



2025-2026
EMPLOYEE HANDBOOK

Alabama Aerospace & Aviation High School

“Elevate with Purpose”

www.alaahs.org
(205) 538-0702
1414 2nd Ave N Bessemer, AL 35020



TABLE OF CONTENTS

WELCOME!	5
The Alabama Aerospace & Aviation High School Difference	6
Our Commitment to AAHS Champions/Families	7
Employment At-Will	8
Employment Requirements	8
Equal Opportunity and Commitment to Diversity	9
Equal Opportunity	9
Americans with Disabilities Act (ADA) and Reasonable Accommodation	10
Commitment to Diversity	10
Harassment Policy	12
Complaint Procedure	13
Conflicts of Interest and Confidentiality	15
Conflicts of Interest	15
Confidential Information	15
Employment Relationship	17
Employee Privacy	17
Video Surveillance	17
Employment of Relatives and Domestic Partners	17
Separation from Employment	19
Commitment to Safety	20
Visitors	20
Workplace Safety	21
Workplace Violence Prevention	23
Emergency Closings	24
Workplace Guidelines	24
Employee Attire and Grooming	27
Social Media Policy	28
Time Off and Leaves of Absence	33



Paid Parental Leave	35
Family Medical Leave	36
Critical Person Leave of Absence (Non-FMLA and Non-Military)	39
COVID-19 Sick Leave	40
On-The-Job Injury Leave	41
Jury Duty/Court Appearance	42
Time Off for Voting	42
Payroll / Direct Deposit	42



WELCOME!

Dear S.O.A.R Leader,

Welcome to The Alabama Aerospace and Aviation High School!

We count it an honor that you are prepared and destined for excellence. We function as a three strand cord; Families, Champions (Students), and School Community (Teachers, Staff, and Stakeholders). It is our fundamental belief that a three strand cord is not "easily broken." As we embark on this journey, we value your presence, and we require the very best from our founding pilots, champions, families, and school community. As we will ensure that excellence is at the helm of our unique learning experience.

We are a one of a kind place based Aerospace/Aviation high school built to incorporate the multifaceted complexities of our champions and ever evolving global society. We champion excellence in every aspect of our future Aerospace/Aviation Professionals. We are excited to partner with the greatness that is already within each of you.

We honor your desire to continue the hard work, and we are flying alongside in this next level toward your infinite success and that of our champions. As we prepare to take flight in this inaugural year, we ask that you continue to dig deep in the content, values and culture of excellence that we have worked to create. We have created a newsletter to keep you in the know!

Team excellence is the key to Scholarship, Optimism, Accountability and Respect. We believe that each of you embody our S.O.A.R. values through your love for academics, various experiences, and every challenge that is presented before you. Our school community is built with your infinite success in mind as an educator. We are invested in you. Seize this opportunity to develop yourself, your skills, gifts, craft and character.

Elevate the excellence that is already inside. The whole world is counting on you to S.O.A.R. beyond the barriers, status quo and create a lane for your success and the success of our champions. Make your mark! Remember you were born to S.O.A.R.!!!



We ask that you buckle your seatbelt and join us in the journey toward excellence and infinite success! Remember you are exactly #WhyWeS.O.A.R.

SOARing in Excellence,

Ruben Morris

CEO/Founder, Alabama Aerospace & Aviation High School

The Alabama Aerospace & Aviation High School Difference

Our Mission

The Alabama Aerospace and Aviation High School's mission is to create a diverse leadership pipeline of students prepared to succeed in the aerospace and aviation industry.

Our Vision

Through our innovative STEM focused model we will create clearly defined pathways into aviation and aerospace careers for all students therefore creating a diverse pipeline of future industry leaders.

Our Rationale

Why Aerospace & Aviation? We are answering the clarion call for a radical paradigm shift in how the world of education intersects with the broader global society. We know that change is long overdue, and we have committed to SOAR in excellence, inclusivity, and the development of divergent thinking about our future society. We embody all things Aerospace and Aviation from our school logo, school design and our school language. The Aviation Industry has recognized that every year the aging population has been unable to fulfill the growing need for skilled Aviation professionals. As stated in the State of the Workforce Report XIV by the Alabama Department of Labor:

“Improving education is vital because a highly educated and productive workforce is a critical economic development asset. The educational and training requirements of high demand, fast-growing, and high-earning occupations show the significance of education in developing the workforce of the future.” - Alabama Department of Labor

As passionate leaders in education we know it is incumbent upon us to place our ideas into action. Our slogan “Soaring in excellence toward infinite success” is a declaration of victory over challenges. As such



we refer to our students as champions, because we believe that the Aviation industry will need strong champions to innovatively lead the future of the industry.

Through meticulous research, planning, reflection, and a fervent passion for excellence in education for all we have created a collective space that is rooted in the belief that we can SOAR to impossible heights with the proper resources and preparation.

Most importantly we are dedicated to establishing a whole-champion (child/student) learning environment. We honor the nuances of our champions and believe that they are the future industry leaders in the global Aerospace and Aviation industry. We are united, as we ensure that all champions SOAR in excellence toward infinite success.



Our Commitment to AAHS Champions/Families

Teachers, Administrators, and Staff

We fully commit to AAHS in the following ways:

- We will arrive at AAHS each day at the time determined by our school leader and stay until the end of the workday, ensuring before we leave that our classrooms and lessons are prepared for our Champions' success on the following day.
- We will work harder and longer than others because we will do whatever it takes for our champions to learn.
- We will dress professionally at all times in order to convey a spirit of excellence on purpose and to create a learning environment characterized by respect for our craft.
- We will make ourselves available to Champions and parents/families by email (but always and only through an AAHS e-mail address), and in person, and we will respond respectfully to any concerns they have.
- We will always protect the safety, interests, and rights of all individuals in the classroom.
- We will prepare engaging and rigorous lessons with meaningful homework assignments and frequent assessments of each child's individual flight plans.
- We will use data from assessments and assignments to make sure every Champion succeeds.
- We will fulfill all of our school-wide obligations — including upholding hallway expectations and performing necessary coverage duties — in order to foster a cohesive, unified team dynamic.
- We will provide individual and small group tutoring to ensure our champions succeed.
- We are committed to doing interpersonal work to develop the best experience for our future generations.
- We commit to model S.O.A.R. in every interaction with each other, champions, families, stakeholders, and our community. Failure to adhere to these commitments can lead to our removal from the AAHS Team.



Employment At-Will

Employment at AAHS is on an at-will basis. This means that either the Employee or AAHS may terminate the employment relationship at any time, for any reason, with or without notice.

Nothing in this Employee Handbook creates or is intended to create an employment agreement, express or implied. In addition, no AAHS representative is authorized to modify this policy for any Employee or to enter into any agreement, oral or written, that changes the at-will relationship.

Nothing in this statement is intended to interfere with, restrain, or prevent concerted activity as protected by the National Labor Relations Act (NLRA). Such activity includes employee communications regarding wages, hours, or other terms or conditions of employment. AAHS employees have the right to engage in or refrain from such activities.

Employment Requirements

All individuals applying for employment with Alabama Aerospace and Aviation High School (AAHS) must submit an online application and all documents required by Human Resources. All employees of AAHS are subject to a background check through the Alabama State Department of Education and are required to be e-verified through the Department of Homeland Security.

Any employee who has completed the Certification process, but has yet to receive their Certificate, may be employed **pending** verification of the initiation of the certification process from the Alabama State Department of Education. It is the Employee's responsibility to ensure they obtain and maintain their certification.



Equal Opportunity and Commitment to Diversity

Equal Opportunity

Alabama Aerospace & Aviation High School (AAHS) provides equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, ancestry, national origin, citizenship, sex or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, religion, age, disability, genetic information, service in the military, or any other characteristic protected by applicable federal, state, or local laws and ordinances. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

AAHS expressly prohibits any form of unlawful employee harassment or discrimination based on any of the characteristics mentioned above. Improper interference with the ability of other employees to perform their expected job duties is absolutely not tolerated, and will lead to grounds for termination.

AAHS will endeavor to make a reasonable accommodation of an otherwise qualified applicant or employee related to an individual's physical or mental disability, sincerely held religious beliefs and practices, and/or any other reason required by applicable law, unless doing so would impose an undue hardship upon AAHS' business operations.

Employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of Administration or Human Resources. AAHS will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. Employees who feel they have been subjected to any such retaliation should bring this matter to the attention of Human Resources. Retaliation means adverse conduct taken because an individual reported an actual or a perceived violation of this policy, opposed practices prohibited by this policy, or participated in the reporting and investigation process described below. "Adverse conduct" includes but is not limited to:

- (1) Shunning and avoiding an individual who reports harassment, discrimination, or retaliation;
- (2) Express or implied threats or intimidation intended to prevent an individual from reporting harassment, discrimination, or retaliation; *or*



(3) Denying employment benefits because an applicant or employee reported harassment, discrimination, or retaliation or participated in the reporting and investigation process.

Other examples of retaliation include firing, demotion, denial of promotion, unjustified negative evaluations, increased surveillance, harassment, and assault.

Americans with Disabilities Act (ADA) and Reasonable Accommodation

AAHS is committed to the fair and equal employment of individuals with disabilities under the ADA. It is AAHS' policy to provide reasonable accommodation to qualified individuals with disabilities unless the accommodation would impose an undue hardship on the organization. AAHS prohibits any harassment of, or discriminatory treatment of, employees or applicants based on a disability or because an employee has requested a reasonable accommodation.

In accordance with the ADA, reasonable accommodations will be provided to qualified individuals with disabilities to enable them to perform the essential functions of their jobs or to enjoy the equal benefits and privileges of employment. An employee or applicant with a disability may request an accommodation from the HR department and should specify what accommodation is needed to perform the job and submit supporting documentation explaining the basis for the requested accommodation, to the extent permitted and in accordance with applicable law. AAHS will then review and analyze the request, including engaging in an interactive process with the employee or applicant, to identify if such an accommodation can be made, or if any other possible accommodations are appropriate. If requested, the employee is responsible for providing medical documentation regarding the disability and possible accommodations. All information obtained concerning the medical condition or history of an applicant or employee will be treated as confidential information, maintained in separate medical files, and disclosed only as permitted by law.

It is the policy of AAHS to prohibit harassment or discrimination based on disability or because an employee has requested a reasonable accommodation. AAHS prohibits retaliation against employees for exercising their rights under the ADA or other applicable civil rights laws. Employees should use the procedures described in the Harassment and Complaint Procedure to report any harassment, discrimination, or retaliation they have experienced or witnessed.



Commitment to Diversity

AAHS is committed to creating and maintaining a workplace in which all Employees have an opportunity to participate and contribute to the success of AAHS and are valued for their skills, experience, and unique perspectives. This commitment is embodied in our policy and in the way we do business at AAHS, and is an important principle.

Harassment Policy

It is AAHS' policy to prohibit intentional and unintentional harassment of or against job applicants, contractors, interns, volunteers, or employees by another employee, supervisor, vendor, customer, or third party based on actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual AAHS orientation, marital status, military service and veteran status, physical or mental disability, genetic information, or any other characteristic protected by applicable federal, state, or local laws. Such conduct will not be tolerated by AAHS.

Furthermore, any retaliation against an individual who has complained about sexual or other harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated. AAHS will take all reasonable steps necessary to prevent and eliminate unlawful harassment.

Definition of "unlawful harassment." "Unlawful harassment" is conduct that has the purpose or effect of creating an intimidating, a hostile, or an offensive work environment; has the purpose or effect of substantially and unreasonably interfering with an individual's work performance; or otherwise adversely affects an individual's employment opportunities because of the individual's membership in a protected class.

Unlawful harassment includes, but is not limited to, epithets; slurs; jokes; pranks; innuendo; comments; written or graphic material; stereotyping; or other threatening, hostile, or intimidating acts based on race, color, ancestry, national origin, gender, sex, sexual orientation, marital status, religion, age, disability, veteran status, or another characteristic protected by state or federal law.



Definition of “sexual harassment.” While all forms of harassment are prohibited, special attention should be paid to sexual harassment. “Sexual harassment” can include all of the above actions, as well as other unwelcome conduct, and is generally defined under both state and federal law as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature whereby:

Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of any individual’s employment or as a basis for employment decisions. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, a hostile, or offensive work environment. Other sexually oriented conduct, whether intended or not, that is unwelcome and has the effect of creating a work environment that is hostile, offensive, intimidating, or humiliating to workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct that, if unwelcome, may constitute sexual harassment depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

Unwanted sexual advances, whether they involve physical touching or not; Sexual epithets; jokes; written or oral references to sexual conduct; gossip regarding one’s sex life; comments about an individual’s body; and comments about an individual’s sexual activity, deficiencies, or prowess; Displaying sexually suggestive objects, pictures, or cartoons; Unwelcome leering, whistling, brushing up against the body, sexual gestures, or suggestive or insulting comments; Inquiries into one’s sexual experiences; and Discussion of one’s sexual activities.

All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual or other harassment and retaliation against individuals for cooperating with an investigation of sexual or other harassment complaints violate AAHS’ policy. The procedures available under this policy do not preempt or supersede any legal procedures or remedies otherwise available to a victim of sexual harassment under local, state or federal law.

Complaint Procedure

If you believe you have been subject to or have witnessed unlawful discrimination, including sexual or other forms of unlawful harassment, or other inappropriate conduct, you are requested and encouraged to make a complaint. Submit your complaint directly to the School Director. Similarly, if you observe acts of



discrimination toward or harassment of another employee, you are requested and encouraged to report this to the School Director.

It is important to report all concerns of harassment as soon as possible. Administration must be made aware of the situation so that they can conduct an immediate and impartial investigation and take appropriate action to remediate or prevent the prohibited from continuing. All complaints will be investigated promptly, and confidentiality will be protected to the extent possible. A timely resolution of each complaint should be reached and communicated to the parties involved. If the investigation confirms conduct that violates this policy has occurred, AAHS will take immediate, appropriate, corrective action, including discipline, up to and including immediate termination. The mandatory minimum discipline is a written reprimand. Persons who violate this policy may also be subject to civil damages or criminal penalties. No reprisal, retaliation, or other adverse action will be taken against an employee for making a complaint or report of discrimination or harassment or for assisting in the investigation of any such complaint or report. Any suspected retaliation or intimidation should be reported immediately to one of the persons identified above.

Conflicts of Interest and Confidentiality

Conflicts of Interest

AAHS expects all employees to conduct themselves and school business in a manner that reflects the highest standards of ethical conduct and in accordance with all federal, state, and local laws and regulations. This includes avoiding real and potential conflicts of interest.

AAHS recognizes and respects the individual employee's right to engage in activities outside of employment that are private in nature and do not in any way conflict with or reflect poorly on AAHS.

It is not possible to define all the circumstances and relationships that might create a conflict of interest. If a situation arises in which there is a potential conflict of interest, the employee should discuss this with Administration for advice and guidance on how to proceed. The list below suggests some of the types of activities that indicate improper behavior, unacceptable personal integrity, or unacceptable ethics:



1. Participating in civic or professional organization activities in a manner that divulges confidential company information.
2. Misusing privileged information or revealing confidential data to outsiders.
3. Using one's position or knowledge of its affairs for personal gains.
4. Engaging in practices or procedures that violate antitrust laws, commercial bribery laws, copyright laws, discrimination laws, campaign contribution laws, or other laws regulating the conduct of AAHS.

Confidential Information

All inquiries from the media must be referred to the Director of Operations.

An employee who improperly uses or discloses confidential AAHS information will be subject to disciplinary action up to and including termination of employment and legal action, even if the employee does not actually benefit from the disclosed information.

Employment Relationship

Employee Privacy

It is the goal of AAHS to respect the individual privacy of its employees and at the same time maintain a safe and secure workplace. When issues of safety and security arise, you may be requested to cooperate with an investigation. The investigation may include the following procedures to safeguard AAHS and its employees: searches of personal belongings, searches of work areas, searches of private vehicles on company premises, and the like. Failure to cooperate with an investigation is grounds for termination. Providing false information during any investigation may lead to discipline, including termination.

Employees are expected to make use of AAHS facilities only for the business and educational purposes of the school. Accordingly, materials that appear on company hardware or networks are presumed to be for work purposes, and all such materials are subject to review by AAHS at any time without notice to the employees. Employees do not have to have any expectation of privacy with respect to any material on school property. AAHS regularly monitors its communications systems and networks as allowed by law. Monitored activity may include voice, email, and text communications, as well as Internet search and



browsing history. Employees who make excessive use of the communications system for personal matters are subject to discipline. Employees are expected to keep personal communication to a minimum and to emergency situations.

Video Surveillance

As part of its security measures and to help ensure a safe environment for our students, their families, and our staff, AAHS has positioned video cameras to monitor various areas of its facilities. Video cameras will not be used in private areas, such as breakrooms, restrooms, locker/dressing rooms, etc. Some videotapes will include an audio component.

Employment of Relatives and Domestic Partners

Relatives may be hired by the company if:

- (1) The persons concerned will not work in a direct supervisory relationship.
- (2) The employment will not pose difficulties for supervision, security, safety, or morale. For the purposes of this policy, “relatives” are defined as children, siblings, parents, step parents, or grandparents. No employee spouse or domestic partner may work for AAHS. Spouses and domestic partners may not be in partnership with any organizations affiliated with AAHS.

A “domestic partnership” is generally defined as a committed relationship between two individuals who are sharing a home or living arrangements.

If two already employed individuals decide to marry or have a domestic partnership, the employees will be permitted to determine which one of them will resign.



Separation from Employment

In all cases of voluntary resignation (one initiated by the employee), employees are asked to preferably provide a written notice to the School Director or CEO at least 10 working days in advance of the last day of work. Employees who provide the requested amount of notice will be considered to have resigned in good standing.

Information regarding benefits continuation through the Consolidated Omnibus Budget Reconciliation Act (COBRA) will be sent by the Retirement Systems of Alabama (RSA) to the employee's home address on file.

Commitment to Safety

Protecting the safety of our students (Champions), faculty, staff, and visitors is the most important aspect of running AAHS.

All employees have the opportunity and responsibility to contribute to a safe work environment by using common sense rules and safe practices and by notifying the School Resource Officer and Administration when any health or safety issues are present. All employees are encouraged to partner with Administration to ensure maximum safety for all.

In the event of an emergency, notify the appropriate emergency personnel by dialing 911 to activate the medical emergency services, then notify Administration.

Any workplace injury or accident must be reported to the Director of Operations, School Director, or School Nurse immediately or as soon as possible, regardless of the severity of the injury or accident. A Workplace Accident/ Incident Report must be completed immediately or as soon as the employee is in a safe area. The immediate supervisor should provide the Workplace Accident/Incident Report.



Visitors

In order to maintain security and safety for our Champions, parents, faculty and staff, AAHS has the following policy with respect to visitors:

All visitors must check in with the Front Desk, show proof of identification, must wear a visitor's badge, and must be escorted by an AAHS employee or the school resource officer - No exceptions. All visitors must enter and exit using the main entrance. This policy applies to anyone who is not an active AAHS employee and will be strictly enforced.

Generally, friends and family members are not permitted to visit employees on campus without prior approval from Administration. When employees have any doubt whether a person can visit, they should contact the School Director or Director of Operations.



Workplace Safety

Drug-Free and Alcohol-Free Workplace

AAHS has a commitment to provide a safe, quality-oriented and productive work environment. Alcohol and drug misuse poses a threat to the health and safety of AAHS employees, Champions, and others having business with AAHS. For these reasons, it is the policy of AAHS to maintain a drug-free and alcohol-free workplace* that is safe and productive.

****Workplace means any vehicle, office, building, classroom, or property (including parking lots) owned or operated by AAHS or the Board, or any other site at which an employee is to perform work for AAHS.***

The unlawful use, possession, purchase, sale, or distribution of or being under the influence of any illegal drug or controlled substance (including medical marijuana) while on AAHS premises or while performing services for the AAHS is strictly prohibited. AAHS also prohibits reporting to work or performing services under the influence of alcohol or consuming alcohol while on duty or during work hours.

Any employee with information of the possession, use or distribution of illicit drugs or alcohol on campus or as part of any school or school sanctioned activity is required to report such information to the School Director, Director of Operations, CEO, and/or School Resource Officer.

In addition, AAHS prohibits off-premises abuse of alcohol and controlled substances (including medical marijuana), as well as the possession, use, or sale of illegal drugs. These activities can adversely affect job performance, job safety, or AAHS' reputation in the community.

The School Director or CEO must be notified by the Employee of any criminal drug or alcohol statute conviction (including DUI [driving under the influence of alcohol or drugs]) within two (2) days of the conviction. Upon learning of the conviction, the School Director or CEO shall immediately place confidential paperwork relating to a drug and/or alcohol statute conviction of the employee into their employee file. Any employee who violates this policy will be 1) required to participate in an approved drug abuse assistance or rehabilitation program and/or 2) subject to appropriate personnel action, which may include, reprimand, suspension with or without pay, and/or termination.



To ensure compliance with this policy, substance abuse screening may be conducted in the following situation:

Reasonable Suspicion

Employees are subject to testing based on, but not limited to, observations of apparent workplace use, possession or impairment by at least two members of Administration and/or the School Nurse. The School Director, Director of Operations, and or CEO must be consulted before sending an employee for testing. The following are causes for reasonable suspicion and must be documented if observed:

- Odors (smell of alcohol or body odor)
- Movements (unsteady, fidgety, dizzy)
- Eyes (dilated, constricted or watery eyes, or involuntary eye movement)
- Face (flushed, sweating, confused or blank look)
- Speech (slurred, slow, distracted mind-thoughts, inability to verbalize thoughts)
- Emotions (argumentative, agitated, irritable, drowsy)
- Actions (yawning, twitching)
- Inactions (sleeping, unconscious, not reaction to questions)

Upon reasonable suspicion that the employee is under the influence of alcohol or drugs that could affect or have adversely affected the employee's job performance. Compliance with this policy is a condition of employment. Employees who test positive or who refuse to submit to substance abuse screening will be subject to termination. Notwithstanding any provision herein, this policy will be enforced at all times in accordance with applicable state and local laws. Any employee violating this policy is subject to discipline, up to and including termination.

Smoke-Free Workplace

Smoking is not allowed on school premises at any time. "Smoking" includes the use of any tobacco products (including chewing tobacco) and electronic smoking devices (aka e-cigarettes). Smoking is only permitted during designated break times and must be off campus. Employees are expected to dispose of any smoking debris safely and properly.

Substance abuse is a serious threat to AAHS, our employees, and our Champions; therefore making the above-mentioned precautions necessary. It is the belief of Administration and our Board that the benefits derived from these policy objectives outweigh the potential inconvenience to Employees. Administration earnestly solicits the understanding and cooperation of all Employees in implementing this policy.





Workplace Violence Prevention

AAHS is committed to providing a safe, violence-free workplace for our Employees and Champions. Due to this commitment, we discourage employees from engaging in any physical confrontation with a violent or potentially violent individual or from behaving in a threatening or violent manner. Threats, threatening language, or any other acts of aggression or violence made toward or by any employee will not be tolerated. A threat may include any verbal or physical harassment or abuse; attempts to intimidate others; menacing gestures; stalking; or any other hostile, aggressive, and/or destructive actions taken for the purposes of intimidation. This policy covers any violent or potentially violent behavior that occurs in the workplace or at school-sponsored functions.

All AAHS employees bear the responsibility of keeping our work environment free from violence or potential violence. Any employee who witnesses or is the recipient of violent behavior should promptly inform the Principal or another member of Administration. All threats will be promptly investigated. No employee will be subject to retaliation, intimidation, or discipline as a result of reporting a threat in good faith under this guideline.

Any individual engaging in violence against AAHS and its Employees, Champions, parents, and visitors or its property will be prosecuted to the full extent of the law as permitted. All acts will be investigated, and the appropriate action will be taken. Any such act or threatening behavior may result in disciplinary action up to and including termination.

AAHS prohibits the possession of weapons on its property at all times, including our parking lots. Additionally, while on duty, employees may not carry a weapon of any type. Weapons include, but are not limited to, handguns, rifles, automatic weapons, knives that can be used as weapons (excluding pocket knives, utility knives, and other instruments that are used to open packages or cut string and for other miscellaneous tasks), martial arts paraphernalia, stun guns, and tear gas. Any employee violating this policy is subject to discipline up to and including dismissal.

AAHS reserves the right to inspect all belongings of employees on its premises, including packages, briefcases, purses and handbags, gym bags, and personal vehicles on company property. In addition, AAHS may inspect the contents of classrooms, offices, lockers, storage areas, file cabinets, desks, and workstations at any time and may remove all items that are in violation of AAHS rules and policies.



Emergency Closings

AAHS will always make every attempt to be open and educate our Champions. In the event of severe weather or an incident within the immediate area that requires law-enforcement presence, AAHS Administration will require our Champions, faculty, and staff not to report to campus until advised it is safe to do so.

In the event of severe weather or activity in the area during school hours that is foreseen as unsafe, we ask that all Champions, faculty, and staff remain safely on campus. If parents arrive on campus to check-out their child(ren) during an incident described above or other incident deemed as a potential threat, they may be advised by the School Director, School Resource Officers, or local law enforcement to remain on campus for their safety. If the parent(s) insists on leaving, the decision will be noted.

Workplace Guidelines

Attendance

All employees are expected to arrive on campus (by 7:30am) everyday and ready to work.

Attendance Verification Policy and Standard of Procedures

All AAHS employees are required to clock in and out for each scheduled work day by way of BambooHR app or website at <https://alaahs.bamboohr.com/home>

Employee scheduled times are Monday-Thursday 7:30 AM - 4:00 PM
Friday 7:30 AM- 4:00 PM



The Director of Operations (DOO) will pull the staff sign-in/out report while preparing for payroll each month. The DOO will highlight any missed punches and check the Bamboo HR to confirm that a PTO day was approved for the missed punch.

The DOO will also verify that all data related to PTO days is accurate in Bamboo HR.

Per AAHS Policy:

- Staff members are responsible for completing the PTO request in BambooHR and notifying their immediate **Supervisor** via **Email within 48 hours after PTO submission. All employees off and/or off campus days will post to the Master Calendar. Contact your immediate supervisor if your day is not posted by the following Monday.**

Paid Time Off (PTO / SOAR DAYS)

Paid Leave Policy

1. Employees up to 202 Days (9 Month)

- **Entitlement:** 12 days paid leave per year.
- **Carryover:** Maximum of 20 days may be carried into the next year.
- **Accrual:** Leave is accrued on a quarterly basis.

2. Employees 203–239 Days (10 & 11 month)

- **Entitlement:** 15 days paid leave per year.
- **Carryover:** Maximum of 25 days may be carried into the next year.
- **Accrual:** All days are credited annually in July at the start of the contract.

3. Employees 240 Days or More (12 Month)

- **Entitlement:** 20 days paid leave per year.
- **Carryover:** Maximum of 30 days may be carried into the next year.
- **Accrual:** All days are credited annually in July at the start of the contract.
- All AAHS Employees receive **12 SOAR Days** and **5 Professional Development** days per school year. Each employee will receive an allocation of **3 SOAR Days** at the beginning of his/her



contract, and acquire **3** SOAR Days per quarter at the end of the following months: October, January, March

- Employees are allowed to request PTO for half days. Half days can begin and/or end before or after 11:30 AM.
- In situations of three (3) or more consecutive absences due to illness, valid documents from a medical provider will be required upon the employee's return. Calling in sick excessively, without physician certification, and/or without proper cause may also result in disciplinary actions up to and including termination. This discretion is left to the School Director.
- If an employee exhausts all of their PTO and does not report to work, any pay disbursed will be deducted from the employee's pay for the current pay period. The deduction will reflect the

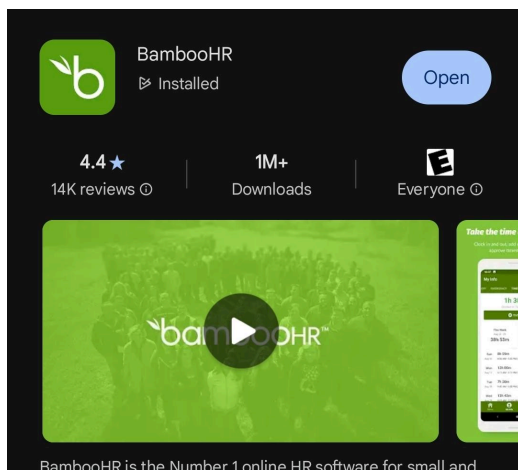
individual's "daily rate" for each day that is missed. Employees must still complete a time request off in BambooHR.

- Parental Leave. Female employees will receive eight weeks of paid parental leave in the event of a birth, stillbirth or miscarriage of a child with proper physician documentation. Male employees will receive two weeks of leave under the same circumstances. Adoptive parents of a child aged three or younger will also be eligible for parental leave- eight weeks for one parent and two weeks for the other at the choice of the parents, if both are eligible employees.
- Same Day Time Request: If an employee needs to request time off within 24hrs of designated shift, that employee must communicate with their direct supervisor by phone call or in person and the direct Supervisor will notify the Dean of Operations and Technology. If your direct supervisor does not answer, you may directly notify the Dean of Operations and Technology by phone call ext 27. **Employees must still log this request in BambooHR.**
- No Call No Show: In the event an employee does not show to work nor communicates with their direct Supervisor, this is documented as a no call, no show. All absences must be logged into BambooHR by the Employee. **After one no call no show, the employee will receive an official write up, after the second No call no show, the employee will be terminated at the discretion of the School director**



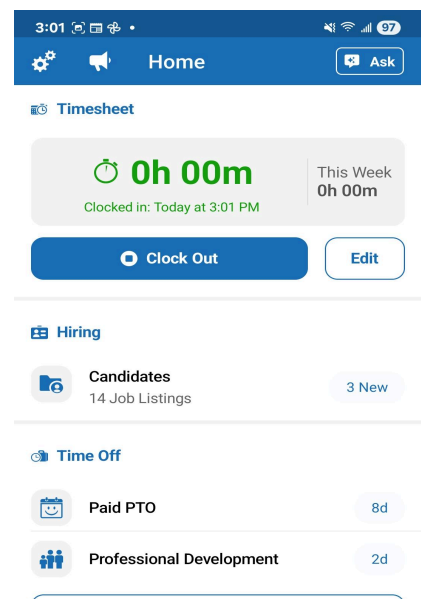
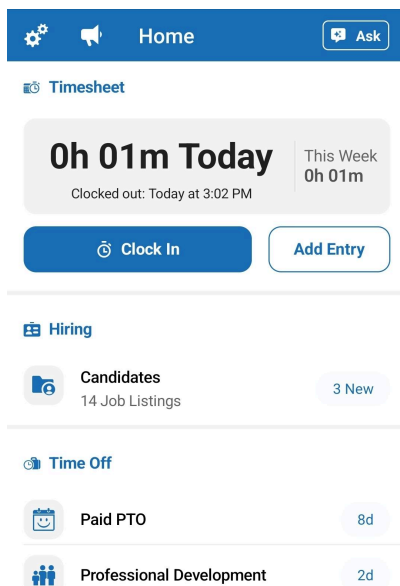
Submission response: If you do not receive a submission response, your request did not process and you will have to resubmit

Attendance Procedures



Clock In/Out Instructions

On your home screen, select the “Clock In” button. Your time should now show in green along with the clock in time.





Entry Edits

If you need to make an entry to a correction for your time, you may do so by selecting edit.

× Edit Entry ✓

Start Time

3:01 PM

Notes

We can also track kisi logs to your time logs.

At the end of the day, you will hit the “Clock out” button and the time will turn back black along with the clocked out time.

 Home Ask

 Timesheet

0h 01m Today

Clocked out: Today at 3:02 PM

This Week
0h 01m

 Clock In

Add Entry

 Hiring

 Candidates

14 Job Listings

3 New

 Time Off

 Paid PTO

8d



Time Off Requests

Staff who need to request time off from work at their scheduled time must follow the following procedure:

Select date(s)

Select “Time Off Category”

- **Jury Duty**- Documentation Required
- **Professional Development**- Approval and documentation required
- **Paid PTO**- Any paid time off requested for personal or sick days
- **Military Leave**-Documentation Required
- Sick Leave Transfer Balance- not applicable
- Parental Leave

Note- Please include any information that is relevant to your request.

  Home  Ask

 Timesheet

0h 01m Today
Clocked out: Today at 3:02 PM

This Week
0h 01m

 Clock In  Add Entry

 New Request

When will you be out?
Tap or drag to select the day(s) you will be out.

August 2025

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9



Hit Send

Workweek and Hours of Work

The standard workweek is:

Monday - Friday 7:30am - 4:00pm

*One hour minimum must be reserved for parents and Champions wanting to meet with Teachers. Meeting times must be posted and all parents and Champions must be informed of their teacher's availability.



- If unable to arrive at work on time, the employee must contact the School Director or their immediate Supervisor as soon as possible via phone. The Employee should leave a message and follow up via slack communication if the call leads to instructions to leave a voicemail.
- Failure to report to work without prior communication is unacceptable, except in certain emergency circumstances. It is the employee's responsibility to ensure sub plans are in place. Excessive absenteeism or tardiness will result in discipline up to and including termination. If an employee fails to report to work or call the School Director and/or Director of Operations regarding absence for two(2) consecutive days or more, the employee will be considered to have voluntarily resigned employment.

Staff Tardy Point System

Purpose: Ensure accountability and consistency in staff arrival expectations.

Tracking: HR or designated admin logs tardies daily. Points reset based on employment term.

1. Definition of Tardy

- Report time is 7:30 AM
7:45 AM or later = officially late. *When assigned morning duty, you are officially late at 7:31 AM**
- Notice: Staff must notify their supervisor before the tardy occurs.
- Approval: Only valid if given 24 hours or more in advance.
- Three consecutive tardies without notification = automatic escalation.

2. Point Accumulation

- Each tardy = 1 point



3. Consequences

- 3 points = Verbal reminder from supervisor
- 6 points = Written warning in personnel file
- 9 points = Meeting with supervisor + improvement plan
- 12 points = Final written warning and meeting with School Director
- 15 points = Formal HR referral
 - Employees at this stage forfeit eligibility for any staff incentive bonus awarded by the governing board.
 - HR may also recommend additional discipline, including:
 - Temporary suspension without pay (1–3 days)
 - Loss of eligibility for extra-duty assignments or stipends
 - Ineligibility for leadership roles, committees, or special projects
 - Recommendation for contract non-renewal in cases of repeated or extreme patterns

4. Reset & Review

- 9-month employees: Reset January and August
- 10-month and 12-month employees: Reset December and July
- Staff on performance improvement plans may have stricter thresholds.
- Repeated patterns across semesters may lead to contract review.



Job Performance

Communication between Faculty, Staff, and Administration is of utmost importance. Generally, formal performance reviews are conducted annually. These reviews include a written performance appraisal and discussion between the employee and Administration about job performance and expectations for the coming year.

Outside Employment

Employees generally are permitted to work a second job as long as it does not interfere with their job performance or create a conflict of interest with AAHS. All employees, including part-time employees, must notify Administration before undertaking any outside employment.

Employees with a second job are expected to work their assigned schedules. A second job will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, or refusal to work different hours (i.e. Open House, school-related events, etc.). In addition, employees who have accepted outside employment may not use paid sick time to work their second job. An employee on a leave of absence may continue to work in the outside job if this employment has been approved by Administration under this policy and the employee's reason for leave does not preclude the outside employment.

If outside work activity causes or contributes to job-related problems, it must be discontinued, or the employee may be subject to disciplinary action up to and including termination.

Employee Attire and Grooming

AAHS provides a casual, yet professional work environment for its employees. Even though the dress code is *Smart Business Casual**, it is important to project a professional image to our Champions, parents, visitors, and colleagues. The goal of this policy is to maintain a professional appearance while not offending individuals we may encounter. Clothing should be without offensive language or inappropriate designs, and should not be revealing. Please note that NO DENIM is allowed unless informed otherwise by Administration.



All employees are expected to dress in a manner consistent with good hygiene, safety, and good taste. Any questions or complaints regarding the appropriateness of attire should be directed to the School Director.

*This dress code typically excludes shorts, worn/ripped denim, and t-shirts.

Violations

Administration will inform employees in a timely manner should they violate the above Dress Code policy. Employees must immediately correct the issue, including leaving work to change clothing.

Any employee who repeatedly violates this Dress Code policy is subject to discipline, up to and including termination.

Communication

While cell phones are a necessary convenience of our professions and daily lives, Employees are required to be professional and conscientious at all times when using their mobile devices.

- Never allow a cell phone or other mobile device to distract you from job-related duties.
- No parents/guardians should be contacted after 6:00pm CST. *Exclusions:* emergencies and extra-curricular activities.
- All communication with parents should be via AAHS systems. No communication is allowed via personal email.
- Messages received from parents should be returned within 24 hours of the date received. The exception will be if the message is received during paid time off. In this case, the message should be returned by the next business day upon return to campus.

Social Media Policy

AAHS encourages employees to share information with colleagues and with those outside the organization for the purposes of gathering information, generating new ideas, and learning from the work of others. Social media provides inexpensive, informal, and timely ways to participate in an exchange of



ideas and information. However, information posted on a website is available to the public, and therefore, AAHS has established the following guidelines for Employee participation in social media.

Note: As used in this policy, “social media” refers to blogs, forums, and social networking sites, such as X (formerly Twitter), Facebook, TikTok, LinkedIn, YouTube, Instagram, Snapchat, Bluesky, among others.

Employees are prohibited from posting pictures of AAHS students (Champions) on their personal social media sites.

Off-duty use of social media. Employees may maintain personal websites or blogs on their own time using their own facilities. Employees must ensure that social media activity does not interfere with their work. In general, the company considers social media activities to be personal endeavors, and employees may use them to express their thoughts or promote their ideas. In addition, employees may not post on a personal blog or webpage or participate on a social networking platform for personal purposes during work time or at any time with AAHS provided equipment or property.

On-duty use of social media. Employees may engage in social media activity during work time provided it is **directly related** to their work and approved by the School Director or their immediate Supervisor, and does not identify or reference Champions, parents, or vendors without expressed written permission.

At no time are Employees allowed to post photos of their students (Champions). AAHS monitors employee use of company computers and the Internet, including employee blogging and social networking activity.

Respect. Demonstrate respect for the dignity of AAHS. A social media site is a public place, and Employees should avoid inappropriate comments. For example, Employees should not divulge AAHS confidential information or information restricted from disclosure by law on social media sites. Similarly, Employees should not engage in harassing or discriminatory behavior that targets other Employees or individuals because of their protected class status or make defamatory comments or engage in other behavior that violates AAHS policies.

Post Disclaimers. Employees who identify themselves as AAHS employees or discuss matters related to AAHS on a social media site, must include a disclaimer on the front page stating that it does not express the views of the company and that the employees are expressing only personal views—for example: *“The views expressed on this website/blog are mine alone and do not necessarily reflect the views of my*



employer.” Place the disclaimer in a prominent position, and repeat it for each posting expressing an opinion related to AAHS or the AAHS-related business affairs.

Employees must keep in mind that if they post information on a social media site that is in violation of company policy and/or federal, state, or local law, the disclaimer will not shield them from disciplinary action.

Competition. Employees should not use social media to criticize other education systems.

Confidentiality. Do not identify or reference your AAHS colleagues without expressed permission. Employees may write about their jobs in general, but may not disclose any confidential or proprietary information. For examples of confidential information, please refer to the confidentiality policy. When in doubt, ask before publishing/posting.

Trademarks and copyrights. Do not use AAHS or others’ trademarks on a social media site or reproduce AAHS or others’ material without first obtaining permission.

Discipline. Violations of this policy may result in discipline up to and including immediate termination of employment.

Nothing in this policy is meant to, nor should it be interpreted to, in any way limit your rights under any applicable federal, state, or local laws, including your rights under the NLRA (National Labor Relations Act) to engage in protected concerted activities with other employees to improve or discuss terms and conditions of employment, such as wages, working conditions, and benefits. Employees have the right to engage in or refrain from such activities.

Solicitation

Employees should be able to work in an environment that is free from unnecessary annoyances and interference with their work. In order to protect our Employees, parents and visitors, solicitation by employees is strictly prohibited while either the employee being solicited or the employee doing the soliciting is on “working time.” “Working time” is defined as time during which an employee is not at a meal, on break, or on the premises immediately before or after arriving on campus.

Employees are also prohibited from distributing written materials, handbills, or any other type of literature on working time and, at all times, in “working areas,” which include all office areas. “Working areas” do not include break rooms, parking lots, or common areas shared by employees during nonworking time.



Nonemployees may not trespass or solicit or distribute materials anywhere on company property at any time.

Nothing in this policy is meant to, nor should it be interpreted to, in any way limit your rights under any applicable federal, state, or local laws, including your rights under the NLRA (National Labor Relations Act) to engage in protected concerted activities with other employees to improve or discuss terms and conditions of employment, such as wages, working conditions, and benefits. Employees have the right to engage in or refrain from such activities.

Computers, Internet, Email, and Other Resources

AAHS provides a wide variety of communication tools and resources to employees for use in running day-to-day business/school activities. Whether it is the telephone, voicemail, scanner, Internet, intranet, email, text messaging, portable electronic devices, or any other company-provided technology, use should be reserved for business and school-related matters during working hours.

All communication using these tools should be handled in a professional and respectful manner. Employees should not have any expectation of privacy in their use of the School computer, phone, portable electronic devices, or other communication tools. All communications made using AAHS-provided equipment or services, including e-mail and Internet activity, are subject to inspection by AAHS. Employees should keep in mind that even if they delete an email, a voicemail, or another communication, a copy may be archived on AAHS' systems.

Employee use of AAHS-provided communication systems, including personal email and Internet use, that is not job-related has the potential to drain, rather than enhance, productivity and system performance. You should also be aware that information transmitted through email and the Internet is not completely secure or may contain viruses or malware, and information you transmit and receive could damage AAHS' systems, as well as our reputation.

To protect against possible problems, delete any email messages before opening that are received from unknown senders and advertisers. It is also against AAHS' policy to turn off antivirus protection software or make unauthorized changes to system configurations installed on school computers and portable devices. Violations of this policy may result in termination for a first offense.

AAHS highly encourages employees to use school appointed email only to communicate with fellow employees, parents, Champions, and vendors. Internal and external emails are considered business



records and may be subject to federal and state recordkeeping requirements, as well as to discovery in the event of litigation. Be aware of this possibility when sending emails within and outside of AAHS.

All use of AAHS-provided communications systems, including e-mail and Internet use, should conform to AAHS guidelines/policies, including but not limited to the Equal Opportunity, Harassment, Confidential Information, and Conflicts of Interest. So, for example, employees should not engage in harassing or discriminatory behavior that targets other employees or individuals because of their protected class status or make defamatory comments. Similarly, employees should not divulge confidential information such as student's (Champions) information or information restricted from disclosure by law on social media sites.

Because e-mail, telephone and voicemail, and Internet communication equipment are provided for AAHS business purposes and are critical to our success, your communications may be accessed without further notice by our IT department administrators and AAHS Administrators to ensure compliance with this guideline.

Employees should take particular care of the use and security of portable electronic devices when used for AAHS-related purposes, such as laptops, tablets, smartphones, and other data storage media, whether provided by AAHS or the Employee. Lost or stolen portable electronic devices containing AAHS information may cause breaches of security that result in the loss of AAHS confidential data, the loss of vital research data, the unauthorized disclosure of sensitive Employee, students (Champions), and parents' data, lawsuits against the individual, and lawsuits against AAHS. **Employees should use appropriate password protections for such devices and physically secure them as recommended by IT department administrators.**

Office telephones are for business purposes. While AAHS recognizes that some personal calls are necessary, these should be kept as brief as possible and to a minimum. Abuse of this action is subject to corrective action up to and including termination.

AAHS reserves the right to monitor incoming and outgoing calls to ensure Employees abide by AAHS quality guidelines and provide appropriate levels of customer service. Should the subject matter of any telephone conversation become personal while monitoring is taking place, monitoring of the call will immediately be discontinued.

Nothing in this policy is meant to, nor should it be interpreted to, in any way limit your rights under any applicable federal, state, or local laws, including your rights under the NLRA (National Labor Relations Act) to engage in protected concerted activities with other employees to improve or discuss terms and



conditions of employment, such as wages, working conditions, and benefits. Employees have the right to engage in or refrain from such activities.

Time Off and Leaves of Absence

Religious Observances

Employees who need time off to observe religious practices or holidays not already scheduled by AAHS should speak with the School Director or their immediate Supervisor. AAHS will seek to reasonably accommodate individuals' religious observances.

Paid Time Off (PTO / SOAR DAYS)

Paid Leave Policy

1. Employees up to 202 Days (9 Month)

- **Entitlement:** 12 days paid leave per year.
- **Carryover:** Maximum of 20 days may be carried into the next year.
- **Accrual:** Leave is accrued on a quarterly basis.

2. Employees 203–239 Days (10 & 11 month)

- **Entitlement:** 15 days paid leave per year.
- **Carryover:** Maximum of 25 days may be carried into the next year.
- **Accrual:** All days are credited annually in July at the start of the contract.

3. Employees 240 Days or More (12 Month)

- **Entitlement:** 20 days paid leave per year.
- **Carryover:** Maximum of 30 days may be carried into the next year.



- **Accrual:** All days are credited annually in July at the start of the contract.

If an Employee misses three (3) or more consecutive days because of illness, an original physician's written permission is required to be submitted to your immediate Supervisor to return to work. If Administration has probable cause to believe that an Employee has abused or misused paid time off, an additional statement by the physician verifying the existence and nature of the medical condition (not violating HIPPA laws) may be required and reviewed by the CEO. Abuse of PTO may subject the employee to disciplinary action leading up to termination.

Paid Time Off for Professional Development

Each AAHS employee receives five (5) days for Professional Development. If an Employee requests leave to engage in educational activities (i.e. Conference, Workshop, etc.) which serves the needs and interests of their career and AAHS, their immediate Supervisor must receive all documentation related to the activities and the leave must be approved.

Military Leave

AAHS is committed to protecting the job rights of Employees absent on military leave. In accordance with federal and state law, it is AAHS' policy that no Employee or prospective Employee will be subjected to any form of discrimination on the basis of that person's membership in or obligation to perform service for any of the uniformed services of the United States. Specifically, no person will be denied employment, reemployment, promotion or other benefit of employment on the basis of such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised his or her rights under applicable law or this policy. If any employee believes that he or she has been subjected to discrimination in violation of this policy, the employee should immediately contact the CEO.

Paid Parental Leave

Effective July 1, 2025 The Alabama Public Employee Paid Parental Leave Act (SB199) provides paid parental leave for public employees, including teachers and state workers.

Under this law:



-Female employees will receive eight (8) weeks of paid parental leave in connection with the birth, stillbirth or miscarriage of her child.

-Male employees will receive two (2) weeks of paid parental leave in those same circumstances.

-Adoptive parents of a child aged three (3) or younger will also be eligible for parental leave.

- Eight weeks for one parent and two (2) weeks for the other at the choice of the parents, if both are eligible employees.



Family Medical Leave

AAHS complies with the Federal and Medical Leave Act (FMLA), which requires employers to grant unpaid leaves of absence to qualified workers for certain medical and family-related reasons.

Eligible Employees - The FMLA is applicable to all Employees who have been employed for at least twelve (12) months and have worked a minimum of 1,250 hours during that twelve (12) month period.

Basic leave entitlement. The FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons: (1) for incapacity due to pregnancy, prenatal medical care, or childbirth; (2) to care for the employee's child after birth or placement for adoption or foster care; (3) to care for the employee's spouse, child, or parent who has a serious health condition; or (4) for a serious health condition that makes the employee unable to work.

Military leave entitlements. Eligible employees with a spouse, child, or parent on active duty or called to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include addressing issues that arise from (1) short notice of deployment (limited to up to 7 days of leave); (2) attending certain military events and related activity; (3) arranging child care and school activities; (4) addressing certain financial and legal arrangements; (5) attending certain counseling sessions; (6) spending time with covered military family members on short-term temporary rest and recuperation leave (limited to up to 5 days of leave); (7) attending post-deployment reintegration briefings; (8) arranging care for or providing care to a parent who is incapable of self-care; and (9) any additional activities agreed upon by the employer and employee that arise out of the military member's active duty or call to active duty.

Definition of "serious health condition." A serious health condition is an illness, an injury, an impairment, or a physical or mental condition that involves either an overnight stay in a medical care facility or continuing treatment by a healthcare provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents the qualified family member from participating in school, work, or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three (3) consecutive calendar days combined with at least two (2) visits to a healthcare provider or one (1) visit and a regimen of continuing treatment, incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of "continuing treatment."



Use of Leave. An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced work schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt AAHS operations. Leave due to qualifying exigencies also may be taken on an intermittent or a reduced work schedule basis.

Employee Responsibilities. Employees must provide 30 days' advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, Employees must provide notice as soon as practicable and generally must comply with the company's normal call-in procedures. The company may delay leave to employees who do not provide proper advance notice of the foreseeable need for leave, absent unusual circumstances preventing the notice.

Employees must provide sufficient information for AAHS to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a healthcare provider, or circumstances supporting the need for military family leave. Employees also must inform the company if the requested leave is for a reason for which FMLA leave was previously taken or certified.

Certification for Medical or Military Caregiver Leave. Employees are required to provide a certification and periodic recertification supporting the need for leave. AAHS has the right to require a second opinion from a licensed physician on forms provided by Human Resources. If the second opinion conflicts, Administration and the Employee will agree on a third provider to issue a binding opinion. Both the second and third opinions (if necessary) will be at the expense of AAHS.

Return to Work. When the leave is a result of the employee's own serious health condition, AAHS may request a fitness for-duty report to return to work from the healthcare provider. AAHS also may delay or deny approval of leave for lack of proper medical certification.

Company responsibilities. AAHS will inform employees requesting leave whether they are eligible under the FMLA. If they are, the notice will specify any additional information required, as well as the Employees' rights and responsibilities. If Employees are not eligible, AAHS will provide a reason for the ineligibility.



AAHS will inform Employees if leave will be designated as FMLA-protected and the amount of leave counted against the employees' FMLA leave entitlement. If AAHS determines that the leave is not FMLA-protected, AAHS will notify the employee.

Employees may not perform work for self-employment or for any other employer during an approved leave of absence, except when the leave is for military or public service or when AAHS has approved the outside employment and the employees' reason for FMLA leave does not preclude the outside employment.

Maintenance of Benefits. Benefits accrued by the Employee before leave is taken are not lost when approved FMLA leave is taken. Employees who are on approved FMLA leave will remain eligible to participate in benefit programs in which the Employee was enrolled at the time of the leave, provided that the Employee will continue to be responsible for payment of Employee's portion of any cost, premium, or like payment that is required to maintain eligibility for the coverage or benefit. An Employee that does not return to work after FMLA leave will be required to reimburse AAHS for the cost of benefits coverage extended to the Employee during the leave. The exception is, unless the Employee's failure to return to work is 1) a continuing serious health condition suffered by either the Employee or an immediate family member, or 2) other circumstances beyond the Employee's control.

Employees who fail and/or refuse to provide requested documentation necessary for FMLA Leave may be subject to discipline, up to and including termination.

Critical Person Leave of Absence

(Non-FMLA and Non-Military)

AAHS recognizes that an Employee may have a need to be absent from work in order to attend to personal situations beyond those covered by AAHS. Under this policy, critical personal leaves may be approved for employees who are:

- Victims of domestic violence
- Victims of criminal acts
- Victims of natural disasters



Eligibility

All Employees, regardless of length of company service, are eligible for Leaves that meet any of the above-referenced circumstances. Such approved periods of leave will be unpaid except where an employee elects to use accrued Sick Leave and Personal Days to offset a loss in pay.

The leave provided for in this policy is different from leave that may be required under applicable laws such as the Family and Medical Leave Act (FMLA). Absences that are covered by the FMLA are not covered by this policy. Employees should discuss leave rights with Human Resources before resorting to the leave provided for in this policy.

Requesting Critical Personal Leave

A request for critical personal leave request must be for a specified period of time, and must be directed to the Principal or the Employee's direct Supervisor.

All leave requests should be accompanied by documentation supporting the necessity for the leave *except where this would cause an undue hardship on the employee*, in which case documentation must be provided within a reasonable time period.

Examples of appropriate documentation include court documentation for any criminal proceeding in which the employee (or household family member) was a victim; insurance company documentation of major sustained loss or damage to a residence or other property of the employee; physician documentation of necessity for medical care or disability; and local social welfare, victims assistance group or church certification in cases of domestic violence.

Leave Duration

Critical personal leaves may be taken in a continuous block of time or sporadically as dictated by the period specified in the documented leave request. Under no circumstances will leave be approved in advance for continuous periods beyond fourteen (14) days. However, Employees may submit subsequent documented leave requests for continuation of leave when necessary.

COVID-19 Sick Leave



AAHS may follow all guidelines as recommended by the Center for Disease Control and Prevention (CDC). <https://www.cdc.gov/>

If the employee has tested positive for COVID-19, they will stay home and away from others until at least 24 hours after symptoms are better overall and they are fever-free (not using fever-reducing medication).

Reporting Protocol

1. Employee must report positive COVID test results directly to the School Nurse. The School Nurse will notify Administration.
2. The School Nurse will notify the Employee of recommended quarantine or isolation instructions as advised by the CDC.

No employee who appropriately utilizes PTO under this policy will be discharged, disciplined or discriminated against for use of this leave.

On-The-Job Injury Leave

An On-The-Job Injury includes an accident or injury to an Employee that occurs in the course of performing job duties for AAHS or when the Employee is directed or requested by the employer to be on the property of employer and which prevents the employee from working or returning to the job. This does not include a serious medical situation or degenerative condition that occurs while working on the job (i.e. stroke, heart attack, arthritis, etc.).

Employees may be approved for paid On-The-Job Injury Leave without using Sick Days, provided that:

1. The Employee visits an assigned medical clinic or hospital as approved by AAHS for all work-related injuries.
2. The Employee submits a signed written statement of the accident attested by the School Director or Director of Operations within twenty-four (24 hours) after the injury has occurred. If the employee is unable to notify Administration, another individual with reasonable knowledge about the Employee's condition and circumstances leading to the injury may provide the required documentation to the School Director or Director of Operations.
3. An Employee Injury Report must be completed for all Employee injuries and signed by the Employee's direct Supervisor. Report must be scanned and placed in the employee's file for documentation.



4. If medical attention is required, the injured Employee must submit a physical form to certify written medical certification from the licensed physician stating the employee was injured and can or cannot return to work due to specified injury. The physician will provide the return to work date if there is reasonable expectation that the employee will return. AAHS may require a second opinion from another Board specified physician, at their expense.

Jury Duty/Court Appearance

AAHS supports Employees in their civic duty to serve on a jury. Employees must present any summons to jury duty to their School Director or immediate supervisor as soon as possible after receiving the notice to allow advance planning for an employee's absence. If an employee is released from jury duty after 4 hours or less of service, the employee must report to work the following workday.

Time for appearance in court for personal business will be the individual Employee's responsibility. Normally, SOAR days will be used for this purpose.

Time Off for Voting

AAHS recognizes that voting is a right and privilege of being a citizen of the United States and encourages employees to exercise their right to vote. In almost all cases, you will have sufficient time outside working hours to vote. If for any reason you think this won't be the case, contact your direct Supervisor to discuss scheduling accommodations.

Payroll / Direct Deposit

All employees are required to have Direct Deposit for receiving their monthly earnings.



An employee is responsible for notifying the Director of Operations & Finance if there is a change in financial institutions and/or your account is closed. The Director of Operations & Finance must have an updated Bank/Credit Union and correct account numbers on file. These changes can be submitted in BambooHR.

All salaries are divided evenly over 12 months. If an Employee prefers a longer period, the **13th Payroll Check Opt-In Form** must be completed and submitted to the Director of Operations & Finance.

All Employees are paid the last working day of each month. Check stubs are obtained via the Employee Self Service (ESS) portal.



EMPLOYEE HANDBOOK ACKNOWLEDGMENT AND RECEIPT

I hereby acknowledge receipt of the employee handbook of **Alabama Aerospace and Aviation High School (AAHS)**. I understand and agree that it is my responsibility to read and comply with the policies in the handbook.

I understand that the handbook and all other written and oral materials provided to me are intended for informational purposes only. The handbook, company practices, and other communications do not create an employment contract or term. I understand that the policies and benefits, both in the handbook and those communicated to me in any other fashion, are subject to interpretation, review, removal, and change by Administration and the Governing Board at any time without notice.

I further understand that I am an at-will employee and that neither this document nor any other communication shall bind AAHS to employ me now or hereafter and that my employment may be terminated by me or AAHS without reason at any time. I understand that no representative of AAHS has any authority to enter into any agreement for employment for any specified period of time or to assure any other personnel action or to assure any benefits or terms or conditions of employment or make any agreement contrary to the foregoing.

Employee's Name in Print

Signature of Employee

Date Signed by Employee

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE