister-in-law, and up to five (5) consecutive work days following the death of a parent, spouse, brother, sister or child (natural or legally adopted).

Part-time employees who are regularly scheduled to work 20 hours a week or more shall be granted paid bereavement leave of up to three (3) consecutive work days following the death of a parent, spouse or child (natural or legally adopted).

Bereavement leave shall be consecutive work days and shall include the day of the funeral, and at the employees' discretion, days before and or after the funeral.

Full-time employees may be granted up to one work day with pay to attend the funeral of a close relative outside their immediate family. A close relative outside immediate family is defined as aunt, uncle, niece and nephew.

The employee may be required to provide an obituary or other proof of death in order to be paid for funeral leave. Proof of relationship may also be required.

POLICY #301
LEAVES OF ABSENCE

Jury Duty

The School encourages you to fulfill your civic responsibilities by serving jury duty if you get a summons. Full-time employees who are required to serve as jurors will be paid their regular base pay for a maximum of two (2) weeks while on jury duty. Employees are required to provide proof of selection and attendance at jury duty. In special circumstances, paid leave for jury duty may be extended at the discretion of the Board of Trustees.

If you get a jury duty summons, bring a copy to your supervisor as soon as possible. This will help us plan for your possible absence from work. We expect you to come to work whenever the court schedule permits.

We may ask that you be relieved from going on jury duty if we think that your absence would cause serious operational problems for the School.

In case of a required appearance in a court of law involving no moral turpitude or any other breach of the criminal code on the part of the employee, they shall be granted time off (use of Paid Time Off) for such appearances. The employee must use Paid time Off for voluntary court appearances.

Subject to the terms, conditions, and limitations of the applicable plans, we will continue to provide health insurance benefits for the full period of unpaid jury duty leave.

Military Duty

The School complies with all government regulations regarding military service, including Reserve and National Guard training, leave of absence without pay for military or reserve duty are granted to full-time and part-time employees. If you are called to active military duty or to Reserve or National Guard training, you should notify your supervisor and submit copies of your military orders as soon as possible. You will be granted a leave of absence without pay for the period of military service, in accordance with applicable state and federal laws.

Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which you are otherwise eligible.

If you are on military leave for up to 30 days, you must return to work on the first regularly scheduled work period after your service ends (allowing for reasonable travel time). If you are on military leave for more than 30 days, you must apply for reinstatement in accordance with USERRA and applicable state laws.

When you return from military leave (depending on the length of your military service in accordance with USERRA), you will be placed either in the position you would have attained if you had stayed continuously employed or in a comparable position. For the purpose of determining benefits that are based on length of service, you will be treated as if you had been continuously employed.

POLICY #302
FAMILY & MEDICAL LEAVE ACT

Avon Grove Charter School will comply with the Family and Medical Leave Act and its Regulations, which were revised effective January 16, 2009. This policy is to grant up to twelve (12) weeks (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) during a 12-month period to eligible employees. The leave may be paid, unpaid, or a combination of both, depending on the circumstances and as specified in the policy.

If an employee takes Paid Time Off for a condition that progresses into a serious health condition and the employee requests unpaid leave as provided under this policy, the employee must use all available Paid Time Off before unpaid leave is approved for FMLA purposes.

Eligibility:

Employees are eligible if they have worked at AGCS for at least 12 months (or 52 weeks) and have worked at least 1250 hours during the 12-month period immediately before the date when the leave is requested to commence.

Type of Leave Covered:

In order to qualify as FMLA leave under this policy, employees must be taking leave for one of the reasons listed below:

- 1) The birth of a child, or the newly placed child due to adoption or foster care.
- 2) A serious health condition that makes you unable to perform the essential functions of your job.
- 3) To care for a spouse, child or parent with a serious health condition:
A serious health condition is defined as a condition that requires inpatient care at a hospital, hospice or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care or a condition that requires continuing care by a licensed health care provider.

This policy covers illnesses of a serious and long-term nature, resulting in recurring or lengthy absences. Generally, a chronic or long-term health condition that would result in a period of three (3) consecutive days would be considered a serious health condition. Employees with questions about what illnesses are covered under this policy are encouraged to contact Human Resources for assistance.

- 4) Qualifying exigency leave for families of members of the National Guard and Reserves when the covered military member is on active duty or called to active duty in support of a contingency operation.

An employee whose spouse, son, daughter or parent either has been notified of an impending call or order to active military duty or who is already on active duty may take up to 12 weeks of leave for reasons related to or affected by the family member's call-up or service. The qualifying exigency must be one of the following: **1) short-notice deployment, 2) military events and activities, 3) child care and school activities, 4) financial and legal arrangements, 5) counseling, 6) rest and recuperation, 7) post-deployment activities and 8) additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.**

The leave may commence as soon as the individual receives the call-up notice. (Son or daughter for this type of FMLA leave is defined the same as for child for other types of FMLA leave except that the person does not have to be a minor.) This type

POLICY #302
FAMILY & MEDICAL LEAVE ACT

of leave would be counted toward the employee's 12 week maximum of FMLA leave in a 12-month period.

5) Military caregiver leave (also known as covered service member leave) to care for an ill or injured service member.

This leave may extend to up to 26 weeks in a single 12-month period for an employee to care for a spouse, son, daughter, parent or next of kin covered service member with a serious illness or injury incurred in the line of duty on active duty. Next of kin is defined as the closest blood relative of the injured or recovering service member.

An eligible employee can take up to twelve (12) weeks for the FMLA circumstances (1) through (4) above under this policy during any twelve (12) month period. We will measure the period as a rolling twelve month period measured backward from the date the employee uses any leave under this policy. Each time an employee takes leave, the School will compute the amount of leave from the twelve weeks of available leave and the balance remaining is the amount the employee is entitled to take at that time.

An eligible employee can take up to 26 weeks for the FMLA circumstances (5) above (military caregiver leave) during a single 12-month period. For this military caregiver leave, AGCS will measure the 12-month period as a rolling twelve month period measured forward. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.

If a husband and wife both work for AGCS and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent "in-law") with a serious health condition, the husband and wife may only take a combined total of 12 weeks of leave. In addition, if a husband and wife both work for AGCS and each wishes to take leave to care for a covered injured or ill service member, the husband and wife may only take a combined total of 26 weeks of leave.

For purposes of determining the amount of leave used by an employee, the fact that a holiday may occur within the week taken as FMLA leave has no effect; the week is counted as a week of FMLA leave. However, if for some reason school wide activities temporarily cease and employees generally are not expected to report for work for one or more weeks (e.g., a school closing two weeks for the Christmas/New Year holiday or the summer vacation or closing for retooling or repairs), the days the employer's activities have ceased do not count against the employee's FMLA leave entitlement.

Benefits during Leave:

While an employee is on FMLA leave, we will continue the employee's health and dental benefits at the same level and under the same conditions as while the employee was actively working. If employees are not receiving salary during any pay period and they have elected any employee paid benefits; the pay period deductions will be covered by the school until their return. At that time, the employee is responsible for restitution of the full amount. If the employee chooses not to return to work for reasons other than a continued serious health condition, we will require the employee to reimburse the School the amount it paid for the employee's benefits during the leave period. The employee would then be entitled to a continuation of health benefits under and in compliance with COBRA regulations.

Employment Status after Leave:

An employee who takes leave under this policy will be able to return to the same job or a job with equivalent status, pay, benefits, and other employment terms. The position will be the same or one

POLICY #302
FAMILY & MEDICAL LEAVE ACT

that entails substantially equivalent skill, effort, responsibility and authority. The School may choose to exempt certain highly compensated employees from this requirement and not return them to the same or similar position.

Intermittent Leave or Reduced Work Schedule:

An employee may take FMLA leave in twelve consecutive weeks, may use the leave intermittently (take time periodically when needed over the year), or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of twelve (12) weeks over a twelve (12) month period.

We may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule. For the birth, adoption or foster care of a child, the School and the employee must mutually agree to the schedule before they may take leave intermittently or work a reduced schedule. Leave for birth, adoption or foster care of a child must be taken within one (1) year of the birth or placement of the child. If the employee is taking leave for a serious health condition or because of the serious health condition of a family member, the employee must prove that the use of leave is medically necessary and we will require certification of the medical necessity as discussed in the following section.

Certification of Serious Health Condition:

We require certification of the serious health condition and the employee must respond to such a request within 15 days or be able to provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continued leave. Medical certification may be provided using a form available from Human Resources.

Certification of the serious health condition shall include the date when the condition began, its expected duration, diagnosis, and a brief statement that the employee is unable to perform the essential functions of his/her position. For a seriously ill family member, the certification must include a statement that the patient requires assistance and the employee's presence would be beneficial or desirable. If the employee plans to take intermittent leave or work a reduced schedule, the certification must also include the dates and duration of the treatment and a statement of medical necessity for taking intermittent leave or working a reduced schedule.

We have the right to ask for a second opinion if we have reason to doubt the certification. We will pay for the employee to get certification from a second physician, which we will select. If necessary to resolve a conflict between the original certification and the second opinion, we will require the opinion of a third physician. The School and the employee will jointly select the third physician and the School will pay for the opinion. The third opinion will be considered final.

Procedure for Requesting Leave:

Except where leave is not foreseeable, employees requesting leave under this policy must submit the request in writing to their immediate supervisor and to Human Resources with a minimum of thirty (30) days' notice. If 30 days' notice is not possible, the employee must give as much notice as practicable. If an employee fails to provide 30 days' notice with no reasonable explanation, the leave request may be denied until at least 30 days from the date we receive notice.

An employee undergoing planned medical treatment is required to make a reasonable effort to schedule treatments with minimal disruption to our operations. While on leave, employees are required to report periodically to the School regarding the status of their condition and their intent to return to work.

POLICY #302
FAMILY & MEDICAL LEAVE ACT

Return to Work and Extended Medical Leave of Absence

Extended Medical Leave of Absence

Eligibility: An employee who has been granted an FMLA medical leave of absence, but who is unable to return to work upon expiration of the twelve (12) week FMLA leave period may request an Extended Medical Leave of Absence because: (1) of a continuation of his or her own serious health condition; or (2) of a need for a reasonable accommodation(s) to a disability, pursuant to Avon Grove Charter School (AGCS) Americans With Disabilities Policy herein, that would allow the employee to return to work.

Duration: An Extended Medical Leave of Absence will begin immediately upon expiration of the employee's FMLA medical leave of absence. The duration of an Extended Medical Leave of Absence is in accordance with Policy #301. Requests for an Extended Medical Leave of Absence on an intermittent or reduced schedule will be considered on a case by case basis. Any employee who, due to a disability, is unable to return to work at the end of the Extended Medical Leave of Absence, but who may be able to return to work with a reasonable accommodation pursuant to AGCS Americans With Disabilities Policy herein, must contact Human Resources to advise AGCS of their situation.

Process for Requesting an Extended Medical Leave of Absence

The employee must exhaust all PTO and FMLA leave before making a request for an unpaid leave of absence in this category.

Request in Writing: If the need for leave is foreseeable, a request for an Extended Medical Leave of Absence should be submitted in writing to the Human Resources Department thirty (30) days prior to the beginning of the extended leave period. If the need for leave is not foreseeable, the employee should give as much notice as is practical. The final decision concerning the request will be made by the Human Resources Department. All employees on an Extended Medical Leave of Absence shall report any change in the health or medical condition necessitating the leave, or their intention to return to work, to the Human Resources Department as soon as known.

Additional Medical Certification: Any employee requesting an Extended Medical Leave of Absence because of a continuation of his or her own serious health condition must submit additional medical certification to establish the necessity of the extension of the leave of absence. This medical certification must be submitted on or before the date the extended leave is requested. AGCS reserves the right to require a second medical opinion at the school's expense if deemed necessary. If the second medical opinion is contradictory to the original medical certification, a third medical opinion at the school's expense will be obtained and that certification will be binding. In some cases, further medical certification may be required.

Payment of HealthCare Premiums and Voluntary Employee Benefits Coverage

An employee on an Extended Medical Leave of Absence will be responsible for payment of his/her full (including employer's) portion of group healthcare insurance premiums while on leave. In addition, the employee will be responsible for continuing payments for any voluntary employee benefit programs in which they are participating (e.g. supplemental life insurance, long term disability). These payment arrangements must be made through the Human Resources Department at the beginning of the employee's leave of absence. In the case payments are not received, the employee's benefits will

terminate immediately.

Return to Work from an Extended Medical Leave of Absence

Upon conclusion of an Extended Medical Leave of Absence, and prior to their return to work, employees must provide a medical release provided by their health care provider authorizing them to return to work.

Upon expiration of an Extended Medical Leave of Absence, there is no guarantee that the employee will be reinstated to his or her job or another job with equivalent status and pay.

If any employee fails to return to work immediately upon the conclusion of an Extended Medical Leave of Absence or such time that is agreed upon by AGCS, the employee will be considered to have voluntarily terminated his/her employment with AGCS.

An employee returning from an Extended Medical Leave of Absence will be expected to return to full-time hours in order to maintain full-time status and benefits eligibility.

If a position is not available as a result of a workforce reduction or a reorganization of staff, the employee will be treated in the same manner as if he/she were not on a leave at the time of the reduction or reorganization.

No Compensation

An Extended Medical Leave of Absence shall be without pay. However, this provision shall not affect an employee's right or entitlement to benefits under AGCS disability or worker's compensation insurance plans.

POLICY # 302

FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA) POLICY

Statement of Policy

It is the policy of Avon Grove Charter School to comply with the requirements of the Federal Families First Coronavirus Response Act (FFCRA). The FFCRA provides employees with Emergency Paid Sick Leave and Emergency Paid Family and Medical Leave (EFMLA) for those affected by the COVID-19 pandemic, from April 1, 2020 through December 31, 2020.

Two Types of Leave Covered Under FFCRA

1) Emergency Paid Sick Leave (EPSL)

Emergency paid sick leave will be available for an employee who is unable to work or work remotely because:

1. The employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19;
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
3. The employee is experiencing symptoms of COVID-19 and is seeking a medical diagnosis;
4. The employee is caring for an individual who is subject to quarantine or isolation or advised to self-quarantine by a health care provider due to concerns related to COVID-19;
5. The employee is caring for a son or daughter whose school or place of care is closed, or childcare provider is unavailable, due to COVID-19 precautions; or
6. The employee is experiencing substantially similar conditions as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

Eligibility for EPSL

All employees, regardless of their tenure with the organization, with full-time or part-time status are eligible to receive this benefit.

Paid Benefits for EPSL

Eligible employees will receive up to two weeks of paid sick leave.

- Full-time employees (regularly scheduled to work 40 or more hours per week): 80 hours at their regular rate of pay, subject to caps and reasons noted below. A part-time employee may be considered full-time under this policy, if the average of their hours over a 6-month period is at least 40 hours per week.
- Part-time employees (consistently works a set schedule of less than 40 hours per week): the number of hours that the employee works over a two week period, subject to caps and reasons noted below.
- Part-time employees (works a variable schedule per week): the total hours worked in the 6-month period (or if worked less than 6 months, the total hours during the entire period of employment), divided by the number of calendar days in the period, then multiplied by 14, subject to caps and reasons noted below.

Payments are capped at \$511 a day (\$5,110 in total) for dealing with an employee's own illness or quarantine (reasons 1, 2 and 3 above). Employees who are caring for an individual affected by COVID-19 and those whose children's schools or childcare providers have closed (reasons 4, 5 and 6 above) receive up to two-thirds of their regular rate of pay, and that benefit is limited to \$200 a day (\$2,000 in total).

Return to Work Following EPSL

Employees are required to follow guidelines established by the [Centers for Disease Control and Prevention](#) as it relates to ceasing home isolation practices.

2) Emergency Family Medical Leave Act (EFMLA) Expansion

Employees will be entitled to take up to 12 weeks of job-protected leave if an employee is unable to work (or remote work) due to caring for the employee's son or daughter because the child's school or place of care has been closed or his or her childcare provider is unavailable due to the public health emergency.

Eligibility for EFMLA

Under this policy, full-time and part-time employees who have been on Avon Grove Charter School payroll for 30 days, prior to taking the leave, are eligible for leave.

Paid Benefits for EFMLA

The EFMLA provides for a combination of unpaid and paid leave.

- The first two weeks of EFMLA is unpaid. However, an employee may choose, or the employer may require the employee, to take any existing pay benefit (i.e. PTO, vacation, sick pay) during the unpaid period, OR the two weeks may be paid under emergency paid sick leave, if that leave was taken for the qualifying reason of caring for a son or daughter because the child's school or place of care is closed or unavailable due to the public health emergency.
- After two weeks of unpaid leave, employees are entitled to up to 10 additional weeks of job-protected leave of two-thirds their regular rate of pay. Part-time employees are entitled to be paid two-thirds of their usual pay based on the average number of hours worked for the six months prior to taking the leave.
- The cap of the paid leave entitlement for employees is \$200 per day (\$10,000 in the aggregate).

Notifying Company of the Need for FFCRA Leave

Employees should request their need for emergency paid leave as soon as possible, by notifying their immediate manager or human resources. You are required to provide reasonable notice for foreseeable uses, such as needing leave for school closures/childcare unavailability. For all other qualifying reasons, notice is required after the first workday that leave is taken. A request form indicating the specific qualifying reason and date of requested leave should be filled out. If an employee is incapacitated, the employee's representative should give verbal notice as soon as possible. Calling in "sick" does not qualify as adequate notice. An employee must provide sufficient information regarding the reason for an absence for the company to know that protection and benefits may exist under this policy.

Insurance Benefit Continuation During FFCRA Leave

Coverage under group health insurance will continue while on leave, but employees must continue to pay their portion of the premium. Voluntary employment benefits such as life insurance, disability, AFLAC, etc. will also be continued during the leave, as long as the employee continues to pay any required contribution. Payment arrangements will be discussed with individuals upon their request for leave.

Certification for FFCRA Leave

Generally, the company will require certification to verify the qualifying reason for the leave. Employees should be prepared to provide documentation such as a copy of any quarantine or isolation order, or written note by a health care provider advising self-quarantine, or a notice of closure of school or childcare provider (i.e. email, notification on website, or news article).

Employees should be prepared to provide additional information in support of various reasons for leave under FFCRA, such as the relationship of individual cared for, a statement of circumstances that exists requiring care for a child over the age of 14, and affirming that there is no other suitable person who can care for the child during the requested leave.

We understand that requesting healthcare provider documentation may place additional burdens on our medical community during this pandemic, therefore if an employee is unable to obtain this documentation, at a minimum, the name, address, and phone number of your treating healthcare provider must be provided. Avon Grove Charter School also reserves the right to request additional documentation completed by your healthcare provider or childcare provider (as applicable) in situations where there is reason to believe an employee has fraudulently obtained leave or paid benefits.

Intermittent Leave

For employees working on the premises, intermittent leave will only be permitted for the qualifying reason related to caring for their child whose school or place of care is closed, or childcare provider is unavailable, and only if Avon Grove Charter School agrees to the schedule.

For employees working remotely, intermittent leave will be permitted if the employee is unable to work his or her normal schedule of hours. The employee and employer will come to an agreement on a schedule that provides for the least amount of disruption to an employee's job. For EFMLA purposes, the total amount of leave taken should not exceed the 12 weeks defined earlier in this policy.

EPSL, EFMLA and Traditional FMLA

If emergency paid sick leave (EPSL) is taken for the qualifying reason of caring for a child whose school or place of care is closed, or childcare provider is unavailable, that leave will run concurrently with, and will count toward, the total 12 weeks available under EFMLA [*and traditional FMLA*].

[EFMLA is an emergency law expanding FMLA and expires on December 31, 2020. If you qualify for leave under both EFMLA and traditional FMLA during the applicable 12-month period, the time off will count concurrently. You are not entitled to more than a total of 12 weeks under both EFMLA and traditional FMLA policies (except for qualifying military exigency leave of 26 weeks under traditional FMLA). You will be notified of your rights and responsibilities under traditional FMLA by separate correspondence.]

Rights Upon Return from FFCRA Leave

An employee who takes leave under this policy may be reinstated to the same job or an equivalent position upon completion of the leave. If an individual has exhausted all leave under this policy and is still unable to return to work, the situation will be reviewed on a case-by-case basis to determine what rights and protections might exist.

The law provides that an employee has no greater rights upon a return from leave than the individual would have had if s/he had continued to work. Therefore, an employee may be affected by a layoff, reorganization, furlough, change in job duties or other change in employment if the action would have occurred had the employee remained actively at work.

POLICY #303
EMERGENCIES AND INCLEMENT WEATHER

On days when school is closed because of snow and/or other inclement weather or a state/national state of emergency has been declared employees will not be required to report to work with the exception of essential staff, such as facilities personnel. The School will follow the lead of the Avon Grove School District who will determine whether or not it would be unsafe for children to walk or be transported to school due to snow and/or other inclement weather.

During the time Avon Grove Charter School is closed due to an emergency and/or inclement weather, exempt employees will receive their full salary for their normal hours worked. However, non-exempt employees are paid for hour worked, and therefore, will not receive pay unless the employee opts to use their available paid time off.

The Head of School shall inform the Board President of the decision to close the School no later than 7:00 a.m. of that day.

Notification of school closings and/or delays will be announced on local TV news, radio stations and through our 411-phone alert system. **Our KYW number is 870.**

The employee must use their best personal judgment with regard to their own local road conditions and other safety concerns. If the employee deems it unsafe to drive, then he/she should immediately notify their direct manager (principal, director, supervisor, etc.) and respective main office. If the employee is prohibited from driving due to a state of emergency – driving restrictions, in the employee’s home state, then the absence will not be considered an unscheduled absence.

POLICY #304
LACTATION

Avon Grove Charter School accommodates lactating employees by providing a reasonable amount of break time to any employee who desires to express breast milk for an infant child. The break time shall, if possible, run concurrently with any break time already provided to the employee. Employees are required to clock in and out while lactating via the AGCS HRIS system, Paylocity.

Avon Grove Charter School will make reasonable efforts to provide employees who need a lactation accommodation with the use of a room or other private location that is located close to the employee's work area. Employees with private offices will be required to use their offices to express breast milk.

Employees who desire lactation accommodations should contact the Director of Human Resources to request accommodations. Discrimination on the basis of sex includes discrimination based on breastfeeding and related medical conditions is unlawful.

POLICY #400
ETHICAL STANDARDS

Employees must be committed to the highest ethical standards of conduct in their relationship with other employees, students, volunteers and the public. Employees must avoid conduct violating or appearing to violate the trust of these constituencies. Employees shall provide a superior level of instruction to students in accordance with recognized professional standards. Employees shall participate in the affairs of our School with loyalty, honesty, and fiscal responsibility and at all times exercise their best care, skill and judgment. In all of their actions on behalf our School, employees are also bound by the following standards:

Confidentiality

All information shared within this School is the property of the School and shall not be provided to any other person or organization, except as required by law. Improper disclosure of such information is prohibited and will lead to discipline up to and including termination.

Confidential Information

Confidentiality is a fundamental principle in our jobs. As a part of our responsibilities, we often deal with confidential, non-public information concerning the affairs of our School and with personal and business information regarding employees and students. Typically, confidential or proprietary information includes information such as services, strategies and plans, litigation, computer processes, manuals, material, processes, pending projects, systems and procedures. We may also encounter personal and business information concerning other employees. Under no circumstances may employee discuss specific issues related to a student's behavior at the School with anyone other than the student's parents or otherwise authorized individual.

To protect the confidentiality of information and the privacy rights of all, employees are expected to exercise a level of control that protects the information from unauthorized disclosure. Employees may share information regarding terms of conditions of employment for purposes of discussing same with other employees as protected by the National Labor Relations Act. Employees will not be disciplined for sharing information of this nature, so long as it not personal information of other employees learned within the course of their job duties at the school. Each employee shall:

- 1) Maintain all information in complete confidence. Information should be discussed only with other School employees who have legitimate need to be aware of it as part of their job
- 2) Divulge no confidential information to third parties except with proper authorization, or pursuant to proper legal process or regulation.
- 3) Never use confidential information obtained on the job for personal financial gain of any kind.
- 4) Maintain in a secure manner all files, record-keeping and inquiry systems on staff members and students. This includes all reporting that contains confidential information.
- 5) Keep all identification and access codes, programs and procedures absolutely confidential.
- 6) Under no circumstances reveal student or employee confidential information to family or friends.
- 7) Seek determination from his/her supervisor if there is any question as to whether or not information is confidential.

Violations of this policy may result in disciplinary action, up to and including termination.

Conflict of Interest

Any possible conflict of interest on the part of any employee shall be promptly disclosed, in writing, to the Principal. The appearance of a conflict of interest undermines the public confidence in the integrity of the School, its officer and employees and should be avoided. Where an employee's outside private activities could appear to an observer to be in conflict with the school employee's job responsibilities or where the employee's position with the School appears to give the employee a competitive advantage in his/her private activities, the employee should apprise the Principal of the School of the potential appearance of a conflict of interest. The Principal will investigate and apprise the Board of their findings. Failure to report a potential appearance of a conflict of interest could result in the Principal recommending disciplinary action.

No employee shall:

1. Engage in conduct that constitutes a conflict of interest, which shall be defined as use by an officer or employee of authority of their office or employment of any confidential information received through one's employment for the private pecuniary benefit of the employee, a member of the employee's immediate family, or a business with which the employee or a member of the employee's immediate family is associated.
2. Engage, or have any interest, financial or otherwise, direct or indirect, in any business, transaction or professional activity, which conflicts with or impairs the proper discharge of official duties or which could bring disfavor or disrespect upon the officer/employee of the School.
3. Accept an honorarium which represents a payment in recognition of published works, appearances, speeches, and presentations that are the result of your employment at the School.
4. Recommend vote or otherwise participate in the decision to make any contract valued at \$200.00 or more between the School, including student activity funds, and any business or entity in which the employee has a personal or financial interest without notice to the Board of Trustees, the Principal and the employee's supervisor. Such notice shall be in writing and shall include but not limited to, the nature of the employee's association with the proposed contractor, both personally and financially. The foregoing would apply to any business in which the employee's spouse or child is associated.
5. Advertise business or professional activities on School property or use School work hours, property or services to perform or promote personal or commercial enterprises or to campaign or raise money for any candidates for public office.
6. Disclose confidential information concerning property, personnel matters, or affairs of the School or its employees, without proper authorization, or use such information to advance the financial or other private interests of the officer, employee, or others. Nothing in this provision shall be interpreted as prohibiting the practice of "whistle-blowing".
7. Accept anything of value including, but not limited to, a gift, loan, political contribution, reward, promise of future employment, favor gratuity, entertainment, transportation or lodging based on any implied or actual understanding that the judgment of the public employee would be influenced thereby, or under circumstances which might be reasonably interpreted as an attempt to influence the employee favorably toward the benefactor. The appearance of impropriety should be avoided.
8. Solicit, directly or indirectly, from employees, students or their parents/guardians, anything of value for the employee's personal benefit.
9. Purchase property of any kind from the School, either directly or indirectly, unless there is an open and public bid process including public notice and subsequent public disclosures of all bids considered and contracts awarded; the employee did not act in an official capacity in connection with the sale and the employee was not privy to information

received in the course of employment.

10. Participate in the review and approval of publications or materials for School purchase if the employee is the author/editor of or has any financial interest in the sale of such publication or materials.
11. Tutor or counsel as a private enterprise, for compensation, students assigned to any class of the employee. Employees may tutor or counsel students enrolled in other classes or schools unless such private enterprise conflicts with or impairs the proper discharge of official duties.
12. Refer a parent/guardian or student to a service, service provider or product in return for anything of value. Employees making referrals as part of their official duties shall make referrals to more than one provider of the services or product.
13. Upon separation from School employment, represent any individual or business entity on any matter before the school for a period of one (1) year after such termination.

Relative/Employee Relationships

Any employee who has a relative attending or working at the School is expected to maintain professional standards and decorum during working hours. If a child of an employee is subject to disciplinary measures during the school day, the spouse (if applicable) and not the employee will be notified of the incident. The employee will be contacted directly if their child is involved in any other type of emergency.

Corporal Punishment

The Board prohibits the use of corporal punishment as a disciplinary measure. Failure on the part of employees to comply with this policy will result in immediate termination.

Borrowing of School Owned Equipment

School owned equipment shall not be lent to, nor used by, employees for personal use. Employee absorbs all financial responsibility for damage to or loss of school issued/borrowed equipment.

Vendors

Vendors shall be provided with an equal opportunity to compete. Such competition will enable the School to purchase quality materials and services from the responsible vendor with the best price. In selecting vendors, employees shall avoid situations in which they appear to be compromised by a conflict of interest. Furthermore, employees or their relatives shall not receive money or any gifts/services for their personal benefit from a vendor of the School.

Gifts

To ensure that each of our students receives the same high level of service regardless of their financial resources, no employee will accept gifts, tips or gratuities with a value higher than \$25.00 from students, families, vendors or visitors. If a student or family member insists upon your accepting a gift that is valued above our policy limit, please contact your supervisor.

POLICY #401
EMPLOYEE CONDUCT

In order to protect our employees and the School, the following rules have been established. Actions contrary to these rules will subject employees to disciplinary action up to and including termination. It is not intended that these rules cover all causes for disciplinary actions; they are intended, however, to cover infractions which are obviously contrary to the best interests of all concerned.

Any one of the following acts is cause for disciplinary actions that could include dismissal:

1. Unsatisfactory safety performance
2. Unsatisfactory job performance
3. Incompetence
4. Falsification of Job Application
5. Breach of confidentiality
6. Dishonest acts and falsification of records, including timecards
7. Engaging in fights on School property, or in activities that could provoke fighting
8. Use or possession of weapons, ammunition, explosives, intoxicants, illicit drugs or narcotics on School property or reporting to work under the influence of an intoxicant, illicit drugs, or narcotics
9. Endangering the welfare of others, including but not limited to students, staff, and faculty.
10. Conviction or Plea of guilty or nolo contendere pertaining to a felony or crime of moral turpitude
11. Insubordination or deliberate refusal to comply with reasonable requests
12. Absence from work without proper notice or permission from your supervisor; prolonged lunch or break periods
13. Conduct that violates common decency or morality including any sexual communication, innuendo, and/or contact with a student. The School has a zero tolerance policy regarding any type of sexual communication and/or sexual contact between employees and students.
14. Being away from the job without permission
15. Acts of "horseplay" on School property
16. Using or divulging, without permission, any confidential information such as personnel data, confidential business data, or confidential information concerning any student or co-worker, regardless of whether such information is wrongly taken by the employee or merely passed on by the employee
17. Theft or unauthorized removal of the School's property or property belonging to other employees, students, contractors or vendors
18. Neglect of duty
19. Sleeping during work hours
20. Negligence in job performance
21. Excessive and/or unexcused absenteeism or tardiness
22. Physical, mental or sexual harassment of fellow staff members, students, visitors, vendors, etc. including threat to do bodily harm. The School has a zero-tolerance policy for any verbal threat of violence and/or any behavior including but not limited to that which causes physical, mental or sexual harm to a student and/or employee.
23. Intentional destruction of School, employee, student or vendor property
24. Verbal, physical abuse or inconsiderate treatment of students, visitors or employees
25. Accepting gifts, tips or gratuities valued at over \$25.00 of any kind from students, parents or vendors
26. Endangering oneself, staff or the welfare of students.
27. Job abandonment

POLICY #401

Employee Conduct

28. Unexcused absences
29. Unprofessional conduct, including but not limited to false accusations and malicious rumors.
30. Attempts to disrupt or undermine School's interest or to encourage others to do so
31. Violation of policies set forth in this Handbook

POLICY #402
DRUG & ALCOHOL POLICY

General

It is the policy of the Avon Grove Charter School (AGCS) to maintain a work environment free of drugs and alcohol. Employees under the influence of drugs or alcohol are a hazard not only to themselves but to the health and well-being of other employees and students. It is well known that the effects of certain drugs linger in the body, making recent drug use as significant a problem as continuing drug activity during working hours. In addition to the illegality of the conduct, employees under the influence of drugs and/or alcohol cause a significant reduction in productivity and efficiency. Employees are strictly prohibited from using, transferring, possessing, selling, manufacturing, or distributing controlled substances or alcohol at any time while on school grounds, or while attending student sponsored activities, events or function such as a field trip or athletic event, where students are under the jurisdiction of the school, or any location where an activity, such as a banquet, sponsored and organized by a parent group is held and at which students are in attendance, or during working hours, or while operating school equipment or vehicles, or while being in physical control of school equipment or vehicles. Meal time and break time shall be considered work time. Accordingly, AGCS has adopted the following policy and procedures for the benefit of the Employees, Students and its Community.

In accordance with the above concerns, AGCS strictly prohibits the illegal use, possession, transfer, sale, manufacture or distribution, or being under the influence of or using of any illegal drugs, controlled substances or alcohol, during working hours, while on the school's grounds, or while conducting school business. Equipment, paraphernalia, "look-alike" substances, or other items or material related to illegal drug use or substance abuse are also strictly prohibited. Accordingly, Employees who violate this policy are subject to discipline, up to and including immediate termination.

AGCS is aware of the dangers of drug and alcohol abuse and has information available to employees regarding drug counseling and rehabilitation. In many cases, this is covered under an employee's health insurance. We strongly encourage employees to utilize these confidential programs and to contact Human Resources with any questions or concerns about this issue.

Prescription Drugs (including medical marijuana)

Employees may maintain prescription drugs on AGCS's premises provided the following conditions have been met:

1. The drugs have been prescribed by a doctor for the person in possession of the drug;
2. The drugs are kept in their original container; and
3. Any employee who is taking a legal drug or medication which may adversely affect the employee's ability to perform work in a safe manner is required to consult with his or her doctor to determine whether he or she is able to safely perform his or her job; and if not, to report such use to his or her immediate administrator. The employee should not disclose the medical condition for which the drug is being taken, but need only identify the drug being taken. Upon request, employee's shall provide a doctor's note certifying that they are able to work while taking the prescribed drug(s).

AGCS does not discriminate or retaliate against an employee solely on the basis of such employee's status as an individual who is certified to use medical marijuana. However, employees authorized to use medical marijuana are still subject to the provisions of this policy. Employees will be subject to discipline as provided by law if they are found to be under the influence of medical marijuana in the workplace; or working while under the influence of medical marijuana when the employee's conduct falls below the standard of care normally accepted for the position. Employees in safety-sensitive or life threatening positions may not perform any duty which would result in a public health or safety risk while under the influence of medical marijuana. In addition, employees in positions regulated by statute or regulation prohibiting use of marijuana (e.g. Bus/van drivers) may not use marijuana in violation of the applicable regulations. Consistent with the foregoing paragraph, employees are expected to notify their supervisor when using medical marijuana that is likely to impair his/her ability to perform their job, and, upon request, furnish Human Resources with a physician's statement regarding possible/probable side effects of the medical marijuana medication.

Reasonable Cause Testing

Any employee who is reasonably suspected of using alcohol or illegal drugs or of abusing controlled substances in the workplace or of performing official duties while under the influence of alcohol, illegal drugs, or abused controlled substances will be required to undergo an alcohol and/or drug test. "Reasonable cause" exists when an employee exhibits patterns of behavior that suggest impairment from drug or alcohol use or when job performance or safety is affected. An employee may be requested to take a drug and/or alcohol test if management officials or supervisors have reasonable cause to believe that the employee's faculties are impaired while at work due to drug or alcohol use. Reasonable suspicion for testing includes, but is not limited to, behavior exhibited by an individual who is observed performing in an erratic or unsafe manner, or where an employee exhibits slurred speech or noticeable alcohol breath odor or shows an alteration of capability or performance (including lateness/absenteeism, reduced efficiency, tendency to take excessive risks, continual problems with co-workers and/or supervisors, difficulty concentrating and accidents). An employee who refuses to consent to an alcohol and/or drug test will be discharged from employment.

Should it be determined that reasonable cause testing is necessary, the following procedures will be followed:

Procedures for Employee Drug and Alcohol Testing

- The employee's supervisor shall contact the Director of Human Resources regarding reasonable cause testing.
- Prior to testing, the employee must sign a consent form agreeing to the testing and authorizing the release of test results based on the need to know, but specifically to the Medical Review Officer (MRO), Director of Human Resources, the employee's manager and/or administrator, Employee Assistance and Counseling Center, an approved treatment program (if applicable), and others on a need-to-know basis. Employees who refuse to sign the consent form or refuse testing will not be tested and will be discharged from employment.
- Any applicant or employee who refuses to submit to testing as instructed, tampers with or adulterates the sample, or corrupts the integrity of the testing process in any way will be treated as having tested positive.

- A specimen will be collected by the Director of HR who will be accompanied by the Lead School Nurse. The on-site oral fluid testing product, by LabCorp, is called Quantisal.
- No specimen may be taken unless the employee is conscious and has given verbal and written permission.
- Depending on the employee's condition, the Director of Human Resources may offer assistance with making transportation arrangements for the employee to get home. If the employee leaves the work premises prior to arrival of the arranged transportation, the administrator shall document that fact.
- Employees will be tested for prohibited substances, including but not limited to: Amphetamines, Cannabinoids (THC), Cocaine, Opiates (codeine, morphine), Phencyclidine (PCP), Barbiturates, Benzodiazepines, Methadone, Propoxyphene, Synthetic Opioids Oxycodone/ hydrocodone (Vicodin), hydromorphone (Dilaudid) and Ethanol.
- Testing for the presence of the above substances and alcohol will be conducted by the analysis of oral fluid (saliva).

Reporting and Reviewing of Drug Test Results

- To ensure the accuracy and fairness of our testing program, all testing will be conducted according to Substance Abuse and Mental Health Services Administration (SAMHSA) guidelines where applicable.
- The employee's specimen will be sent to Mainline Drug Testing Services LLC, a partner of LabCorp.
- The MRO will report all test results as required within an average of five days after receipt of a specimen by the laboratory. Test results will be reported to the Director of Human Resources and the MRO will contact the employee should there be a positive result from the lab.
- Employees who are tested due to reasonable cause to suspect alcohol or drug use/abuse will be placed on unpaid leave until the Human Resources department receives the test results.
- *Negative Test* - If the test results are negative, an employee on leave without pay will be compensated for the time off on leave, and employees who utilize his or her Paid Time Off (PTO) bank will not be charged PTO time.

Positive Test - If the test results are positive, the employee will be discharged without notice. The employee will not receive compensation for the period of the unpaid leave prior to discharge.

Voluntary Treatment and Employee Assistance Program

AGCS has an Employee Assistance Program ("EAP"), through ACI, available to employees, supervisors and school officials regarding the effect and consequences of controlled substance use.

AGCS encourages every Employee to voluntarily obtain treatment, counseling and rehabilitation whenever he/she feels they have a problem with alcohol and/or drugs. All earned vacation or sick time must be taken before being considered for unpaid leave. In certain circumstances, employees may be eligible for Family and Medical Leave to obtain treatment, counseling and rehabilitation. Additional leave may be granted at the discretion of

AGCS. Costs of treatment will be the responsibility of the Employee and/or by the availability of his/her health insurance policy.

Employees participating in a rehabilitation program who continue to work for AGCS must continue to meet existing job performance standards. Nothing in this Policy will constitute a waiver of AGCS's right to take disciplinary action in the case of poor performance, poor attendance or misconduct.

In those cases, where an Employee's substance abuse problem or participation in a treatment program results in the suspension or revocation by any licensing agency of an Employee's license (e.g., driver's license) which is incidental to the performance of his/her required duties, AGCS, in its sole discretion, may attempt to find another position for the Employee.

Employees who fail to follow the above conditions, or come to work under the influence of alcohol or any substance prohibited by this Policy, test positive for any substance prohibited by this Policy, or otherwise violate any provision contained in this Policy, shall be terminated from employment immediately.

Appeal

- An employee may appeal a positive test result by immediately contacting the Medical Review Officer after being informed of the positive test result.
- The Medical Review Officer will contact the laboratory holding the specimen and will provide instruction and guidance to the employee as to how to proceed to have a second confirmatory test conducted on the original specimen, as long as there is enough specimen available, which is not guaranteed. All (pre-pay) expenses for retests will be the responsibility of the employee. In the event that the retest is negative thereby indicating that the positive result from the first test was erroneous, the school will reimburse the employee for the cost of the retest.
- In the case that there is not enough specimen to conduct a retest, a new sampling of oral fluid will not be taken or tested.

Chain of Custody

To preserve the integrity of all specimens collected for reasonable cause testing for alcohol or illegal drug use or controlled substance abuse, a chain of custody will be maintained.

Confidentiality

All information regarding testing for alcohol or illegal drug use or controlled substances abuse and the results of such testing is to be held in strict confidence by all parties involved, subject to the terms of this policy. Failure by any employee to maintain confidentiality will result in disciplinary action, which may include discharge from employment.

Drug and Alcohol Free Workplace – Conviction of Drug Offenses

Employees who are convicted in a court of law or plead guilty to the use, possession, manufacture, distribution and/or sale of drugs must notify the School no later than five (5) days after such conviction. Employees convicted under a criminal drug statute for a violation will be subject to disciplinary action, up to and including termination.

To be in compliance, AGCS must notify the federal grant program of such conviction of any employee whose work performance is done in connection with a federal grant within ten days of receipt of said conviction.

Violations of the drug-free workplace policy create unacceptable risks for the safety and health of employees, students, and visitors. Any violations of these policies may result in disciplinary action, which could include termination of employment.

POLICY #403
DRESS CODE STANDARDS

Avon Grove Charter School (AGCS) offers employees the opportunity to dress in casual business attire. This casual dress code is intended to allow employees to work comfortably and save money on clothing costs. However, employees are responsible for ensuring that dress and grooming project a positive image to students, parents, staff, and to the public.

As an employee of AGCS, you have a professional reputation to maintain with students, families, visitors and co-workers. Since your personal appearance expresses your professionalism in an unspoken manner, it is essential that all clothing be clean, neat, in good repair, and in compliance with business casual dress for your department. Remember that you are a role model for our students. You must be physically clean, neat and well-groomed and be groomed in such a way as not to cause a health or safety hazard, or dress in a manner that detracts from the educational process. Unless there are special events such as picnics, field trips, etc. employees are required to follow the dress code.

AGCS recognizes that personal appearance is an important element of self-expression; however, some tattoos and piercings may be considered inappropriate or offensive. If a potential conflict is identified the employee will be encouraged to identify appropriate solutions such as removal of excess jewelry, covering of tattoos, etc. In the event you desire an accommodation of the standards of the Dress Code Policy because of a conflict with a religious belief, please notify the Director of Human Resources for purposes of requesting and discussing the same.

Employees should use good judgment and follow the guidelines below in determining appropriate dress and grooming:

Acceptable Dress. Casual business attire encompasses many looks. However, for purposes of this policy, casual business attire means clothing that allows employees to feel comfortable at work, yet is appropriate for a school environment. Casual business attire includes, but is not limited to:

- Button-down collared shirts
- Polo shirts
- Blouses, skirts or dresses
- Khakis or slacks
- Sweaters
- Casual shoes, sandals
- Athletic footwear that is clean and in good repair
- AGCS apparel
- Jegging/leggings **MUST** be paired with a tunic/top that passes mid-thigh

Unacceptable Dress. Unacceptable clothing includes, but is not limited to:

- Tops that reveals mid-section, halter, tank or low revealing tops
- Sweatpants, yoga pants/shorts or gym wear (workout attire)
- Beach attire
- Jeans or shorts
- Anything ripped, frayed or having holes
- Flip-flops, or worn-out sneakers

POLICY #403
DRESS CODE STANDARDS

- Sheer clothing or clothing that otherwise is revealing, distracting or provocative
- Body suits
- Spaghetti strap attire or off the shoulder tops
- Hats

Although we'd like employees to be as comfortable as possible, we must remember that we are in the business of educating students. Use good judgment in selecting your attire. Please keep in mind that in addition to wearing appropriate attire that your clothing must be clean, neat, in good condition, and not be a safety hazard. Please also note that certain staff positions may be subject to a more relaxed version of this policy. While the physical education teacher may wear shorts and a polo shirt, as befitting the requirements of the job, they should make every effort to present themselves in a professional manner.

Exceptions/Casual Days:

In the interest of employee comfort and to make AGCS a better place to work, AGCS supports Jeans Day. Staff "Jeans Day" for all divisions will take place on "payday" Fridays. All donations associated with staff jeans day will be *purely voluntary*. All proceeds generated (if donations continue to come in) will be applied to a charity (determined divisionally) or student activity.

Managers and Directors, with the consent of the CEO and/or Director of HR, can specify additional or alternative dress and grooming requirements based on the needs of their department (i.e., field trips, teacher conferences, sneak-a-peeks, non-air conditioning departments).

Summer Hours: When the school year has ended, twelve-month employees are offered summer hours. During this time (summer hours), employees may wear shorts (must be appropriate length), T-shirts, flip-flops, hats, and jeans. All other apparels that are listed under "unacceptable dress" are still prohibited. Business Casual dress will resume once school is back in session.

In-service (professional development) Days: Employees may wear jeans, sweatshirts, sweatpants, shorts (must be appropriate length), and flip-flops; which would otherwise be unacceptable on regular school day.

Inclement Weather: On the occasion that AGCS opens on a delay due to inclement weather, employees may wear jeans.

Employees who violate this policy by wearing inappropriate clothing are subject to disciplinary action. Exceptions to this policy require the approval of the Principal/CEO or the Director of Human Resources.

Managers and supervisors are responsible for interpreting and enforcing the dress code policy. Managers and supervisors counsel employees whose appearance is inappropriate.

Disciplinary action is appropriate for dress that is offensive, excessively distracting, or indirect conflict with this policy.

POLICY #404
COMPUTER, INTERNET, TELEPHONE & MAIL

To help you do your job, the School may give you access to computers, computer files, the email system, and software. You should not use a password, access a file, or retrieve any stored communication without authorization. To make sure that all employees follow this policy, we may monitor computer and email usage.

The School may provide you with Internet access to help you do your job. This policy explains our guidelines for using the Internet.

All Internet data that is written, sent, or received through our computer systems is part of official School records. That means that we can be legally required to show that information to law enforcement or other parties. Therefore, you should always make sure that the business information contained in Internet email messages and other transmissions are accurate, appropriate, ethical, and legal.

The equipment, services, and technology that you use to access the Internet are the property of our School. Therefore, we reserve the right to monitor how you use the Internet. We also reserve the right to find and read any data that you write, send, or receive through our online connections or is stored in our computer systems.

You may not write, send, read, or receive data through the Internet that contains content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content include (but are not limited to) sexual comments or images, racial slurs, gender-specific comments, or other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

We do not allow the unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet. As a general rule, if you did not create the material, do not own the rights to it, or have not received authorization for its use, you may not put the material on the Internet. You are also responsible for making sure that anyone who sends you material over the Internet has the appropriate distribution rights.

If you use the Internet in a way that violates the law or School policies, you will be subject to disciplinary action, up to and including termination of employment. You may also be held personally liable for violating this policy.

The following are some examples of prohibited activities that violate this Internet policy:

- Sending or posting discriminatory, harassing, or threatening messages or images
- Using the School's time and resources for personal gain
- Stealing, using, or disclosing someone else's code or password without authorization
- Copying, pirating, or downloading software and electronic files without permission
- Sending or posting confidential material, trade secrets, or proprietary information outside of the School
- Violating copyright law
- Failing to observe licensing agreements

POLICY #404

COMPUTER, INTERNET, TELEPHONE & MAIL

- Engaging in unauthorized transactions that may incur a cost to the School or initiate unwanted Internet services and transmissions
- Sending or posting messages or material that could damage the School's image or reputation
- Participating in the viewing or exchange of pornography or obscene materials
- Sending or posting messages that defame or slander other individuals
- Attempting to break into the computer system of another organization or person
- Refusing to cooperate with a security investigation
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
- Using the Internet for political causes or activities, religious activities, or any sort of gambling
- Jeopardizing the security of the School's electronic communications systems
- Sending or posting messages that disparage another organization's products or services
- Passing off personal views as representing those of the School
- Sending anonymous email messages
- Engaging in any other illegal activities

Telephone, Mail & FAX Usage

Incoming and outgoing personal telephone calls and faxes are permitted only in cases of emergency during working hours. Long distance calls on other than official School business are prohibited.

Employees should have all personal mail addressed to their home residence and not to their work address. Mail addressed to the employees of the School may be opened in the administrative office at the discretion of the Principal/CEO or Director of Human Resources.

Cell Phones

Cell phones are permitted on the School premises but are not to be used and must be turned off during classroom activities.

POLICY #405
SOLICITATION/NO DISTRIBUTION

To avoid disrupting business and to spare Avon Grove Charter School employees from unwanted intrusions on their time and unwelcome materials and requests, AGCS has adopted a No Solicitation/No Distribution Policy for all AGCS locations.

This policy prohibits:

1. Distribution of written materials, collection containers or other items in any work area, or during the working time of the employee distributing the materials or receiving the materials, in connection with any purchase, service, cause, gathering, organization or event.
2. Solicitation by employees, during the working time of the employee making the solicitation or receiving the solicitation, for any purchase, service, cause, gathering, organization or event.
3. Use of AGCS copying machines, fax machines, telephones, computers, electronic communication systems or other equipment / systems in connection with any prohibited distribution or prohibited solicitation.
4. Postings on any bulletin board or anywhere else at AGCS locations except for a business purpose pre-approved by management.
5. Solicitation of customers, vendors or business guests of AGCS, or distribution of written materials or other items to such individuals, except for a business purpose pre-approved by management.
6. Entry on to AGCS premises at any time by non-employees for solicitation or distribution of materials to employees, students, vendors or business guests of AGCS.

This policy permits exceptions for specific charitable/civic/community causes supported by AGCS, financially, through publicity or through volunteer time, but only upon the prior written approval of management, and in accord with AGCS's governing Ethics Policy and Code of Conduct. All requests must be made in writing to the Director of Human Resources.

If you have any questions concerning the above, please contact the Human Resources Department.

POLICY #406

PERSONAL PROPERTY

The School cannot be responsible for personal property that is lost, damaged or stolen. If you bring personal property/items/belongings into the School property, you are responsible to keep track of them.

If you do bring personal property, you need to understand that it will not be covered under the School's insurance and because of limitations on personal homeowners' policies with business property away from the home premises, it may not be covered under your homeowner's coverage either.

Also, the School prohibits any items on the premises or worksite that are sexually suggestive, offensive, or demeaning to specific individuals or groups, along with firearms or other weapons. Employees should understand that all personal property brought onto the employer's premises may be inspected for purposes of enforcing the School's policies and to protect against theft.

Policy #407
WORKPLACE MONITORING

The School may conduct workplace monitoring to help ensure quality control, employee safety and security.

Employees who have job requirements to regularly communicate by telephone may have their telephone conversations monitored or recorded. Telephone monitoring helps us to identify training needs and performance problems.

All computer equipment, services, or technology that we furnish you with are the property of our School. We reserve the right to monitor computer activities and data that are stored in our computer systems. We also reserve the right to find and read any data that you write, send, or receive by computer.

We may perform video surveillance of non-private workplace areas. We may use video monitoring to identify safety concerns, maintain quality control, detect theft and misconduct, and discourage and prevent harassment and workplace violence.

Because we are sensitive to employees' legitimate privacy rights, we will make every effort to guarantee that workplace monitoring is always done legally.

Security Inspections

We want to have a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. We prohibit the possession, transfer, sale, or use of these materials on our premises.

We may provide you with desks or other storage devices for your convenience but these are always the sole property of the School. Because they are our property, we may allow our representative or authorized agents to inspect them at any time, either with or without advance notice to you. We may also inspect any items that we find inside them.

POLICY # 408

TRAVEL

Purpose

To establish procedures regarding the travel of School employees and the Board of Trustees; which will insure the following:

- Compliance with all local, state and federal regulations
- Accurate travel records
- Resources utilized in an efficient manner
- Appropriate administrative approval

Approval

1. Incidental or regular travel that occurs in the usual operation of the school such as school visits and meeting attendance shall be managed through the normal administrative process and expenses related to such will be reimbursed using a Travel Reimbursement Form.
2. All scheduled school travel requires a fifteen day prior approval through the submission of the Travel Request Form in order to be eligible for reimbursement.
3. The submission of this form indicates that the Travel Policy has been read and understood and must be adhered to in order to receive reimbursement.
4. A brochure, pamphlet or other form of documentation from the conference or workshop must be included with the Travel Request Form.
5. Individuals are required to follow school procedures related to reporting absences and preparing for coverage of duties.

Expenses

1. All expenses related to authorized school business and travel will be paid in accordance with established guidelines. Such expenses must be necessary, reasonable and authorized.
2. Employees who fail to adhere to established procedures relating to school travel and/or financial guidelines are personally liable for expenses incurred.
3. Prior supervisory approval must be obtained prior to canceling any approved travel or function. Cancellation expenses that result from the action or inaction of the employee are the personal responsibility of that employee.
4. Original detailed vendor receipts, whenever possible, must be submitted for reimbursement with the exception of tips.
5. No reimbursements will be made for spouse expenses, alcoholic beverages, entertainment expenses, personal travel, traffic, speeding or parking fines, personal phone calls, flight or accident insurance or other personal items.
6. If a conference begins at 1:00 p.m. or later and the conference site is less than 200 miles from the school, the employee must make travel arrangements to arrive on the date that the conference officially begins. If a conference begins before 1:00 p.m. and the conference site is over 200 miles from the school, an employee is eligible to arrive the night before the conference begins at school expense. If a conference ends before 3:00 p.m., the employee must make arrangements to return home on the last day of the conference. If a conference ends at 5:00 p.m. or after and the conference site is over 200 miles from the school, the employee has the option of returning home or staying one additional night at school expense.
7. All travel and expense reimbursements must be submitted for approval within thirty days of occurrence or the reimbursement will not be paid by the school.

POLICY # 408

TRAVEL

Transportation

1. Economy or coach accommodations will be used unless some other accommodations are more economical. All travel will be the most economical and direct routes.
2. An employee may choose whatever mode of transportation they desire; however, they will only be reimbursed for the cost of the least expensive method of transportation.
3. Use of personal vehicles in travel will be reimbursed at the school approved rate. Mileage will be reimbursed from the school or the employee's home, whichever is closest to the approved destination.
4. When an employee combines a personal vacation with their approved school travel, the traveler is responsible for any additional expenses, which are in excess of the normal transportation expenses to attend the conference.
5. The use a rental car requires prior approval and only used for economic reasons. It must be included on the Travel Request Form.

Lodging

1. Travelers are expected to seek accommodations that are comfortable, convenient, meet business needs and offer good value. Conference rates for lodging must be used when available. Accommodations must be shared with staff of the same sex when attending the same training events, conferences, etc.
2. The cost of lodging will be reimbursed at the single occupancy rate, which includes taxes, etc.. unless accommodations are shared by another employee.
3. A detailed invoice is required for reimbursement for lodging expenses. An accommodation shared with other employees should be billed and reimbursed to one employee.
4. If a relative attends with the employee and shares the employee's room, the school will only reimburse the employee for the single occupancy rate. In these circumstances, the employee is responsible for securing adequate documentation of the exact cost of the single occupancy room, plus applicable taxes, etc., from the motel; this information should be attached to the reimbursement form. In the absence of adequate documentation, the school will only reimburse for 50% of the total lodging invoice.

Registration

Registration fees will only be paid at the early registration rate unless prior supervisory approval is obtained. Other fees/costs will be paid by the employee.

Meals

1. Employees must provide vendor receipts for all meals to be reimbursed. Alcohol will not be reimbursed. The daily food allowances should be considered maximum and employees should use discretion in the expenditures for meals.
2. The maximum allowance for three meals including tax and tip (maximum of 20%) is \$50.00 per day. Employee meals will be reimbursed at a maximum of:
 - Breakfast - \$10.00
 - Lunch - \$15.00
 - Dinner - \$25.00

POLICY # 408

TRAVEL

3. The maximum allowance for three meals including tax and tip (maximum of 20%) for travel to “High Cost” destinations is \$65.00 per day. Employees meals will be reimbursed at a maximum of:
 - Breakfast - \$15.00
 - Lunch - \$20.00
 - Dinner – \$30.00
 - The following are considered “High Cost” destinations: New York, Boston, Washington, D.C., Chicago, Atlanta, San Francisco, Dallas, New Orleans, State of Alaska, San Diego, Los Angeles and the state of Hawaii.

4. The per meal allowances apply to the departure and return (partial) days according to the following guidelines:
 - Departure means leaving from home or normal work location and return means arriving back to home or normal work location.
 - If the time of departure is prior to 7:00 a.m., the employee is entitled to breakfast.
 - If the time of departure is after 7:00 a.m., the employee is entitled to lunch and dinner.
 - If the time of departure is after 2:00 p.m., the employee is entitled to dinner.
 - If the time of return is prior to 10:00 a.m., the employee is entitled to breakfast.
 - If the time of return is prior to 6:00 p.m., the employee is entitled to breakfast and lunch.
 - If the return time is after 6:00 p.m., the employee is entitled to dinner.

Other Travel Expenses

Tolls, parking fees, taxi fares, shuttle services, bus, subway and tips are reimbursable. Receipts are required and each expense listed separately.

Miscellaneous

If a conference begins on a Monday or ends on a Friday, there may be a cost savings in airline fares for the employee to stay over a weekend. To be eligible for this option, the employee must document that staying over a weekend would be the most cost effective to the school. Cost analysis would include airline fares, meals, and additional motel/hotel costs.

Attest

It is a very serious matter if you record false or misleading information on your reimbursement form. You may not request reimbursement for expenses that you did not have or that were not business related. Employees who purposefully falsify their reimbursement form or purposefully provide misleading information are subject to discipline up to and including termination.

POLICY #409
NO SMOKING

Smoking presents a health hazard which can have serious consequences both for the smoker and the nonsmoker and is of concern to the School.

For the purposes of this policy, "smoking" shall mean all uses of tobacco, including cigar, cigarette, pipe, E-cigarette, hookah and smokeless tobacco, as well as other controlled substances. School jurisdiction shall include use of property owned or operated by the School or contracted transportation to and from School and extracurricular activities.

In order to protect students and staff from the safety hazards of smoking and from an environment noxious to nonsmokers, the School prohibits smoking by students or employees in School buildings, on School grounds, on School vehicles and during School sponsored activities.

Whenever such property shall be use as a public place or public meeting, the School employee in charge shall prohibit smoking all areas of the School.

POLICY #410 **CIVILITY POLICY**

It is the intent of Avon Grove Charter School to promote mutual respect, civility, and orderly conduct among AGCS staff, students, and parents (the "AGCS Community"). Therefore, all members of the AGCS Community will treat other members of the Community with respect and expect the same in return. AGCS is committed to maintaining orderly educational and administrative processes in keeping this school and its administrative office free from disruptions and preventing unauthorized persons from trespassing on the school's premises.

This policy is not intended to deprive any person of his/her right to freedom of expression. It is intended to serve as a tool that will promote a civil, respectful, safe and orderly environment for our teachers, students, administrators, staff, volunteers, parents and other members of the AGCS Community. Realizing the perpetual impact and impressions that teachers and staff members have on students and each other, it is vital that AGCS encourage positive communication and discourage volatile, hostile, and/or aggressive actions.

Disruptive and disrespectful conduct will not be tolerated at AGCS, and must be distinguished from an employee's legitimate right to: (a) express opinions freely and to support positions whether they agree with opinions of others; (b) engage in honest differences of opinion with respect to work-related issues that are discussed in appropriate forums; (c) engage in good faith constructive criticism of others; and, (d) comply with leadership responsibilities to address concerns regarding the performance or competence of employees.

Disruptions

Any individual who disrupts or threatens to disrupt the operations of Avon Grove Charter School; threatens the health and safety of students or staff; willfully causes property damage; directs vulgar, obscene, abusive or profane gestures or words at another individual which could provoke a violent reaction; harasses others in the AGCS Community with frequent and abusive emails; or who has otherwise established a continued pattern of unauthorized entry on AGCS premises, will be directed to leave the school promptly by the principal, human resources or designee. Included in the prohibited conduct are the spreading of malicious rumors or intentionally conveying false information about another member of the AGCS Community or otherwise using abusive language and/or intimidating behavior in dealings with other members of the AGCS Community. If this individual is a student or staff member, they will be referred to the appropriate counseling, discipline or other activity.

Any parent who believes he/she was subject to unacceptable/disruptive behavior on the part of any staff member should bring such behavior to the attention of the staff member's immediate supervisor or appropriate director. The parent may report the incident verbally or in writing.

Safety and Security

When violence is directed against an employee or student, or theft against property, they shall promptly report the occurrence to their principal or supervisor and complete an Incident Report.

In all cases, individuals who perceive they have been treated in an uncivil manner will be urged to resolve their concerns through simple, direct, or assisted communication with the other party of concern. When this is not possible or appropriate, any person who needs help in identifying and/or using appropriate problem-solving procedures may seek assistance from the principal, human resources, or designee. Individuals are encouraged to work out issues of concern promptly. No retaliation will be tolerated against individuals for working in good faith under this policy and its related procedures to resolve concerns.

POLICY #411

Social Media/Social Networking Sites

What is social networking/media?

Social networking services provide registered users a resource to build upon existing friendships and among other people who share common interests, hobbies, activities, academic affiliations or world views. Most social networking services are web based; thereby giving users an opportunity to stay current with friends, find old friends, or create new friendships by interacting over the internet, such as email, web chats, and blogging. The most popular sites in North America are Facebook, Twitter, MySpace, and LinkedIn.

This policy has been established to inform employees of their obligations, responsibilities, and consequences when utilizing social networking media. Therefore, it's crucial that Avon Grove Charter School (AGCS) employees read and fully understand this policy prior to engaging in any online communication, as employees are personally responsible for online activity conducted while using AGCS email address or assets (desktop computer, laptop etc). Moreover, when engaging in any networking activity using the school's name or assets, actions are public and employees will be held fully responsible for activities, whether or not utilizing AGCS assets, on or off working time.

Further, instructional staff is expected to educate the school's students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

General Provisions

Unless specifically authorized by the CEO and/or Human Resource Manager as part of an employee's position, employees are not permitted to blog or use other forms of social media during working hours. However, an employee may opt to engage in social networking before and/or after their schedule work hours while on school premises, with the emphasis of logging completely off the websites by the start of their hours of work.

Unless specifically authorized, employees are not authorized and therefore not permitted to speak on behalf of AGCS when utilizing social networking sites. Employees may not publicly discuss students, parents, co-workers, administration, or any work-related matters, whether confidential or not, outside company-authorized communications. Employees are expected to protect the privacy of AGCS and its staff (current and former), students, parents and vendors; and are prohibited from disclosing personal employee and non-employee information and any other proprietary and nonpublic information to which employees have access.

What is published on personal networking sites should not disparage, be attributed to or connected to the school, to include advertising, containing any negative comments of internal or external events (e.g. AGCS holiday party). A comment about the school's operation, campuses, its employees, parents, students, or vendors in a negative light is also prohibited. This Policy shall not prohibit employees exercise of the right to collectively discuss terms and conditions of employment in the workplace, subject to all other applicable policies in this handbook.

Personal Social Profiles and Communications

AGCS respects the right of employees to use social networking sites/blogs and does not want to discourage employees from self-publishing and self-expression. Employees are

POLICY #411

Social Media/Social Networking Sites

expected to follow the guidelines and policies set forth to provide a clear line between you as the individual and you as the employee.

Personal Social Profiles and Communications

AGCS respects the right of employees to use social networking sites as a medium of public conversation and does not discriminate against employees who use these mediums for personal interests and affiliations or other lawful purposes.

However, employees of AGCS are cautioned that social networking sites and blog activities are available for viewing by an unlimited universe of people, including members of the AGCS Community such as students, parents, other employees, etc. Accordingly, any material communicated through or on social networking sites and blogs must conform to the standards that would be expected as if the employee was communicating the same content or message while at school, in the presence of members of the AGCS Community.

Employer Monitoring

Employees are encouraged to fully understand that they do not have a level of privacy while using AGCS internet, email, or equipment for any purpose, including authorized blogging. AGCS reserves the right to use content management tools with the assistance of the technology department to monitor, review or block content on websites, including social networking sites that violate the rules and guidelines. In addition, AGCS reserves the right to monitor the content of materials generated or published by its employees on social networking sites or blogs. In the event that there is reason to believe material has been posted in violation of this Policy, and that access is restricted to a limited universe of individuals, the employee will, upon request, be expected to make the material available for review by the AGCS administration, for purposes of assuring compliance with this Policy. Refusal to do so will constitute a violation of this Policy.

Human Resources and/or Technology will frequently run reports to ensure that this policy and its guidelines are followed.

Reporting Violations

AGCS requests and strongly urges employees to report any violations or perceived violations to a member of administration and/or human resources.

Violations of this policy will be dealt with on a case-by-case basis. In appropriate circumstances, violations of this policy can be grounds for suspension or termination of online networking and blogging privileges, as well as other disciplinary actions. In addition, some activities may lead to due process (legal liability), both civil and criminal, both for the employee and in some cases AGCS.

POLICY #412

CORPORAL PUNISHMENT – ADMINISTRATIVE REGULATIONS

No Avon Grove Charter School employee, volunteer, or contractor shall inflict any form of corporal punishment upon any pupil under any circumstances. “Corporal Punishment” means the deliberate infliction of physical pain by hitting, paddling, spanking, slapping, or any other physical force used as means of discipline. However, an employee, volunteer, or contractor may use reasonable physical force, as necessary, to maintain order and control in the following circumstances:

1. To restrain or remove a pupil whose behavior is interfering with the orderly exercise and performance of the school, or at a school-related activity, if that pupil has refused to comply with a request to refrain from further disruptive acts;
2. For self-defense or the defense of another;
3. To prevent a pupil from inflicting harm on himself or herself;
4. To quell a disturbance that threatens physical injury to any person;
5. To obtain possession of a weapon or other dangerous object upon or within the control of a pupil;
6. To protect property.

The following options may be used as viable alternatives to the use of corporal punishment. This list is not exhaustive and is not presented in any order of priority.

1. Provide direct instruction to students in social skills and problem-solving strategies.
2. Use positive reinforcement to teach and maintain the use of appropriate problem-solving and social skills.
3. Use social reinforcers such as teacher feedback, peer mediation, and other self-esteem enhancing activities to support and maintain the use of problem-solving and social skills.
4. Apply logical consequences that will teach students personal responsibility for their actions; for example, losing the privilege of participating in special school activities.
5. Consider the use of time out, which may allow students to learn to take control of their actions and ultimately, in conjunction with instruction in social skills, to cease their undesirable behavior.
6. Employ problem-solving classroom meetings and/or school assemblies with honest discussion of problems to encourage student ownership of and responsibility for solutions.
7. Establish a variety of strategies for communicating with parents.
8. Establish contractual agreements that clearly outline consequences with students and their parents to enhance the development of self-control behavior.
9. Establish an in-school suspension program, supervised by a responsible adult, in which the student performs curricula-related activities.
10. When necessary, refer students to a counselor, social worker and/or psychologist at the local or intermediate level and coordinate services with other units of state government; e.g., Public Health, Social Services, Mental Health, etc.
11. Consider the use of suspensions and/or expulsions only after all other alternatives have been exhausted

POLICY #413
FUNDRAISING POICY

The Administration recognizes the existence of many worthwhile activities and needs that require the raising of funds either by the sale of merchandise, direct requests for money, or charitable donations. Due to the need to limit distractions to our primary purpose of educating students and additional financial burdens often placed on our families and community, administration will be limiting fundraising activities to **only** school initiated fundraising or charitable giving.

Approval to utilize work email, post on the school's website or Facebook page for donations toward fundraising campaigns or charities that you are personally supporting can no longer be solicited through the school. This includes posting of flyers and/or literatures at any school site. Please refer to policy #405.

POLICY #414

USE OF PERSONAL VEHICLES FOR AGCS – RELATED BUSINESS

1. Any Avon Grove Charter School employee using his/her personal vehicle while engaged in AGCS business must have in full force and effect a valid driver's license, a valid inspection sticker, and insurance which provides at least the minimum coverages required by the Commonwealth of Pennsylvania.
2. Employees are not authorized to use their personal vehicle for AGCS business unless a copy of his/her current driver's license and the Declarations page of his/her automobile insurance policy, showing compliance with the preceding paragraph (a), is on file at AGCS administrative office. Furthermore, employees must notify the Human Resources Department of any motor vehicle conviction or citation that could affect the employee's future driving privileges.
3. Employees will be reimbursed for business-related travel in personal vehicles, at the published rate recognized by the IRS. The number of miles should be reported on the mileage form once a month.

Violations:

AGCS employees are solely responsible for the consequences of any citation, summons, or other ticket issued by any law enforcement agency to an employee for alleged infractions occurring while engaged in AGCS business.

Accidents and Damages:

1. Time missed from work due to illness or injury of an employee resulting from a work-related traffic accident will be covered under the terms and conditions of the Pennsylvania Worker's Compensation law.
2. Employees and their personal insurance carriers are primarily responsible for any damages, property loss, liability claims, or any other losses sustained or caused by an employee while engaged in AGCS business. AGCS liability coverage will apply only after an employee's personal insurance coverage for any losses and/or damages incurred has been exhausted.
3. In the event of a property loss to an employee's vehicle being used for AGCS business and for which the employee is not at fault, the employee is responsible for the loss and for making any claim against the at-fault driver and the at-fault driver's insurance. To the extent practical, AGCS and the employee will assist each other in making such claims.

POLICY #500
SALARY ADMINISTRATION

It is the policy of the Avon Grove Charter School to compensate employees at a fair and equitable rate in accordance with the established Salary Administration Program of which the following are important provisions:

1. We are an equal opportunity employer.
2. At least the indicated minimum wage/salary for the position will be paid to all employees who meet the basic qualifications in education and/or experience.
3. Employees will not be paid above the range for the position without approval of the Board of Trustees.
4. Employees of our School who receive a promotion will receive promotional increases in accordance with the following provisions.
 - A promoted employee will be brought at least to the minimum of the new range immediately.
 - If the promoted employee is within the new range, he/she will receive a promotional increase immediately.
5. A demotion occurs when an employee is placed (by management or voluntarily job posts downward) in a position classified lower than the one currently occupied. When demotion occurs, the employee's wage/salary benefits may be adjusted downward to reflect any change in status.
6. Lateral moves within a job range will not necessarily result in an adjustment in salary.
7. The School will pay wage/salary increases to employees as approved by the Board of Trustees.
8. Any Board approved cost of living increases will be provided to full and part-time employees. Employees who have been employed for 90 days or less (at time of the scheduled increase) are not eligible for the increase.
9. The School will review positions periodically for changes in content and adjust the job classification or develop new ones when necessary.
10. The School will periodically review wage/salary ranges in light of current market conditions.
11. Employees will receive annual performance reviews and annual increments, if any are ascribed at that time. The Board, at its discretion, may provide bonuses to those employees whose performance warrants such additional compensation. These bonuses would not become part of an employee's base pay.
12. A teacher salary is determined by the most recent Board approved teacher salary schedule. Salary schedules are charts that outline teacher pay based on full years of experience and education.
 - a. For each additional full year of work, a teacher moves down another step on the schedule, to a new pay level.
 - b. By earning advanced degrees, teachers can move into new lanes, by moving across the salary schedule.
 - i. **Level I Instructional Professionals:** To move across the scale, the employee must be enrolled in a degree program at an accredited college or university and provide official transcripts.
 - ii. **Level II Instructional Professionals:** To move across the scale, the employee must be enrolled in a degree program or an instructional certification, pertaining to their current position, at an accredited college or university.
 - iii. **Industry Experience:** AGCS will consider industry experience

POLICY #500
SALARY ADMINISTRATION

according to the below table when such experience is specialized and directly applicable to the hiring position.

0 – 2 Years Exp. – Step 1

3 – 5 Years Exp. – Step 2

6 – 8 Years Exp. – Step 3

9 – 11 Years Exp. – Step 4

12 – 14 Years Exp. – Step 5

Certified teaching experience is added after the industry experience.

The Board of Trustees reserves the right to adjust the wage/salary structure and recommend or defer wage/salary increases as may be necessary due to the changing economic, business conditions and other factors affecting the financial status of the School.

POLICY #501
PERFORMANCE EVALUATIONS

It is the policy of Avon Grove Charter School that all employees shall be provided an opportunity for individual development and increased effectiveness. To encourage performance that will contribute to a high level of service, evaluations will be constructive, objective, and consistent, and will be implemented throughout the entire school.

Performance evaluations provide a clear understanding by all employees on what they are expected to achieve, encourage a high-level performance, develop individual skills and provide a reasonable basis for individual improvement. To ensure an evaluation is impartial, a manager (principal, director, supervisor, etc.) may request another member of administration to observe an employee's performance, followed by a detailed discussion.

Formal performance evaluations are conducted for employees no later than three (3) months from date of hire and annually. Because of specific state certification requirements, teachers may receive performance evaluations more frequently. Appraisals are normally completed by the employee's immediate supervisor, but are subject to review and approval by a supervisor and by Human Resources. Your performance evaluation is the basis upon which merit increases may be granted. Your supervisor will discuss your evaluation with you and it will become part of your permanent file in order to provide you with an accurate record of your career development. Poor performance can result in a formal performance review more frequently than once yearly.

Employees are asked to sign the performance appraisal form to indicate they have read and understood it. Signing the appraisal does not necessarily indicate agreement with it. You are encouraged to comment on your appraisal and discuss any disagreements with your supervisor as soon as possible. If the disagreement persists, the employee is strongly encouraged to contact the Human Resources.

At Avon Grove Charter School, members of leadership with direct reports are encouraged to set clear expectation for acceptable work performance and use of informal feedback as an initial way to correct unsatisfactory work performance. If informal feedback does not correct a problem, more formal measures should be taken to improve the staff member's work performance.

If the nature of the issue(s) warrants, or if performance does not improve as a result of verbal coaching, a performance improvement plan may be issued after consulting with the Human Resources Director.

A Performance Improvement Plan (PIP) is used to clearly and explicitly communicate to staff members when their work performance does not meet expectations for the position held. The PIP should include the following: 1) specific areas requiring improvement, 2) length of time (usually a maximum of 90 days) the plan is in effect, 3) expectations for performance including goals, outcomes, and measures to determine if the plan is successful, 4) an action plan/timeline during which the staff member's performance must improve and be sustained at an acceptable level, 5) a clear notice to the staff member that his/her employment may be jeopardized if immediate and sustained improvement is not met coupled with being ineligible for a pay increase, supplemental contract, bonus, or the ability to post, 6) areas of signatures for the employee and supervisor or administrator acknowledging the delivery of the PIP.

During an employee's time on the performance improvement plan, the individual will remain an employee "at will" and can be subject to further discipline and/or termination for failure to improve as required, or for any other reason or no reason.

Successful plan completion is the objective, if the PIP is completed and the employee has not met the objectives of the plan, options include extending the plan or taking other action up to and including termination of employment. When the supervisor has determined that the employee has successfully met the objectives of the PIP, the supervisor should notify the employee by marking the appropriate area on the PIP.

Employees who are on a PIP are not eligible to post/apply for an internal position, receive or perform supplemental contracts, incentives, bonus, or a merit and/or step increase in wages. An employee who successfully completes a PIP that was in effect during the time the annual merit and/or step increase in wages are awarded will receive the appropriate increase on completion of the PIP (with no retroactive application).

POLICY #502

PROFESSIONAL DEVELOPMENT & TUITION REIMBURSEMENT

The Board recognizes the importance of maintaining, developing and extending the skills of all employees. The Board encourages all employees to engage in programs and activities that will lead to their professional growth, expansion of skills, and increased job competence. Programs and activities may include in-service education, conferences, workshops and graduate study.

Programs and activities for professional growth shall serve the following purposes:

- To improve the skills of professional employees in their work with children, and adults
- To increase the ability of employees in their field of specialization
- To develop sensitivity to other human beings, their needs, aspirations, and abilities in relation to cultural, religious, socioeconomic and other differences
- To assist employees in the implementation of innovative curricula and instructional practices
- To encourage new employees to examine new trends in education.
- To promote evaluation of current practices
- To facilitate the involvement of parents as partners of teachers in the education of their children and to increase competence in skill areas

The School's Induction Plan has been established to assist new teachers in making the transition from student to teacher and to support them in enhancing their skills consistent with the mission and operating procedures of the School.

Required Professional Development/Training Compensation

AGCS recognizes the importance of professional development and other training required for personal growth or for the implementation of programs and/or curriculum at the school. If the school *requires* a teacher or staff member to attend a training, workshop, conference, meeting, course, etc. as part of a professional improvement plan, program, or curriculum implementation, and the above training, workshop, conference, meeting, course etc. is during the staff member's summer break or outside of their normal working hours, the school will reimburse the staff member for their time in session, and approved travel expenses.

If a training, workshop, conference, meeting, course etc. is required of a staff member, the staff member will be paid a rate of \$25/hr (rate is subject to change) for the number of hours in session. Staff will not be paid for travel time, work outside of the training, workshop, conference, meeting, course etc, or any elective follow up to the training, workshop, conference, meeting, course etc.

For guidelines related to travel reimbursement, please reference Employee Policy #408.

Tuition Reimbursement Program

This program is available to full-time employees to assist them in meeting tuition expenses while attending an accredited college, university or graduate program. To be eligible for this program the employee:

- Must be an active employee in good standing. An "active employee in good standing" shall mean that (i) Employee is not on probation of any kind, (ii) Employee is not on an active Performance Improvement Plan during the submission of a tuition reimbursement application, (iii) Employee has not given a resignation notice.
- Must obtain prior written approval from their supervisor for coursework

POLICY #502

PROFESSIONAL DEVELOPMENT & TUITION REIMBURSEMENT

- Must begin coursework after date of hire; coursework started prior to hire is not eligible for reimbursement.
- Must be enrolled in a instructional certification (level II instructional staff only) or degree program that is appropriate to present employment (Prerequisite coursework is not eligible for tuition reimbursement)
- Must have been employed full-time by the School on a continuous basis for at least six (6) months prior to actually receiving reimbursement for coursework
- Must receive a grade of a “B” or its equivalent or better
- Employee will have no obligation to pay AGCS for tuition reimbursement if, on the second anniversary of the last reimbursement, employee has not voluntarily quit or has not been terminated “for cause”, which shall be determined by the sole discretion of Avon Grove Charter. In the event an employee voluntarily resigns his or her employment or is terminated “for cause” prior to two calendar (2) years after a reimbursement is issued, the employee shall immediately pay, without demand the full tuition reimbursement the employee received. To the extent allowed by law, AGCS may deduct the amount of the tuition reimbursement owed from any compensation due at the time of separation from employment. The Board may waive this requirement if extenuating circumstances prevail.

The employee is responsible for travel, technology, processing and test fees, books and other materials associated with the coursework. The employee will be reimbursed for tuition after proof of payment and copy of the letter grade is provided; this must be provided to the School within sixty (60) days of the completion of coursework.

All tuition reimbursement expense must fall within the school’s fiscal year. The school’s fiscal year begins on July 1st, each year and ends the following June 30th for all employees. The Board approved maximum reimbursement cost for all courses completed within this time period will be eligible for reimbursement if all previously stated criteria is met.

The maximum amount available for tuition reimbursement to each eligible employee will be determined annually by the Board.

Instructional staff Pay Structure:

Level I Instructional Professionals: To move across the teacher pay scale, the employee must be enrolled in a degree program at an accredited college or university and provide official transcripts of obtained credits or degree.

Level II Instructional Professionals: To move across the scale, the employee must be enrolled in a degree program or an instructional certification, pertaining to their current position, at an accredited college or university and provide official transcripts of obtained credits or degree.

POLICY #503
PROGRESSIVE DISCIPLINE

Employees are expected to complete their work in accordance with required standards as well as demonstrate appropriate behavior in dealing with students, co-workers and visitors.

We believe that it is important to insure that all employees are treated fairly and that disciplinary actions are prompt, consistent and impartial. The major purpose of a corrective action is to correct the problem, prevent it from happening again, and prepare the employee for satisfactory performance in the future.

Although your employment is based on mutual consent both you and the School have the right to terminate employment at will, with or without cause or advance notice. We may use progressive discipline at our discretion.

Disciplinary action may occur at any of the following steps: **1. Verbal Warning, 2. Written Warning, 3. Final Written Warning or Unpaid Suspension 4. Further Unpaid Suspension and/or Termination of Employment.** We will evaluate how severe the problem is and how often it has happened when deciding which step to take. There may be circumstances when one or more steps are bypassed.

In most cases, progressive discipline means that we will normally take these steps in the following order: **1.** A first offense may call for a verbal warning with a written note for the file; **2.** A next offense may be followed by a written warning; **3.** Another offense may lead to final written warning or suspension; and, **4.** Still another offense may then lead to further suspensions or termination of employment. In very serious situations, some types of employee problems may justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.

The Employee Corrective Action Form is used to resolve performance concerns. It ensures that problems are communicated clearly and expectations clearly defined so the problems can be resolved.

Employees will be asked to sign a completed form acknowledging their understanding of the problem and the solution. An employee's refusal to sign this form does not invalidate the document and will be so noted on the form.

- Attendance and/or lateness problems have a specific disciplinary process that must be followed.

Our School has instituted this process to help employees resolve behavioral or performance concerns. However, employees should understand that this process in no way implies a contract between the employee and the School and that we or the employee may terminate employment with or without cause and with or without notice at any time.

POLICY #504
ATTENDANCE & LATENESS

The presence or absence of each employee is of critical importance to the successful operation of the School. Therefore, the School expects all of its employees to be on time, ready to begin work at the beginning of their day, and to work the allotted time they are assigned each day. The efficient operation of the School requires that each employee carry their share of responsibility. When a member of the team is absent or late, instruction and productivity are interrupted and diminished.

Employees are required to report to work on the days and at the times scheduled by the School. Recognizing that this is not always possible, provisions have been made for occasional absences through Paid Time Off (PTO) and other types of leave. Given the negative impact of employee absence on service to our students, absence and absence patterns will be closely monitored by supervisors. These general rules apply to all employees:

- All employees who will not be reporting to work must call their immediate Supervisor and Human Resources as soon as they are aware that they will be unable to work.
- All employees must call each day that they will be absent from work unless prior arrangements have been made as to the date of your return.
- Continuous absence of three (3) or more days must be certified by a properly licensed physician. The medical diagnosis and the reason why the employee could not work must be documented. In addition, a "Fitness for Duty" report from the employee's physician must be provided to the School after a sickness, etc. of three or more days. Medical reports must be provided upon the employees return to work or the employee will not be allowed to work.
- Supervisors have the right (even after one day) to request a written medical report whenever they deem it appropriate.

Attendance

Employees must arrive in time to their assigned workstations by the designated start time. All employees are expected to report to work on every workday designated by the official School calendar unless properly excused. In addition, if an employee is unable to work a full-day as he/she may need to leave early, it's mandated that the immediate supervisor be notified before leaving the premises. If the supervisor is not available, then seek the approval of the next available administrator; Human Resources should be notified, as well.

Scheduled Absences

"Scheduled Absence" means any absence requested no later than 4:00PM on a given work-day for a potential absence the following day.

Scheduled PTO may be taken in whole- or half-day increments, as long as the period meets with departmental approval. Leave may not be taken unless the employee has received approval from their supervisor and has sufficient PTO accrued to cover the absence. The procedure for requesting unpaid leave is found in this handbook

Absences for bereavement may require an obituary or other proof of death. Absences for jury duty or military duty require documentation showing the order to appear. Employees should submit PTO requests as far in advance of the leave as possible.

POLICY #504
ATTENDANCE & LATENESS

Emergency Scheduled Absences

An “emergency scheduled absence” means any absence that was not approved prior to the employee’s being out and is the result of a personal emergency (i.e. hospital emergency room visit or vehicle accident).

Unscheduled Absences

An “unscheduled absence” means any absence that was not approved prior to the employee being out and is the result of the employee or dependent being ill. Additionally, if an employee submits a PTO request on a weekend or after 4PM on a workday for the next workday, the request will be denied and considered unscheduled. In these circumstances, employees must provide to their supervisor a specific reason for their absence and a doctor’s note may be requested.

Unscheduled absences for consecutive days shall be considered one unscheduled absence. However, we reserve the right to require that you provide us with a detailed statement from your physician specifying your diagnosis and your limitations to performing your job.

The failure of an employee to call within the scheduled work day to report an unanticipated absence (“no call /no show”) can result in immediate termination of employment. If the employee can prove that extraordinary circumstances prevented them from contacting us during the work day, termination of employment may be waived at our sole discretion.

Four (4) unscheduled absences will be considered “excessive”.

The employee will receive:

- A **Verbal Written Warning** following the fourth unscheduled absence;
- A **Written Warning** following the fifth unscheduled absence;
- **Final Written or Unpaid Suspension** following the sixth unscheduled absence; and
- **Further Unpaid Suspension or Termination of Employment** for the seventh unscheduled absence.

Excessive Lateness

“Lateness” means any occurrence in which an employee is not at his or her workstation, ready to work, at the scheduled start time. We define “lateness” as arriving later than the scheduled work time. Employees should make every effort to let their supervisor know in advance if they are going to be late.

Employees who are late by definition will be subject to the following progressive disciplinary action:

- Two late arrivals (or early departures) will result in a **verbal warning**;
- Five late arrivals (or early departures) will result in a **written reprimand**.
- Eight late arrivals (or early departures) will result in an **final written or unpaid suspension**; and
- Ten late arrivals (or early departures) will result in **further unpaid suspension or termination of employment**.

The School may waive lateness or an absence caused by bona-fide weather emergency, such as snow or ice storm, and during other emergencies designated by the School.

POLICY #505

SEPARATION OF EMPLOYMENT POLICY

Separation of employment can occur for several different reasons. Employment may end as a result of resignation, retirement, release (end of season or assignment), and reduction in workforce or termination. When an employee separates from the Avon Grove Charter School, his or her supervisor must contact Human Resources to initiate the exit interview process, typically to take place on employee's last workday. Interpretation and application of this Policy is within the sole discretion of the AGCS Administration, subject to any applicable legal requirements or standards.

Resignation

Resignation is a voluntary act initiated by the employee to end employment with the AGCS. The employee is expected to provide the written notice ("Notice") set forth below prior to resignation. If an employee does not provide Notice or fails to actually work through the notice period, unless excused from doing so by the School, the employee will be ineligible for rehire and will not receive accrued benefits. The resignation date must not fall on the day of or after a holiday.

Exempt employees who voluntarily resign and who provide Notice as outlined in this Policy will be paid accrued paid time off up to a maximum of 60 days, at the board approved rate of \$100.00 a day. Non-exempt employees who voluntarily resign and provide Notice as outlined in this Policy will be paid accrued paid time off up to a maximum of 60 days at the employee's current daily rate as of the date of resignation. An employee who resigns from employment within their probationary period (90 days) will not receive a PTO payout regardless of classification status.

- Instructional staff (i.e. Teachers) are required to give a 60-calendar day notice.
- Administrators (i.e. Directors/Principals) are required to give a 60-calendar day notice.
- Supervisory/managerial (i.e. Food Service/Facilities) are required to give a 30-calendar day notice.
- Exempt/Non-Exempt support staff (i.e. Office support/Aides) are required to give a two-week notice.

An employee opting to resign after notification from the Administration of an intent to request termination, must sign a separation agreement containing a release of claims in a form prepared by the AG Charter School in order to receive the payment of their accrued Paid Time Off (PTO). An employee is not eligible for any company incentives, such as a bonus, when a resignation is submitted and received before or after the processing of said incentive.

Retirement

Employees who wish to retire are required to notify their Department Administrator and Human Resources in writing at least 60-calendar days before planned retirement date. Once notification of a request for retirement is received, employees are ineligible to utilize unaccrued PTO days. Additionally, the retiring employee is not permitted to extend the date of termination to some point beyond their actual last day of employment by utilizing PTO days nor are they permitted to use PTO for the length of their notice.

PTO balances may be prorated and will be paid out according to Policy.

Job Abandonment

Employees who fail to report to work or contact their supervisor for three (3) consecutive workdays without notice (effective at the end of their normal workday on the third day), or who fail to return from leave of absence as arranged with the AGCS, shall be considered to have abandoned the job. The

supervisor shall notify Human Resources at the expiration of the third workday and initiate the paperwork to terminate the employee. Employees who are separated due to job abandonment are ineligible to receive accrued benefits and are ineligible for rehire.

Termination by the Avon Grove Charter School

Consistent with Policy #100, Employees of the AGCS are employed on an at-will basis, and the School retains the right to terminate an employee at any time.

Employees who are terminated involuntarily due to a policy violation, misconduct, and/or an egregious act will not receive payment for accrued PTO.

Reduction in Workforce

An employee may be laid off because of changes in duties, organizational changes, lack of funds or lack of work. Employees who experience a reduction in force will be paid accrued paid time off up to a maximum of 60 days, as according to the resignation section of this policy.

Release

Release is the end of temporary or seasonal employment.

Automatic Termination

If an employee has not returned to full-duty status from an authorized leave of absence(s) at the end of one (1) year, employment will be automatically terminated. An employee will be considered unable to return to work if he or she cannot perform the essential functions of the job in full capacity, with or without reasonable accommodation. Under no circumstances may an employee be absent from the workplace for more than one (1) consecutive year, unless on Military Leave or with approval of Human Resources.

Return of Property

The separating employee must return all School property at the time of separation, including but not limited to cell phones, keys, PCs and identification cards.

Exit Interview

The separating employee shall contact Human Resources as soon as notice is given to schedule an exit interview. The interview will be on the employee's last day of work or other day, as mutually agreed upon.

Termination of Benefits

An employee separating from the School is eligible to receive the benefits described herein on the condition that the employee comply with the procedures and obligations set forth above, including but not limited to the Notice set forth above is given, and the employee remains fully employed to the date of separation.

Health Insurance

Health insurance terminates the last day of the month of employment, unless employee requests immediate termination of benefits. Information for Consolidated Omnibus Budget Reconciliation (COBRA) continued health coverage will be provided.

Instructional staff who complete a full teaching term for the current academic school year but plans on leaving AGCS should turn in their written resignation with an effective date of August 1st as soon as they receive and accept an offer from another district so that his/her health benefits will continue through the summer.

Rehire

Former employees who left the School in good standing and were classified as eligible for rehire may be considered for reemployment. An application must be submitted to Human Resources, and the applicant must meet all minimum qualifications and requirements of the position, including any certifications, when required.

Supervisors must obtain approval from the Human Resources or designee prior to rehiring a former employee. Rehired employees begin benefits just as any other new employee. Previous tenure will not be considered in calculating longevity, leave accruals or any other benefits, except as required by law.

Bar From Employment

An applicant or employee who is terminated for violating policy or who resigned in lieu of termination from employment due to a policy violation will be ineligible for rehire.

POLICY #506

Hourly Paid Holidays and Compensation Policy

Avon Grove Charter School will compensate **10 month** part-time hourly employees for the following holidays: New Year's Day, Memorial Day, Labor Day, Thanksgiving Day and Christmas Day.

All **11 month** part-time hourly employees (hourly/salaried) will be compensated for: New Year's Day, Memorial Day, Labor Day, Thanksgiving Day and Christmas Day.

All **12 month** hourly employees coupled with facility employees will be compensated for: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

Compensation for Holidays that fall on non-working days for hourly staff

To ensure that hourly staff are paid adequately and appropriately, holidays (New Year's Day, Independence Day and Christmas Day) falling on non-work days; a Saturday or Sunday, are usually observed on Monday (if the holiday falls on Sunday) or Friday (if the holiday falls on Saturday). *if the result of observing the holiday on a Friday or Monday produces a conflict with the school term calendar, administration will make a determination.

Holiday hours will not be considered hours worked in the computation of overtime.

All **10-month, 11-month, 12-month salaried employees** will be compensated for the following holidays: New Year's Day, Martin Luther King Jr. Day, President's Day, Good Friday, Memorial Day, *Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

**Only 12-month salaried staff will receive compensation for the Independence Day.*