



Santa Fe South Schools, Inc.

Employee Handbook

This document contains confidential material and must be returned to Santa Fe South Schools, Inc., immediately upon termination of employment.

Effective July 25, 2022

Santa Fe South Schools Employee Handbook

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Section 1: Introduction

1.01 Employee Welcome Message

Welcome!

On behalf of your colleagues, I welcome you to Santa Fe South Schools, Inc., and wish you every success here.

We believe that it is a deep privilege to work with the students and staff at Santa Fe South. Our mission is clear, our task difficult, but, ultimately, our jobs are deeply rewarding and profit not only our students and our community but enrich our own lives, as well.

This employee handbook was developed to describe some of the expectations of our employees and to outline the policies, programs, and benefits available to eligible employees. Employees should familiarize themselves with the contents of the employee handbook as soon as possible, for it will answer many questions about employment with SFS.

We hope that your experience here will be challenging, enjoyable, and rewarding. Again, welcome!

Sincerely,

Chris Brewster

Superintendent, Santa Fe South Schools, Inc.

1.02 Organization Description

I. Who We Are

SFS is made up of a group of individuals committed to providing quality educational experiences for students who have found traditional high schools a poor fit for their needs. We serve students in grades Pre-K - 12th in classrooms with a small student to teacher ratio. Our primary focus is on students living in geographic areas that tend to be underserved, though we welcome any student looking for a way to succeed in school.

II. Facilities and Location(s)

Santa Fe South Schools, Inc. is located on the southside of Oklahoma City. Geographically located in the center of the state, Oklahoma City is Oklahoma's capital and its largest city—the heart of both interstate and intrastate commerce with two major east/west (I-40), north/south (I-35) interstate highways intersecting at the center of the city's four quadrants. SFS is in step with the ongoing revitalization of Oklahoma City's economic and social infrastructure. Our staff, students and their families' internal vision reflects the vision and goals of the community we serve.

III. The History of Santa Fe South Schools, Inc.

In the spring of 2001, a group of stakeholders met to determine the need for a charter school in south Oklahoma City. As a result of input from the community, educators, and local developers, it was concluded that starting a high-quality charter school was a priority. ORO Development Corporation, a local non-profit organization that has served since 1971, was the initial developer. The school's charter was granted in mid-June and opened its doors to 120 students in the ninth grade in August of 2001. Six teachers and three support staff served this cohort of "Original Saints." The school met in renovated and rented space provided by Templo de Alabanza—a local church located in the Capitol Hill main street area.

Adding a grade per year for the next six years, Santa Fe South has grown in every way. We now serve over 3,500 students in grades Pre-K -12 at nine campuses. We currently employ over 370 personnel and enjoy an exceptionally talented teaching staff.

Our junior high opened in 2005 and has quickly established itself as an exemplary school. The elementary school opened in 2009. The Alpha Program serves students in a powerfully designed credit recovery program and has enabled nearly a hundred students to achieve a high school diploma when they otherwise would have been very challenged to do so.

The mission of SFS is to prepare students for success in a post-secondary learning environment. This is achieved through an aggressive academic structure and strong support system for both personnel and clients. We look forward to serving students in south Oklahoma City for many years to come

IV. Organizational Structure

A public school organized under the Oklahoma Charter Schools Act, Santa Fe South Schools, Inc., is governed by a voluntary Governance Board composed of parents, students, faculty members, and members of the community, which manages or operates the school and its facilities, with the superintendent of SFS managing and directing its operational activities. The superintendent is an ex-officio member of the Governance Board.

V. Our Mission

Santa Fe South Schools, Inc., is a public high school whose mission is as follows:

Santa Fe South strives to establish a strong foundation for lifelong learning and provides opportunities to prepare students to thrive in a complex and competitive, culturally pluralistic society. Our mission is to provide a challenging program of education through an expanded curriculum that emphasizes life skills, the development of social responsibility, and self-confidence.

SFS envisions empowering students to be resilient, contributing participants in our changing global society. How we accomplish our mission is as important as the mission itself. The following basic values are fundamental to Santa Fe South Schools, Inc., and are expected to be values held by all SFS employees.

VI. Our Values

Santa Fe South Schools, Inc., values the ability to provide:

- Mentoring for all students
- A safe and consistent place to learn
- Collaboration with our community and community agencies
- An innovative schedule and teaching strategy responsive to real student needs
- Reinforcement of each student's self-worth, through participatory "ownership" in SFS curriculum and experience
- The curriculum is asset-driven because our students' community and family are valued; and the students' heritage, culture, and neighborhood are valued

VII. Goals

The goals of Santa Fe South Schools, Inc., are:

- To provide a balance of educational, developmental, and service opportunities designed to assist students to graduate at a rate equal to or higher than that in the state as a whole.
- To establish standards for graduation that are higher than those established by the State Board of Education.
- To establish a program that permits students to receive the individualized attention that varied learning styles demand.
- To provide a dynamic, inclusive environment where teachers can thrive, challenging their students to exceptional academic achievement.
- To become the most effective school in the nation at delivering a high quality academic product to all students, in particular to students often overlooked in traditional schools. This includes students assisted by I.E.P.'s and those learning English as a second language.

1.03 Introductory Statement

This handbook is designed to acquaint you with Santa Fe South Schools, Inc., and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. These policies and procedures supersede all prior policies and procedures. You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by SFS to benefit employees. Our objective is to provide a work environment that is conducive to both personal and professional growth.

These policies are intended to be guidelines rather than expressed or implied contracts with employees. No employee handbook can anticipate every circumstance or question about policy. As SFS continues to grow, the need may arise, and the Governance Board reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate in its sole and absolute discretion. The only exceptions to any changes are our employment-at-will policy for non-contractual employees, permitting you or SFS to end our relationship for any reason at any time. Contractual employees should refer to their contracts. Employees will, of course, be notified of such changes to the handbook as they occur.

No one other than the superintendent and the SFS Governance Board, referred to throughout this document as "SFS," has the authority to enter into any agreement, oral or written, with any individual, for employment for any specified period of time. Any such agreement with the superintendent or SFS Governance Board must be an individual agreement in writing and signed by you and the appropriate executing parties. No one has the authority to make verbal statements of any kind, which are legally binding on Santa Fe South Schools, Inc.

1.04 Employee Acknowledgement Form

The employee handbook describes important information about Santa Fe South Schools, Inc., and I understand that I should consult the superintendent or the superintendent's designee regarding any questions not answered in the handbook. I have entered into my employment relationship with the Santa Fe South Schools, Inc., voluntarily and acknowledge that there is no specified length of employment, unless under specific written and executed contractual agreement. Accordingly, absent such specific written and executed contractual agreement, either I or SFS can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state laws.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Governance Board has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

Employee Name

Date

Employee Signature

Superintendent/Designee Signature

Date Received

I also acknowledge receipt and understanding of the following policies (please initial):

_____ Sexual and Other Unlawful Harassment
_____ Attendance & Punctuality
_____ Violence in the Workplace
_____ Drug-free Workplace
_____ Child Abuse Reporting

_____ Confidentiality
_____ Cell Phone Policy
_____ Paid Time Off Policy
_____ E-mail Policy

1.05 Students, Families, and Community Relations

The students, their families, and the community are among our school's most valuable assets and are partners in our quest for quality education. Every employee represents SFS to our community and the public. The way we perform our jobs presents an image of our entire school. Our students and their families, the Governance Board, and the community judge all of us by how they are treated with each employee contact. Nothing is more important than being courteous, friendly, helpful, and prompt in the attention you give to each person with whom you meet as you perform all aspects of your position.

Individuals who wish to lodge specific comments or complaints concerning SFS or its employees should be directed to the site administrator for appropriate action. Our personal contact with the public, our manners on the telephone, and the communications we send are a reflection not only of ourselves but also of the professionalism of SFS. Positive relations not only enhance the public's perception of SFS but also reflect the values and mission of the school and its employees.

Federal and state statutes require each school district to make available to the public, upon request, the school's performance status.

Section 2: Employment

2.01 Nature of Employment

Employment with SFS is voluntarily entered into, and the employee is free to resign at will at any time, with or without cause. Similarly, SFS may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal and state law. ***Where applicable, both SFS and employed parties must abide by contractual agreements and policies in ways that ensure that the rights, obligations, and contracts have not been violated.***

Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between SFS and any of its employees. The provisions of the handbook have been developed at the discretion of the Governance Board and, except for its policies of employment-at-will, may be amended or canceled at any time. However, such decisions and revisions shall be made and announced at an open meeting of the Governance Board. SFS policies and procedures are in compliance with federal and state employment laws.

These provisions supersede all existing policies and practices and may not be amended or added to without the express written approval of the Governance Board. (See [Section 3.10 Non-Renewal of Contract.](#))

2.02 Employee Relations

SFS believes that work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in this area and the field of education. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to the site administrator.

Our experience has shown that when employees and administration deal openly and directly with each other, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that SFS amply demonstrates its commitment to employees by responding effectively to employee concerns.

Refer to [Section 8.11 Conflict Resolution Policy](#) for further detail.

2.03 Equal Employment Opportunity

Santa Fe South Schools, Inc., abides by state and federal laws dealing with equal employment opportunity. Therefore, in order to provide equal employment and advancement opportunities to all individuals, employment decisions at SFS will be based on merit, qualifications, and abilities. SFS does not discriminate in employment opportunities or practices on the basis of race, color, religion, gender, national origin, age, disability, sexual orientation, or any other characteristic protected by law.

SFS will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship that state and federal laws recognize as just. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of the site administrator. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment. (See [Section 8.01 Employee Conduct and Work Rules.](#))

2.04 Business Ethics and Conduct

The successful operation and reputation of Santa Fe South Schools, Inc., is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of professional conduct and personal integrity.

The continued success of SFS is dependent upon our community's trust, and we are dedicated to preserving that trust. Employees owe a duty to SFS, its students and their families, fellow employees, and the community to act in a way that will merit the continued trust and confidence of the public.

Santa Fe South Schools, Inc., will comply with all applicable laws and regulations and expects its board members, office staff, professional staff, and certified and non-certified employees to conduct themselves in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor for advice and consultation.

Compliance with this policy of business ethics and conduct is the responsibility of every SFS employee. Disregarding or failing to comply with this standard of ethics and conduct could lead to disciplinary action, up to and including possible termination of employment. (See [Section 8.01 Employee Conduct and Work Rules.](#))

2.05 Personal Relationships in the Workplace

Relatives of current employees may not occupy a position that will be working directly for or supervising their relatives. 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. SFS 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.

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 the 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, including but not limited to a spouse, child, stepchild, father, mother, brother, sister, first cousin, aunt, uncle, nephew, niece, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepbrother, stepsister, half-brother, and half-sister.

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.

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 supervisor involved in the relationship to disclose the existence of the relationship to the site administrator or lead administrator. 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 ten calendar days, the site or lead administrator 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

2.06 Conflicts of Interest

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which Santa Fe South Schools, Inc., wishes to operate. The purpose of these guidelines is to provide general direction so employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the site administrator for more information or questions about conflicts of interest.

Transactions with outside firms must be conducted within a framework established and controlled by the executive level of SFS. Business dealings with outside firms should not result in unusual gains for those firms. Unusual gain refers to bribes, product bonuses, special fringe benefits, unusual price breaks, and other windfalls designed to ultimately benefit either the employer, the employee, or both. Any plans that could be interpreted to involve unusual gain require specific executive-level approval.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or a relative as a result of SFS business dealings. For the purposes of this policy, employees and Governance Board Members are prohibited from participating directly or indirectly in procurement without full disclosure to the Governance Board when the individual knows that he/she, or any member of the employee's immediate family, has a financial interest in the business seeking or obtaining a contract.

"Contract" means any agreement for the procurement of items of tangible personal property, services, or construction. "Immediate family" is defined as a spouse, children, parents, brother, or sister.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose the existence of any actual or potential conflict of interest to the site administrator or lead administrator as soon as possible so that safeguards can be established to protect all parties. The Governance Board is responsible for making any decisions about the possible contract and will err on the side of caution in its determination of whether there is a conflict of interest.

Personal gain may result when an employee or relative has a significant ownership in a firm with which SFS does business and/or when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving SFS.

In addition, this policy prohibits an employee of SFS who is participating directly or indirectly with the procurement process to become, or to be, the employee of any person or business contracting with SFS while employed with the school.

2.07 Outside Employment

SFS recognizes that employees may be employed outside their professional relationship with SFS.

Employees holding outside jobs are encouraged to notify the site administrator as soon as possible. Outside employment is not prohibited by SFS, but employees may do so only as long as they meet the performance standards of their job with SFS. All employees will be evaluated by the same performance standards and will be subject to SFS's scheduling demands, regardless of any existing outside work requirements.

If Santa Fe South Schools, Inc., determines that an employee's outside work interferes with performance or the ability to meet the requirements of SFS, as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with SFS.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside SFS for materials produced or services rendered while performing their jobs with SFS. Employees in violation of conflict of interest policies will be subject to disciplinary action, up to and including termination of employment. (See [Section 8.01 Employee Conduct and Work Rules.](#))

Procedures for Outside Employment

SFS applies this policy consistently, without discrimination to all employees, and in compliance with all applicable employment, labor laws, and regulations. The following rules for outside employment apply to all employees notifying their supervisors or managers of their intent to engage in outside employment:

- Work-related activities and conduct away from SFS must not compete with, conflict with, or compromise the district's interests or adversely affect job performance and the ability to fulfill all responsibilities to SFS.
- Employees are prohibited from performing any services for students or staff of SFS that are normally performed by SFS. This prohibition also extends to the unauthorized use of any district tools or equipment and the unauthorized use or application of any district confidential information.
- Employees may not solicit or conduct any outside business during work time for SFS.
- SFS employees must carefully consider the demands that additional work activity will create before accepting outside employment.
- Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours. If outside work activity causes or contributes to job-related problems at SFS, the employee may be subject to the normal disciplinary procedures for dealing with the resulting job-related problem(s).
- Employees may not use SFS PTO to perform work for another employer.
- Fraudulent use of district sick leave may result in immediate termination of employment with SFS.

2.08 Non-Disclosure

The protection of confidential information is vital to the interests of Santa Fe South Schools, Inc. Such confidential information includes, but is not limited to, the following examples:

- Student and family information
- Personnel issues
- Student or employee medical information
- Background check results
- Drug and alcohol test results

All employees will abide by the confidentiality requirements set forth by their respective funding sources and the Family Education Rights and Privacy Act. Supervisors will provide training to all pertinent employees regarding these requirements.

Employees who are exposed to confidential information may be required to sign a non-disclosure agreement as a condition of employment. Employees who improperly use or disclose confidential information will be subject to disciplinary action, up to and including termination of employment, even if they do not actually benefit from the disclosed information. (See [Section 8.01 Employee Conduct and Work Rules 8.01.](#))

2.09 Disability Accommodation

Santa Fe South Schools, Inc., is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

SFS is committed to hiring procedures that provide persons with disabilities meaningful employment opportunities. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.

Reasonable accommodation is available to all disabled employees in order to provide working conditions that enable full performance of job functions. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation), as well as equal access in job assignments, classifications, organizational structures, position descriptions, lines of progression, and seniority lists. Leave of all types will be available to all employees on an equal basis.

SFS is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. SFS will follow any state or local law that provides individuals with disabilities greater protection than the ADA.

This policy is neither exhaustive nor exclusive. SFS is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

2.10 Job Posting and Employee Referrals

Job openings will be posted on the district website and normally remain open for 10 working days. Each job posting notice will include the dates of the posting period, job title, location, grade level, job summary, essential duties, and qualifications (required skills and abilities).

Santa Fe South Schools, Inc., provides employees an opportunity to indicate their interest in open positions and advance within the organization according to their skills and experience. To be eligible to apply for a posted job, employees generally must have performed competently for at least six months in their current position. Employees who have a written warning on file, or are on probation or suspension are not eligible to apply for posted jobs. Eligible employees can only apply for those posted jobs for which they possess the required skills, competencies, and qualifications. (See [Section 3.09 Contracts and Agreements.](#))

Job posting is a way to inform employees of openings and identify qualified and interested applicants who might not otherwise be known to the hiring manager. Other recruiting sources may also be used to fill open positions in the best interest of the organization.

SFS also encourages employees to identify friends or acquaintances that are interested in employment opportunities and refer qualified outside applicants for posted jobs. Employees should obtain permission from the individual before making a referral, share their knowledge of the organization, and not make commitments or oral promises of employment.

SFS will contact the referral to request that the individual become part of the regular applicant pool and be assessed equitably with other candidates.

2.11 Entertainment or Gifts

Santa Fe South Schools, Inc., considers it a conflict of interest for an employee to accept gifts or entertainment from a vendor, student, or a student's parents of more than \$50.00 in value without the prior knowledge of the site administrator.

2.12 Employee Background Checks

Santa Fe South Schools, Inc., believes that the safety of children is a fundamental responsibility of any family, community, or government. Background checks serve to ascertain that the minimum standards of character as published in federal law are adhered to and enforced.

In accordance with 70 O.S. § 6-190, background checks are required for all SFS positions and are a condition of employment for new hires and rehires. In accordance with the Act, records and related information shall be privileged and shall not be disclosed to unauthorized personnel or individuals. Persons with a felony conviction are ineligible for employment with Santa Fe South Schools.

Employees can request further information on background check requirements and procedures from the site administrator or the administration office.

Section 3: Employment Status and Records

3.01 Employment Categories

It is the intent of Santa Fe South Schools, Inc., to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and SFS.

Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. An employee's EXEMPT or NONEXEMPT classification may be changed only upon written notification by SFS management.

In addition to the above categories, each employee will belong to one other employment category:

- REGULAR employees are those who are hired for an ongoing assignment in a budgeted position that offers a reasonable expectation for continuous employment.
- REGULAR FULL-TIME employees are those who are not in a temporary or introductory status position and who are regularly scheduled to work 30 hours per week or more—at least 26 weeks per year. Generally, they are eligible for the SFS benefit package and subject to the terms, conditions, and limitations of each benefit program. Regular full-time employee status includes:
 - Twelve-month employees
 - Eleven-month employees
 - Ten-month employees
 - Yearly contract employees (See [Section 3.10 Non-Renewal of Contract Policy](#) for further information on contracts.)
- PART-TIME employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than 30 hours per week. While part-time employees do receive all legally mandated benefits (such as Social Security and workers' compensation insurance), they are ineligible for all other SFS benefit programs.
- INTRODUCTORY employees are those whose performance is being evaluated during their first 90 days to determine whether further employment in a specific position with SFS is appropriate. Employees who satisfactorily complete the introductory period will be classified as regular employees. (See [Section 3.05 Introductory Period.](#))
- TEMPORARY employees are those who are hired to perform a specific task with an expectation that the assignment may terminate at any time.

3.02 Access to Personnel Files

Santa Fe South Schools, Inc., maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of SFS, and access to the information they contain is restricted. Generally, in compliance with federal and state privacy laws, only supervisors and management personnel of the school who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the site administrator or the administration office and schedule a mutually agreeable time to review their files. Employees may review their own personnel files in SFS's administrative offices and in the presence of an individual appointed to maintain SFS personnel files.

3.03 Employment Reference Checks

To ensure that individuals who join Santa Fe South Schools, Inc., are well qualified and have a strong potential to be productive and successful, it is the policy of SFS to check the employment references of all applicants.

The site administrator will respond to all reference check inquiries from other employers. Responses to such inquiries will be limited to factual information that can be substantiated by SFS's records. Employees who wish specific employment data to be released may notify the site administrator in writing.

3.04 Personnel Data Changes

It is the responsibility of each employee to promptly notify SFS of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personnel data has changed, notify your direct supervisor and the administration office.

3.05 Introductory Period

Support Employees

All new and rehired support employees (non-contractual) work on an initial introductory basis for the first 90 days after their date of hire. This introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and determine whether the new position meets their expectations.

The introductory period is an extension of the examining or appointment process, during which a careful review is made to evaluate employee capabilities, work habits, and overall performance. This introductory period will serve to evaluate the employee against the professional conduct and behavior that SFS demands of all its employees. The *total* introductory period for new support employees is one year, as provided in state statutes.

Any significant absence that is approved by SFS will automatically extend an introductory period by the length of the absence. If SFS determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a specified period at the Site Administrator's discretion.

Upon satisfactory completion of the initial introductory period, background/criminal check, and completion of all necessary forms for employment, employees enter either the regular full-time or part-time employment classification.

During the initial introductory period, new employees are eligible for those benefits that are required by law, such as workers' compensation insurance and Social Security. They may also be eligible for other SFS-provided benefits, subject to the terms and conditions of each benefits program.

Employees should read the information for each specific benefits program for the details on eligibility requirements and contact the Administrative Office with any questions.

Teachers

All certified and licensed employees should refer to their contracts for terms of employment. Certified and licensed employees' performance will be evaluated against the Standards of Performance and Conduct for Teachers.

3.06 Employment Applications

Santa Fe South Schools, Inc., relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment, or if the person has been hired, termination of employment.

3.07 Performance Evaluation

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis.

Formal performance evaluations are conducted one week before the end of an employee's initial period in any new position. Additional formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

All employees of SFS will have at least one formal performance review per contract or calendar year. New teachers will generally be evaluated at least once per semester. In addition to the annual formal evaluation, supervisors for all SFS staff are encouraged to provide continual feedback throughout the year.

3.08 Wage Scale and Contract Positions

Santa Fe South Schools, Inc., maintains wage scales for all personnel. New employees shall be appropriately placed on the wage scale according to training and allowable experience. SFS reserves the right to adjust wage scales as changing economic circumstances warrant.

Flexibility is available to provide additional compensation to help meet essential staffing requirements, subject to Governing Board approval. This additional compensation may be approved where staffing needs are caused by environmental/working conditions and/or higher pay rates for comparable levels of work in the State of Oklahoma. Any authorized staffing differentials become changes in basic pay.

3.09 Contracts and Agreements

In addition to the standard employee status classifications as discussed in Policy 201, Santa Fe South Schools, Inc., also retains employees on a contractual basis. SFS recognizes five types of contracts and agreements:

- **Twelve-Month Contract** - This contract runs one year from the date of appointment, except for the initial contract, which will terminate on June 30th of the contract year, resulting in any ensuing contracts beginning on July 1st of each succeeding year. The term of the contract will be 220 or 227 days.
- **Eleven-Month Contract**- This contract runs one year from the date of appointment, except for the initial contract, which will terminate on June 30th of the contract year, resulting in any ensuing contracts beginning on July 1st of each succeeding year. The term of the contract will be 200 or 210 days.
- **School-Term Contract (10 months)** - This contract will be for the school term or that portion remaining of the current school term. An employee who is hired after the beginning of the school term will be in pay status beginning with the employee's first day of work through the final day of the contract.
- **Short-Term Contract** - Short-term contracts may be made when there are circumstances where immediate action is necessary. Short-term contracts will be made in accordance with the following procedures:
 - The length of the short-term contract will not exceed 40 days.
 - The short-term contract may be extended only for the duration of the school term or fiscal year.
- **Employment Agreement** - Employees in non-certified support positions are employed under an employment agreement.

3.10 Non-Renewal of Contract

The Governance Board is vested with the discretion to determine whether to renew any contract. A decision by the Governance Board, in the exercise of its discretion, not to renew a contract is not subject to the performance evaluation procedure, the grievance procedure, the termination procedure, or the reduction-in-force procedure.

3.11 Reduction in Force (RIF)

The Governance Board is vested with the discretion to determine the educational program of Santa Fe South Schools, Inc. The Governance Board, in its discretion, may revise the educational program or decrease the number of employees of SFS at any time and is solely vested with the discretion to determine when decreased enrollment, financial exigency, or other causes justify a reduction in personnel.

The Governance Board shall exercise its discretion in good faith, and determinations that reduction-in-force is necessary shall be based on bona fide educational considerations.

Section 4: Employee Benefit Programs

4.01 Employee Benefits

Eligible employees at SFS are provided a wide range of benefits. A number of the programs, such as: Social Security, workers' compensation, and unemployment insurance, cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification. Your supervisor can identify the programs for which you are eligible. Programs explained in this Employee Handbook are referenced by policy number.

The following benefit programs are available to eligible employees:

- Administrative Leave (Section 7.07)
- Annual Leave (Section 4.02)
- Benefits Continuation (COBRA) (Section 4.06)
- Bereavement Leave (Section 4.02)
- Educational Assistance (Section 4.07)
- Educational Leave (Section 7.05)
- Family Medical Leave (Section 7.01)
- Health Insurance (Section 4.05)
- Holidays (Section 4.03)
- Jury and Witness Duty (Sections 4.09 and 4.10)
- Life Insurance (Section 4.11)
- Military Leave (Section 7.06)
- Occupational Disability or Injury Leave (Section 4.13)
- Paid Time Off (PTO) (Section 4.02)
- Paid Time Off Donation Fund (Section 9.02)
- Pregnancy Related Absences (Section 7.02)
- Professional Development Leave (Section 7.04)
- Retirement Plan (Section 4.12)
- Sick Leave Policy (Section 4.04)
- Unpaid Personal Leave (Section 7.03)
- Workman's Compensation Insurance (Section 4.08)

4.02 Paid Time Off (Annual Leave/Sick Leave)

Santa Fe South Schools, Inc., believes that employees should have opportunities to enjoy time away from work to help balance their lives. SFS recognizes that employees have diverse needs for time off from work. SFS has established this Paid Time Off (PTO) policy to meet your needs. The policy is inclusive and contains provisions for personal time and sick leave.

The benefits of PTO promote a flexible approach to time off. Employees are accountable and responsible for managing their own PTO hours to allow for adequate reserves if there is a need to cover personal, illness or disability, appointments, emergencies, or other needs that require time off from work.

Procedure for Paid Time Off

Eligibility

PTO begins upon hire or transfer into a benefit-eligible position. Eligible employees must be scheduled to work at least twenty hours per week on a regular basis. Employees working less than 20 hours per week on a regular basis are eligible pro rata. On-call and temporary employees are not eligible for PTO.

Availability

PTO is available for use in the pay period following completion of 60 days of employment, as follows:

- 12-month full-time employees (July 1 - June 30): 15-17 days PTO annually
- 11-month full-time employees (July 1 - June 30): 10-15 days PTO annually
- School term full-time employees (i.e., faculty): 10 days PTO annually
- School term part-time employees: Pro rata

Use and Scheduling of PTO

Whenever possible, PTO must be scheduled in advance of time off for personal leave appointments or other foreseeable reasons. PTO is subject to supervisory approval, staffing needs, and established SFS procedures.

Unscheduled absences will be monitored. An employee will be counseled when the frequency of unscheduled absences adversely affect SFS operations. The site administrator may request the employee provide a statement from their healthcare provider at any time concerning the justification for an unscheduled absence.

PTO may not be used for missed time because an employee reports late to work, except during inclement weather.

PTO scheduled immediately before or after a holiday break must receive prior approval from the site or lead administrator.

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PTO is paid at the employee's straight time rate. PTO is not part of any overtime calculation.

PTO may be taken in increments as low as four hours.

When PTO is used, an employee is required to request payment of PTO hours according to his/her regularly scheduled workday. For example, if an employee works a 6-hour day, he/she would request 6 hours of PTO when taking that day off.

Paid time off may be accrued, as follows:

- Up to 5 days of PTO may be accrued each year.
- Up to a maximum of 20 accrued PTO days may be held by a single employee.
- PTO days not used and accrued will be paid the month following the fiscal year end at the following rate:
 - Teachers and Paraprofessionals - \$100 per day
 - All other full-time employees - \$75 per day
- Employees who resign or are terminated before completing their contract days for the year will not receive payment for the current year's unused PTO days; however, if the employee has accrued PTO days over the years, the employee will get paid for the accumulated accrued days at the above rate.

Eligible employees who anticipate an absence from employment related to the serious health condition of a child, spouse, parent, or themselves that will extend longer than 10 sick days should refer to [Section 7.01 Family Medical Leave \(FMLA\)](#) in this employee handbook.

4.03 Holidays

A list of holidays for full-time employees will be published at the beginning of each contract year. Full-time, year-long employees have 14 holidays per contract year. Typically, SFS will grant holiday time off to all employees on state or federally recognized holidays listed below:

- New Year's Day (January 1st. Eligible to 11- and 12-month employees only)
- Martin Luther King, Jr. Day (Third Monday in January)
- Spring Break (Eligible for 10-month employees only. Refer to the current school calendar.)
- Memorial Day (Last Monday in May. Eligible for 11- and 12-month employees only)
- Juneteenth (June 19th)
- Independence Day (July 4th. Eligible for 11- and 12-month employees only)
- Labor Day (First Monday in September)
- Fall Break (Eligible for 10-month employees only. Refer to the current school calendar.)
- Thanksgiving (Fourth Wednesday, Thursday, and Friday in November. Eligible for 11- and 12-month employees only.)
- Winter Break (Eligible for 10-month employees only. Refer to the current school calendar.)
- Christmas Eve/Christmas Day (Eligible for 11- and 12-month employees only. Refer to the current school calendar for 5 days.)

In addition, the school will abide by state and local regulations regarding virtual learning and inclement weather days; refer to the current school calendar for information.

4.04 Sick Leave Policy

Sick leave benefits fall under the [Paid Time Off Policy in Section 4.02](#).

All eligible employees who are unable to report to work due to illness or injury are expected to call the designated contact person and follow district procedures for reporting an absence no later than 6:30 a.m. Failure to give proper notice may result in leave without pay. The school must also be contacted on each additional day of absence.

If employees have persistent absences, they will be counseled by a supervisor and may be requested to provide documentation of the illness. Before returning to work from a sick leave absence of 5 calendar days or more, an employee may be required to provide a physician's verification that he or she may safely return to work.

Eligible employees who anticipate an absence from employment related to the serious health condition of a child, spouse, parent, or themselves that will extend longer than 10 days should refer to [Section 7.01 Family Medical Leave \(FMLA\)](#) and [Section 9.02 Paid Time Off Donation](#) in this employee handbook.

4.05 Health Insurance

Santa Fe South Schools, Inc.'s health insurance plan provides employees access to medical, dental, and vision insurance benefits, effective the first day of the following month after the hire date. SFS contributes to the cost of coverage according to the negotiated agreements each year.

All regular, full-time employees are eligible to participate in the health insurance program.

Spouses and/or dependents may be added to this coverage according to the current benefits scale. Eligible employees may participate in the health insurance, dental, and vision plan, subject to all terms and conditions of the agreement between SFS and the insurance carriers.

A change in employment classification that would result in loss of eligibility to participate in the health insurance plan may qualify an employee for benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Refer to the Benefits Continuation Policy in Section 4.06 for more information.

Details of the health insurance plan are described in the Office of Management and Enterprise Services (OMES) document, which will be provided in advance of enrollment to eligible employees. Contact SFS Human Resource Department for more information about health insurance benefits.

4.06 Benefits Continuation (COBRA)

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under SFS's health plan when a "qualifying event" would normally result in the loss of eligibility.

Some common qualifying events include: resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at SFS's group rates, plus an administration fee. SFS provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under SFS's health insurance plan. The notice contains important information about the employee's rights and obligations. **SFS abides by all federal regulations regarding COBRA.**

4.07 Educational Assistance

Santa Fe South Schools, Inc., recognizes that the skills and knowledge of its employees are critical to the success of the organization. The educational assistance program encourages professional and personal development through formal education so employees can maintain and improve job-related skills or enhance their ability to compete for reasonably attainable jobs within SFS.

The superintendent has the discretion to pay for staff development activities, such as workshops, classes, or training programs for employees according to budgetary guidelines approved by the Governance Board. SFS is authorized to provide educational assistance to all eligible employees immediately upon assignment to an eligible employment classification. To maintain eligibility, employees must remain on the active payroll and be performing their job satisfactorily through completion of each course or educational activity. All regular, full-time employees are eligible for educational assistance.

Individual courses or courses that are part of a degree, licensing, or certification program must be related to the employee's current job duties or a foreseeable future position in the organization to be eligible for educational assistance. SFS has the sole discretion to determine whether a course relates to an employee's current job duties or a foreseeable future position. Employees should contact administration for more information or questions about educational assistance.

While educational assistance is expected to enhance employees' performance and professional abilities, SFS cannot guarantee that participation in formal education will entitle the employee to automatic advancement, a different job assignment, or pay increases.

4.08 Workers' Compensation Insurance

Santa Fe South Schools, Inc., provides a comprehensive workers' compensation insurance program at no cost to employees. 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.

Employees who sustain work-related injuries or illnesses should inform their supervisor 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.

Neither SFS nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by SFS. Nor shall SFS or the insurance carrier be liable for payment of workers' compensation in the event that the injury to the employee was occasioned by the intoxication and/or impairment of the employee, willfully suffered by the employee, or intentionally inflicted by the employee.

Workers' Compensation Recipients

The provision for substituting an employee's paid leave (as detailed in the [FMLA Policy in Section 7.01](#)) does not apply to a workers' compensation absence. However, SFS may not deny use of paid leave to an employee who is on FMLA leave and receiving workers' compensation benefits.

4.09 Jury Duty

Santa Fe South Schools, Inc., encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees may request up to two weeks of paid jury duty leave over any one year period.

Employees may choose to receive pay from SFS or from the court. If employees choose to be paid during jury duty, pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence. SFS will deduct from the appropriate paycheck a sum equal to that received by the employee for service to the court, less any mileage received.

If employees are required to serve jury duty beyond the period of paid jury duty leave, they may use any available paid time off benefits, may request an unpaid jury duty leave of absence, or apply to the site administrator for assistance from the PTO Donation Fund.

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits.

Either SFS or the employee may request an excuse from jury duty if, in SFS's judgment, the employee's absence would create serious operational difficulties.

SFS will continue to provide health insurance benefits for the full term of the jury duty absence. Sick leave and benefits will continue to accrue during jury duty leave.

4.10 Witness Duty

SFS encourages employees to appear in court for witness duty when subpoenaed to do so.

If employees have been subpoenaed or otherwise requested to testify as witnesses by SFS, they will receive paid time off for the entire period of witness duty.

Employees will be granted a maximum of 4 hours of paid time off to appear in court as a witness at the request of a party other than SFS. Employees will be paid at their base rate and are free to use available PTO benefits to receive compensation for any period of witness duty absence that would otherwise be unpaid.

For paid witness duty calculations, SFS will deduct from the appropriate paycheck a sum equal to that received by the employee for service to the court, less any mileage received.

The subpoena should be shown to the employee's supervisor immediately after it is received so that operating requirements can be adjusted, where necessary, to accommodate the employee's absence. The employee is expected to report for work whenever the court schedule permits.

4.11 Life Insurance

Life insurance offers you and your family important financial protection and is available through Santa Fe South Schools, Inc., insurance benefits provider. Employees wishing to participate in the optional life insurance plan may do so at their own expense and subject to all terms and conditions of the agreement between SFS and the insurance carrier.

Details of the basic life insurance plan including benefit amounts are described in the OMES provided to eligible employees. Contact the administration office for more information about our life insurance policy.

4.12 Retirement Plan

Eligible employees participate in SFS's 401(k), which is subject to all terms and conditions of the plan and in accordance with applicable rules and statutes.

Complete details of the 401(k) can be obtained through the administration office.

4.13 Occupational Disability or Injury Leave

An employee injured in the course of employment will be granted occupational or injury leave. Such leave will extend for such time as the employee is unable to return to work, but in no event should it extend beyond one month unless expressly authorized by the site administrator. During such injury leave, the school shall pay for seven (7) workdays. Thereafter, the workman's compensation insurance shall pay for the employee's disability. Continued payment is based on recommendation from the employee's physician that he/she is still unable to return to work.

However, if upon investigation, a determination is made that negligence on the part of the employee contributed to the cause of the accident, no benefits will be paid and any paid benefits must be returned.

Section 5: Timekeeping/Payroll

5.01 Timekeeping

Accurately recording time worked is the responsibility of every nonexempt employee. Federal and state laws require Santa Fe South Schools, Inc., to keep an accurate record of time worked to calculate employee pay and benefits. Time worked is actually spent on the job performing assigned duties.

Nonexempt employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons.

Overtime work must always be approved before it is performed.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

5.02 Paydays

All employees are paid monthly on the 22nd of each month. Each paycheck will include earnings for all work performed through the end of the previous payroll period. Due to hiring schedules for new staff, initial year salary will generally be prorated over 11 pay periods.

In the event that a regularly scheduled payday falls on a day off, such as a holiday, weekend, or Monday, employees will receive pay on the last day of work before the regularly scheduled payday.

Employees may have pay directly deposited into their bank accounts if they provide advance written authorization to Santa Fe South Schools, Inc. Employees may access an itemized statement of wages through Wengage when SFS makes direct deposits.

5.03 Employment Termination

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- Reduction In Force (RIF)
- Non-renewal of year-long contracts and school term contracts. (See Notice of Reemployment.)
- Resignation. Voluntary employment termination initiated by an employee.
- Discharge. Involuntary employment termination initiated by the organization. (See [Section 8: Employee Conduct and Disciplinary Action](#) of this handbook).
- Retirement. Voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

Santa Fe South Schools, Inc., will provide an exit questionnaire with a COBRA packet at the time of employment termination. The exit questionnaire will afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to SFS, or return of school-owned property. Suggestions, complaints, and questions can also be voiced.

Subject to employment contracts, employment with SFS is based on mutual consent; both the employee and SFS have the right to terminate employment at will, with or without cause, at any time. Employees will receive their final pay in accordance with applicable state law.

Employee benefits will be affected by employment termination in the following manner. All accrued, vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

5.04 Administrative Pay Corrections

Santa Fe South Schools, Inc., takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the payroll office so that corrections can be made as quickly as possible.

5.05 Pay Deductions and Setoffs

The law requires that Santa Fe South Schools, Inc., make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. The School also must deduct Social Security and Medicare taxes on each employee's earnings. Social Security deductions are limited to the Social Security "wage base." The School matches the amount of Social Security and Medicare taxes paid by each employee.

SFS offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs.

SFS may also take pay setoffs out of payroll checks. Setoffs are deductions allotted to help pay off a debt or obligation to SFS or others; for example, court-ordered child support.

If you have questions concerning why deductions were made from your paycheck or how they were calculated, SFS Finance Department can assist in having your questions answered.

Section 6: Work Conditions and Hours

6.01 Safety

Accident prevention is the responsibility of every SFS employee. Safety responsibility has to be the responsibility of each and every person. To assist in providing a safe and healthful work environment for employees, students, and visitors, Santa Fe South Schools, Inc., has made workplace safety a top priority. The administrator has responsibility for implementing, administering, monitoring, and evaluating safety training, but its success depends on the alertness and personal commitment of all.

SFS provides information to employees about workplace safety and health issues through regular internal communication channels, such as supervisor-employee meetings, bulletin board postings, memos, or other written communications.

Employees and supervisors receive periodic workplace safety training. The training covers potential safety and health hazards and safe work practices and procedures to eliminate or minimize hazards.

Each employee is expected to obey safety rules and exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor.

Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action according to [Policy 8.01](#), up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify their supervisor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

6.02 Work Schedules

Work schedules for employees vary throughout our organization. The site administrator or site administrator's designee will advise employees of their individual work schedules. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

Exempt employees have no set workweek or hours, in accordance with the Fair Labor Standards Act.

6.03 Use of Phone, Cell Phone, and Mail Systems

Employees should practice discretion when making local personal calls and may be required to reimburse the school for any charges resulting from their personal use of the desk phone. Long personal calls and cell phone usage are best left to after hours. Employees will be asked to reimburse SFS for use of the district telephone for long-distance and toll calls.

The use of SFS-paid postage for personal correspondence is not permitted.

To ensure effective telephone communications, employees should always use an appropriate greeting and speak in a courteous and professional manner. Please confirm information received from the caller, and hang up only after the caller has done so.

6.04 Tobacco and Vaping

In keeping with Santa Fe South Schools, Inc.'s intent to provide a safe and healthful work environment, use of any tobacco or vaping products is prohibited throughout the interior of the workplace and all the facilities and grounds occupied by or in use by SFS.

This policy applies equally to all employees, students, and visitors.

6.05 Overtime for Non-Exempt Employees

When operating requirements or other needs cannot be met during regular working hours, employees will be given the opportunity to volunteer for overtime work assignments. All overtime work must receive the supervisor's prior authorization. Overtime assignments will be distributed as equitably as is practical to all employees qualified to perform the required work.

Overtime compensation is paid to all non-exempt employees in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked. Time off on sick leave or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

Failure to work scheduled overtime, or overtime worked without prior authorization from the supervisor, may result in disciplinary action according to [Policy 8.01 for Employee Conduct and Work Rules](#), up to and including possible termination of employment.

6.06 Use of School Vehicles

Vehicles essential to accomplishing job duties are expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines. Employees who drive SFS vehicles for school business must do so in a safe and responsible manner.

SFS insurance covers employees who drive school vehicles. SFS verifies each employee's driver's license and submits the information to the insurance carrier. Employees are responsible to notify their direct supervisor immediately of any change in their driving status (such as DWI, moving violation, suspended licenses, etc.).

Please notify the administration office if any vehicle appears to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The direct supervisor can answer any questions about an employee's responsibility for maintenance and care of vehicles used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment. Certain violations, such as DUI, preclude the employee from driving department vehicles for five (5) years from the date of the violation.

6.07 Emergency Closings

At times, emergencies, such as: severe weather, fires, power failures, or natural or civil disasters, can disrupt operations. In extreme cases, these circumstances may require the closing of a work facility. In the event that such an emergency occurs during non-working hours, please tune in to local television and radio stations for announcements of school closings or delays.

In all cases, local conditions will prevail. All personnel should report to work or fulfill duties virtually, regardless of conditions, unless they are notified to the contrary by their supervisor and/or by announcement over the media. If any staff anticipates that they will be delayed or unable to report to work, their immediate supervisor must be notified for approval. With supervisory approval, employees may use available leave time.

In cases where an emergency closing is not authorized, employees who fail to report for work or fulfill duties virtually will not be paid for the time off. Staff prevented from reporting to work because of closed or impassable roads may request annual/personal leave for days missed due to the above. This absence must be documented and approved by the site administrator.

On a delayed start to the work day, personnel not able to present themselves at the starting time will be charged annual/personal leave, or docked pay.

Custodians and maintenance personnel should report to work as close to their assigned time as possible to assist administration in making ready the buildings and facilities for school start.

6.08 Business Travel Expenses

SFS will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be approved in advance by the immediate supervisor.

Employees whose travel plans have been approved should follow federal government travel regulations.

When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by SFS. Employees are expected to limit expenses to reasonable amounts and seek discounted fares for travel and lodging. SFS defines reasonable rates for meals in accordance with the State Department of Education, Department of Finance and Administration Rules, and the General Services Administration guidelines on Per Diem. Expenses beyond reasonable rates will not be reimbursed. All unexpended amounts must be returned to SFS.

Expenses that generally will be reimbursed include the following:

- Airfare or train fare for travel in coach or economy class or the lowest available fare.
- Car rental fees, only for compact or midsize cars, and related expenses.
- Fares for shuttle or airport bus service (where available); costs of public transportation for other ground travel.
- Taxi fares, only when there is no less expensive alternative.
- Mileage costs for use of personal cars, only when less expensive transportation is not available.
- Cost of standard accommodations in low to mid-priced hotels, motels, or similar lodgings.
- Cost of meals, no more lavish than would be eaten at the employee's own expense.
- Charges for telephone calls, fax, and similar services required for business purposes.


For a complete list of approved and unapproved expenses, see Travel Expense Reimbursement Form.

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor. Vehicles owned, leased, or rented by the school may not be used for personal use without prior approval.

When travel is completed, employees should submit completed travel expense reports within 5 business days. Itemized receipts must accompany all reports for all individual expenses. In the case of hotel or airline bills, the actual hotel printout or airline receipt must accompany each expense report, in addition to a credit card receipt or other proof of payment. Employees can expect to be reimbursed for expenses approximately 20 days after submitting your approved expense report for payment. If an employee has outstanding travel advances, additional advances will not be approved until expense reports are submitted.

Employees should contact the District Finance Department for guidance and assistance on

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procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other business travel issues.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action according to [Policy 8.01 on Employee Conduct and Work Rules](#), up to and including termination of employment.

6.09 Visitors in the Workplace

To provide for the safety and security of employees, students, and the facilities at Santa Fe South Schools, Inc., visitors are expected to abide by SFS policies. Visitors should be with their hosts at all times to help maintain safety standards, protect against theft, ensure security of equipment, protect confidential information, safeguard employee and student welfare, and avoid potential distractions and disturbances.

All visitors should proceed to the site office to sign the visitor's log. Authorized visitors will receive directions or be escorted to their destination. Employees are responsible for the conduct and safety of their visitors.

If an unauthorized individual is observed on SFS premises, employees should direct the individual to the site office or, if necessary, immediately notify their supervisor.

6.10 Computer and Email Usage

Computers, computer files, the email system, and software furnished to employees are SFS property and intended for school/business use. Employees should only access files that are directly related to their work responsibilities. ***Employees are expected to refrain from accessing personal email and social media during instructional time.***

Santa Fe South Schools, Inc., strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, SFS prohibits the use of computers and the email system in ways that are disruptive, offensive to others, or harmful to morale.

For example, the display or transmission of sexually explicit material is not allowed. Other such misuse includes, but is not limited to: ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.

In almost every case, email may not be used for blanket solicitation for commercial ventures, religious or political causes, outside organizations, or other non-business matters. A possible exception to this constraint on employees' use of email would be if employees were to notify others in the organization about legislation that might directly affect SFS. For all such solicitations, contact the superintendent for approval.

In every case approved for blanket solicitation, individuals should be offered the option of being removed from further notices.

The school purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, SFS does not have the right to reproduce such software for use on more than one computer.

Employees may only use software on local area networks or on multiple machines, according to the software license agreement. SFS prohibits the illegal duplication of software and its related documentation. ***Personal or non-SFS sanctioned software may not be downloaded onto SFS computers without prior approval.***

Employees should notify the superintendent or any designated member of SFS staff or Governance Board upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action according to [Policy 8.01 Employee Conduct and Work Rules](#), up to and including termination of employment.

6.11 Internet Usage

Internet access is provided by Santa Fe South Schools, Inc., to assist employees in obtaining work-related data and technology. The following guidelines have been established to help ensure responsible and productive internet usage. All internet usage is limited to job-related activities. Personal use of the Internet is discouraged, but SFS recognizes that pressing personal needs sometimes occur during working hours. ***Employees should access the internet for personal purposes only with discretion and during non-instructional periods.***

All Internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of SFS and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, employees should always ensure that the business information contained in internet e-mail messages and other transmissions are accurate, appropriate, ethical, and lawful.

Data that is composed, transmitted, accessed, or received via the internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to: sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably be interpreted as derogatory and thus 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.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the internet is expressly prohibited. As a general rule, if an employee did not create material, does not own the rights to it, or has not gotten authorization for its use, it should not be put on the internet. Employees are also responsible for ensuring that the person sending any material over the internet has the appropriate distribution rights.

To ensure a virus-free environment, no files may be downloaded from the Internet without prior authorization.

Abuse of the Internet access provided by SFS in violation of law or SFS policies will result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy.

The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

- Sending or posting discriminatory, harassing, or threatening messages or images
- Using the organization'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 organization

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- Violating copyright law
- Failing to observe licensing agreements
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions
- Sending or posting messages or material that could damage the organization'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 or advertisements not related to business purposes or activities
- Using the Internet for any sort of gambling
- Sending or posting messages that disparage another organization's products or services
- Passing off personal views as representing those of the organization
- Sending anonymous email messages
- Engaging in any other illegal activities

6.12 Workplace Violence Prevention

Santa Fe South Schools, Inc., is committed to preventing workplace violence and maintaining a safe work environment. Given the increasing violence in society, in general, SFS has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during school hours, business hours, or on its premises.

All employees, including supervisors and temporary employees, and students should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the grounds and all facilities of Santa Fe South Schools, Inc., without proper authorization.

Conduct that threatens, intimidates, or coerces another employee, a student, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, gender, or any characteristic protected by federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor, site administrator, or any other designated staff or Governance Board Member. This includes threats by employees, as well as threats by students, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. **Do not place yourself in peril.** If you see or hear a commotion or disturbance near your workstation, err on the side of caution in determining whether or not to intervene. Call appropriate authorities in the event that the situation exceeds your training or expertise.

The school will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. To maintain workplace safety and the integrity of its investigation, SFS may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

Santa Fe South Schools, Inc., encourages employees to bring their disputes or differences with other employees to the attention of the site administrator or a designated member of the administrative team before the situation escalates into potential violence. SFS is eager to assist in the resolution of employee disputes and will not discipline employees for raising such concerns. SFS is also committed to providing appropriate training for such events, in particular for faculty who may face these situations more regularly.

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For information on filing a complaint about bullying or harassment, see the District Title IX Policy posted on the District Website.

Section 7: Leaves of Absence

7.01 Family Medical Leave Act (FMLA)

In agreement with the Family Medical Leave Act (FMLA), SFS provides family leaves of absence without pay to eligible employees who wish to take time off from work duties to fulfill family obligations relating directly to childbirth, adoption, or placement of a foster child; or to care for a child, spouse, or parent with a serious health condition.

A serious health condition means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility; or continuing treatment by a healthcare provider.

Employees in the following employment classifications are eligible to request family leave as described in this policy:

- 12-month contract employees
- 11-month contract employees
- 10-month contract employees
- Regular full-time employees

Under FMLA, eligible employees must have worked for Santa Fe South Schools, Inc., for at least 12 months and at least 1,250 hours in the previous 12 months. Eligible employees should make requests for family leave to their supervisors at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.

Employees requesting family leave related to the serious health condition of a child, spouse, or parent may be required to submit a healthcare provider's statement verifying the need for a family leave to provide care, its beginning and expected ending dates, and the estimated time required.

It is the responsibility of the employee to notify his/her immediate supervisor, in writing, at least 30 days before FMLA leave begins if the need for leave is foreseeable based on the expected birth, placement for adoption or foster care, or planned medical treatment for a serious health condition of the employee or family member. If 30 days' notice is not practicable—such as lack of knowledge of when leave will be required to begin, a change in circumstances, or a medical emergency—notice must be given as soon as practicable.

"As soon as practicable" means as soon as possible and practical, taking into account all facts and circumstances in the individual case. Ordinarily, it would mean at least verbal notification to the employer within one or two business days of when the need for leave becomes known to the employee.

Eligible employees may request a maximum of 12 weeks of family leave within any 12-month period. Any combination of family leave and medical leave may not exceed this maximum limit. If this initial period of absence proves insufficient, consideration will be given to a written request for a single

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extension of no more than 30 calendar days. Employees will be required to first use any accrued paid leave time before taking unpaid family leave.

Married employee couples may be restricted to a combined total of 12 weeks leave within any 12-month period, depending on individual circumstances. For instance, married employees would not be eligible for two 12-week periods for the birth of a healthy child. In such instances, when the husband and wife both use a portion of the 12-week FMLA entitlement for one of the purposes noted, each spouse shall be entitled to the difference between the amount he or she has taken individually and 12 weeks of FMLA leave for a purpose other than those listed above.

However, married couples might, in some circumstances, be eligible for two individual 12-week leave periods if the situations for which the leaves were requested were unrelated and the organization could reasonably expect to be able to function during the leave period without due hardship. Such decisions will be at the discretion of the superintendent, subject to approval of the Governance Board.

Subject to the terms, conditions, and limitations of the applicable plans, SFS will continue to provide health insurance benefits for the full period of the approved family leave.

So that an employee's return to work can be properly scheduled, an employee on family leave is requested to provide SFS with at least two weeks advance notice of the date the employee intends to return to work. When family leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified.

Failure to Return from Leave

If an employee fails to return to work on the agreed upon return date, SFS will assume that the employee has resigned. Santa Fe South Schools, Inc., may recover its share of healthcare premium paid during a period of family medical leave if an employee fails to return to work after his or her family medical leave entitlement has been exhausted or expires, unless one of the following conditions exists:

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1. The continuation, recurrence, or onset of a serious health condition that entitles the employee to leave under FMLA; or Other circumstances beyond the employee's control.

When an employee fails to return to work, except for reasons stated above, health premiums paid by the Santa Fe South Schools, Inc., during a period of family medical leave are a debt owed the SFS by the non-returning employee and may be recovered by the SFS through deduction of any sums due the employee, or through legal action.

Intermittent Leave

An eligible employee, other than an instructional employee, may take leave intermittently or on a reduced leave schedule when medically necessary to care for a spouse, parent, or child, or to receive planned medical treatment for himself or herself.

Intermittent leave is family medical leave taken in separate blocks of time due to a single qualifying reason. A reduced leave schedule reduces the usual number of working days per workweek or hours per workday.

SFS may assess leave increments in accordance with the shortest period of time that its payroll system uses to account for absences or use of leave, providing the increments are one hour or less. An employee may not be required to take more family medical leave than necessary to address the circumstance that precipitated the need for the leave, unless the employee is an eligible instructional employee whose request meets the conditions below.

Instructional Employees

An eligible instructional employee who requests leave to care for a spouse, parent, or child, or because of his/her own serious health condition, that is foreseeable based on planned medical treatment and who would be on leave for greater than 20 percent of the total number of working days in the period during which the leave would extend, may be required to choose either to:

1. Take leave for periods of a particular duration, not to exceed the duration of the planned medical treatment; or
2. Transfer temporarily to an available alternative position offered by SFS for which the teacher is qualified and that has equivalent pay and benefits and better accommodates periods of leave than the teacher's regular employment position.

"Instructional employees" are those whose principal function is to teach and instruct students in a class, small group, or individual setting. This term includes not only teachers but also athletic coaches, driving instructors, and special education assistants, such as signers for the hearing impaired. It does not include teacher assistants or aides who do not have as their principal job actual teaching or instruction, nor does it include personnel such as counselors, psychologists, or curriculum specialists. It does not include cafeteria workers, maintenance workers, or bus drivers.

End-of-Term Leave

When an instructional employee begins leave more than five weeks before the end of the semester, Santa Fe South Schools, Inc., may impose the following restrictions on the timing of a return to duty:

1. If the leave begins more than five weeks before the end of the semester, SFS may require the employee to continue taking leave to the end of the semester if the leave will last at least three weeks and the return to employment would occur during the three-week period before the end of the semester.
2. If the leave begins during the five weeks before the end of the semester and is for a purpose other than the employee's own serious health condition, SFS may require the employee to continue taking leave until the end of the semester if the leave will last more than two weeks and return to employment would occur during the two-week period before the end of the semester.
3. If the leave begins during the three weeks prior to the end of the semester for a purpose other than the employee's own serious health condition and will last more than five working days, SFS may require the employee to continue to take leave until the end of the semester.
4. If SFS requires an employee to take leave until the end of an academic term, only the period of leave until the employee is ready and able to return to work shall be charged against the employee's FMLA entitlement.

Concurrent Use of Paid Leave and FMLA Leave

Santa Fe South Schools, Inc., may designate any paid leave to which the employee is entitled as substituting for all or some portion of the FMLA leave entitlement. Once SFS has acquired knowledge that the leave is being taken for an FMLA-required reason, the school must promptly (within two business days absent extenuating circumstances) notify the employee that the paid leave is designated and will be counted as FMLA leave.

Workers' Compensation Recipients

The provision for substituting an employee's paid leave does not apply to workers' compensation absence. However, SFS may not deny use of accrued paid leave to an employee who is on family medical leave and receiving workers' compensation benefits.

Return to Work

Santa Fe South Schools, Inc., may uniformly require, as a prerequisite for reinstating employees

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[REDACTED]

whose family medical leave was due to their own serious health condition, medical certification of their ability to return to work.

7.02 Pregnancy-Related Absences

Santa Fe South Schools, Inc., will not discriminate against any employee who requests an excused absence for medical disabilities associated with pregnancy. Disabilities caused or contributed to by pregnancy, childbirth, or related medical conditions, for all job-related purposes, shall be treated the same as disabilities caused or contributed to by other medical conditions, under any health or disability insurance or sick leave plan available in connection with employment.

Requests for time off associated with pregnancy and/or childbirth, such as bonding and child care, not related to medical disabilities for those conditions will be considered in the same manner as other requests for unpaid family or personal leave.

7.03 Unpaid Personal Leave

Santa Fe South Schools, Inc., provides leaves of absence without pay to eligible employees who wish to take time off from work duties to fulfill personal obligations. Full-time regular employees are eligible to request personal leave as described in this policy.

Eligible employees may request personal leave only after completing 120 calendar days of service and applying all their accrued Paid Time Off ([See Policy 4.02](#)). As soon as eligible employees become aware of the need for a personal leave of absence, they should request a leave from their supervisor at least 5 days in advance.

Personal leave may be granted for a period of up to five calendar days every contract year. If this initial period of absence proves insufficient, consideration will be given to a written request for a single extension of no more than 16 hours.

Requests for personal leave will be evaluated based on a number of factors, including anticipated workload requirements and staffing considerations during the proposed period of absence. Approval of requests rests strictly with the discretion of the superintendent.

Subject to the terms, conditions, and limitations of the applicable plans, SFS will continue to provide health insurance benefits for the full period of the approved personal leave.

Benefit accruals, such as sick leave benefits, will be suspended during the leave and will resume upon return to active employment.

If an employee fails to report to work promptly at the expiration of the approved leave period, SFS will assume the employee has resigned.

7.04 Professional Development Leave

Santa Fe South Schools, Inc., encourages employees to participate in career development activities. Leave for participating in professional meetings, training, or activities of a professional nature may be granted at the discretion of the site administrator.

Expenses may be paid or reimbursed for the cost of the activity, upon availability of funds, and when an employee is requested by the administration to attend a professional meeting, training, or activities of a professional nature. All or part of the cost, including mileage and reasonable expenses, as defined in [Policy 6.09 Visitors in the Workplace](#), may be paid by the SFS, subject to availability of funds.

Registration and membership fees may be reimbursable. Expenses not initiated or approved by the administration are not ordinarily reimbursable.

Employees may also apply for leave to attend professional meetings, training, or activities, provided the activity is identified in the employee's professional and/or improvement plan and the time away from the job does not affect work production or cause additional expense to the school.

Requests for professional development leave must be made in writing and with the completion of the proper forms at least two weeks in advance of the date. The request shall be directed to the site administrator for final action.

7.05 Educational Leave

Santa Fe South Schools, Inc., provides educational leaves of absence without pay to eligible employees who wish to take time off from work duties to pursue coursework that is applicable to their job duties with SFS. All full-time regular employees are eligible to request educational leave for a concentrated area of study as described in this policy.

Eligible employees, who have completed three academic years (or their equivalent), may request educational leave for a period of up to two semesters every 5 years. Requests will be evaluated based on a number of factors, including anticipated workload requirements and staffing considerations during the proposed period of absence.

The employee must submit a program of study for educational leave, and the leave must have supervisory approval. The Governance Board has ultimate approval, based upon the recommendation of the superintendent.

Subject to the terms, conditions, and limitations of the applicable plans, health insurance benefits will be provided by SFS until the end of the month in which the approved educational leave begins. At that time, employees will become responsible for the full costs of these benefits if they wish coverage to continue. When the employee returns from educational leave, benefits will again be provided by SFS according to the applicable plans.

Benefit accruals, such as sick leave or benefits, will be suspended during the leave and resume upon return to active employment.

Return to Work After Educational Leave

When an educational leave ends, every reasonable effort will be made to return the employee to the same position, if it is available, or to a similar available position for which the employee is qualified. However, SFS cannot guarantee reinstatement in all cases.

If an employee fails to report to work at the end of the approved leave period, SFS will assume that the employee has resigned.

7.06 Military Leave

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

Employees will continue to receive full pay while on leave for two-week training assignments and shorter absences. The portion of any military leaves of absence in excess of two weeks will be unpaid. However, employees may use any available paid time off for the absence.

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 the employee is otherwise eligible.

Benefit accruals, such as sick leave or benefits, will be suspended during the leave and will resume upon the employee's return to active employment.

Employees on military leave for up to 30 days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws.

Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

Contact the finance department for more information or questions about military leave.

7.07 Administrative Leave

Santa Fe South Schools, Inc., will consider granting administrative leave for those requests for leave that are not covered elsewhere in SFS policies. Administrative leave shall be granted at the discretion of the superintendent, and SFS may determine that administrative leave is necessary, even in the absence of an employee's request. The circumstances relating to each specific case will be reviewed in consultation with the Chair of the Governance Board to determine if administrative leave will be granted with or without pay.

Section 8: Employee Conduct and Disciplinary Action

8.01 Employee Conduct and Work Rules

To ensure orderly operations and provide the best possible work environment, Santa Fe South Schools, Inc., expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization. SFS believes that achieving a pleasant and rewarding work environment is the responsibility of each employee and in large part reflects the respect and harmony that all staff members afford each other.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment, in accordance with Policy 8.01 Employee Conduct and Work Rules:

- Child abuse or not reporting child abuse
- Theft or inappropriate removal or possession of school property
- Falsification of timekeeping records or other SFS documents
- Working under the influence of alcohol or illegal drugs
- Medical Marijuana will not be used nor possessed, nor can an employee be under the influence of marijuana while on school district property or while performing duties for the district
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Disruptive activity in the workplace
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking in prohibited areas
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism or any absence without notice
- Unauthorized absence from workstation during the workday
- Unauthorized use of telephones, mail system, or other employer-owned equipment
- Unauthorized disclosure of Santa Fe South Schools, Inc., confidential information
- Violation of personnel policies
- Unsatisfactory performance or conduct

Student Relations: All District personnel shall recognize and respect the rights of students, as established by local, state, and federal law.

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Subject to contractual agreements, employment with Santa Fe South Schools, Inc., is at the mutual consent of the school and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice. (See Policy 2.03 Equal Employment Opportunity.)

8.02 Drug, Alcohol, and Medical Marijuana Use

Santa Fe South Schools, Inc., is resolved and determined to provide a drug-free, healthful, and safe environment for all employees, students, and their families. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

Criminal background checks are a condition of employment for all new and re-hired employees of the SFS in compliance with the Drug Free Workplace Act of 1988, PL 100-690 (100th Congress, 2d Sess. 1988), the Federal Drug-Free Schools and Communities Act Amendments of 1989 (20 USC 3224a and 34 CFR 86.201), and any and all federal regulations promulgated thereunder.

While on school premises, on or in any SFS work/school site, during the use of any SFS equipment, vehicles, or trailers, and while conducting work-related activities off school premises, no employee may use, possess, manufacture, distribute, sell, or be under the influence of alcohol or illegal drugs.

The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace. An employee who is using prescription drugs or over-the-counter medications that could affect work performance must inform his/her supervisor. A doctor's statement may be required at the school's discretion.

Regardless of any individual's status as a medical marijuana license holder, marijuana is not allowed on the premises of the district or in any school vehicle. While the use of medical marijuana in conjunction with the possession of a medical marijuana license is legal in the State of Oklahoma, marijuana is a prohibited controlled substance under federal law regardless of the use being for medical purposes.

Accordingly, possession of marijuana of any individual, notwithstanding the possession of a medical marijuana license, is strictly prohibited while on the premises of the district and in school vehicles; going to and from and attending district sponsored activities, which occur in a location other than the premises of the district; utilizing district equipment or transportation; and in any other instance in connection with the district where the district reasonably deems the possession of marijuana to be illegal.

In the event that any individual is found to possess or to have possessed marijuana in any of the instances stated above, the district will proceed with all actions and consequences that are afforded to the district under any state or federal law, employment contract, district policy, student handbook provision, or any other authority applicable to or adopted by the district.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences. SFS may require, with reasonable cause, for an employee to submit to a drug test. An employee showing positive results for either alcohol or illegal drugs will be placed on immediate suspension. The superintendent will meet with employees to discuss any positive test results and the enforcement procedures that will result. In no case will a

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suspension exceed three calendar days without further administrative action.

Employees with questions or concerns about substance dependence or abuse are encouraged to discuss these matters with the superintendent to receive assistance or referrals to appropriate resources in the community.

In accordance with the Drug-Free Workplace Act, an employee receiving a criminal conviction for drug-related activity must report the conviction to the superintendent within five days.

Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with the superintendent without fear of reprisal.

Workers' Compensation

Neither SFS nor the insurance carrier shall be liable for payment of workers' compensation in the event that the injury to the employee was occasioned by the intoxication and/or impairment of the employee or willfully suffered by the employee or intentionally inflicted by the employee.

8.03 Sexual and Other Unlawful Harassment

Santa Fe South Schools, Inc., is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, sexual orientation, or any other legally protected characteristic will not be tolerated.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature (see §703, Title VII, U.S. Civil Rights Act of 1964; and Title IX of the Education Amendment of 1972). This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser.

The following is a partial list of sexual harassment examples:

- Unwanted sexual advances
- Making or threatening reprisals after a negative response to sexual advances
- Offering employment benefits in exchange for sexual favors
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons, or posters
- Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes
- Verbal sexual advances or propositions
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations
- Physical conduct that includes touching, assaulting, or impeding and blocking movements.

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

If you experience or witness sexual or other unlawful harassment in the workplace, report it immediately to your supervisor. If the supervisor is unavailable or you believe it would be inappropriate to contact that person, you should immediately contact the superintendent or any other designated staff or Governance Board Member. You can raise concerns and make reports without fear of reprisal or retaliation.

All allegations of sexual harassment will be quickly and discreetly investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of the investigation. (Please refer to the Grievance Policy should you disagree with the outcome of the investigation.)

Any supervisor, faculty member, or other staff member who becomes aware of possible sexual or other unlawful harassment must immediately advise the superintendent or any other designated staff or Governance Board Member so it can be investigated in a timely and confidential manner. Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination.

Educational Programs

Educational programs to heighten sensitivity to the nature of sexual harassment are essential to establish an environment that is free from sexual harassment. SFS's educational efforts are designed to:

- Make widely known the prohibitions against sexual harassment,
- Ensure that all individuals are aware of their rights, and
- Sensitize all individuals to the problems of sexual harassment.

For information on filing a complaint in regard to bullying or harassment, see the District Title IX Policy posted on the District Website.

8.04 Attendance and Punctuality

To maintain a safe and productive work environment, Santa Fe South Schools, Inc., expects employees to be reliable and punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and the school. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence.

Instructional staff are required to be on site 15 minutes prior to class and may not leave less than 15 minutes after class. During the instructional day, all instructors must report to their location's administration office before leaving any SFS campus and advise the principal or designee of expected time of return and how he/she may be reached.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment. An employee failing to report for duty or remain at work as scheduled without proper notification, authorization, or excuse shall be considered absent without leave and shall not be paid for the period involved. Absence without leave for two (2) consecutive working days constitutes abandonment of duties, which may result in dismissal.

8.05 Personal Appearance

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees, serve as role models to students, address certain safety issues, and affect the professional image Santa Fe South Schools, Inc., presents to students, their families, and visitors.

During school hours, business hours, or when representing the school, you are expected to present a clean, neat, and tasteful appearance. You should dress and groom yourself according to the requirements of your position and accepted social standards. This is particularly true if your job involves dealing with students, their families, or visitors in person.

Administration is responsible for establishing a reasonable dress code appropriate to the job you perform. If the site administrator feels your personal appearance is inappropriate, you may be asked to leave the workplace until you are properly dressed or groomed. Under such circumstances, you will not be compensated for the time away from work. Consult your supervisor if you have questions as to what constitutes appropriate appearance. Where necessary, reasonable accommodation may be made to a person with a disability.

Without unduly restricting individual tastes or community traditions, the following personal appearance guidelines should be followed:

- Shoes should provide safe, secure footing, and offer protection against hazards
- Garments must be appropriate to activities that faculty, staff, and students are engaged in
- Offensive body odor and poor personal hygiene is not professionally acceptable
- Perfume, cologne, and after-shave lotion should be used moderately or avoided altogether, as some individuals may be sensitive to strong fragrances
- Jewelry, including facial jewelry and body piercing, should not be functionally restrictive, dangerous to job performance, or excessive

8.06 Return of Property

Employees are responsible for items issued to them by Santa Fe South Schools, Inc., or in their possession or control, such as the following:

- books, program material
- cellular phone
- laptop computer
- personnel manual
- inventory list
- credit cards
- keys/door fobs/key cards
- tools
- vehicles
- written materials

Employees on or before their last day of work must return all school property. Where permitted by applicable laws, SFS may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. SFS may also take all action deemed appropriate to recover or protect its property.

8.07 Resignation

Resignation is a voluntary act initiated by the employee to terminate employment with Santa Fe South Schools, Inc. Although advance notice is not required, the school requests at least 14 calendar days of written notice of resignation from administrative and program staff, and nonexempt employees.

Except where specifically referenced otherwise in contractual agreement, resignations by certified personnel shall be submitted in writing to the superintendent and the Governance Board 30 calendar days prior to the effective date of the resignation. Any deviation from this procedure will be a violation of the instructor's contract and could result in the suspension or cancellation of the teaching certificate. The superintendent and/or Governance Board reserve the right to waive the 30-day notice requirement.

Prior to an employee's departure, an exit questionnaire will be given to the employee to discuss the reasons for resignation and the effect of the resignation on benefits.

If an employee does not provide advance notice as requested, the employee will be considered ineligible for rehire.

Contractual employees are not subject to employment-at-will policies.

8.08 Solicitation

In an effort to ensure a productive and harmonious work environment, persons not employed by Santa Fe South Schools, Inc., may not solicit or distribute literature in the workplace at any time for any purpose.

The school recognizes that employees may have interests in events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning these activities during work time. (Work time does not include lunch periods, work breaks, or any other periods in which employees are not on duty.)

In addition, the posting of written solicitations on SFS bulletin boards is restricted.

If employees have a message of interest to the workplace, they may submit it to the site administrator for approval. The site administrator or his/her designee will post all approved messages.

8.09 Drug Testing

Santa Fe South Schools, Inc., is committed to providing a safe, efficient, and productive work environment for all employees. Using or being under the influence of drugs or alcohol on the job may pose serious safety and health risks. To help ensure a safe and healthful working environment, SFS may, with just cause, request an employee to submit to non-invasive drug testing. Refusal to submit to drug testing may result in disciplinary action, up to and including termination of employment.

SFS is committed to maintaining the personal integrity of all its employees and ensures complete confidentiality of any proceedings involving suspected use of illicit substances.

8.10 Corrective Action

The purpose of this policy is to state Santa Fe South Schools, Inc.'s position on administering equitable and consistent corrective action for unsatisfactory conduct in the workplace. SFS's own best interest lies in ensuring fair treatment of all employees and in making certain that corrective actions are prompt, uniform, and impartial.

Intent: The intent of this policy and procedure is to communicate to an employee as early as possible a problem or concern interfering with their team or SFS performance and appropriate steps to correct this. It is also the intent of this policy and procedure to administer this corrective action in a positive and constructive manner with the end goal always being that the employee improves and becomes a better team member for Santa Fe South Schools.

Except in the case of an employment contract, employment with Santa Fe South Schools, Inc., is based on mutual consent and both the employee and SFS have the right to terminate employment at will, with or without cause or advance notice, SFS may use corrective action at its discretion.

Corrective action may call for any of the following steps – personal one-on-one discussion, team discussion, action plan for improvement, suspension with or without pay, or termination of employment — depending on the severity of the problem, the number of occurrences, or the lack of improvement. There may be circumstances when one or more steps are bypassed.

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

While it is impossible to list every type of behavior that may be deemed a serious offense, the [Employee Conduct and Work Rules Policy \(Section 8.01\)](#) includes examples of problems that may result in immediate suspension or termination of employment. However, the problems listed are not all necessarily serious offenses, but they may be examples of unsatisfactory conduct that will trigger corrective action.

By using an action plan for improving performance, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and SFS.

8.11 Conflict Resolution/Grievance Process

It is Santa Fe South Schools' purpose to provide an effective way for employees to bring problems concerning their well-being at work to the attention of the superintendent or site administrator(s). Therefore, an informal conflict resolution procedure has been established for the benefit and use of the employees.

When an employee believes a work condition or treatment is unjust, inequitable, a hindrance to effective operation or creates a problem, he/she is encouraged to discuss the condition or treatment with his or her immediate supervisor. Misunderstandings or conflicts can arise in any organization and should be resolved before serious problems develop.

Most incidents resolve themselves naturally; however, should a situation persist that the employee believes is detrimental to himself/herself or SFS, the employee should follow the procedure described here for bringing the complaint to the director or site principal's attention:

1. Discussion of the problem with the immediate supervisor is encouraged as a first step. If the employee does not believe a discussion with the supervisor is appropriate, the employee should proceed directly to Step 2.
2. If the problem is not resolved after discussion with the supervisor or if the employee thinks a discussion with the supervisor is inappropriate, the employee is then encouraged to request a meeting with the site principal or his/her designee. They will conduct an investigation and consider the facts and may review the matter with the supervisor. The employee will normally receive a response regarding the problem within five working days of meeting with the site administrator, designee, and ultimately the superintendent if appropriate.
3. In the event the site principal or the superintendent is the subject of the grievance, the Governance Board should be notified through the Board President or appropriate member of the administration.
4. If the employee is not satisfied with the decision and wishes to pursue the matter further, he/she may prepare a written summary using the SFS grievance form, addressing the concerns and request that the Governance Board review the matter. This request should be made through the principal or superintendent who will notify the Board President and Personnel Committee or designee. The Governance Board, after a full review of the facts (which may include a review of the written summary of the problem, interviews with the people involved, and further investigation if necessary) will inform the employee of its decision, usually within 15 working days. The Governance Board's findings and decision will constitute the final determination on the issue.

In consideration of the differences in human nature, SFS recognizes that problems are best resolved on an individual basis. Accordingly, SFS requests the problem-solving procedure be initiated by individual employees and not groups of employees. However, as a matter of policy, the superintendent or the Governance Board may reserve the right to hear complaints of substantially the same nature as one complaint. Any decisions made by the regarding complaints of the same nature

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shall apply to all those similarly affected.

Santa Fe South Schools, Inc., prohibits any form of retaliation against any employee for filing a bona fide complaint under this policy or for assisting in the complaint investigation. However, if, after investigating any complaint of unlawful discrimination, SFS determines that an employee intentionally provided false information regarding the complaint, disciplinary action may be taken against the one who gave the false information.

Questions or issues that may arise among or between employees regarding classroom management, or established SFS policies, are outside the scope of this section and are more appropriately addressed within staff meetings, or brought to the SFS Governance Board for ultimate resolution.

8.12 Reporting Child Abuse

Santa Fe South Schools, Inc., is strongly committed to ensuring the protection and safety of all children. In support of this philosophy, all employees will comply with Public Law 93-247, the Child Abuse and Treatment Act of 1974, revised in 2018. It is the responsibility of the Santa Fe South Schools, Inc., to provide annual training for all employees on child abuse and neglect and reporting procedures. It is the moral, ethical, and legal responsibility of each individual SFS employee to follow these procedures, including notifying site administrator or designee and completing SFS required forms.

Questions about Public Law 93-247 can be directed to the site administrator. A copy of the Child Abuse and Treatment Act of 1974, revised in 2018, is found in the District Child Abuse Prevention Policy and is available in the administration office.

8.13 Public Statements

No employee of Santa Fe South Schools, Inc., should assume to speak for or on behalf of SFS on any matter concerning SFS without prior written approval of the superintendent and/or the Governance Board. When designated by the superintendent and/or the Governance Board, as a delegated spokesman for the organization, or in public statements or actions made as an individual, the employee shall at all times be accurate, exercise proper restraint, and show respect for the opinions of others. Failure to adhere to the above will be grounds for disciplinary action, up to and including termination of employment. (See [Section 8.01 Employee Conduct and Work Rules.](#))

8.14 Participation in Political Activities

Santa Fe South Schools, Inc., will not attempt to regulate employee participation in the political process, unless it interferes with the performance of duties or creates an apparent conflict of interest. Participation in political activities will be regulated by federal and state laws.

Any employee who seeks political office shall continue to fulfill all obligations of his/her position and consider the welfare of the students and the school foremost as she/he pursues political activities. An employee shall not use his/her professional position to further the employee's political ambitions.

For political positions that require an employee to spend time away from job responsibilities, the employee must request leave, and consideration for leave without pay will be on an individual basis by the Governance Board, upon the recommendation by the superintendent. Employees may use Paid Time Off for these purposes.

Any employee absences due to running for office or while serving in any political office will be unpaid, except as covered by the employee's personally accrued Paid Time Off.

Section 9: Miscellaneous

9.01 Life-Threatening Illnesses in the Workplace

Employees with life-threatening illnesses, such as cancer, heart disease, and AIDS, often wish to continue their normal pursuits, including work, to the extent allowed by their condition. Santa Fe South Schools, Inc., supports these endeavors as long as employees are able to meet acceptable performance standards. As in the case of other disabilities, SFS will make reasonable accommodations in accordance with all legal requirements to allow qualified employees with life-threatening illnesses to perform the essential functions of their jobs.

Medical information on individual employees is treated confidentially. SFS will take reasonable precautions to protect such information from inappropriate disclosure. Administrators, supervisors, and all other employees have a responsibility to respect and maintain the confidentiality of employee medical information. Anyone inappropriately disclosing such information is subject to disciplinary action, up to and including termination of employment.

Employees with questions or concerns about life-threatening illnesses are encouraged to contact the site administrator for information and referral to appropriate services and resources.

9.02 Paid Time Off Donation (Sick Leave Bank)

Donating paid time off is the practice of giving the time to another employee for a specific cause, such as a serious illness or crisis. Employees may donate paid time off to a bank for distribution to aid another employee who is unable to work due to personal illness or crisis and who has exhausted his/her own paid time off. Contact the site administrator or administration office manager for details and procedures to donate paid time off.

The following regulation will put into effect the foregoing policy:

SFS Policy for Self-Insured Sick Leave

A. Who Is Eligible?

1. When an employee has exhausted all available leave and is unable to work because of a catastrophic, long-term illness or debilitating injury, affecting the employee or affecting the spouse and/or natural, adopted, or foster minor child, a parent or sibling, or any person directly dependent upon the employee for support or care, in a way that requires the presence of the employee to provide care, the employee is eligible to apply for benefits under the shared sick leave plan.
 - a. The purpose of the plan is to provide income protection to employees who suffer or whose dependent listed above suffers from chronic, long-term, or debilitating injury or illness that necessitates the employee's absence from duty.
 - b. The plan is not designed, nor will the committee grant days for routine illness of the employee or of the employee's immediate family or for normal maternity and delivery.
 - c. An employee is not eligible to participate in the program when an illness or injury is a result of an on-the-job injury.
 - d. All additional days provided shall be less the number of days used by the employee for reasons other than sick leave.
2. Only employees who have contributed at least one day to the plan are eligible to participate in the plan. Donated days shall be deducted from an employee's available sick leave balance.
3. Those employees whose contracts provide more than ten days of PTO must contribute at least two days to the plan to be eligible to participate.
4. The number of donated days may not exceed half of the available days an employee has by contract.
5. An employee desiring to donate sick leave shall complete a "Sick Leave Donation Form" authorizing the deduction from his/her sick leave accumulation. Donations must be made on or before the end of the second full week of school each school year, or within two weeks of hire after the beginning of the school year.

6. In the event of the bank becoming depleted, the committee may request those who have already contributed to contribute additional day(s).

B. How and When to Apply

1. Application for benefits must be made to personnel after all opportunities have been exhausted by working additional off-contract days without pay.
2. The letter of application must be accompanied by a physician's statement describing, in detail, the illness, offering a diagnosis and prognosis, and, when possible, a projected date of return to work. In the case of a dependent's disability, the physician's statement shall also stipulate the conditions or circumstances requiring the employee's absence.
3. Applications will be reviewed monthly. Time can be granted retroactively with proper documentation.

C. The Committee

1. A committee shall review all applications for participation in the program and have the authority to approve the application.
 - a. The committee shall consist of five administrative representatives.
 - b. If the committee has any questions, the committee has the right to reach out to the supervisor of the employee.
2. The committee shall have the authority to develop rules for the operation of the committee.
3. Each application will be considered on its merit and prior decisions of the committee will not necessarily be considered precedent for future application.
4. At each meeting of the committee, the available balance and prior use of the plan shall be made available to the members of the committee.
5. The record of donations by employees, used under the plan and available days remaining shall be kept by the HR Director or another person appointed by the superintendent.

D. Participation in the Self-Insured Sick Leave Plan

1. The committee may authorize, on behalf of the applicant, any amount up to thirty days.
2. If the employee is not able to return to work after initial participation, application may again be made to the committee using the above procedure.
 - a. Additional participation shall not exceed twenty-five days.
3. The committee shall have the discretion, but shall be under no obligation, to approve additional participation in the program.
4. If a doctor's prognosis indicates that an employee will not be able to return to work permanently, the employee's position shall be declared vacant and no further participation in the plan will be allowed.

9.03 Recycling

Santa Fe South Schools, Inc., supports environmental awareness by encouraging recycling and waste management in its practices and operating procedures. This support includes a commitment to the purchase, use, and disposal of products and materials in a manner that will best utilize natural resources and minimize any negative impact on the earth's environment.

Special recycling receptacles have been set up to promote the separation and collection of the recyclable materials.

The simple act of placing a piece of paper, can, or bottle in a recycling container is the first step in reducing demand on the earth's limited resources. Success of this program depends on active participation by all of us. Employees are encouraged to make a commitment to recycle and be a part of this solution.

Whenever possible, employees of SFS are encouraged to purchase products for the workplace that contain recycled or easily recyclable materials. Buying recycled products supports recycling and increases the markets for recyclable materials.