



*BRIGHT STUDENTS. BRIGHT FUTURES.*

# EMPLOYEE HANDBOOK

(Certificated Employees)

2019 - 2020

5080 California Ave., Ste. 100  
Bakersfield, CA 93309

**ACKNOWLEDGMENT OF RECEIPT OF  
GRIMMWAY SCHOOLS EMPLOYEE HANDBOOK**

PLEASE READ THE EMPLOYEE HANDBOOK AND SUBMIT A SIGNED COPY OF THIS STATEMENT TO THE PRINCIPAL.

EMPLOYEE NAME: \_\_\_\_\_

I ACKNOWLEDGE that I have received a copy of the Employee Handbook. I have read and understood the contents of the Handbook, and I agree to abide by its directions and procedures. I have been given the opportunity to ask any questions I might have about the policies in the Handbook. I understand that it is my responsibility to read and familiarize myself with the policies and procedures contained in the Handbook. I also understand that if I am ever unclear on any language, or policies and procedures in this Handbook, it is my responsibility to seek clarification from the School.

I understand that the statements contained in the Handbook are guidelines for employees concerning some of Grimmway Schools policies and benefits, and are not intended to create any contractual or other legal obligations or to alter the at-will nature of my employment with Grimmway Schools. In the event I do have an employment contract which expressly alters the at-will relationship, I agree to the foregoing except with reference to an at-will employment status.

I understand that except for employment at-will status, any and all policies or practices can be changed at any time by Grimmway Schools.

I understand that other than the Board of Grimmway Schools or its designee, no person has authority to enter into any agreement, expressed or implied, for employment for any specific period of time, or to make any agreement for employment other than at-will; only the Board or its designee has the authority to make any such agreement and then only in writing signed by the Board President or designee.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please sign/date, tear out, and return to the School. Retain this Handbook for your reference.**

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## **INTRODUCTION TO HANDBOOK**

This Employee Handbook is designed to help employees get acquainted with Grimmway Schools (hereinafter referred to as the “Academy” or “Grimmway Schools”). It explains some of our philosophies and beliefs, and describes some of our employment guidelines in general terms. Although this Handbook is not intended to be an exclusive or comprehensive policies and procedures manual, we hope that it will serve as a useful reference document for employees throughout their employment at Grimmway Schools. Employees should understand, however, that this Handbook is not intended to be a contract (express or implied), nor is it intended to otherwise create any legally enforceable obligations on the part of Grimmway Schools or its employees. In no way does the Handbook replace any official plan documents (e.g., health insurance, retirement plan, etc.) or insurance contracts, which will govern in all cases. This Handbook supersedes and replaces all previous personnel policies, practices, and guidelines.

Due to the fact that Grimmway Schools is a growing and changing organization, it reserves full discretion to add to, modify, or delete provisions of this Handbook, or the policies and procedures on which they may be based, at any time without advance notice. Grimmway Schools also reserves the right to interpret any of the provisions set forth in this Handbook in any manner it deems appropriate.

No individual other than the Board of Directors or its designee has the authority to enter into any employment or other agreement that modifies Academy policy. Any such modification *must* be in writing.

This Handbook is the property of Grimmway Schools, and it is intended for personal use and reference by employees of Grimmway Schools. Circulation of this Handbook outside of Grimmway Schools requires the prior written approval of the Principal.

Employees must sign the acknowledgment form at the beginning of this Handbook, tear it out, and return it to the Principal. This will provide Grimmway Schools with a record that each employee has received this Handbook.

## **CONDITIONS OF EMPLOYMENT**

### **Equal Employment Opportunity Is Our Policy**

Grimmway Schools is an equal opportunity employer. It is the policy of Grimmway Schools to afford equal employment and advancement opportunity to all qualified individuals without regard to:

- Race;
- Color;
- Gender (including gender identity, gender expression, and transgender identity, whether or not the employee is transitioning or has transitioned);
- Sex (including pregnancy, childbirth, breastfeeding, and medical conditions related to such);
- Religious creed (including religious dress and grooming practices);
- Marital/registered domestic partner status;
- Age (forty (40) and over);
- National origin or ancestry (including native language spoken and possession of a driver's license issued to persons unable to prove their presence in the U.S. is authorized by federal law);
- Physical or mental disability (including HIV and AIDS);
- Medical condition (including cancer and genetic characteristics);
- Taking of a leave of absence pursuant to the Family Medical Leave Act ("FMLA"), Pregnancy Disability Leave ("PDL") law, Americans with Disabilities Act ("ADA"), California Family Rights Act ("CFRA"), the Fair Employment and Housing Act ("FEHA"), or laws related to domestic violence, sexual assault and stalking;
- Genetic information;
- Sexual orientation;
- Military and veteran status; or
- Any other consideration made unlawful by federal, state, or local laws.

This policy extends to all job applicants and employees and to all aspects of the employment relationship, including the hiring of new employees and the training, transfer, promotion, discipline, termination, compensation and benefits of existing employees.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, Grimmway Schools will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee, unless undue hardship would result.

Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact an Academy representative with day-to-day personnel responsibilities and request such an accommodation. The individual with the disability should specify what accommodation they need to perform the job, or if unknown, what job duties the disability impairs. Grimmway Schools will then conduct an investigation to identify the barriers that interfere with the equal opportunity of the applicant or employee to perform the job. Grimmway Schools will identify possible accommodations, if any, that will help eliminate the limitation. If the accommodation is

reasonable and will not impose an undue hardship, Grimmway Schools will make the accommodation.

### **Employment At-Will**

Except if stated expressly otherwise by employment contract, it is the policy of Grimmway Schools that all employees are considered “at-will” employees of Grimmway Schools. Accordingly, either Grimmway Schools or the employee can terminate this relationship at any time, for any reason, with or without cause, and with or without advance notice.

Nothing contained in this Handbook, employment applications, Grimmway Schools memoranda or other materials provided to employees in connection with their employment shall require Grimmway Schools to have “cause” to terminate an employee or otherwise restrict the right to release an employee from their at-will employment with Grimmway Schools. Statements of specific grounds for termination set forth in this Handbook or elsewhere are not all-inclusive and are not intended to restrict Grimmway Schools’ right to terminate at-will. No Grimmway Schools representative, other than the Board of Directors or its designee, is authorized to modify this policy for any employee or to make any representations to employees or applicants concerning the terms or conditions of employment with Grimmway Schools that are not consistent with Grimmway Schools’ policy regarding “at-will” employment.

This policy shall not be modified by any statements contained in this Handbook or employee applications, Grimmway Schools memoranda, or any other materials provided to employees in connection with their employment. Further, none of those documents, whether singly or combined, or any employment practices shall create an expressed or implied contract of employment for a definite period, nor an expressed or implied contract concerning any terms or conditions of employment.

### **Child Abuse and Neglect Reporting**

California Penal Code section 11166 requires any child care custodian who has knowledge of, or observes, a child in their professional capacity or within the scope of their employment whom they know or reasonably suspect has been the victim of child abuse to report the known or suspected instance of child abuse to a child protective agency immediately, or as soon as practically possible, by telephone and to prepare and send a written report thereof within thirty-six (36) hours of receiving the information concerning the incident.

Grimmway Schools will provide annual training on the mandated reporting requirements, using the online training module provided by the State Department of Social Services, to employees who are mandated reporters. Mandated reporter training will also be provided to employees hired during the course of the school year. This training will include information that failure to report an incident of known or reasonably suspected child abuse or neglect, as required by Penal Code section 11166, is a misdemeanor punishable by up to six (6) months confinement in a county jail, or by a fine of one-thousand dollars (\$1,000), or by both that imprisonment and fine.

All employees required to receive mandated reporter training must provide proof of completing the training within the first six (6) weeks of each school year or within the first six (6) weeks of that employee’s employment.

By acknowledging receipt of this Handbook, employees acknowledge they are child care custodians and are certifying that they have knowledge of California Penal Code section 11166 and will comply with its provisions.

### **Criminal Background Checks**

As required by law, all individuals working or volunteering at Grimmway Schools will be required to submit to a criminal background investigation. No condition or activity will be permitted that may compromise Grimmway Schools' commitment to the safety and the well-being of students taking precedence over all other considerations. Conditions that preclude working for Grimmway Schools include conviction of a controlled substance or sex offense, or a serious or violent felony. Additionally, should an employee, during their employment with Grimmway Schools, be charged or convicted of any offense, the employee must immediately report the charge or conviction to the Principal or Human Resources Department.

### **Tuberculosis Testing**

All employees of Grimmway Schools must submit written proof from a physician of a risk assessment examination for tuberculosis ("TB") within the last sixty (60) days prior to their employment. If TB risk factors are identified, a physician must conduct an examination to determine whether the employee is free of infectious TB. The examination for TB consists of an approved TB test, which, if positive, will be followed by an x-ray of the lungs, or in the absence of skin testing, an x-ray of the lungs. All employees will be required to undergo TB risk assessments and, if risk factors are found, the examination at least once every four (4) years. Volunteers may be required to undergo a TB examination as necessary. The TB risk assessment and, if indicated, the examination is a condition of initial employment with Grimmway Schools, and the cost of the exam will be borne by the applicant.

Food handlers may be required to have annual TB exams. Documentation of employee and volunteer compliance with TB risk assessments and examinations will be kept on file in the office. This requirement also includes contract food handlers, substitute teachers, and student teachers serving under the supervision of an educator. Any entity providing student services to Grimmway Schools will be contractually required to ensure that all contract workers have had TB testing that shows them to be free of active TB prior to conducting work with Academy students.

### **Immigration Compliance**

Grimmway Schools will comply with applicable immigration law, including the Immigration Reform and Control Act of 1986 and the Immigration Act of 1990. As a condition of employment, every individual must provide satisfactory evidence of their identity and legal authority to work in the United States. However, Grimmway Schools will not check the employment authorization status of current employees or applicants who were not offered positions with Grimmway Schools unless required to do so by law.

Grimmway Schools shall not discharge an employee or in any manner discriminate, retaliate, or take any adverse action (*e.g.*, threatening to report the suspected citizenship

or immigration status of an employee or a member of the employee's family) against any employee or applicant for employment because the employee or applicant exercised a right protected under applicable law. Further, Grimmway Schools shall not discriminate against any individual because that person holds or presents a driver's license issued per Vehicle Code section 12801.9 to persons who have not established their federally-authorized presence in the United States. Finally, in compliance with the Immigrant Worker Protection Act, the School shall not allow a federal immigration enforcement agent to enter any nonpublic areas of the School without a judicial warrant, or voluntarily give consent to an agent to access, review or obtain employee records without a subpoena or judicial warrant.

If you have any questions or need more information on immigration compliance issues, please contact the Principal.

## **Professional Boundaries: Staff/Student Interaction Policy**

Grimmway Schools recognizes its responsibility to make and enforce all rules and regulations governing student and employee behavior to bring about the safest and most learning-conducive environment possible.

### Corporal Punishment

Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of, or willfully causing the infliction of, physical pain on a student.

For purposes of this policy, corporal punishment does not include an employee's use of force that is reasonable and necessary to protect the employee, students, staff or other persons or to prevent damage to property.

For clarification purposes, the following examples are offered for direction and guidance of Academy personnel:

#### A. Examples of PERMITTED actions (NOT corporal punishment)

1. Stopping a student from fighting with another student;
2. Preventing a pupil from committing an act of vandalism;
3. Defending yourself from physical injury or assault by a student;
4. Forcing a pupil to give up a weapon or dangerous object;
5. Requiring an athletic team to participate in strenuous physical training activities designed to strengthen or condition team members or improve their coordination, agility, or physical skills;
6. Engaging in group calisthenics, team drills, or other physical education or voluntary recreational activities.

#### B. Examples of PROHIBITED actions (corporal punishment)

1. Hitting, shoving, pushing, or physically restraining a student as a means of control;

2. Making unruly students do push-ups, run laps, or perform other physical acts that cause pain or discomfort as a form of punishment;
3. Paddling, swatting slapping, grabbing, pinching, kicking, or otherwise causing physical pain.

### Acceptable and Unacceptable Staff/Student Behavior

This policy is intended to guide all Academy faculty and staff in conducting themselves in a way that reflects the high standards of behavior and professionalism required of Academy employees and to specify the boundaries between students and staff.

Although this policy gives specific, clear direction, it is each staff member's obligation to avoid situations that could prompt suspicion by parents, students, colleagues, or school leaders. A viable standard that can be quickly applied when an employee is unsure if certain conduct is acceptable is to ask, "Would I be engaged in this conduct if my family or colleagues were standing next to me?"

For the purposes of this policy, the term "boundaries" is defined as acceptable professional behavior by staff members while interacting with a student. Trespassing the boundaries of a student/teacher relationship is deemed an abuse of power and a betrayal of public trust.

Some activities may seem innocent from a staff member's perspective, but can be perceived as flirtation or sexual insinuation from a student or parent point of view. The objective of the following lists of acceptable and unacceptable behaviors is not to restrain innocent, positive relationships between staff and students, but to prevent relationships that could lead to, or may be perceived as, sexual misconduct.

Staff must understand their own responsibility for ensuring that they do not cross the boundaries as written in this policy. Disagreeing with the wording or intent of the established boundaries will be considered irrelevant for disciplinary purposes. Thus, it is crucial that all employees learn this policy thoroughly and apply the lists of acceptable and unacceptable behaviors to their daily activities. Although sincere, competent interaction with students certainly fosters learning, student/staff interactions must have boundaries surrounding potential activities, locations, and intentions.

### Duty to Report Suspected Misconduct

When any employee reasonably suspects or believes that another staff member may have crossed the boundaries specified in this policy, that employee must immediately report the matter to a school administrator. All reports shall be as confidential as possible under the circumstances. It is the duty of the administrator to investigate and thoroughly report the situation. Employees must also report to the administration any awareness or concern of student behavior that crosses boundaries or where a student appears to be at risk for sexual abuse.

### Examples of Specific Behaviors

The following are examples of specific behaviors and not an exhaustive list:

### Unacceptable Staff/Student Behaviors (Violations of this Policy)

- (a) Giving gifts to an individual student that are of a personal and intimate nature.
- (b) Kissing of any kind.
- (c) Any type of unnecessary physical contact with a student in a private situation.
- (d) Intentionally being alone with a student away from the school.
- (e) Making or participating in sexually inappropriate comments.
- (f) Sexual jokes.
- (g) Seeking emotional involvement with a student for your benefit.
- (h) Listening to or telling stories that are sexually oriented.
- (i) Discussing inappropriate personal troubles or intimate issues with a student in an attempt to gain their support and understanding.
- (j) Becoming involved with a student so that a reasonable person may suspect inappropriate behavior.
- (k) Becoming “friends” or connecting with students on your personal social media account(s).

### Unacceptable Staff/Student Behaviors without Parent and Supervisor Permission

**(These behaviors should only be exercised when a staff member has parent and supervisor permission.)**

- (a) Giving students a ride to/from school or school activities.
- (b) Being alone in a room with a student at school with the door closed.
- (c) Allowing students in your home.

### Cautionary Staff/Student Behaviors

**(These behaviors should only be exercised when a reasonable and prudent person, acting as an educator, is prevented from using a better practice or behavior. Staff members should inform their supervisor of the circumstance and occurrence prior to or immediately after the occurrence)**

- (a) Remarks about the physical attributes or development of anyone.
- (b) Excessive attention toward a particular student.
- (c) Sending emails, text messages or letters to students if the content is not about school activities.

### Acceptable and Recommended Staff/Student Behaviors

- (a) Getting parents’ written consent for any after-school activity.
- (b) Obtaining formal approval to take students off school property for activities such as field trips or competitions.
- (c) Emails to students must be very professional and pertaining to school

- activities or classes. Communication should be limited to school technology.
- (d) Keeping the door open when alone with a student.
  - (e) Keeping reasonable space between you and your students.
  - (f) Stopping and correcting students if they cross your own personal boundaries.
  - (g) Keeping parents informed when a significant issue develops about a student.
  - (h) Keeping after-class discussions with a student professional and brief.
  - (i) Asking for advice from fellow staff or administrators if you find yourself in a difficult situation related to boundaries.
  - (j) Involving your supervisor if conflict arises with a student.
  - (k) Informing the Principal about situations that have the potential to become more severe.
  - (l) Making detailed notes about an incident that could evolve into a more serious situation later.
  - (m) Recognizing the responsibility to stop unacceptable behavior of students or coworkers.
  - (n) Asking another staff member to be present if you will be alone with any type of special needs student.
  - (o) Asking another staff member to be present when you must be alone with a student after regular school hours.
  - (p) Giving students praise and recognition without touching them.
  - (q) Pats on the back, high fives, and handshakes are acceptable.
  - (r) Keeping your professional conduct a high priority.
  - (s) Asking yourself if your actions are worth your job and career.

## **Policy Prohibiting Unlawful Harassment, Discrimination, and Retaliation**

Grimmway Schools is committed to providing a work and educational atmosphere that is free of unlawful harassment, discrimination, and retaliation. Grimmway Schools' policy prohibits unlawful harassment, discrimination, and retaliation based upon: race; color; gender (including gender identity, gender expression, and transgender identity, whether or not the employee is transitioning or has transitioned); sex (including pregnancy, childbirth, breastfeeding, and related medical conditions); religious creed (including religious dress and grooming practices); marital/registered domestic partner status; age (forty (40) and over); national origin or ancestry (including native language spoken and possession of a driver's license issued to persons unable to prove their presence in the U.S. is authorized by federal law); physical or mental disability (including HIV and AIDS); medical condition (including cancer and genetic characteristics); taking a leave of absence authorized by law; genetic information; sexual orientation; military and veteran status; or any other consideration made unlawful by federal, state, or local laws.

Employees, volunteers, unpaid interns, individuals in apprenticeship programs, and independent contractors shall not be harassed, or discriminated or retaliated against, based upon the characteristics noted above.

Grimmway Schools does not condone and will not tolerate unlawful harassment, discrimination, or retaliation on the part of any employee (including supervisors and managers) or third party (including independent contractors or other person with which Grimmway Schools does business). Supervisors and managers are to report any

complaints of unlawful harassment to the Principal or designee.

When Grimmway Schools receives allegations of unlawful harassment, discrimination, or retaliation, the Board (if a complaint is about the Principal) or the Principal or designee will conduct a fair, timely and thorough investigation that provides all parties an appropriate process and reaches reasonable conclusions based on the evidence collected. The investigation will be handled in as confidential a manner as possible, although complete confidentiality cannot be guaranteed. Complainants and witnesses shall not be subject to retaliation for making complaints in good faith or participating in an investigation. Grimmway Schools is committed to remediating any instances where investigation findings demonstrate unlawful harassment, discrimination, or retaliation has occurred.

### Prohibited Unlawful Harassment

- Verbal conduct such as epithets, derogatory jokes or comments or slurs;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement, or interfering with work because of sex, race, or any other protected basis;
- Retaliation for reporting or threatening to report harassment; or
- Disparate treatment based on any of the protected classes above.

### Prohibited Unlawful Sexual Harassment

Grimmway Schools is committed to providing a workplace free of sexual harassment and considers such harassment to be a major offense, which may result in disciplinary action, up to, and including dismissal, of the offending employee.

Sexual harassment consists of sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature, regardless of whether or not the conduct is motivated by sexual desire, when: (1) submission to the conduct is either made explicitly or implicitly a term or condition of an individual's employment; (2) an employment decision is based upon an individual's acceptance or rejection of that conduct; and/or (3) that conduct interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment.

It is also unlawful to retaliate in any way against an employee who has articulated a good faith concern about sexual harassment against that person or against another individual.

All supervisors of staff will receive two (2) hours of sexual harassment prevention training within six (6) months of hire or their assumption of a supervisory position and every two (2) years thereafter. All other employees will receive one (1) hour of sexual harassment prevention training within six (6) months of hire and every two (2) years thereafter. Such training will address all legally required topics, including information about the negative effects that abusive conduct has on both the victim of the conduct and others in the workplace, as well as methods to prevent abusive conduct undertaken with malice a reasonable person would find hostile, offensive, and unrelated to an employer's legitimate business interests. Abusive conduct includes but is not limited to repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, and epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or

humiliating, or the gratuitous sabotage or undermining of a person's work performance. Supervisors shall also be trained on how to appropriately respond when the supervisor becomes aware that an employee is the target of unlawful harassment. Other staff will receive sexual harassment prevention training as required by law.

Each employee has the responsibility to maintain a workplace free from any form of sexual harassment. Consequently, should any individual, in particular those with supervisory responsibilities, become aware of any conduct that may constitute sexual harassment or other prohibited behavior, immediate action should be taken to address such conduct. Any employee who believes they have been sexually harassed or has witnessed sexual harassment is encouraged to immediately report such harassment to the Principal. See **Appendix A** for the "Harassment/Discrimination/Retaliation Complaint Form." See **Appendix B** for the general "Internal Complaint Form."

Sexual harassment may include, but is not limited to:

- Physical assaults of a sexual nature, such as:
  - Rape, sexual battery, molestation or attempts to commit these assaults and
  - Intentional physical conduct that is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another's body, or poking another's body.
- Unwanted sexual advances, propositions or other sexual comments, such as:
  - Sexually oriented gestures, notices, remarks, jokes, or comments about a person's sexuality or sexual experience.
  - Preferential treatment or promises of preferential treatment to an employee for submitting to sexual conduct, including soliciting or attempting to solicit any employee to engage in sexual activity for compensation or reward or disparate treatment for rejecting sexual conduct.
  - Subjecting or threats of subjecting an employee to unwelcome sexual attention or conduct or intentionally making performance of the employee's job more difficult because of the employee's sex.
- Sexual or discriminatory displays or publications anywhere at the workplace by employees, such as:
  - Displaying pictures, cartoons, posters, calendars, graffiti, objections, promotional materials, reading materials, or other materials that are sexually suggestive, sexually demeaning or pornographic or bringing to work or possessing any such material to read, display or view at work;
  - Reading publicly or otherwise publicizing in the work environment materials that are in any way sexually revealing, sexually suggestive, sexually demeaning or pornographic; and

- Displaying signs or other materials purporting to segregate an employee by sex in an area of the workplace (other than restrooms or similar rooms).

The illustrations of harassment and sexual harassment above are not to be construed as an all-inclusive list of prohibited acts under this policy. Moreover, please note that while in most situations a personal relationship is a private matter, these relationships are not appropriate in a professional setting, particularly where one of the parties has management or supervisory responsibilities. As such, consensual relationships in the workplace may violate Grimmway Schools policy.

## **Whistleblower Policy**

Grimmway Schools requires its directors, officers, employees, and volunteers to observe high standards of ethics in the conduct of their duties and responsibilities within Grimmway Schools. As representatives of Grimmway Schools, such individuals must practice honesty and integrity in fulfilling all responsibilities and must comply with all applicable laws and regulations. The purpose of this policy is to create an ethical and open work environment, to ensure that Grimmway Schools has a governance and accountability structure that supports its mission, and to encourage and enable directors, officers, employees, and volunteers of Grimmway Schools to raise serious concerns about the occurrence of illegal or unethical actions within Grimmway Schools before turning to outside parties for resolution.

All directors, officers, employees, and volunteers of Grimmway Schools have a responsibility to report any action or suspected action taken within Grimmway Schools that is illegal, unethical or violates any adopted policy of Grimmway Schools, or local rule or regulation. Anyone reporting a violation must act in good faith, without malice to Grimmway Schools or any individual at Grimmway Schools and have reasonable grounds for believing that the information shared in the report indicates that a violation has occurred. A person who makes a report does not have to prove that a violation has occurred. However, any report which the reporter has made maliciously or any report which the reporter has good reason to believe is false will be viewed as a serious disciplinary offense. No one who in good faith reports a violation, or who, in good faith, cooperates in the investigation of a violation shall suffer harassment, retaliation, or adverse employment action. Further, no one who in good faith discloses, who may disclose, or who Grimmway Schools believes disclosed or may disclose, information regarding alleged violations to a person with authority over the employee or another employee who had responsibility for investigating, discovering or correcting the purported violation shall suffer harassment, retaliation, or adverse employment action.

## **Drug and Alcohol Free Workplace**

Grimmway Schools is committed to providing a drug and alcohol free workplace and to promoting safety in the workplace, employee health and well-being, parent confidence and a work environment that is conducive to attaining high work standards. The use of drugs and alcohol by employees, whether on or off the job, jeopardizes these goals, since it adversely affects health and safety, security, productivity, and public confidence and trust. Drug or alcohol use in the workplace or during the performance of job duties is extremely harmful to employees and to other Academy stakeholders.

The bringing to the workplace, possession, or use of intoxicating beverages or drugs on any Academy premises or during the performance of work duties is prohibited and will result in disciplinary action up to and including termination.

### **Confidential Information**

All information relating to students, personal information, schools attended, addresses, contact numbers and progress information is confidential in nature, and may not be shared with or distributed to unauthorized parties. All records concerning special education pupils shall be kept strictly confidential and maintained in separate files. Failure to maintain confidentiality may result in disciplinary action, up to and including release from at-will employment.

### **Conflict of Interest**

All employees must avoid situations involving actual or potential conflict of interest. An employee involved in any relationships or situations which may constitute a conflict of interest should immediately and fully disclose the relevant circumstances to the Principal, or the Board of Directors or its designee, for a determination about whether a potential or actual conflict exists. If an actual or potential conflict is determined, Grimmway Schools may take whatever corrective action appears appropriate according to the circumstances. Failure to disclose facts shall constitute grounds for disciplinary action.

### **Smoking**

All Grimmway Schools facilities, including its parking lots, are no smoking facilities.

# **THE WORKPLACE**

## **Work Schedule**

Business hours are normally 7:40 a.m. – 3:50 p.m., Monday through Friday. Exempt employees such as teachers and other certificated staff are also generally expected to be present during business hours and to commit whatever additional time is necessary to satisfactorily complete all job requirements. Part-time, non-exempt teachers and other certificated staff are subject to the work schedules established in their employment agreements and by their supervisors. Non-exempt employees may not work additional hours or overtime unless expressly approved by a supervisor.

The minimum on-site obligation for full-time Grimmway Schools teachers is one-hundred ninety (190) days per school year (one-hundred eighty (180) teaching days and ten (10) professional development days) unless the teacher is otherwise excused by an approved leave or absence. While full-time teachers shall be available on-site during this time period, the duties of the position may require the teacher to work on weekends, as well as before and after the regular work year, or hours of the work day, until the job duties are completed.

## **Fog Delays**

On foggy days, Grimmway Schools will continue to operate on its regular schedule.

Classroom instruction will begin at 8:00 a.m. for students and staff, and will follow a regular schedule thereafter.

Students and staff are expected to arrive on time for the beginning of school and should plan for fog accordingly. Every precaution should be taken to commute in the safest manner possible.

If the Kern County Superintendent of School's Office and/or Richland Union Elementary School District elects to close all schools in the county for any weather or disaster, Grimmway Schools will also abide with this decision and close. Employees will be contacted in the event of a closure.

## **Meal and Rest Periods**

Non-exempt employees working at least five (5) hours are provided with an unpaid thirty (30) minute meal period, to be taken approximately in the middle of the workday but by no later than the end of the 5<sup>th</sup> hour of work. An employee may waive this meal period if the day's work will be completed in no more than six (6) hours, provided the employee and Grimmway Schools mutually consent to the waiver in writing.

Non-exempt employees are also provided with a ten (10) minute paid rest period for every four (4) hours worked which should be scheduled towards the middle of the four (4) hour work period as practicable. Employees are prohibited from combining meal and rest period time.

An employee's supervisor must be aware of and approve scheduled meal and rest periods. Employees must immediately inform their supervisor if they are prevented from taking

their meal and/or rest periods. Employees are expected to observe assigned working hours and the time allowed for meal and rest periods.

One of the focus areas at Grimmway Schools is the health and wellness of its employees. As part of this effort, we offer freshly prepared food every day and employees are welcome to participate in the healthy food program. Employees are expected to maintain a positive meal account balance at all times.

Employees who go off campus to purchase lunch are prohibited from returning to campus with “fast food” bags, as Grimmway Schools seeks to model healthy nutrition for students. In addition, no fast food cups and containers with logos are to be on display in classrooms or offices.

### **Lactation Accommodation**

Grimmway Schools accommodates lactating employees by providing a reasonable amount of break time to any employee who desires to express breast milk for an infant child. The break time shall, if possible, run concurrently with any break time already provided to the employee. Any break time provided to express breast milk that does not run concurrently with break time already provided to the non-exempt employee shall be unpaid.

Grimmway Schools will make reasonable efforts to provide employees who need a lactation accommodation with the use of a room or other private location that is located close to the employee’s work area. Such room/location shall not be a bathroom. Employees with private offices will be required to use their offices to express breast milk. Employees who desire lactation accommodations should contact their supervisor to request accommodations.

### **Attendance and Tardiness**

All employees, whether exempt or non-exempt, are expected to arrive at work consistently and on time. Absenteeism and tardiness negatively affects Grimmway Schools’ ability to implement its educational program and disrupts consistency in students’ learning.

If it is necessary to be absent or late, employees are expected to telephone the Principal or Office Manager as soon as possible but no later than one-half ( $1/2$ ) hour before the start of the workday. If an employee is absent from work longer than one (1) day, that employee is expected to keep the Principal or Office Manager sufficiently informed of the situation.

As noted in the section of this Handbook concerning prohibited conduct, excessive or unexcused absences or tardiness may result in disciplinary action up to and including release from at-will employment with Grimmway Schools. Absence for more than three (3) consecutive days without notifying the Principal or immediate supervisor will be considered a voluntary resignation from employment.

### **Time Cards/Records**

By law, Grimmway Schools is obligated to keep accurate records of the time worked by non-exempt employees. Such employees shall be assigned a payroll identification number and are required to utilize Grimmway Schools' time card system, whether an electronic timekeeping system or handwritten record.

Non-exempt employees must accurately clock in and out, recording their shifts as this is the only way the payroll department knows how many hours each employee has worked and how much each employee is owed. Time punches will be rounded to the nearest quarter-hour to determine wages owed. If employee has questions about the rounding practice, the employee must contact the Human Resources department. The time card indicates when the employee arrived, when the employee departed, and when the employee began and ended their meal periods. All non-exempt employees must clock in and out for arrival and departure, along with lunch, and for all absences like doctor/dentist appointments, and personal time off. All employees are required to keep their supervisor advised of their departures from and returns to the school premises during the workday.

Non-exempt employees are solely responsible for ensuring accurate information on their time cards and remembering to record time worked. If an employee forgets to clock in or out or makes an error on the time card the employee must contact their supervisor to formally request the correction and such correction must be signed by both the employee and the immediate supervisor. The request for the correction must be submitted to the Office Manager to record the correction and, if necessary, escalate to the Human Resources Department. If the time card system experiences issues, the employee must immediately reach out to their supervisor to inform them and follow the same process to correct the time card.

Non-exempt employees are prohibited from performing off-the-clock work, including but not limited to checking emails before/after work hours, performing work in the morning before clocking in, and running School errands after clocking out.

No one may record hours worked on another's time card for any reason. At no time may any employee perform off-the-clock work or otherwise alter, falsify or manipulate any aspect of their time-keeping records to inaccurately reflect or hide hours worked, meal periods taken or time spent working during meal periods. Any employee who violates any aspect of this policy may be subject to disciplinary action, up to and including release from at-will employment with Grimmway Schools.

### **Use of Email, Voicemail, Internet Access and Cell Phone**

Grimmway Schools will permit employees to use its electronic mail ("email"), voicemail systems and Internet access subject to the following:

1. Minimal personal use as long as it does not interfere with timely job performance and is consistent with law and appropriate protocols.
2. The email system and Internet access is not to be used in any way that may be disruptive, offensive to others, or harmful to morale. For example, sexually explicit images, ethnic slurs, racial epithets, or anything else that may be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, religious beliefs or political beliefs may not be displayed or transmitted.

3. Employees should not attempt to gain access to another employee's personal files, email or voicemail messages without the latter's express permission.
4. Academy staff will not enter an employee's personal email files or voicemail unless there is a business need to do so. Grimmway Schools retains a copy of all passwords; passwords unknown to Grimmway Schools may not be used. System security features, including passwords and delete functions, do not neutralize Grimmway Schools' ability to access any message at any time. Employees must be aware that the possibility of such access always exists.
5. Personal cell phones are permitted on Academy premises but their use is limited to lunch break and rest periods. Cell phones should be put away at other times while on campus.
6. Employees should not use personal devices or email accounts for Academy-related communications. Such communications should only take place using Academy-issued devices and via the employee's Academy email account.

### **Personal Business**

Grimmway Schools' facilities for handling mail and telephone calls are designed to accommodate Academy business. Employees should have personal mail directed to their home address and limit personal telephone calls to an absolute minimum. Personal calls should not be made outside the immediate dialing area. Do not use Academy material, time or equipment for personal projects.

### **Communication Guidelines**

Grimmway Schools is committed to promoting a balance between employees' work and home life. As such, except in the case of an emergency, communications (including emails, texting and telephoning) should be limited to the following schedule:

- **Monday through Friday** – from 6:00 a.m. to 8:00 p.m.
- **Saturday** – no communication
- **Sunday** –from 5:00 p.m. to 10:00 p.m.

This policy applies to exempt employees only. Non-exempt employees may not do work for the School outside of the regular work hours unless authorized by a supervisor and the time is logged on the employee's timecard.

### **Social Media**

If an employee decides to post information on the Internet (i.e., personal blog, Facebook, Instagram, Twitter, etc.) that discusses any aspect of his/her workplace activities, the following restrictions apply:

- School equipment, including School computers and electronics systems, may not be used for these purposes.

- Student and employee confidentiality policies must be strictly followed.
- Employees must make clear that the views expressed in their social media accounts/blogs are their own and not those of Grimmway Schools.
- Employees may not use Grimmway Schools' logos, trademarks and/or copyrighted material and are not authorized to speak on Grimmway Schools' behalf.
- Employees are not authorized to publish any confidential or proprietary information maintained by Grimmway Schools.
- Employees are prohibited from making discriminatory, defamatory, libelous or slanderous comments when discussing Grimmway Schools, students, parents or the employee's supervisors, co-workers and competitors.
- Employees must comply with all Academy policies, including, but not limited to, rules against unlawful harassment and retaliation.
- Employees are not to have any online interactions with students on social media sites/blogs. Academy employees' social media profiles and personal blogs should not be linked to Academy students' online profiles in any way (i.e., "friending," "following," or any other similarly termed interaction is strictly prohibited).
- Employees are not to post any identifying student information including names, videos and photographs on any school-based, personal or professional online forum or social networking website.

In addition to the aforementioned requirements, employees will also be required to comply with Grimmway Schools' Acceptable Use Policy for Computers, Electronic Devices, Network and Other Electronic Information.

Grimmway Schools reserves the right to take disciplinary action against any employee whose social media or personal blog violate this or other Academy policies.

### **Personal Appearance/Standards of Dress**

Grimmway Schools believes that both teachers and Academy staff serve as role models. They should therefore maintain professional standards of dress and grooming. During school hours, all staff members encouraged to wear clothing that will add dignity to the educational profession, will present an image consistent with their job responsibilities, and will not interfere with the learning process. Accordingly, all staff shall adhere to the following standards of dress:

- 1) Clothing and jewelry must be safe and appropriate to the educational environment. All clothing must be clean and in good repair. Slits or tears in pants or other articles of clothing are not permitted, except for modest slits in women's dresses or skirts that are no higher than three (3) inches above the knee.
- 2) Head coverings, including hats of any kind, except those worn for religious or safety reasons, are not to be worn inside school buildings including assemblies, classrooms, labs and offices. Hats may be worn outside for sun protection. All hats are to be removed upon entering school buildings. For exceptions to this policy, prior approval must be granted by the Principal.

- 3) Slacks and skirts are to be worn on the waist with no portion of an undergarment showing. Neither jeans nor shorts are permitted.
- 4) Skirts and dresses should be no higher than three (3) inches above the knee.
- 5) All tops must be appropriate to the work environment, and should be clean, neat, and provide proper coverage. T-Shirts are not permissible. Sleeveless tops are acceptable for women; spaghetti straps or tank tops are not. Men are required to wear a collared shirt, i.e., button down or polo type shirt.
- 6) For safety purposes, earrings must not dangle more than one (1) inch below the ear.
- 7) Clothing or jewelry with any logos other than those of Grimmway Schools are not permitted.
- 8) Appropriate shoes must be worn at all times; sandals and open back shoes are not permitted.
- 9) While on school property, staff should cover any visible tattoos and remove any piercings (other than ear piercings for women for jewelry as outlined above).
- 10) Men's hair must be cut in such a way that it will not hang over the ears, collar or eyebrows at any time. Ponytails for men are unacceptable. Facial hair should be neatly trimmed. For both men and women, all hair colors must be of a natural color.

The only exception to the above noted standards of dress will be during "Spirit Week" and on Theme Days, as communicated by the Principal. It is important to use common sense and good judgment during these times. If you have a question regarding the appropriateness of the attire, it is your responsibility to ask the Principal before wearing the item in question to work.

## **Health and Safety Policy**

Grimmway Schools is committed to providing and maintaining a healthy and safe work environment for all employees.

Employees are required to know and comply with Grimmway Schools' general safety rules and to follow safe and healthy work practices at all times. Employees are required to report immediately to the Principal any potential health or safety hazards, and all injuries or accidents.

In compliance with Proposition 65, Grimmway Schools will inform employees of any known exposure to a chemical known to cause cancer or reproductive toxicity.

## **Security Protocols/Keys**

Grimmway Schools has developed guidelines to help maintain a secure workplace. Be aware of unknown persons loitering in parking areas, walkways, entrances and exits and service areas. Report any suspicious persons or activities to the Principal. Employee desk

or office should be secured at the end of the day. When an employee is called away from his or her work area for an extended length of time, valuable or personal articles should not be left around a work station that may be accessible. The security of facilities as well as the welfare of employees and students, depends upon the alertness and sensitivity of every individual to potential security risks. Employees should immediately notify the Principal when keys are missing or if security access codes or passes have been breached.

Lost or stolen keys should be immediately reported to the Principal and to the School via a completed Lost/Stolen Keys Declaration form. A \$50.00 key/core replacement fee will be assessed. Additional charges up to \$2,500.00 may be assessed depending upon the access level of the key.

Furthermore, employees are not to cause, allow or contribute to the making of any unauthorized copies of any key(s) belonging to Grimmway Schools. Employees will return all keys issued upon request or upon employment separation. Keys may not be lent or borrowed for purposes of opening another employee's door. Any violation of key security protocols shall be considered full and sufficient cause for disciplinary action, up to and including termination of employment.

## **Occupational Safety**

Grimmway Schools is committed to the safety of its employees, students, vendors, contractors and the public.

It is the policy of Grimmway Schools that accident prevention shall be considered of primary importance in all phases of operation and administration. Grimmway Schools' management is required to provide safe and healthy working conditions for all employees and to establish and require the use of safe practices at all times.

The prevention of accidents is the responsibility of every Academy employee. It is also the duty of all employees to accept and promote the established safety regulations and procedures. Every effort will be made to provide adequate safety training. If an employee is ever in doubt about how to perform a job or task safely, assistance should be requested. Unsafe conditions must be reported immediately.

It is the policy of Grimmway Schools that accident prevention shall be considered of primary importance in all phases of operation and administration. Grimmway Schools' management is required to provide safe and healthy working conditions for all employees and to establish and require the use of safe practices at all times.

Failure to comply with or enforce Academy safety and health rules, practices and procedures could result in disciplinary action up to and including possible termination.

## **Accident/Incident Reporting**

It is the duty of every employee to immediately (or as soon as is practical) report any accident or injury occurring during work or on Academy premises so that arrangements can be made for medical or first aid treatment, as well as for investigation and follow-up purposes.

## **Reporting Fires and Emergencies**

It is the duty of every employee to know how to report fires and other emergencies quickly and accurately. Employees should report any such emergency by calling the Principal or Office Manager. In addition, all employees should know the local emergency numbers such as 911.

## **EMPLOYEE WAGES AND HEALTH BENEFITS**

### **Payroll Withholdings**

As required by law, Grimmway Schools shall withhold Federal Income Tax, State Income Tax, Social Security/Medicare (“FICA”), State Teachers’ Retirement System (“STRS”) and State Disability Insurance (“SDI”) from each employee’s pay as follows:

1. **Federal Income Tax Withholding:** The amount varies with the number of exemptions the employee claims and the gross pay amount.
2. **State Income Tax Withholding:** The same factors which apply to federal withholdings apply to state withholdings.
3. **Social Security (FICA):** The Federal Insurance Contribution Act requires that a certain percentage of employee earnings be deducted and forwarded to the federal government, together with an equal amount contributed by Grimmway Schools. However, participation in STRS may impact the amount of wages withheld for FICA.
4. **STRS:** All eligible employees shall be enrolled in STRS, and Grimmway Schools shall withhold the legally required percentage of the employee’s wages representing the employee’s contribution to the retirement system.
5. **SDI:** This state fund is used to provide benefits to those out of work because of illness or disability.

Every deduction from an employee’s paycheck is explained on the check voucher. If an employee does not understand the deductions, that employee should ask the Principal to explain them.

Employees may change the number of withholding allowances claimed for Federal Income Tax purposes at any time by filling out a new W-4 form and submitting it to the Principal. The office maintains a supply of these forms.

All required withholdings will be automatically deducted from paychecks. Federal tax withholdings are determined by the employee’s W-4 form. The W-4 form should be completed upon hire and it is the employee’s responsibility to report any changes in filing status to the Principal and to fill out a new W-4 form.

At the end of the calendar year, a “withholding statement” (W-2) will be prepared and forwarded to each employee for use in connection with preparation of income tax returns. The W-2 shows FICA information, taxes withheld and total wages.

### **Paydays**

Paydays are scheduled twice per month. If an employee observes an error in their check, it should be reported immediately to the Human Resources Department or the Office Manager.

Should the need arise for a retro-payment due to a credential update, retro payments shall not exceed two (2) months.

## **Overtime Pay**

Whether an employee is exempt from or subject to overtime pay will be determined on a case-by-case basis and will be indicated in the employee's job description. Generally, teachers and administrators are exempt. Non-exempt employees may be required to work beyond the regularly scheduled workday or workweek as necessary. Only actual hours worked in a given workday or workweek can apply in calculating overtime for non-exempt employees. Grimmway Schools will attempt to distribute overtime evenly and accommodate individual schedules. All overtime work must be previously authorized by the Principal or immediate supervisor. Grimmway Schools provides compensation for all overtime hours worked by non-exempt employees in accordance with state and federal law as follows:

For employees subject to overtime, all hours worked in excess of eight (8) hours in one workday or forty (40) hours in one workweek shall be treated as overtime. Compensation for hours in excess of forty (40) for the workweek or in excess of eight (8) and not more than twelve (12) for the workday, and for the first eight (8) hours on the seventh consecutive day in one workweek, shall be paid at a rate of one and one-half times the employee's regular rate of pay. Compensation for hours in excess of twelve (12) in one workday and an excess of eight (8) on the seventh consecutive workday of the workweek shall be paid at double the regular rate of pay.

Exempt employees may have to work hours beyond their normal schedules as work demands require. No overtime compensation will be paid to these exempt employees.

## **Wage Attachments and Garnishments**

Under normal circumstances, Grimmway Schools will not assist creditors in the collection of personal debts from its employees. However, creditors may resort to certain legal procedures such as garnishments, levies or judgments that require Grimmway Schools, by law, to withhold part of an employee's earnings in their favor.

Employees are strongly encouraged to avoid such wage attachments and garnishments. If Grimmway Schools is presented a second garnishment request concerning an employee, Human Resources will discuss the situation with the employee.

## **Medical Benefits**

### Eligibility

An employee is eligible for medical coverage if that persons a regular employee working for the School at least thirty (30) hours per week or 130 hours per month on average. Temporary coverage in a full-time capacity will not necessarily constitute benefits eligibility. Benefits and payroll deductions will remain in effect for returning staff over summer break.

Employees who go from part-time to full-time employment become eligible for full benefits on the first day of the month following the effective date of the change.

### When Coverage Starts

Employee coverage will be effective July 1<sup>st</sup> or the first of the month following the date of hire. Employees will be notified by the Human Resources Department of their benefits options.

### Summer Benefits Continuation

All full-time hourly (nonexempt) and full-time salary (exempt) employees eligible for benefits will be responsible for the employee portion of their benefits during the summer months. Summer work schedules vary by department. Employees must check with a supervisor for the summer work schedule.

### **COBRA Benefits**

When coverage under Grimmway Schools' medical and/or dental plans ends, employees or their dependents can continue coverage for eighteen (18) or thirty-six (36) months, depending upon the reason benefits ended. To continue coverage, an employee must pay the full cost of coverage – the employee contribution and Grimmway Schools' previous contribution plus a possible administrative charge.

Medical coverage for an employee, his/her spouse, and eligible dependent children can continue for up to eighteen (18) months if coverage ends because:

- Employment ends, voluntarily or involuntarily, for any reason other than gross misconduct; or
- Hours of employment are reduced below the amount required to be considered a full-time employee or part-time, making an employee ineligible for the plan.

This eighteen (18) month period may be extended an additional eleven (11) months in cases of disability subject to certain requirements. This eighteen (18) month period may also be extended an additional eighteen (18) months if other events (such as a divorce or death) occur subject to certain requirements.

An employee's spouse and eligible dependents can continue their health coverage for up to thirty-six (36) months if coverage ends because:

- The employee dies while covered by the plan;
- The employee and his/her spouse become divorced or legally separated;
- The employee becomes eligible for Medicare coverage, but his/her spouse has not yet reach age sixty-five (65); or
- The employee's dependent child reaches an age which makes him or her ineligible for coverage under the plan.

Rights similar to those described above may apply to retirees, spouses and dependents if the employer commences a bankruptcy proceeding and those individuals lose coverage.

Grimmway Schools will notify employees or their dependents if coverage ends due to termination or a reduction in work hours. If an employee becomes eligible for Medicare,

divorced or legally separated, die, or when a dependent child no longer meets the eligibility requirements, the employee or a family member are responsible for notifying Grimmway Schools within thirty (30) days of the event. Grimmway Schools will then notify the employee or his/her dependents of the employee's rights.

Health coverage continuation must be elected within sixty (60) days after receiving notice of the end of coverage, or within sixty (60) days after the event causing the loss, whichever is later.

There are certain circumstances under which coverage will end automatically. This happens if:

- Premiums for continued coverage are not paid within thirty (30) days of the due date;
- The employee (or his/her spouse or child) become covered under another group health plan which does not contain any exclusion or limitation with respect to any pre-existing condition the employee (or the employee's spouse or child, as applicable) may have;
- Grimmway Schools stops providing group health benefits;
- The employee (or the employee's spouse or child) become entitled to Medicare; or
- The employee extended coverage for up to twenty-nine (29) months due to disability and there has been a final determination that the employee is no longer disabled.

### **403(b) Retirement Plan**

Grimmway Schools offers eligible employees the opportunity to participate in a 403(b) Retirement Plan. This is a tax deferred savings and investment plan for which eligible Academy employees may make voluntary salary deductions. Employees should contact the Human Resources Department for more information on enrollment and eligibility for the 403(b) Retirement Plan.

## **PERSONNEL EVALUATION AND RECORD KEEPING**

### **Employee Reviews, Support and Evaluation**

All employees will receive periodic performance reviews as outlined in this Handbook. Formal performance evaluations will be conducted annually, as well.

Salary and potential for advancement will be based largely upon employee job performance. On a periodic basis, the Principal will review the employee's job performance with the employee in order to establish goals for future performance and discuss current performance.

Performance evaluations may review various factors about the employee such as the quality and quantity of the work performed, knowledge of the job, initiative, work attitude, and attitude toward others. The performance evaluations are intended to make the employee aware of his or her progress, areas for improvement, and objectives or goals for future work performance. After the review, the employee will be requested to review the evaluation report simply to acknowledge that it has been presented, that the employee has discussed it with the Principal or immediate supervisor, and that the employee is aware of its contents.

Favorable performance evaluations do not guarantee increases in salary or promotions. Salary increases and promotions are solely within the discretion of Grimmway Schools and depend upon many factors in addition to performance. Further, Grimmway Schools' evaluation system will in no way alter the at-will employment relationship.

### **Personnel Files and Record Keeping Protocols**

At the time of employment, a personnel file is established for each employee. It is each employees responsibility to keep the Human Resources Department advised of changes that should be reflected in their personnel file. Such changes include: change in address, telephone number, marital status, number of dependents and person(s) to notify in case of emergency. Prompt notification of these changes is essential and will enable Grimmway Schools to contact the employee should the change affect other records.

Employees have the right to inspect documents in their personnel file, as provided by law, in the presence of an Academy representative, at a mutually convenient time. Employees also have the right to obtain a copy of their personnel file as provided by law. Employees may add comments to any disputed item in the file. Grimmway Schools will restrict disclosure of personnel files to authorized individuals within the School. A request for information contained in the personnel file must be directed to Human Resources. Only the Human Resources Department is authorized to release information about current or former employees. Disclosure of information to outside sources will be limited. However, Grimmway Schools will cooperate with requests from authorized law enforcement or local, state or federal agencies conducting official investigations or as otherwise legally required.

Credible complaints of substantiated investigations into or discipline for egregious misconduct will not be expunged from an employee's personnel file unless the complaint is heard by an arbitrator, administrative law judge, or the Board or its designee and the complaint is deemed to be false, not credible, unsubstantiated or a determination was

made that discipline was not warranted.

## **HOLIDAYS, VACATIONS AND LEAVES**

### **Paid Holidays**

Grimmway Schools' school calendar reflects any and all holidays observed by Grimmway Schools. In addition to those holidays that fall during the Fall, Winter, and Spring recess, the following holidays will be observed during the school year:

- Labor Day
- Veterans Day
- Thanksgiving (Wednesday, Thursday, Friday)
- Martin Luther King Day
- Lincoln Day
- Washington Day
- Memorial Day

Please refer to Grimmway Schools Academic Calendar for complete list of days when school is closed.

Other days during the school year, such as days during Grimmway Schools' calendared breaks, shall be unpaid time for hourly employees in active status. Recognized religious holidays may be taken off by an employee whose religion requires observance of the particular day. Employees must request the day off in advance by written notice to the Principal. The employee will be paid if the religious holiday is taken as an earned release day. The employee will not be paid if the religious holiday is taken as a personal leave of absence day. Employees on any leave of absence do not earn holiday pay.

### **Unpaid Leave of Absence**

Grimmway Schools recognizes that special situations may arise where an employee must leave his or her job temporarily. At its discretion, Grimmway Schools may grant employees leaves of absence. Any unpaid leave of absence must be approved in advance by Grimmway Schools.

The granting of a leave of absence always presumes the employee will return to active work by a designated date or within a specific period.

During a Family and Medical Leave Act leave, California Family Rights Act leave, and/or Pregnancy Disability Leave, the employee's medical and dental benefits will remain in force, provided the employee pays the appropriate premiums. Otherwise, benefits are terminated the month any other type of leave begins. If an employee fails to return from a leave and is subsequently terminated, the employee is entitled to all earned but unused vacation pay, provided that the vacation pay was earned prior to the commencement of leave. No vacation time is accrued during any type of unpaid leave of absence.

### **Release Days**

Eligible full-time salaried, certificated employees shall receive ten (10) Release Days at the start of each school year. All part-time non-exempt, certificated employees shall receive three (3) Release Days at the beginning of each school year.

Release Days may be used at the employee's discretion for personal or sick time; to receive preventive care (including annual physicals or flu shots) or to diagnose, treat, or care for an existing health condition; to assist a family member (i.e., children, parents, spouses/domestic partners, grandparents, grandchildren, or siblings) who must receive preventative care or a diagnosis, treatment, or care for an existing health condition; or to receive medical care or other assistance to address instances of domestic violence, sexual assault, or stalking.

Release Days may be carried over from year to year for a maximum of thirty (30) days in reserve. Additional Release Days will not be accrued until the employee falls under the reserve cap. A retroactive grant of Release Days will not be provided for any time missed while the employee was at the reserve cap. Alternately, Release Days unused by employees may be paid out at the end of the school year, or upon separation from the School.

### Release Day Requests and Approvals

Employees must submit Release Day requests via BambooHR no less than three (3) days before the requested time off in order for the Principal to approve the request.

Release Days may be used in increments of two (2) hours.

If an employee is not able to report to work because of a personal illness or the illness of a family member, it is expected that the employee will contact the Office Manager with as much advance notice as possible, and by no later than 6:00 a.m. on the day of the absence, allowing enough time for Grimmway Schools to find temporary help if needed. Employees absent longer than three (3) days due to illness may be required to provide medical evidence of the illness and/or medical certification of the employee's fitness to return to work satisfactory to Grimmway Schools.

If an employee exhausts their accrued Release Days, any additional absences may be unpaid.

### Release Day Sharing

Grimmway Schools recognizes that employees may have a family emergency or personal crisis that causes a severe impact to them resulting in a need for additional time off in excess of their available Release Days. To address this need, all eligible employees will be allowed to donate Release Days from their unused balance to their co-workers in need in accordance with the details of the Release Day Sharing Policy.

## **Family Care and Medical Leave**

This policy explains how Grimmway Schools complies with the federal Family and Medical Leave Act ("FMLA") and the California Family Rights Act ("CFRA"), both of which require Grimmway Schools to permit each eligible employee to take up to twelve (12) workweeks (or twenty-six (26) workweeks where indicated) of FMLA leave in any twelve (12) month period for the purposes enumerated below. For purposes of this policy, all leave taken under FMLA or CFRA will be referred to as "FMLA leave."

- Employee Eligibility Criteria

To be eligible for FMLA leave, the employee must have been employed by Grimmway Schools for a total of at least twelve (12) months, worked at least 1,250 hours during the twelve (12) month period immediately preceding commencement of the FMLA leave, and work at a location where Grimmway Schools has at least fifty (50) employees within seventy-five (75) miles (except for purposes of baby-bonding where the threshold is twenty (20) employees).

- Events That May Entitle an Employee To FMLA Leave

The twelve (12) week (or twenty-six (26) workweeks where indicated) FMLA allowance includes any time taken (with or without pay) for any of the following reasons:

1. To care for the employee's newborn child or a child placed with the employee for adoption or foster care. Leaves for this purpose must conclude twelve (12) months after the birth, adoption, or placement. If both parents are employed by Grimmway Schools, they will be entitled to a combined total of twelve (12) weeks of leave for this purpose.
2. Because of the employee's own serious health condition (including a serious health condition resulting from an on-the-job illness or injury) that makes the employee unable to perform any one or more of the essential functions of his or her job (other than a disability caused by pregnancy, childbirth, or related medical conditions, which is covered by Grimmway Schools' separate pregnancy disability policy).
  - a. A "serious health condition" is an illness, injury (including, but not limited to, on-the-job injuries), impairment, or physical or mental condition of the employee or a child, parent, or spouse of the employee that involves either inpatient care or continuing treatment, including, but not limited to, treatment for substance abuse.
  - b. "Inpatient care" means a stay in a hospital, hospice, or residential health care facility, any subsequent treatment in connection with such inpatient care, or any period of incapacity. A person is considered an "inpatient" when a health care facility formally admits that person to the facility with the expectation that the person will remain at least overnight and occupy a bed, even if it later develops that such person can be discharged or transferred to another facility and does not actually remain overnight.
  - c. "Incapacity" means the inability to work, attend school, or perform other regular daily activities due to a serious health condition, its treatment, or the recovery that it requires.
  - d. "Continuing treatment" means ongoing medical treatment or supervision by a health care provider.

3. To care for a spouse, domestic partner, child, or parent with a serious health condition or military service-related injury. When an employee is providing care to a spouse, son, daughter, parent, or next of kin who is a covered Armed Forces servicemember with a serious injury or illness, the employee may take a maximum of twenty-six (26) weeks of FMLA leave in a single twelve (12) month period to provide said care.
  4. For any “qualifying exigency” because the employee is the spouse, son, daughter, or parent of an individual on active military duty, or an individual notified of an impending call or order to active duty, in the Armed Forces.
- Amount of FMLA Leave Which May Be Taken
    1. FMLA leave can be taken in one (1) or more periods, but may not exceed twelve (12) workweeks total for any purpose in any twelve (12) month period, as described below, for any one, or combination of the above-described situations. “Twelve workweeks” means the equivalent of twelve (12) of the employee’s normally scheduled workweeks. For a full-time employee who works five (5) eight-hour days per week, “twelve workweeks” means sixty (60) working and/or paid eight (8) hour days.
    2. In addition to the twelve (12) workweeks of FMLA leave that may be taken, an employee who is the spouse, son, daughter, parent, or next of kin of a covered Armed Forces servicemember shall also be entitled to a total of twenty-six (26) workweeks of FMLA leave during a twelve (12) month period to care for the servicemember.
    3. The “twelve month period” in which twelve (12) weeks of FMLA leave may be taken is the twelve (12) month period immediately preceding the commencement of any FMLA leave.
    4. If a holiday falls within a week taken as FMLA leave, the week is nevertheless counted as a week of FMLA leave. If, however, Grimmway Schools’ business activity has temporarily ceased for some reason and employees are generally not expected to report for work for one or more weeks, such as the Winter Break, Spring Break, or Summer Vacation, the days Grimmway Schools’ activities have ceased do not count against the employee’s FMLA leave entitlement. Similarly, if an employee uses FMLA leave in increments of less than one (1) week, the fact that a holiday may occur within a week in which an employee partially takes leave does not count against the employee’s leave entitlement unless the employee was otherwise scheduled and expected to work during the holiday.
  - Pay during FMLA Leave
    1. An employee on FMLA leave because of his/her own serious health condition must use all accrued Release Days at the beginning of any otherwise unpaid FMLA leave period. If an employee is receiving a partial wage replacement benefit during the FMLA leave, Grimmway Schools and

the employee may agree to have Academy-provided paid leave, such as release time, supplement the partial wage replacement benefit unless otherwise prohibited by law.

2. An employee on FMLA leave for child care or to care for a spouse, domestic partner, parent, or child with a serious health condition may use any or all accrued release leave at the beginning of any otherwise unpaid FMLA leave.
3. If an employee has exhausted his/her sick leave, leave taken under FMLA shall be unpaid leave.
4. The receipt of sick leave pay or State Disability Insurance benefits will not extend the length of the FMLA leave. Sick pay accrues during any period of unpaid FMLA leave only until the end of the month in which unpaid leave began.

- Health Benefits

The provisions of Grimmway Schools' various employee benefit plans govern continuing eligibility during FMLA leave, and these provisions may change from time to time. The health benefits of employees on FMLA leave will be paid by Grimmway Schools during the leave at the same level and under the same conditions as coverage would have been provided if the employee had been continuously employed during the leave period. When a request for FMLA leave is granted, Grimmway Schools will give the employee written confirmation of the arrangements made for the payment of insurance premiums during the leave period.

If an employee is required to pay premiums for any part of his/her group health coverage, Grimmway Schools will provide the employee with advance written notice of the terms and conditions under which premium payments must be made.

Grimmway Schools may recover the health benefit costs paid on behalf of an employee during his/her FMLA leave if:

1. The employee fails to return from leave after the period of leave to which the employee is entitled has expired. An employee is deemed to have "failed to return from leave" if that employee works less than thirty (30) days after returning from FMLA leave; and
2. The employee's failure to return from leave is for a reason other than the continuation, recurrence, or onset of a serious health condition that entitles the employee to FMLA leave, or other circumstances beyond the control of the employee.

- Seniority

An employee on FMLA leave remains an employee and the leave will not constitute a break in service. An employee who returns from FMLA leave will return with the

same seniority that employee had when the leave commenced.

- Medical Certifications

1. An employee requesting FMLA leave because of his/her own or a relative's serious health condition must provide medical certification from the appropriate health care provider on a form supplied by Grimmway Schools. Absent extenuating circumstances, failure to provide the required certification in a timely manner (within fifteen (15) days of Grimmway Schools' request for certification) may result in denial of the leave request until such certification is provided.
2. Grimmway Schools will notify the employee in writing if the certification is incomplete or insufficient, and will advise the employee what additional information is necessary in order to make the certification complete and sufficient. Grimmway Schools may contact the employee's health care provider to authenticate a certification as needed.
3. If Grimmway Schools has reason to doubt the medical certification supporting a leave because of the employee's own serious health condition, Grimmway Schools may request a second opinion by a health care provider of its choice (paid for by Grimmway Schools). If the second opinion differs from the first one, Grimmway Schools will pay for a third, mutually agreeable, health care provider to provide a final and binding opinion.
4. Re-certifications are required if leave is sought after expiration of the time estimated by the health care provider. Failure to submit required re-certifications can result in termination of the leave.

- Procedures for Requesting and Scheduling FMLA Leave

1. An employee should request FMLA leave by completing a Request for Leave form and submitting it to the Principal. An employee asking for a Request for Leave form will be given a copy of Grimmway Schools' then-current FMLA leave policy.
2. Employees should provide not less than thirty (30) days' notice for foreseeable childbirth, placement, or any planned medical treatment for the employee or his/her spouse, domestic partner, child, or parent. Failure to provide such notice is grounds for denial of a leave request, except if the need for FMLA leave was an emergency or was otherwise unforeseeable.
3. Where possible, employees must make a reasonable effort to schedule foreseeable planned medical treatments so as not to unduly disrupt Grimmway Schools' operations.
4. If FMLA leave is taken because of the employee's own serious health condition or the serious health condition of the employee's spouse, domestic partner, parent or child, the leave may be taken intermittently or on a reduced leave schedule when medically necessary, as determined by

the health care provider of the person with the serious health condition.

5. If FMLA leave is taken because of the birth of the employee's child or the placement of a child with the employee for adoption or foster care, the minimum duration of leave is two (2) weeks, except that Grimmway Schools will grant a request for FMLA leave for this purpose of at least one day but less than two (2) weeks' duration on any two (2) occasions.
  6. If an employee needs intermittent leave or leave on a reduced leave schedule that is foreseeable based on planned medical treatment for the employee or a family member, the employee may be transferred temporarily to an available alternative position for which that employee is qualified, for which the position has equivalent pay and benefits and that better accommodates recurring periods of leave than the employee's regular position.
  7. Grimmway Schools will respond to an FMLA leave request no later than five (5) business days of receiving the request. If an FMLA leave request is granted, Grimmway Schools will notify the employee in writing that the leave will be counted against the employee's FMLA leave entitlement. This notice will explain the employee's obligations and the consequences of failing to satisfy them.
- Return to Work
    1. Upon timely return at the expiration of the FMLA leave period, an employee (other than a "key" employee whose reinstatement would cause serious and grievous injury to Grimmway Schools' operations) is entitled to the same or a comparable position with the same or similar duties and virtually identical pay, benefits, and other terms and conditions of employment unless the same position and any comparable position(s) have ceased to exist because of legitimate business reasons unrelated to the employee's FMLA leave.
    2. When a request for FMLA leave is granted to an employee (other than a "key" employee), Grimmway Schools will give the employee a written guarantee of reinstatement at the termination of the leave (with the limitations explained above).
    3. Before an employee will be permitted to return from FMLA leave taken because of their own serious health condition, the employee must obtain a certification from their health care provider that they are able to resume work.
    4. If an employee can return to work with limitations, Grimmway Schools will evaluate those limitations and, if possible, will accommodate the employee as required by law. If accommodation cannot be made, the employee will be medically separated from Grimmway Schools.
  - Limitations on Reinstatement
    1. Grimmway Schools may refuse to reinstate a "key" employee if the refusal

is necessary to prevent substantial and grievous injury to Grimmway Schools' operations. A "key" employee is an exempt salaried employee who is among the highest paid ten percent (10%) of Grimmway Schools' employees within seventy-five (75) miles of the employee's worksite.

2. A "key" employee will be advised in writing at the time of a request for, or if earlier, at the time of commencement of, FMLA leave, that the person qualifies as a "key" employee and the potential consequences with respect to reinstatement and maintenance of health benefits if Grimmway Schools determines that substantial and grievous injury to Grimmway Schools' operations will result if the employee is reinstated from FMLA leave. At the time it determines that refusal is necessary, Grimmway Schools will notify the "key" employee in writing (by certified mail) of its intent to refuse reinstatement and will explain the basis for finding that the employee's reinstatement would cause Grimmway Schools to suffer substantial and grievous injury. If Grimmway Schools realizes after the leave has commenced that refusal of reinstatement is necessary, it will give the employee at least ten (10) days to return to work following the notice of its intent to refuse reinstatement.

- Employment during Leave

No employee, including employees on FMLA leave, may accept employment with any other employer without Grimmway Schools' written permission. An employee who accepts such employment without Grimmway Schools' written permission will be deemed to have resigned from employment at Grimmway Schools.

## **Pregnancy Disability Leave**

This policy explains how Grimmway Schools complies with the California Pregnancy Disability Act, which requires Grimmway Schools to give each female employee an unpaid leave of absence of up to four (4) months per pregnancy, as needed, for the period(s) of time a woman is actually disabled by pregnancy, childbirth, or related medical conditions.

- Employee Eligibility Criteria

To be eligible for pregnancy disability leave, the employee must be disabled by pregnancy, childbirth, or a related medical condition and must provide appropriate medical certification concerning the disability.

- Events That May Entitle an Employee to Pregnancy Disability Leave

The four (4) month pregnancy disability leave allowance includes any time taken (with or without pay) for any of the following reasons:

1. The employee is unable to work at all or is unable to perform any one or more of the essential functions of her job without undue risk to herself, the successful completion of her pregnancy, or to other persons because of

pregnancy or childbirth, or because of any medically recognized physical or mental condition that is related to pregnancy or childbirth (including severe morning sickness); or

2. The employee needs to take time off for prenatal care.

- Duration of Pregnancy Disability Leave

Pregnancy disability leave may be taken in one or more periods, but not to exceed four months total. "Four months" means the number of days the employee would normally work within four months. For a full-time employee who works five (5) eight (8) hour days per week, four (4) months means 693 hours of leave (40 hours per week times 17 <sup>1</sup>/<sub>3</sub> weeks).

For employees who work more or less than forty (40) hours per week, or who work on variable work schedules, the number of working days that constitutes four (4) months is calculated on a pro rata or proportional basis. For example, for an employee who works twenty (20) hours per week, "four months" means 346.5 hours of leave entitlement (20 hours per week times 17 <sup>1</sup>/<sub>3</sub> weeks). For an employee who normally works forty-eight (48) hours per week, "four months" means 832 hours of leave entitlement (48 hours per week times 17 <sup>1</sup>/<sub>3</sub> weeks).

At the end or depletion of an employee's pregnancy disability leave, an employee who has a physical or mental disability (which may or may not be due to pregnancy, childbirth, or related medical conditions) may be entitled to reasonable accommodation. Entitlement to additional leave must be determined on a case-by-case basis, taking into account a number of considerations such as whether an extended leave is likely to be effective in allowing the employee to return to work at the end of the leave, with or without further reasonable accommodation, and whether or not additional leave would create an undue hardship for Grimmway Schools. Grimmway Schools is not required to provide an indefinite leave of absence as a reasonable accommodation.

- Pay during Pregnancy Disability Leave

1. An employee on pregnancy disability leave may use any accrued release time during an otherwise unpaid leave of absence.

2. The receipt of release time pay, or state disability insurance benefits, will not extend the length of pregnancy disability leave.

3. If applicable, release time may accrue during any period of unpaid pregnancy disability leave only until the end of the month in which the unpaid leave began.

- Health Benefits

Grimmway Schools shall provide continued health insurance coverage while an employee is on pregnancy disability leave consistent with applicable law. The continuation of health benefits is for a maximum of four (4) months in a twelve (12) -month period. Grimmway Schools can recover premiums that it already paid

on behalf of an employee if both of the following conditions are met:

1. The employee fails to return from leave after the designated leave period expires.
2. The employee's failure to return from leave is for a reason other than the following:
  - The employee is taking leave under the California Family Rights Act.
  - There is a continuation, recurrence or onset of a health condition that entitles the employee to pregnancy disability leave.
  - There is a non-pregnancy related medical condition requiring further leave.
  - Any other circumstance beyond the control of the employee.

- Seniority

An employee on pregnancy disability leave remains an employee of Grimmway Schools and a leave will not constitute a break in service. When an employee returns from pregnancy disability leave, they will return with the same seniority they had when the leave commenced.

- Medical Certifications

1. An employee requesting a pregnancy disability leave must provide medical certification from her healthcare provider on a form supplied by Grimmway Schools. Failure to provide the required certification in a timely manner (within fifteen (15) days of the leave request) may result in a denial of the leave request until such certification is provided.
2. Re-certifications are required if leave is sought after expiration of the time estimated by the healthcare provider. Failure to submit required re-certifications can result in termination of the leave.

- Requesting and Scheduling Pregnancy Disability Leave

1. An employee should request pregnancy disability leave by completing a Request for Leave form and submitting it to the Principal. An employee asking for a Request for Leave form will be referred to Grimmway Schools' then current pregnancy disability leave policy.
2. Employee should provide not less than thirty (30) days' notice or as soon as is practicable, if the need for the leave is foreseeable. Failure to provide such notice is grounds for denial of the leave request, except if the need for pregnancy disability leave was an emergency and was otherwise unforeseeable.

3. Where possible, employees must make a reasonable effort to schedule foreseeable planned medical treatments so as not to unduly disrupt Grimmway Schools' operations.
4. Pregnancy disability leave may be taken intermittently or on a reduced leave schedule when medically advisable, as determined by the employee's healthcare provider.
5. If an employee needs intermittent leave or leave on a reduced leave schedule that is foreseeable based on planned medical treatment, the employee may be transferred temporarily to an available alternative position for which they are qualified that has equivalent pay and benefits that better accommodates recurring periods of leave than the employee's regular position.
6. Grimmway Schools will respond to a pregnancy disability leave request within ten (10) days of receiving the request. If a pregnancy disability leave request is granted, Grimmway Schools will notify the employee in writing and leave will be counted against the employee's pregnancy disability leave entitlement. This notice will explain the employee's obligations and the consequences of failing to satisfy them.

- Return to Work

1. Upon timely return at the expiration of the pregnancy disability leave period, an employee is entitled to the same position unless the employee would not otherwise have been employed in the same position at the time reinstatement is requested. If the employee is not reinstated to the same position, they must be reinstated to a comparable position unless one of the following is applicable:
  - a. The employer would not have offered a comparable position to the employee if they would have been continuously at work during the pregnancy disability leave.
  - b. There is no comparable position available, to which the employee is either qualified or entitled, on the employee's scheduled date of reinstatement or within sixty (60) calendar days thereafter. Grimmway Schools will take reasonable steps to provide notice to the employee if and when comparable positions become available during the sixty (60) day period.

A "comparable" position is a position that involves the same or similar duties and responsibilities and is virtually identical to the employee's original position in terms of pay, benefits, and working conditions.

2. When a request for pregnancy disability leave is granted to an employee, Grimmway Schools will give the employee a written guarantee of reinstatement at the end of the leave (with the limitations explained above).

3. In accordance with Grimmway Schools' policy, before an employee will be permitted to return from a pregnancy disability leave of three (3) days or more, the employee must obtain a certification from their healthcare provider that the employee is able to resume work.
  4. If the employee can return to work with limitations, Grimmway Schools will evaluate those limitations and, if possible, will accommodate the employee as required by law. If accommodation cannot be made, the employee will be medically separated from Grimmway Schools.
- Employment during Leave

No employee, including employees on pregnancy disability leave, may accept employment with any other employer without Grimmway Schools' written permission. An employee who accepts such employment without written permission will be deemed to have resigned from employment.

### **Industrial Injury Leave (Workers' Compensation)**

Grimmway Schools, in accordance with State law, provides insurance coverage for employees in case of work-related injuries. The workers' compensation benefits provided to injured employees may include:

- Medical care;
- Cash benefits, tax-free to replace lost wages; and
- Vocational rehabilitation to help qualified injured employees return to suitable employment.

To ensure employees receive any worker's compensation benefits to which they may be entitled, employees will need to:

- Immediately report any work-related injury to the Principal;
- Seek medical treatment and follow-up care if required;
- Complete a written Employee's Claim Form (DWC Form 1) and return it to the Principal; and
- Provide Grimmway Schools with a certification from a health care provider regarding the need for workers' compensation disability leave as well as the employee's eventual ability to return to work from the leave.

It is Grimmway Schools' policy that when there is a job-related injury, the first priority is to insure that the injured employee receives appropriate medical attention. Grimmway Schools, with the help of its insurance carrier has selected medical centers to meet this

need. Each medical center was selected for its ability to meet anticipated needs with high quality medical service and a location that is convenient to Grimmway Schools' operation.

- If an employee is injured on the job, that employee is to go or be taken to the approved medical center for treatment. If injuries are such that they require the use of emergency medical systems ("EMS") such as an ambulance, the choice by the EMS personnel for the most appropriate medical center or hospital for treatment will be recognized as an approved center.
- All accidents and injuries must be reported to the Principal and to the individual responsible for reporting to Grimmway Schools' insurance carrier. Failure by an employee to report a work-related injury by the end of their shift could result in loss of insurance coverage for the employee. An employee may choose to be treated by their personal physician at their own expense, but the employee is still required to go to Grimmway Schools' approved medical center for evaluation. All job-related injuries must be reported to the appropriate State Workers' Compensation Bureau and the insurance carrier.
- When there is a job-related injury that results in lost time, the employee must have a medical release from Grimmway Schools' approved medical facility before returning to work.
- Any time there is a job-related injury, Grimmway Schools' policy requires drug/alcohol testing along with any medical treatment provided to the employee.

### **Military and Military Spousal Leave of Absence**

Grimmway Schools shall grant a military leave of absence to any employee who must be absent from work due to service in the uniformed services in accordance with the Uniformed Services Employment and Re-Employment Rights Act of 1994 ("USERRA"). All employees requesting military leave must provide advance written notice of the need for such leave, unless prevented from doing so by military necessity or if providing notice would be impossible or unreasonable.

If military leave is for thirty (30) or fewer days, Grimmway Schools shall continue the employee's health benefits. For service of more than thirty (30) days, employee shall be permitted to continue their health benefits at their option through COBRA. Employees are entitled to use accrued vacation or paid time off as wage replacement during time served, provided such vacation/paid time off accrued prior to the leave.

Except for employees serving in the National Guard, Grimmway Schools will reinstate those employees returning from military leave to their same position or one of comparable seniority, status, and pay if they have a certificate of satisfactory completion of service and apply within ninety (90) days after release from active duty or within such extended period, if any, as required by law. For those employees serving in the National Guard, if they left a full-time position, the employee must apply for reemployment within forty (40) days of being released from active duty, and if they left part-time employment, the employee must apply for reemployment within five (5) days of being released from active duty.

An employee who was absent from work while fulfilling his or her covered service obligation under the USERRA or California law shall be credited, upon his or her return

to Grimmway Schools, with the hours of service that would have been performed but for the period of absence from work due to or necessitated by USERRA-covered service. Exceptions to this policy will occur wherever necessary to comply with applicable laws.

Grimmway Schools shall grant up to ten (10) days of unpaid leave to employees who work more than twenty (20) hours per week and who are spouses of deployed military servicemen and servicewomen. The leave may be taken when the military spouse is on leave from deployment during a time of military conflict. To be eligible for leave, an employee must provide Grimmway Schools with (1) notice of intention to take military spousal leave within two (2) business days of receiving official notice that the employee's military spouse will be on leave from deployment, and (2) documentation certifying that the employee's military spouse will be on leave from deployment during the time that the employee requests leave.

### **Bereavement Leave**

Exempt employees are entitled to a leave of up to three (3) work days without loss of pay due to a death in the immediate family (parent, spouse, son/daughter, sister/brother, parents-in-law, son/daughter-in-law, grandparents, grandchild). Bereavement pay will not be used in computing overtime pay. Any scheduled days off (including weekends and holidays) falling during the absence will be counted as both bereavement leave and scheduled days off.

### **Jury Duty or Witness Leave**

Grimmway Schools will pay for time off for all salaried employees called to serve on a jury. Employees are required to provide proof of jury service daily and to submit the court payment to the Office Manager or Human Resources.

### **Voting Time Off**

If an employee does not have sufficient time outside of working hours to vote in an official state-sanctioned election, the employee may take off enough working time to vote. Such time off shall be taken at the beginning or the end of the regular working shift, whichever allows for more free time and the time taken off shall be combined with the voting time available outside of working hours to a maximum of two (2) hours combined. Under these circumstances, an employee will be allowed a maximum of two (2) hours of time off during an election day without loss of pay. When possible, an employee requesting time off to vote shall give the Principal at least two (2) days' notice.

### **School Appearance and Activities Leave**

As required by law, Grimmway Schools will permit an employee who is a parent or guardian (including a stepparent, foster parent, or grandparent) of school children, from kindergarten through grade twelve (12), or a child enrolled with a licensed child care provider, up to forty (40) hours of unpaid time off per child per school year (up to eight (8) hours in any calendar month of the school year) to participate in activities of a child's school or child care. If more than one (1) parent or guardian is an employee of Grimmway Schools, the employee that first provides the leave request will be given the requested time off. Where necessary, additional time off will also be permitted where the school requires the employee(s) appearance.

The employee requesting school leave must provide reasonable advanced notice of the planned absence. The employee must use accrued but unused paid leave (e.g., vacation or sick leave) to be paid during the absence.

When requesting time off for school activities, the employee must provide verification of participation in an activity as soon as practicable. When requesting time off for a required appearance, the employee(s) must provide a copy of the notice from the child's school requesting the presence of the employee.

## **Bone Marrow and Organ Donor Leave**

As required by law, eligible employees who require time off to donate bone marrow to another person may receive up to five (5) workdays off in a twelve (12) month period. Eligible employees who require time off to donate an organ to another person may receive up to thirty (30) workdays off in a twelve (12) month period.

To be eligible for bone marrow or organ donation leave ("Donor Leave"), the employee must have been employed by Grimmway Schools for at least ninety (90) days immediately preceding the Donor Leave.

An employee requesting Donor Leave must provide written verification to Grimmway Schools that they are a donor and that there is a medical necessity for the donation of the organ or bone marrow.

An employee must first use five (5) days of accrued paid leave for bone marrow donation and two (2) weeks of accrued paid leave for organ donation. If the employee has an insufficient number of paid leave days available, the leave will otherwise be paid.

Employees returning from Donor Leave will be reinstated to the position held before the leave began, or to a position with equivalent status, benefits, pay and other terms and conditions of employment. Grimmway Schools may refuse to reinstate an employee if the reason is unrelated to taking a Donor Leave. A Donor Leave is not permitted to be taken concurrently with an FMLA/CFRA Leave.

## **Victims of Abuse Leave**

Grimmway Schools provides reasonable and necessary unpaid leave and other reasonable accommodations to employees who are victims of domestic violence, sexual assault, or stalking. Such leave may be taken to attend legal proceedings or to obtain or attempt to obtain any relief necessary, including a restraining order, to ensure the employee's own health, safety or welfare, or that of the employee's child or children. Employees may also request unpaid leave for the following purposes:

- Seek medical attention for injuries caused by domestic violence, sexual assault, or stalking.
- Obtain services from a domestic violence shelter, program, or rape crisis center.
- Obtain psychological counseling for the domestic violence, sexual assault, or stalking.
- Participate in safety planning, such as relocation, to protect against future domestic violence, sexual assault, or stalking.

To request leave under this policy, an employee should provide Grimmway Schools with

as much advance notice as practicable under the circumstances. If advance notice is not possible, the employee requesting leave under this policy should provide Grimmway Schools one (1) of the following certifications upon returning back to work:

1. A police report indicating that the employee was a victim of domestic violence, sexual assault, or stalking.
2. A court order protecting the employee from the perpetrator or other evidence from the court or prosecuting attorney that the employee appeared in court.
3. Documentation from a licensed medical professional, domestic violence or sexual assault counselor, licensed health care provider, or counselor showing that the employee's absence was due to treatment for injuries or abuse from domestic violence, sexual assault, or stalking.

Employees requesting leave under this policy may choose to use accrued paid leave. In addition, Grimmway Schools will provide reasonable accommodations to employees who are victims of domestic violence, sexual assault or stalking for the employees' safety while at work. To request an accommodation under this policy, an employee should contact the Principal.

### **Returning From Leave of Absence**

Employees cannot return from a medical leave of absence without first providing a sufficient doctor's return to work authorization.

When business considerations require, the job of an employee on leave may be filled by a temporary or regular replacement. An employee should give the Principal thirty (30) days notice before returning from leave. Whenever Grimmway Schools is notified of an employee's intent to return from a leave, Grimmway Schools will attempt to place the employee in his former position or in a comparable position with regard to salary and other terms and conditions for which the employee is qualified. However, re-employment cannot always be guaranteed.

If you need further information regarding Leaves of Absence, please consult the Principal or Human Resources Department.

# **DISCIPLINE AND TERMINATION OF EMPLOYMENT**

## **Rules of Conduct**

The following conduct is prohibited and will not be tolerated by Grimmway Schools. This list of prohibited conduct is illustrative only and applies to all employees of Grimmway Schools; other types of conduct that threaten security, personal safety, employee welfare and Grimmway Schools' operations also may be prohibited. Further, the specification of this list of conduct in no way alters the at-will employment relationship as to at-will employees of Grimmway Schools. If an employee is working under a contract with Grimmway Schools which grants procedural rights prior to termination, the procedural terms in the contract shall apply.

1. Insubordination - refusing to perform a task or duty assigned or act in accordance with instructions provided by an employee's manager or proper authority
2. Inefficiency - including deliberate restriction of output, carelessness or unnecessary wastes of time or material, neglect of job, duties or responsibilities
3. Unauthorized soliciting, collecting of contributions, distribution of literature, written or printed matter is strictly prohibited on Academy property by non-employees and by employees. This rule does not cover periods of time when employees are off their jobs, such as lunch periods and break times. However, employees properly off their jobs are prohibited from such activity with other employees who are performing their work tasks
4. Damaging, defacing, unauthorized removal, destruction or theft of another employee's property or of Academy property
5. Fighting or instigating a fight on Academy premises
6. Violations of the drug and alcohol policy
7. Using or possessing firearms, weapons or explosives of any kind on Academy premises
8. Gambling on Academy premises
9. Tampering with or falsifying any report or record including, but not limited to, personnel, absentee, sickness or production reports or records, specifically including applications for employment and time cards
10. Recording the time card, when applicable, of another employee or permitting or arranging for another employee to record your time card
11. Use of profane, abusive or threatening language in conversations with other employees and/or intimidating or interfering with other employees
12. Conducting personal business during business hours and/or unauthorized use of school computers or telephone lines for personal calls
13. Excessive absenteeism or tardiness excused or unexcused
14. Posting any notices on Academy premises without prior written approval of the Principal or Human Resources, unless posting is on an academy bulletin board designated for approved employee posting
15. Immoral or indecent conduct
16. Conviction of a criminal act
17. Engaging in sabotage or espionage (industrial or otherwise)
18. Violations of the harassment or sexual harassment policy
19. Failure to report a job-related accident to the Principal or Office Manager or failure to take or follow prescribed tests, procedures or treatment
20. Sleeping during work hours
21. Release of confidential information without authorization
22. Refusal to speak to supervisors or other employees

23. Dishonesty
24. Failure to report any incidents stipulated under the California Mandated laws
25. Any other conduct detrimental to students, other employees or Grimmway Schools' interests or its efficient operations
26. Inappropriate use of school funds (e.g., teacher budgets, department budgets, etc.)
27. Failure to provide proof of appropriate documentation of purchases made with school funds (see Grimmway Schools Fiscal Policies)
28. Failure to possess or maintain the credential/certificate required of the position

For employees who possess an employment contract which provides for other than at-will employment, the procedures and process for termination during the contract shall be specified in the contract.

## **Off-Duty Conduct**

While Grimmway Schools does not seek to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct may interfere with Grimmway Schools' legitimate business interests. For this reason, employees are expected to conduct their personal affairs in a manner that does not adversely affect Grimmway Schools' or its own integrity, reputation, or credibility. Illegal or immoral off-duty conduct by an employee that adversely affects Grimmway Schools' legitimate business interests or the employee's ability to perform his or her work will not be tolerated.

While employed by Grimmway Schools, employees are expected to devote their energies to their jobs with Grimmway Schools. For this reason, second jobs are strongly discouraged. The following types of additional employment elsewhere are strictly prohibited:

- Additional employment that conflicts with an employee's work schedule, duties, and responsibilities at Grimmway Schools
- Additional employment that creates a conflict of interest or is incompatible with the employee's position with Grimmway Schools
- Additional employment that impairs or has a detrimental effect on the employee's work performance with Grimmway Schools
- Additional employment that requires the employee to conduct work or related activities on Grimmway Schools' property during the employer's working hours or using Grimmway Schools' facilities and/or equipment
- Additional employment that directly or indirectly competes with the business or the interests of Grimmway Schools

Employees who wish to engage in additional employment that may create a real or apparent conflict of interest must submit a written request to Grimmway Schools explaining the details of the additional employment. If the additional employment is authorized, Grimmway Schools assumes no responsibility for it. Grimmway Schools shall not provide workers compensation coverage or any other benefit for injuries occurring from or arising out of additional employment. Authorization to engage in additional employment can be revoked at any time.

## **Termination of Employment**

Should it become necessary for an employee to terminate their at-will employment with Grimmway Schools, employees should notify the Principal or immediate supervisor regarding their intention as far in advance as possible. (At least two (2) weeks' notice is expected whenever possible.)

When an employee terminates their at-will employment, they will be entitled to payment for unused Release Days. If an employee is participating in the medical and/or dental plan, they will be provided information on their rights under COBRA.

## **INTERNAL COMPLAINT REVIEW**

The purpose of the “Internal Complaint Review Policy” is to afford all employees of Grimmway Schools the opportunity to seek internal resolution of their work-related concerns. All employees have free access to the Principal or Chief Academic Officer to express their work-related concerns.

Specific complaints of unlawful harassment, discrimination, and retaliation are addressed under Grimmway Schools’ “Policy Prohibiting Unlawful Harassment, Discrimination, and Retaliation.”

### **Internal Complaints**

(Complaints by Employees Against Employees)

This section of the policy is for use when a Grimmway Schools employee raises a complaint or concern about a co-worker.

If reasonably possible, internal complaints should be resolved at the lowest possible level, including attempts to discuss/resolve concerns with the immediate supervisor. However, in the event an informal resolution may not be achieved or is not appropriate, the following steps will be followed by the Principal or designee:

1. The complainant will bring the matter to the attention of the Principal, Chief Academic Officer, or designee as soon as possible after attempts to resolve the complaint with the immediate supervisor have failed or if not appropriate; and
2. The complainant will reduce his or her complaint to writing, indicating all known and relevant facts. The Principal, Chief Academic Officer, or designee will then investigate the facts and provide a solution or explanation;
3. If the complaint is about the Chief Executive Officer, the complainant may file his or her complaint in a signed writing to the Board President, who will then confer with the Board and may conduct a fact-finding investigation or authorize a third party investigator on behalf of Grimmway Schools. The Board President or the investigator will report a summary or the findings of the investigation report to the Board for review and action, if necessary.

This policy cannot guarantee that every problem will be resolved to the employee’s satisfaction. However, Grimmway Schools values each employee’s ability to express concerns and the need for resolution without fear of adverse consequence to employment.

### **Policy for Complaints Against Employees**

(Complaints by Third Parties Against Employees)

This section of the policy is for use when a non-employee raises a complaint or concern about a Grimmway Schools employee.

If complaints cannot be resolved informally, complainants may file a written complaint with the office of the Principal or Chief Academic Officer (if the complaint concerns the Principal) as soon as possible after the events that give rise to the complainant's concerns. The written complaint should set forth in detail the factual basis for the complaint.

In processing the complaint, Principal or designee shall abide by the following process:

1. The Principal or designee shall use his or her best efforts to talk with the parties identified in the complaint and to ascertain the facts relating to the complaint.
2. In the event that the Principal (or designee) finds that a complaint against an employee is valid, the Principal or designee or Human Resources may take appropriate disciplinary action against the employee. As appropriate, the Principal or Human Resources may also simply counsel/reprimand employees as to their conduct without initiating formal disciplinary measures.
3. The Principal's or Human Resources' decision relating to the complaint shall be final unless it is appealed to the Board of Directors or its designee. The decision of the Board or its designee shall be final.

### **General Requirements**

1. Confidentiality: All complainants will be notified that information obtained from the complainants and thereafter gathered will be maintained in a manner as confidential as possible, but in some circumstances absolute confidentiality cannot be assured.
2. Non-Retaliation: All complainants will be advised that they will be protected against retaliation as a result of the filing of any complaints or participation in any complaint process.
3. Resolution: The Chief Academic Officer (if a complaint is about the Principal) or the Principal or Human Resources will investigate complaints appropriately under the circumstances and pursuant to the applicable procedures, and if necessary, take appropriate remedial measures to ensure effective resolution of any complaint.

Once the complaint review process is complete, employees of Grimmway Schools have the right to appeal to the President of the Board of Directors or his/her designee for review of the findings.

### **AMENDMENT TO EMPLOYEE HANDBOOK**

This Employee Handbook contains the employment policies and practices of Grimmway Schools in effect at the time of publication.

Grimmway Schools reserves the right to amend, delete or otherwise modify this Handbook at any time provided that such modifications are in writing and duly approved by the employer.

Any written changes to the Handbook will be distributed to all employees. No oral statements can in any way alter the provisions of this Handbook.

**APPENDIX A**

**HARASSMENT/DISCRIMINATION/RETALIATION  
FORM**

**COMPLAINT**

It is the policy of Grimmway Schools that all of its employees be free from harassment, discrimination, and retaliation. This form is provided for you to report what you believe to be harassment, discrimination, or retaliation so that Grimmway Schools may investigate and take appropriate disciplinary or other action when the facts show that there has been harassment, discrimination, or retaliation.

If you are an employee of Grimmway Schools, you may file this form with the Principal or Human Resources.

Please review Grimmway Schools' policies concerning harassment, discrimination, and retaliation for a definition of such unlawful conduct and a description of the types of conduct that are considered unlawful.

Grimmway Schools will undertake every effort to handle the investigation of your complaint in a confidential manner. In that regard, Grimmway Schools will disclose the contents of your complaint only to those persons having a need to know. For example, to conduct its investigation, Grimmway Schools will need to disclose portions of your factual allegations to potential witnesses, including anyone you have identified as having knowledge of the facts on which you are basing your complaint, as well as the alleged offender.

In signing this form below, you authorize Grimmway Schools to disclose to others the information you have provided herein, and information you may provide in the future. Please note that the more detailed information you provide, the more likely it is that Grimmway Schools will be able to address your complaint to your satisfaction.

Charges of harassment, discrimination, and retaliation are taken very seriously by Grimmway Schools both because of the harm caused by such unlawful conduct, and because of the potential sanctions that may be taken against the offender. It is therefore very important that you report the facts as accurately and completely as possible and that you cooperate fully with the person or persons designated to investigate your complaint.

Your Name: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Alleged Incident(s): \_\_\_\_\_

Name of Person(s) you believe harassed, or discriminated or retaliated against, you or someone else:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



Received by:

\_\_\_\_\_ Date: \_\_\_\_\_

**APPENDIX B**

**INTERNAL COMPLAINT FORM**

Your Name: \_\_\_\_\_ Date:

\_\_\_\_\_

Date of Alleged Incident(s):

\_\_\_\_\_

Name of Person(s) you have a complaint against:

\_\_\_\_\_

List any witnesses that were present:

\_\_\_\_\_

\_\_\_\_\_

—

Where did the incident(s) occur?

\_\_\_\_\_

Please describe the events or conduct that are the basis of your complaint by providing as much factual detail as possible (i.e. specific statements; what, if any, physical contact was involved; any verbal statements; what did you do to avoid the situation, etc.) (Attach additional pages, if needed):

\_\_\_\_\_

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I hereby authorize Grimmway Schools to disclose the information I have provided as it finds necessary in pursuing its investigation. I hereby certify that the information I have provided in this complaint is true and correct and complete to the best of my knowledge and belief. I further understand providing false information in this regard could result in disciplinary action up to and including termination.

\_\_\_\_\_  
Signature of Complainant

Date: \_\_\_\_\_

\_\_\_\_\_  
Print Name

To be completed by Grimmway Schools:

Received by: \_\_\_\_\_

Date: \_\_\_\_\_