

# **Southgate Academy**

**850 West Valencia Road  
Tucson, AZ 85706  
(520) 741-7900  
(520) 741-7901 fax**

## **2008-09 EMPLOYEE MANUAL**

Revised January 30, 2008

# **TABLE OF CONTENTS**

## **SECTION 1 - INTRODUCTION**

- 1.1 Changes in Policy
- 1.2 Employment Applications
- 1.3 Employment Relationship

## **SECTION 2 - DEFINITIONS OF EMPLOYEE STATUS**

“Employees” Defined

## **SECTION 3 - EMPLOYMENT POLICIES**

- 3.1 Non-Discrimination
- 3.2 Non-Disclosure/Confidentiality
- 3.3 New Employee Orientation
- 3.4 Probationary Period for New Employees – Actual Performance
- 3.5 Office Hours
- 3.6 Lunch Periods
- 3.7 Break Periods
- 3.8 Personnel Files
- 3.9 Inclement Weather/Emergency Closings
- 3.10 Employee Performance Review and Planning Sessions
- 3.11 Outside Employment
- 3.12 Corrective Action
- 3.13 Employment Termination
- 3.14 Leaves of Absence
- 3.15 Safety
- 3.16 Personal Leave
- 3.17 Health Related Issues
- 3.18 Employee Requiring Medical Attention
- 3.19 Building Security
- 3.20 Insurance On Personal Effects
- 3.21 Supplies; Expenditures; Obligor District
- 3.22 Parking
- 3.23 Visitors in the Workplace
- 3.24 Immigration Law Compliance

## **SECTION 4 - STANDARDS OF CONDUCT**

- 4.1 Attendance/Punctuality
  - 4.1a Paid Time Off
  - 4.1b Absences
- 4.2 Harassment, including Sexual Harassment
- 4.3 Telephone Use
- 4.4 Public Image
- 4.5 Substance Abuse
- 4.6 Tobacco Products
- 4.7 Internet Use

## **SECTION 5 - WAGE AND SALARY POLICIES**

- 5.1 Wage or Salary Increases
- 5.2 Timekeeping
- 5.3 Overtime
- 5.4 Paydays

## **SECTION 6 - BENEFITS AND SERVICES**

- 6.1 Group Insurance
- 6.2 Cobra Benefits
- 6.3 Social Security/Medicare
- 6.4 Vacation Time Off and Vacation Pay
- 6.5 Holidays
- 6.6 Record Keeping
- 6.7 Military Leave
- 6.8 Jury Duty
- 6.9 Educational Assistance
- 6.10 Training and Professional Development

## **SECTION 7 - EMPLOYEE COMMUNICATIONS**

- 7.1 Staff Meetings
- 7.2 Bulletin Boards
- 7.3 Procedure for Handling Complaints
- 7.4 Receipt of Employee Handbook

## **SECTION 1**

### **INTRODUCTION**

This Manual is designed to acquaint you with Southgate Academy and provide you with information about working conditions, benefits, and policies affecting your employment.

The information contained in this Manual applies to all employees of Southgate Academy. Following the policies described in this Manual are considered a condition of continued employment. However, nothing in this Manual alters an employee's status. The contents of this Manual shall not constitute nor be construed as a promise of employment or as a contract between the District and any of its employees. The Manual is a summary of our policies, which are presented here only as a matter of information.

You are responsible for reading, understanding, and complying with the provisions of this Manual. Our objective is to provide you with a work environment that is constructive to both personal and professional growth.

It is the policy of Southgate Academy to recruit, hire, train, and promote employees without discriminating based on race, sex, age, religion, national origin, disability or veteran status. Southgate Academy further recognizes that the effective application of such a policy of merit employment involves more than just a statement and will, therefore, train and advise those who are in a position to make decisions regarding hiring, salary administration and other terms and conditions of employment in the positive application of this policy. In addition, this policy will be made known to all employees of Southgate Academy and all recruitment sources such as employment agencies and newspapers as well as all persons who come to Southgate Academy for the purpose of seeking employment.

You should take advantage of these opportunities to learn as much as possible about your job and how it fits into the work and progress of Southgate Academy. By making a concerted effort to learn as much as you can about your job, you will greatly improve your chances of success with Southgate Academy.

#### **1.1 CHANGES IN POLICY**

This Manual supersedes all previous employee manuals and memos that may have been issued from time to time on subjects covered in this Manual.

However, since our business and our organization are subject to change, we reserve the right to interpret, change, suspend, cancel, or dispute with or without notice all or any part of our policies, procedures, and benefits at any time. We will notify all employees of these changes. Changes will be effective on the dates determined by the District, and after those dates all superseded policies will be null.

## **1.2 EMPLOYMENT APPLICATIONS**

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

## **1.3 EMPLOYMENT RELATIONSHIP**

You enter into employment voluntarily, and you are free to resign at any time for any reason or no reason. Similarly, Southgate Academy is free to conclude its relationship with any employee at any time for any reason or no reason. Following the probationary period, employees are required to follow the Employment Termination Policy (See Section 3.13).

## **SECTION 2**

### **DEFINITIONS OF EMPLOYEES STATUS**

#### ***“EMPLOYEES” DEFINED***

An “employee” of Southgate Academy is a person who regularly works for Southgate Academy on a wage or salary basis. “Employees” may include exempt, non-exempt, regular full-time, regular part-time, and temporary persons, and others employed with the district that are subject to the control and direction of Southgate Academy in the performance of their duties.

#### **EXEMPT**

*(Note: The FLSA is the federal labor law that covers minimum wage provisions, overtime pay, the Equal Pay Act, child labor laws, and other employment laws).*

Employees whose positions meet specific criteria such as whose positions are executive, administrative, or professional, established by the Fair Labor Standards Act (FLSA) and who are exempt from overtime pay requirements.

#### **NON-EXEMPT**

Employees whose positions do not meet FLSA criteria and who are paid one and one-half their regular rate of pay for hours worked in excess of 40 hours per week.

#### **REGULAR FULL-TIME**

Employees who have completed the 90-day probationary period and who are regularly scheduled to work 35 or more hours per week. Generally, they are eligible for the District’s benefit package, subject to the terms, conditions, and limitations of each benefit program.

***REGULAR PART-TIME***

Employees who have completed the 90-day probationary period and who are regularly scheduled to work less than 35 hours per week.

***TEMPORARY (FULL-TIME or PART-TIME)***

Those whose performance is being evaluated to determine whether further employment in a specific position or with the District is appropriate or individuals who are hired as interim replacements to assist in the completion of a specific project or for vacation relief. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status until they are notified of a change. They are not eligible for any of the District's benefit programs.

***PROBATIONARY PERIOD FOR NEW EMPLOYEES***

A new employee whose performance is being evaluated to determine whether further employment in a specific position or with Southgate Academy is appropriate. When an employee completes the probationary period of 90 days of actual performance, the employee will be notified of his/her new status with Southgate Academy.

## **SECTION 3**

### **EMPLOYMENT POLICIES**

#### **3.1 NON-DISCRIMINATION**

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Southgate Academy will be based on merit, qualifications, and abilities. Southgate Academy does not discriminate in employment opportunities or practices because of race, color, religion, sex, national origin, age or disability.

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

Employees with questions or concerns about discrimination in the workplace are encouraged to bring these issues to the attention of their supervisor. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in unlawful discrimination would be subject to disciplinary action, including termination of employment.

#### **3.2 NON-DISCLOSURE/CONFIDENTIALITY**

The protection of confidential business information and trade secrets is vital to the interests and success of Southgate Academy. Such confidential information includes, but is not limited to, the following examples:

- Compensation data,
- Financial information,
- Marketing strategies,
- Pending projects and proposals,
- Proprietary production processes,
- Personnel/Payroll records, and
- Conversations between any persons associated with Southgate Academy.

All employees are required to sign a non-disclosure agreement as a condition of employment.

Employees who improperly use or disclose trade secrets or confidential business information will be subject to disciplinary action, including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

### **3.3 NEW EMPLOYEE ORIENTATION**

New employee orientation is conducted by a Human Resources representative, and includes an overview of the district history, an explanation of the district core values, vision, and mission; and district goals and objectives. In addition, the new employee will be given a overview of benefits, tax, and legal issues, and complete any necessary paperwork.

Employees are presented with all codes, keys, and procedures needed to navigate within the workplace. The new employee's supervisor then introduces the new hire to staff throughout the district, reviews their job description and scope of position, explains the district's evaluation procedures, and helps the new employee get started on specific functions.

The following information is required before any agreement of hire is established.

1. Application
2. Resume with references (we suggest that resumes be done on Word format so they are easily e-mailed.)
3. Cover Letter
4. Blue Card with fingerprints in black ink done by an authorized person for state background check
5. Copy of fingerprint clearance card
6. Drug Screen
7. P.A.R. Form (Personal Action Request Form)
8. I-9 Form
9. W-4 Form
10. A-4 Form
11. Identification Card and Social Security Card
12. Photo ID (Wallet Size) Not older than 30 days
  
13. Measles, Mumps and Rubella (MMR) Immunization

### **3.4 PROBATIONARY PERIOD FOR NEW EMPLOYEES – Actual Performance**

The probationary period for regular full-time and regular part-time employees lasts up to 90 days of actual performance from date of hire. During this time, employees have the opportunity to evaluate our District as a place to work and management has its first opportunity to evaluate the employee. During this introductory period, both the employee and Southgate Academy have the right to terminate employment without advance notice.

Upon satisfactory completion of the probationary period, a 90-day actual performance review will be given and benefits will begin as appropriate. All employees, regardless of classification or length of service, are expected to meet and maintain District standards for job performance and behavior (See Section 4, Standards of Conduct).

### **3.5 OFFICE HOURS**

Your supervisor will establish your specific hours of work. They will be established based on Southgate Academy's need to provide our students with the most convenient and efficient service possible. In general, employees will be scheduled to work 40 hours per week, Monday through Friday, except for holidays – (See Section 6.7) Southgate Academy's normal office hours are between 8:00 a.m. to 4:00 p.m. Some positions, because of business demands, may require work outside these hours. In addition, in order to satisfy our student's needs, there are some positions that require Saturday work.

You will be advised by your supervisor of any changes in your normal work hours. You will, of course, be expected to work any and all hours that may be requested by your supervisor in order to meet the needs of our students and their families. Failure to do so will be considered a serious matter and may result in disciplinary actions up to and including discharge. (See Section 5.3)

### **3.6 LUNCH PERIODS**

Most Employees will be allowed 30 minutes lunch period; to be taken in the cafeteria during your perspective scheduled time. In some positions, this lunch period may be shortened due to business necessity. For example, some administrative employees receive a (30) thirty-minute lunch break due to their unique scheduling arrangements. Your supervisor will be responsible for scheduling your lunch period.

Lunch breaks generally are taken between the hours of 10:00 a.m. and 1:30 p.m.\_on a staggered schedule so that your absence does not create a problem for co-workers or clients.

### **3.7 BREAK PERIODS**

For hourly staff, Southgate Academy provides two 15-minute breaks (in an 8 hour workday) for employees to use during production activities, as time and job duty requirements allow.

If employees have unexpected personal business to take care of, they must notify their direct supervisor to discuss time away from work and make provisions as necessary. Personal business should be conducted on the employee's own time.

Employees who do not adhere to the break policy will be subject to disciplinary action, including termination.

### **3.8 PERSONNEL FILES**

There are certain types of information that Southgate Academy needs in order to effectively handle any unusual or emergency situations. It is your responsibility to notify the Human Resource Department regarding any changes in the following information:

- Your Name
- Your Complete Address (including Zip Code)
- Your Home Telephone Number
- Your Marital Status
- The Status of any of your Dependents (Including acquiring new dependents & children losing Dependent status)
- Your Insurance Beneficiary
- Who To Contact In Case Of Emergency.

Failure to provide this information could lead to serious problems in case of an accident or an emergency, so you are encouraged to promptly report any changes in the above information to the Human Resources Department.

Personnel files are the property of Southgate Academy, and access to the information is restricted. Administrative personnel of Southgate Academy who have a legitimate reason to review the file are allowed to do so.

Employees who wish to review their own file should contact their supervisor or Human Resources Representative in writing. With reasonable advance notice, the employee may review his/her personnel file at Southgate Academy's Human Resource office and in the presence of their supervisor or Human Resources Representative.

### **3.9 INCLEMENT WEATHER/EMERGENCY CLOSINGS**

At times, emergencies such as severe weather, fires, or power failures can disrupt district operations. The decision to close the office will be made by the Executive Staff.

When the decision is made to close the office, employees will receive official notification from their supervisors.

Time off from scheduled work due to emergency closings will be unpaid for all non-exempt employees. However, if employees would like to be paid, they are permitted to use vacation time if it is available to them.

### **3.10 EMPLOYEE PERFORMANCE REVIEW AND PLANNING SESSIONS**

Supervisors will conduct performance reviews and planning. Supervisors may conduct a formal performance reviews and planning sessions as often as needed.

Performance reviews and planning sessions are designed for the supervisor and the employee to discuss his/her current job tasks, encourage and recognize attributes, and discuss positive, purposeful approaches for meeting work-related goals. Together, employee and supervisor discuss ways in which the employee can accomplish goals or learn new skills. The planning sessions are designed for the employee and his/her supervisor to make and agree on new goals, skills, and areas for improvement.

Southgate Academy directly links wage and salary increases with performance. Your performance review and planning sessions will have a direct effect on any changes in your compensation. For this reason among others, it is important to prepare for these reviews carefully, and participate in them fully.

New employees will be reviewed at the end of their probationary periods (see Section 3.3, Probationary Period for New Employees). After the initial review, the employee will be reviewed according to the regular annual schedule.

#### **3.10 (b) INFORMAL EVALUATIONS**

Southgate Academy believes that your input is critical to this process. Because of this belief, you will be provided with a Performance Review Form to complete before the Performance Review Interview. You will be expected to complete this form, evaluating your own performance. During the Performance Review Interview, you will then have an opportunity to compare your perceptions of your performance with those of the Human Resource Department.

Southgate Academy encourages you to make full use of the opportunity presented by the Performance Review Interview. By working together we can develop a plan for improving your performance so that you can strive towards continued personal and

professional growth. Of course, since your work performance is the major factor determining the amount of any pay increase that you may receive, it is in your own best interest to use the Performance Review to your maximum advantage.

### **3.11 OUTSIDE EMPLOYMENT**

Southgate Academy believes that the employee's positions are priority and therefore should be handled as such. Employees may hold outside jobs in non-related businesses or professions as long as the employee meets the performance standards of their job description with Southgate Academy and does not interfere with their work. Unless an alternative work schedule has been approved by Southgate Academy, employees will be subject to the districts scheduling demands, regardless of any existing outside work assignments.

Southgate Academy's office space, equipment, and materials are not to be used for outside employment.

### **3.12 CORRECTIVE ACTION**

Southgate Academy believes in the philosophy of "Positive Discipline." We believe that all of our employees are intelligent adults who have self-respect and who take pride in their work. Because a person who has self-respect and who takes pride in their work will rarely lapse from excellent work behaviors, Southgate Academy views discipline not as a way to punish employees, but as a way to simply remind employees of what is expected so that they can correct their own work behavior.

Southgate Academy holds each of its employees to certain work rules and standards of conduct (see Section 4). When an employee deviates from these rules and standards, Southgate Academy expects the employee's supervisor to take corrective action.

Southgate Academy's Disciplinary Action procedure consists of four types of actions:

- φ *A Friendly Reminder*
- φ *Written Warning*
- φ *Suspension*
- φ *Discharge*

Though committed to a progressive approach to corrective action, Southgate Academy considers certain rule infractions and violations of standards as grounds for immediate termination of employment. These include but are not limited to: theft in any form, insubordinate behavior, vandalism or destruction of school property, the use of school's equipment and/or district vehicles without prior authorization by Administrative Staff, untruthfulness about personal work history, skills, or training, divulging school business practices, and misrepresentations of Southgate Academy to a parent or child, a prospective parent or child, the general public, an employee or prospective employee or other businesses associated with Southgate Academy.

### 3.13 EMPLOYMENT TERMINATION

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

- **Resignation** – voluntary employment termination initiated by an employee.
- **Termination** – involuntary employment termination initiated by Southgate Academy.
- **Layoff** – involuntary employment termination initiated by Southgate Academy for non-disciplinary reasons.

While we hope that your association with Southgate Academy will be an enjoyable one, we realize that at some time in the future it may be necessary for you to leave. If you should ever decide to leave, you should notify the Human Resources Department at least 2 weeks prior to your last day of work so that your supervisor can make the appropriate arrangements. Southgate Academy reserves the right upon the submittal of any resignation of any employee to release that employee immediately and all benefits will cease accordingly.

Employment with Southgate Academy is based on the fiscal academic year. Each employee is required to complete a (PAR) Personal Action Request form to continue his or her employment with Southgate Academy. In addition, some positions may require an employee agreement each fiscal year for teaching position. However, both the employee and Southgate Academy have the right to terminate employment at will, with or without cause at any time including the Introductory/Probationary Period for New Employees (See Section 3.3, Introductory/Probationary Period for New Employees).

Any employee who terminates employment with Southgate Academy shall return all files, records, keys, and any other materials that are property of Southgate Academy. The cost of replacing non-returned items will be deducted from the employee's final paycheck. Furthermore, any outstanding financial obligations owed to Southgate Academy will also be deducted from the employee's final check.

Employee's benefits will be affected by employment termination in the following manner. All accrued vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's expense (See Section 5, Benefits) if the employee elects to do so. The employee will be notified of the benefits that may be continued and of the terms, conditions, and limitations.

### **3.14 LEAVES OF ABSENCE**

All full-time non-exempt employees of Southgate Academy who have successfully completed their orientation period and who are unable to continue their job responsibilities due to illness, injury, pregnancy, disability or other reasons acceptable to management are eligible to take a leave of absence upon written approval.

If you take a leave of absence, you will retain all of your insurance benefits during the (see pg 18) period of your leave of absence. (However you will be responsible for your portion of your insurance benefits.) In addition, you may be paid for all of your accrued but unused approved leave and vacation time if you so desire and request that this procedure be followed. If you are incapacitated and are unable to indicate your desires in this regard, Southgate Academy will retain the right to pay for all accrued but unused approved leave and vacation time until they have been exhausted to assure that your pay will be continued for that period of time.

If you wish to take a leave of absence, you must submit a completed Request for Leave Form to your supervisor providing the following information:

- \* The reason for the leave
- \* The date that the leave would begin
- \* The date you expect the leave to end

If the leave is to be taken due to an injury or illness, you must provide a letter from your physician stating the nature of your illness, injury, or disability and an estimate as to when you might be expected to be able to return to work. You should know that all leaves of absence are subject to final approval.

When returning from a leave of absence, you will be eligible to rejoin our staff. If it is possible, you will be reinstated in your original position or in another position of similar pay and responsibility. It is impossible to “hold” your old position open, and if no openings exist at the time you plan to return to work, then you will be given first preference for any subsequent position openings for which you may be qualified.

When you return from a leave of absence, you must provide your supervisor with a statement from your physician releasing you to work. This statement should be forwarded to the Human Resources Department.

If you wish to change the date of return from your leave of absence, you must notify your supervisor, in writing, of your change in plans providing the reason for your change in plans and any physician’s statements supporting this change. Your supervisor prior to the date on which you have originally intended to return must receive such written notice. This notice must then be forwarded to the Human Resource Department. If this

procedure is not followed, you will be subject to disciplinary actions as deemed appropriate by the Human Resource Department.

The maximum amount of leave time is twelve weeks per year based on a rolling 365-day period. If you fail to report back to work as scheduled and do not provide any written notice, as described above, or if you exceed the maximum amount of leave time available, you will be considered to have voluntarily terminated.

### **3.15 SAFETY**

Southgate Academy provides information to employees about workplace safety and health issues through regular internal communication such as:

- Training sessions
- Team meetings
- Bulletin board postings
- Memorandums
- Other written communications

Each employee is expected to obey safety rules and exercise caution and common sense in all work activities. Employees must immediately report any unsafe conditions to their supervisor. Employees who violate safety standards, cause hazardous or dangerous situations, or fail to report, or where appropriate, remedy such situations, may be subject to disciplinary action including termination of employment.

In the case of an accident that results in injury, regardless of how insignificant the injury may appear, employees should notify their supervisor (See Section 3.18, Employee Requiring Medical Attention).

### **3.16 PERSONAL LEAVE**

In order to provide our employees with some type of financial protection against the loss of working time caused by normal illness, physician's appointments or for other pressing personal matters, Southgate Academy has established a Personal Leave Program. All full-time hourly employees of Southgate Academy who have successfully completed their orientation period are eligible for benefits.

#### *Accrual of Benefits – Non-Exempt /Salary Employees*

Eligible employees earn Personal Leave – (2) PTO Days in addition to all other scheduled days off, after the successful completion of their 90-day actual work performed orientation period.

### *Amount of Benefits*

If you are eligible for the Personal Leave Program, you will be compensated for any earned Personal Leave taken at your regular hourly rate of pay. Time taken and paid for under this policy will not be counted as time worked for the purposes of computing overtime. Personal Leave pay may not be advanced to those employees who have not yet accumulated any Personal Leave.

### *Procedure*

If you need to take Personal Leave time for medical or dental appointments, you should notify your supervisor in advance to secure the approval of your supervisor and to allow your supervisor to plan for your absence. If you must miss work due to illness, you should notify your supervisor before the beginning of the workday. If you are forced to miss work for more than one day, due to illness, you should keep your supervisor informed as to your status on a daily basis.

Your supervisor is responsible for granting or not granting Personal Leave and is responsible for noting and approving such leave time on your time sheet.

When you return to work after having taken Personal Leave due to illness, you will be required to provide written documentation of your illness from your physician if the illness caused you to miss more than three days of work.

Even though the payment of Personal Leave time costs Southgate Academy less than providing you with pay for all such accrued but unused Personal Leave, Southgate Academy prefers this expense to the disruptions that are caused by your absence. Because of this fact, Southgate Academy encourages you to strive for perfect attendance. \*\* TEACHER'S-all PTO request will be filled out and submitted to the building PRINCIPAL. A copy of your request must be submitted to the Payroll Administrator for signature and filing. All PTO request must have all signatures for final approval.

### *Termination of Benefits*

You will automatically forfeit all unused Personal Leave should you become a salaried employee, if you become a temporary or part-time employee, or if your employment with Southgate Academy terminates for any reason. Personal Leave cannot be accrued.

### *Pregnancy Leave*

If you have become pregnant, you should notify your supervisor as soon as your pregnancy is confirmed. You should also provide your supervisor with your estimated date of delivery as soon as possible. You should also contact the Human Resource Department so that the Human Resources Officer can answer any questions that you might have about your leave time. Your supervisor will help you to set up an appointment with the Human Resource Department for this purpose.

If you have become pregnant, you may continue to work as long as your obstetrician does not advise that you stop working or until it is determined by your supervisor that you can no longer safely and satisfactorily complete the work assigned to you.

You must inform your supervisor of your desire to take a Pregnancy Leave of Absence by submitting a written request to your supervisor, preferably at least one month before it is to begin. Pregnancy Leaves of Absence will last for eight (8) weeks after the date of delivery or one week after your obstetrician/physician releases you for work (up to a maximum of 12 weeks), whichever is longer. Of course, you may return to work anytime after your obstetrician/physician releases you for work.

If you wish to return to work after your Pregnancy Leave of Absence, you must notify your supervisor, in writing, of your desire to return to work within one month (30 days) of your date of delivery. If you fail to provide such a written request to return to work, you will be considered to have voluntarily terminated your employment.

When you return from a Pregnancy Leave of Absence, you must provide a written statement from your obstetrician or physician stating that you are physically able to resume work.

Privileges associated with a Pregnancy Leave of Absence are as follows:

- You will remain active in employee benefit program (see pg 18)
- You will retain seniority status; employment date will not be changed
- If it is possible, you will be reinstated in your original position or in another position of similar pay and responsibility.
- If it is impossible to “hold” your old position open, and no openings exist at the time you plan to return to work, then you will be given first preference for any subsequent position openings for which you may be qualified.
- Pay may be extended into the Pregnancy Leave period for a period of time not to exceed your earned but unused approved leave and vacation time if you so desire and request that this procedure be followed.

#### *Family and Medical Leaves – F Y I*

All employees who have been employed by the district for at least 12 months and who have worked at least 1250 hours during the 12 month period immediately preceding the request for leave are eligible for this benefit. However, if you are employed at a worksite with less than 50 employees, you will not be eligible for this benefit if the total number of employees employed by the district within a 75-mile radius is less than 50.

Eligible employees (both males and females) may take up to 12 week unpaid Family and Medical (FMLA) time off per year in the event of the birth or adoption (or to take care of their new child) or in the event they experience a serious illness which prevents them from performing one or more essential functions of their job, or if they need to take time off to care for a seriously ill family member. Such FMLA leave will be classified as

Family Leave if it is needed due to the birth or adoption of a new child, and will be classified as Family Medical Leave if it is caused by the serious health condition of the employee or one of their immediate family members. While eligible employees may take up to 12 weeks of unpaid time off for either one of these types of leave, it should be emphasized that the total combined amount of FMLA time available is 12 weeks per year.

#### *Family Leave*

Eligible employees (both males and females) may take up to 12 weeks of unpaid leave in the event of the birth, adoption, or placement of foster care, of a son or daughter, and to care for such son or daughter. Such leave must be taken within 12 months of the birth, or placement of the child and in the event that both the husband and wife work for our district, the combined total of leave until time available will be 12 weeks. In addition this leave time may not be taken intermittently it must be taken consecutively.

#### *Family Medical Leave*

Eligible employees are entitled to take up to 12 weeks of unpaid Family Medical Leave per year in order to care for a spouse, son or daughter (if under 18, including adopted, foster children, or ward or parent) who has a serious health condition, or to take up to 12 weeks of unpaid Medical Leave if they personally experience a “Serious Health Condition” which causes them to be unable to perform one or more of the essential functions of their position.

Employees should understand that, for the purposes of this benefit, a “Serious Health Condition” is defined as an illness, injury, impairment or physical or mental condition that involves inpatient care in a hospital, hospice, or residential health care facility, or which requires continuing treatment by a health care provider. Accordingly, this benefit is not available to employees who experience minor illnesses, which would result in only a few days of absence, as these types of situations will be covered by the district’s regular sick leave policy.

#### *Procedures for Taking Family Leaves and Family Medical Leaves*

If you wish to take a Family Leave, or a Family Medical Leave, you should notify the Human Resource Department of your intent to take a Family Leave as soon as possible. Unless it is impossible to do so, you must provide the district with at least 30 days notice prior to the beginning of the leave. If you can show that it was impossible to provide 30 days prior notice, then you must provide notice as soon as practicable.

In the event you wish to take Family Medical Leave, you will be required to submit a completed Certification Of Health Care Provider Form to the Human Resource Department at the time that you request leave, unless the need for leave is unforeseen, in which case this Certification Form must be provided as soon as practicable. If you fail to provide the Human Resource Department with a completed Family Medical Leave

Certification Form within 15 days after Southgate Academy requests it, your request for leave may be denied until such certification is provided. In addition, if the need for leave is unforeseen and you fail to notify the Director of Personnel of your desire to take Family Medical Leave time within two (2) days after your return to work, you will forfeit your right to such Family Medical Leave.

If you need to take a Family Leave or Family Medical Leave, you will not lose any employment benefits you have accrued prior to the beginning of your leave period. In addition, you will remain active in the group health insurance program and will be responsible for continuing to pay the percentage of premiums normally paid for by you. The Human Resource Department will be responsible for instructing you as to when and how these premiums are to be paid. If you fail to pay your required portion of your group health insurance premiums in a timely manner, you will be terminated from our group health insurance program.

When taking a Family Leave, you will be required to exhaust all of your accrued but unused personal leave, vacation or other paid family leave time during your Family Leave. If you are taking a Family Medical Leave, you may also be required to exhaust all of your paid sick leave or other paid medical leave time during the Family Medical Leave.

When returning from a Family Leave due to your pregnancy, you will be required to provide a certification from your obstetrician or health care provider stating that you are able to return to work. Upon returning from a Family Leave, you will be restored to your former position, or to an equivalent position, with equivalent pay, benefits, and other terms and conditions of employment. However, restoration to employment be denied to salaried employees who are among the highest paid 10% employed by the district within a 75-mile radius of facility.

#### *Penalties for Failure to Return From A Family Leave or Family Medical Leave*

If you take Family Leave or Family Medical Leave, and fail to return to work after such a leave, Southgate Academy will take actions to recover the group health care premiums paid for by the school during any period of Family Leave or Family Medical Leave time which was unpaid (i.e. where you were not exhausting your earned but unused vacation time, sick leave time, etc.) unless you are unable to return due to the continuance or recurrence of the serious health condition, or unless you are unable to return to work for other reasons beyond your control.

#### *Funeral Leave*

Southgate Academy provides all of our regular full-time employees with paid time off in the event of a death in their immediate family. For the purposes of this policy, the employee's immediate family will be defined to include the employee's spouse, parents, children, stepchildren, grandparents, brothers, sisters, mother-in-laws, father-in-laws, sister-in-laws, and brother-in-laws.

In the event of a death in your immediate family, you should immediately notify the Human Resource Department and your immediate supervisor of your plans. In the event that neither one is available, you should contact the appropriate department so that the time off needed may be discussed and arranged.

You may extend up to three days funeral leave with pay so that you may attend the funeral of the deceased relative.

In the event of any other family member or relative not included in the above definition of immediate family, you may, at management discretion, be given time off to attend the funeral.

### **3.17 HEALTH-RELATED ISSUES**

Employees, who become aware of any health-related issue, including pregnancy, should notify their supervisor and Human Resources Representative of health status. This policy has been instituted strictly to protect the employee.

A written “permission to work” from the employee’s doctor is required at the time or shortly after notice has been given. The doctor’s note should specify whether the employee is able to perform regular duties as outlined in his/her job description.

A leave of absence may be granted on a case-by-case basis. If the need arises for a leave of absence, employees should notify their supervisor and Human Resources Representative.

### **3.18 EMPLOYEE REQUIRING MEDICAL ATTENTION**

Southgate Academy believes in the dignity of our employees and their right to be safe at their place of work. Because of this belief, Southgate Academy requires that all job related accidents and injuries be reported at once to the Human Resource Department. By promptly reporting any accidents or illnesses, Southgate Academy will be able to quickly identify and resolve potential safety problems. Your failure to report such an accident or illness could result in serious problems for Southgate Academy.

In the event an employee requires medical attention, whether injured or becoming ill while at work, the employee’s personal physician must be notified immediately. If it is necessary for the employee to be seen by the doctor or go to the hospital, a family member will be called to transport the employee to the appropriate facility. If an emergency arises requiring Emergency Medical Services to evaluate the injury/illness of an employee on-site, the employee will be responsible for any transportation charges. Furthermore, Southgate Academy’s employees will not be responsible for transportation of another employee due to liabilities that may occur.

### **Workman's Compensation Injury Procedures**

- 1) Immediately assess the condition of the injured worker.
- 2) If the injury is serious, call 911
- 3) Report to the immediate supervisor and/or Human Resource to complete a Report of Industrial Injury Form.
- 4) Go the nearest Concentra Medical Center (if this is applicable)
- 5) Once treated, provide the proper documents to return to work.

► A physician's "return to work" notice may be required.

### **3.19 BUILDING SECURITY**

All employees who are issued keys to the office are responsible for their safekeeping. These employees will sign a Building Key Disbursement form upon receiving the key. The last employee, or a designated employee, who leaves the office at the end of the business day assumes the responsibility to ensure that all doors are securely locked, the alarm system is armed, thermostats are set on appropriate evening and/or weekend setting, and all appliances and lights are turned off with exception of the lights normally left on for security purposes. Employees are not allowed on District after hours without prior authorization from the Administrative Staff.

### **3.20 INSURANCE ON PERSONAL EFFECTS**

All employees should be sure that their own personal insurance policies cover the loss of anything occasionally left at the office. Southgate Academy assumes no risk for any loss or damage to personal property.

You should take care to protect any personal property you have on Southgate Academy's premises, as the district can assume no liability in the event that any of your personal property may be lost or stolen from our premises. Your personal property is considered to include, but not limited to the following types of property:

- { Car and its contents
- { Radios
- { Calculators
- { Purses
- { Coats
- { Personal Office Supplies
- { Pictures

### **3.21 SUPPLIES; EXPENDITURES; OBLIGATING THE DISTRICT**

Only authorized persons may purchase supplies in the name of Southgate Academy. No employee whose regular duties do not include purchasing shall incur any expense on behalf of Southgate Academy or bind Southgate Academy by any promise or representation without written approval.

### **3.22 PARKING**

Employees must park their cars in areas indicated and provided by Southgate Academy.

### **3.23 VISITORS IN THE WORKPLACE**

To provide for the safety and security of employees, visitors, and the facilities at Southgate Academy, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps ensure security, decreases insurance liability, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

All visitors must enter through the main reception area of the buildings-820, 850, or 910 to sign-in, and sign-out at the front desk and receive a 'Visitor' badge to wear while on premises.]

### **3.24 IMMIGRATION LAW COMPLIANCE**

Southgate Academy employs only United States citizens and those non-U.S. citizens authorized to work in the United States in compliance with the Immigration Reform and Control Act of 1986.

Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with Southgate Academy within the past three years or if their previous I-9 is no longer retained or valid.

## **SECTION 4**

### **STANDARD OF CONDUCT**

As an employee of Southgate Academy, you will be expected to adhere to the high standards of integrity and professionalism, which are vital to our success in the charter school industry. Your conduct and behavior, both on and off the job, reflect on Southgate Academy's image in the community.

In general, you will be expected to conduct yourself in such a manner as to enhance the professional image and effectiveness of Southgate Academy in its mission of serving the needs of our students. Any behavior, which would detract from the effectiveness or professional image of Southgate Academy, is considered grounds for disciplinary action.

The work rules and standards of conduct for Southgate Academy are important, and the District regards them seriously. All employees are urged to become familiar with these rules and standards. In addition, employees are expected to follow the rules and standards faithfully in doing their own jobs and conducting the District's business. Please note that any employee who deviates from these rules and standards will be subject to corrective action, up to and including termination of employment (see Section 3.12, Corrective Action).

In order to assist employees in understanding exactly what Southgate Academy expects from them in this respect, the following "Standard of Conduct" has been established. While it would be impossible to compile a complete list of all possible actions which might result in disciplinary measures, including termination, the following set of guideline are examples of misconduct which may subject an employee to disciplinary actions up to and including discharge:

- Violation of Southgate Academy's cash handling policy.
- Violating the employee's fiduciary responsibilities.
- Unauthorized disclosure of business "secrets" or confidential information.
- Disclosure of confidential information to persons outside Southgate Academy or breach of confidential trust; either within or outside the organization.
- Violating the confidentiality of employee or student's records.
- Failure to obtain advance approval for personal time off.
- Dishonesty
- Insubordination or argumentative reluctance
- Engaging in any form of Sexual Harassment.
- Sexual or other unlawful or unwelcome harassment (See Section 4.3, Harassment, Including Sexual Harassment);
- The use of expletives or racial or ethnic slurs.

- Consumption of alcoholic beverages, drugs on Southgate Academy premises or while conducting Southgate Academy business.
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace (See Section 4.6, Substance Abuse);
- Theft of Southgate Academy property, student’s property or other employee’s property.
- Use of Southgate Academy supplies or premises for personal reasons without specific permission.
- Unauthorized use of telephones, or other district-owned equipment (See Section 4.4, Telephone Use);
- Using district equipment for purposes other than business (i.e. playing games on computers or personal Internet usage);
- Wearing or carrying weapons of any type on Southgate Academy premises.
- Physical assault upon another Southgate Academy employee, students, or guest.
- Fighting or threatening violence in the workplace;
- Negligence or improper conduct leading to damage of district-owned or customer-owned property;
- Failure to comply with Southgate Academy security procedures.
- Violation of safety or health rules;
- Failure to perform assigned duties in a satisfactory manner.
- Unsatisfactory performance or conduct.
- Failing to adhere to the high standards of ethics and conduct required by Southgate Academy.
- Engaging in conduct that is detrimental to the development of a cooperative “team” work environment or otherwise disrupting harmonious working relationships.
- Any other violation of Southgate Academy policies or procedures.
- Falsification of timekeeping records (See Section 5.2, Timekeeping);
- Inappropriate dress apparel as defined in policies and procedures.
- Boisterous or disruptive activity in the workplace

***Offences Warranting Termination***

There are a number of types of employee misconduct or malfeasance, which may result in an employee’s immediate termination. Examples of such misconduct include, but are not limited to, the following:

1. Absence without notification.
2. Theft, fraud, or embezzlement.
3. Physical assault or threatening physical assault on employees, students, or others on Southgate Academy property.
4. Use, consumption or possession of alcoholic beverages or illicit drugs on Southgate Academy property.
5. Providing products or services in competition with Southgate Academy.
6. Insubordination or refusal to perform assigned tasks.
7. Defacement or Southgate Academy property or premises.

## **4.1 ATTENDANCE/PUNCTUALITY**

### **No Fault Attendance Control Policy**

Each and every employee of the district has been hired because of specific need for his or her services exist within our organization. When an employee is not at work, for whatever reason, this need is not being met. For this reason, it is important that all employees are regular and consistent in their attendance. If the district finds that an employee cannot come to work on a regular and consistent basis, then the district will be forced to find another person who can be more regular in their attendance.

The district expects that every employee will be regular and punctual in attendance. This means being in the office, ready to work, at their starting time each day. Absenteeism and tardiness places a burden on other employees and on the school.

If you are unable to report for work for any reason, notify your supervisor before regular starting time. You are responsible for speaking directly with your supervisor about your absence. It is not acceptable to leave a message on a supervisor's voice mail, except in extreme emergencies. In the case of leaving a voice-mail message, a follow-up call must be made later that day. The school's phone number is (520) 741-7900.

Should undue tardiness become apparent, disciplinary action may be required.

If there comes a time when you see that you will need to work some hours other than those that make up your usual work week, notify your supervisor at least seven working days in advance. Each request for special work hours will be considered separately, in light of the employee's history needs and the needs of the district. Such requests may or may not be granted.

Definitions:

#### ***Absence***

An employee who misses more than two hours of work is considered to be absent, unless they are missing work due to vacation, holiday, leave of absence including family leave or family medical leave or jury duty.

#### ***Tardy/Left Early***

An employee, who reports to work after the established starting time, but within two hours of the beginning work, will be considered to be tardy. Employees who leave work before the end of the regularly scheduled workday will be considered to have left early.

***Incident of Absence***

Missing one or more consecutive days of work for the same reason will be considered to be one incident of absence.

***Absent Without Notification***

Employees who are absent for work and who do not notify the Receptionist, as specified in the Absence Reporting Procedures below, will be considered to be absent without notification.

***Absence Reporting Procedure***

If you expect to be absent, you must notify your immediate supervisor by telephone, of your expected absence within 24 hours of your scheduled work shift. You will be expected to provide your supervisor with the reason for your absence and the day and time you expect to be able to return to work.

If you are going to be absent for more than one day, you should keep the Human Resource Department and your immediate supervisor informed of your status by calling each day to inform them of your status and the day and time that you expect to be able to return to work.

***No-Fault Attendance Policy: Schedule of Disciplinary Measures:***

Number of Incidents of Absence within a 30-day period

One	=	Friendly Reminder
Two	=	Written Warning
Three	=	Suspension
Four	=	Termination

Number of Incidents of Absence Within A 12-Month Period.

Nine	=	Friendly Reminder
Ten	=	Written Warning
Eleven	=	Suspension
Twelve	=	Termination

Note:

One Tardy/Left Early	=	½ Incident
Two Tardies/Left Earlies	=	1 Incident

#### **4.1a PAID TIME OFF**

For all non-exempt staff and full time staff, 2 paid days per year are offered to the employee. A P.T.O. form must be completed and returned to your supervisor for approval. Any time that is taken off after the 2 paid days will be deducted from your next pay period.

#### **4.1b ABSENCES**

Each and every employee of the district has been hired because a specific need for his or her services exists within our organization. For this reason, it is important that all employees are regular and consistent in their attendance. If the school finds that an employee cannot come to work on a regular and consistent basis, then the district will be forced to find another person who can be more regular in their attendance.

##### **Definitions:**

##### **Absence:**

An employee who misses less than 3 hours of work will be considered absent ½ day. An employee who misses more than 3 hours of work will be considered absent 1 full day. [Vacation, holiday, leave of absence (including Family Leave or Family Medical Leave) or jury duty will be an exception to this rule]

##### **Incident of Absence:**

Missing one or more consecutive days of work for the same reason will be considered to be one incident of absence.

##### **Tardy / Left Early:**

An employee, who reports to work after the established starting time, but within two hours of the beginning of work, will be considered tardy. Employees who leave work before the end of the regularly scheduled workday will be considered to have left early.

##### **Incident of Tardy / Left Early:**

Employees who have one tardy or one left early will be considered to be a ½ incident. Employees who have two tardies or two left earlys will be considered to be one incident.

##### **Absence Without Notification**

When you are unable to work due to illness or an accident, please notify your supervisor immediately. This will allow your Supervisor to arrange for temporary coverage of your duties, and helps other employees to continue work in your absence. If you do not report for work and Southgate Academy is not notified of your status, it will be assumed after two consecutive days of absence that you have resigned, and you will be removed from the payroll.

If you become ill while at work or must leave the office for some other reason before the end of the workday, be sure to inform your supervisor of the situation and check out with the receptionist.

### **Absence Reporting Procedure**

If you expect to be absent, complete a PTO and submit it to the School Director Designee and to your immediate supervisor until notified otherwise of your expected absence within 24 hours of your scheduled work shift.

If you are going to be absent for more than one day, you should keep your supervisor or Human Resource Department informed of your status. Upon your return to work, you will need a Doctor's release to return to work.

## **4.2 HARASSMENT, INCLUDING SEXUAL HARASSMENT**

Sexual harassment is a form of illegal sex discrimination and is prohibited by Federal Law. In addition, this type of behavior does not characterize the professional behavior that Southgate Academy expects of its employees. Therefore, it is the policy of Southgate Academy to provide a work place free from sexual harassment.

Southgate Academy is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated.

If you believe you have been the victim of harassment, or know of another employee who has, report it immediately. Employees can raise concerns and make reports without fear of reprisal.

Any supervisor who becomes aware of possible harassment should promptly advise their supervisor or the Human Resources Representative who will handle the matter in a timely and confidential manner.

## **4.3 TELEPHONE USE**

Southgate Academy's telephones are intended for the use of serving our students and in conducting the school's business.

**Personal usage during business hours is discouraged except for extreme emergencies; this includes personal cell phones.** All personal telephone calls should be kept brief to avoid congestion on the telephone line.

To respect the rights of all employees and avoid miscommunication in the office, employees must inform family members and friends to limit personal telephone calls during working hours.

If an employee is found to be deviating from this policy, he/she will be subject to disciplinary action (See Section 3.12, Corrective Action).

**\*\* *Cell Phones will only be used:***

- During designated break times.
- Emergencies.
- Never when supervising students.

**\*\* *Violation of telephone policy***

- 1<sup>st</sup> Offense – Warning
- 2<sup>nd</sup> Offense – Written Reprimand

#### **4.4 PUBLIC IMAGE**

A professional appearance is important anytime that you come in contact with customers or potential customers. Employees should be well groomed and dressed appropriately for our business and for their position in particular.

The following items are considered inappropriate working attire for Southgate Academy:

- Spaghetti-strapped shirts
- Tank tops or revealing shirts
- Short mini skirts
- Sheer clothing
- T-shirts with inappropriate or offensive gestures or advertising
- Excessive baggy pants and / or shirts
- Gang affiliated clothing
- No shorts above the knees

When meeting with a client, the dress code is more business-oriented, including attire such as:

- Slacks and dress shirt
- Dress or skirt and blouse

Friday's employees are permitted to wear jeans and Southgate Academy T-shirts.

Employees who work in the Office Services or Maintenance positions will be exempted from these guidelines. They should, however, wear clothing that is appropriate for the

work required. The Administrative Staff will be responsible for establishing standards of dress for these personnel.

Consult your supervisor if you have any questions about appropriate business attire.

#### **4.5 SUBSTANCE ABUSE**

Southgate Academy is committed to providing a safe and productive workplace for its employees. In keeping with this commitment, the following rules regarding alcohol and drugs of abuse have been established for all staff members, regardless of rank or position, including regular and temporary full-time and part-time employees. The rules apply to all employees of Southgate Academy while they are employed by Southgate Academy or elsewhere on school business.

The manufacture, distribution, possession, sale, or purchase of controlled substances of abuse on Southgate Academy property is prohibited.

Being under the influence of illegal drugs, alcohol, or substances of abuse on the school's property is prohibited.

Working while under the influence of prescription drugs that impair performance is prohibited regardless of a physician's written form.

#### **4.6 TOBACCO PRODUCTS**

The reason that Southgate Academy exists is to satisfy the needs of our students, the families, and the community. We profit by treating them with the utmost in dignity and respect. Because of our desire to treat our people with respect, and in order to project a professional image, Southgate Academy employees may not smoke in any part of the building. Smoking is not permitted inside our building at any time. This includes a prohibition against smoking in the break room and/or rest rooms. No additional breaks will be provided for those who smoke. Employees must follow break regulations or be subjected to disciplinary action.

The use of tobacco products, which includes chewing tobacco, is not permitted anywhere on the school's premises. The designated smoking area is at least 100 feet from the building. Employees must follow all rules concerning smoking areas and adhere to all policies associated with this policy (See Sections 3.6, Break Periods and 3.14, Safety).] If employees do not follow the smoking guidelines and rules of this handbook, they will be subjected to disciplinary actions.

## 14.7 INTERNET USE

Southgate Academy employees are allowed use of the Internet and e-mail when necessary to conduct the school's business.

Employees may use the Internet when appropriate to access information needed to conduct business of Southgate Academy. Employees may use e-mail when appropriate for school business correspondence.

Use of the Internet must not disrupt operation of the district computer network. Use of the Internet must not interfere with an employee's productivity. Employees are responsible for using the Internet in a manner that is ethical and lawful.

**Internet messages are public and not private.** Southgate Academy reserves the right to access and monitor all files and messages on its systems.

### *SOUTHGATE ACADEMY COMPUTER SYSTEMS*

#### *USAGE POLICY*

## **ARTICLE I. RESTRICTIONS**

### *Section 1.01 System Settings Restrictions*

The following restrictions will be applied to Teacher Computers effective immediately:

- (a) No access to "Control Panel"
- (b) No access to "Internet Options"
- (c) No access to "Folder Options"
- (d) No access to "Toolbar Settings"
- (e) No privilege to delete printers
- (f) Logon must be validated by a Server before local access allowed.

### *Section 1.02 Software Restrictions*

- (a) In the event of applied Software restrictions, the following software will Allowed:
  - (i) Internet Explorer
  - (ii) Microsoft Office Suite (Outlook, Word, Excel, Access, Power Point)
  - (iii) Schoolmaster Grade Book
  - (iv) Schoolmaster for Windows

- (v) WinZip
  - (vi) Adobe Acrobat Reader
  - (vii) Any approved educational software, e.g. Mathblaster, Prentice Hall Resource, Compton's Encyclopedia, Microsoft Encarta.
  - (viii) All applications and utilities bundled with Microsoft Windows.
- (b) In the event of applied Software restrictions, the following software will NOT be allowed:
- (i) America Online
  - (ii) AOL Instant Messenger (AIM)
  - (iii) Yahoo! Instant Messenger
  - (iv) MSN Messenger
  - (v) Trillian Messenger
  - (vi) CompuServe
  - (vii) WinMX
  - (viii) KaZaA Lite (not KaZaA Media Desktop)
  - (ix) Any third-party utility that directly or indirectly causes changes to the Microsoft Windows Operating System

### *Section 1.03 Adware/Spyware Restrictions*

Under no circumstances is the following Software to be installed. These Software packages contain spyware and/or adware, and are a danger to the Southgate Network. An updated list of banned spyware/adware shall be posted outside the Main Distribution Facility.

- (a) Gator.com Offer Companion
- (b) Precision Time/Date Manager
- (c) Webshots Screensaver Desktop
- (d) Bonzai Buddy
- (e) Kontiki
- (f) CNET Download Manager
- (g) Weatherbug
- (h) Gain
- (i) Comet Cursor
- (j) KaZaA Media Desktop (not KaZaA Lite)

### *Section 1.04 Illegal or Pornographic Material*

In accordance with the Child Internet Protection Act (CIPA), no User shall access, view, or make reference to illegal Internet content, including but not limited to any explicit sexual or pornographic material, hate websites not within the scope of First Amendment rights, and downloaded commercial Software, music, and video files (exe, zip, mp3, wma, ogg, wav, mpg, mp2, mp4, wmv, avi) not owned by the User.

### *Section 1.05 Illegal Activities*

- (a) No User shall engage or make reference to illegal activities involving technology, computers or the Internet, including but not limited to pirating, hacking, cracking, spamming, phreaking, denial-of-service attacks, posing as someone else and identity theft.
- (b) In accordance with the Child Internet Protection Act (CIPA), no student under the age of 13 shall use a computer or transmit information across the Internet without parent or teacher consent and supervision.

## **ARTICLE II. DEFINITIONS**

### *Sections 2.01 Entities*

- (a) Southgate Academy is the charter school to which all described entities belong.
- (b) “User” includes any person who uses a computer at Southgate Academy, including but not limited to Teachers, Students, Staff, Administration, Parents, and Volunteers.
- (c) “Student” is any child who is currently enrolled at Southgate Academy.
- (d) “Parent(s)” is/are legal guardian(s) of the Student.
- (e) “Teacher” is any person who has a teaching position, part or full time, at Southgate Academy.
- (f) “IT Administrator” is the office/position at Southgate Academy directly responsible for all computers, technology and the network at Southgate Academy.
- (g) “Director” is the highest-level position at Southgate Academy.

### *Section 2.02 Objects/Locations*

- (a) “Computer” is the device that the teachers are given for attendance, word processing, education, Internet access, and e-mail.
- (b) “Server” is a type of computer that hosts a Microsoft Active Directory of network Users, User data, and/or a web service, e-mail serviced, proxy service, or student information system service.
- (c) “Software” is any executable binary code that turns on a computer or server.
- (d) “Southgate Network” is the local area network at Southgate Academy, including all computers, servers, routers/hubs/switches, and video distribution equipment.
- (e) “Main Distribution Facility” is the room where all server equipment resides, as well as any video distribution equipment.

### *Section 2.03 Other Definitions*

- (a) “The Internet” is a worldwide network of nodes, computers and servers that uses multiple protocols to provide an “informative highway” to users.
- (b) “Microsoft Windows Operating System” is the family of operating systems developed and distributed by the Microsoft Corporation. Southgate computers run on Microsoft Windows.
- (c) “Child Internet Protection Act (CIPA)” is an Act of Congress that protects children from predators and other harmful factors of the Internet. On the web, at <http://www.ifea.net/cipa.html>
- (d) “Commercial software, music, and video files” refers to any file on a computer or on the Internet that is licensed and must be legally purchased.

## **SECTION 5**

### ***5.1 WAGE OR SALARY INCREASES***

Each employee’s hourly wage or annual salary will be reviewed at least once a year. The employee’s review date will be conducted on or about the beginning of the Fiscal Year.

Increases will be determined on the basis of performance, adherence to company policies and procedures, and the ability to meet or exceed duties per job description and achieve performance goals.

Although Southgate Academy’s salary ranges and hourly wage schedules will be adjusted on an ongoing basis, the Academy does not grant “cost of living” increases.

### **5.2 TIMEKEEPING**

Accurately recording time worked is the responsibility of every non-exempt employee. Time worked is the time actually spent on a job(s) performing assigned duties. Employees are responsible for accurately documenting their time spent on individual jobs.

Note: Sometimes it is necessary for certain employees to do off-site work related activities and it is not necessary to clock in and the “Off Site Documentation” forms will replace the time clock in these cases.” Off Site Documentation” forms are available at the Payroll Administrator.

Southgate Academy does not pay for extended breaks or time spent on personal matters. Authorized personnel will review time records each week. His/her supervisor or the appropriate person must approve any changes to an employee’s time record. Questions regarding the timekeeping system or time cards should be directed to the Payroll Administrator.

### **5.3 Overtime**

The Fair Labor Standards Act provides that all non-exempt employees are eligible to receive overtime pay for all time worked over forty (40) hours in any one work week. There are certain employees who are not covered by this act. These management, professional and administrative employees are known as “exempt” employees because they are not covered by this law.

If you are an hourly employee, you will be eligible to receive overtime pay for all hours that you work in excess of forty (40) hours in any one-work week. All such overtime pay will be paid one and one half (1-½) times your regular rate of pay for all time worked in excess of forty (40) hours per week. You should know that, for the purposes of this policy, the following types of paid time will not be counted as hours worked for the purposes of computing your overtime pay:

- { Holidays
- { Vacations
- { Jury Duty
- { Approved Leave

You have been hired by Southgate Academy to perform a specific task. In some cases, in order to complete your tasks in a timely manner, you may need to work overtime. If your supervisor requests that you work overtime, you will be required to work such overtime. Refusal to work overtime is considered insubordination and may result in disciplinary actions up to and including discharge.

∴ All overtime work performed by an hourly employee must receive the Administrations prior authorization. Overtime worked without prior authorization from the Administration may result in disciplinary action. The Administrations signature on a timesheet authorizes pay for overtime hours worked.

### **5.4 PAYDAYS**

All employees are paid on the 18<sup>th</sup> and last day of the month. In the event that a regularly scheduled payday falls on a weekend or holiday, employees will receive pay on the next day of operation.

If a regular payday falls during an employee’s vacation, the employee’s paycheck will be available upon his/her return from vacation.

If a circumstance keeps an employee from picking up his or her paycheck the paycheck will be kept in the Payroll Administrator’s Office through the rest of the payday. If an employee is unable to pick up his or her check on payday, he or she will need to see the Payroll Administrator.

Paychecks will not, under any circumstances, be given to any person other than the employee without written authorization. Paychecks may also be mailed to the employee's address or deposited directly into an employee's bank account upon request.

## **SECTION 6**

### **BENEFITS AND SERVICES**

Southgate Academy offers a benefits program for its regular full-time employees. However, the existence of these programs does not signify that an employee will necessarily be employed for the required time necessary to qualify for the benefits included in and administered through these programs.

In order to provide employee's of Southgate Academy with a measure of financial protection against the high cost of medical care. We offer Health, Aflac, Dental supplemental insurance for employees with some out of pocket expense. to all regular full-time employees of Southgate Academy who have completed at least ninety days of full-time continuous service.

#### *Enrollment:*

You will be enrolled, if you choose to enroll, in all of the Southgate Academy's insurance programs during your employee orientation. You will receive an insurance packet 30 days prior to eligibility. At that time you will have until your date of eligibility to enroll you and your dependents. The Human Resource Department will assist you in making sure that the entire enrollment forms are accurately and completely filled out.

If you wish to add a dependent to your insurance coverage (i.e. after having a baby, after marrying into a family etc.), you should contact the Human Resource Department to enroll your new dependents. Employees who fail to enroll their dependents within 31 days after the date they become eligible for coverage (which in most cases is the employee's date of eligibility) may be required to submit evidence of insurability to the insurance company. The employee will be responsible for paying to provide for this evidence. Because of this, it is important that you enroll your dependents as soon as possible.

#### *Becoming Insured:*

The effective date of your insurance, referred to as your date of eligibility, is defined as the first day of the month after you have completed ninety (90) days of continuous full-time employment. However, if you are not actively at work on this date, or on the date the amount of your insurance would change due to change in your classification, you will become insured on the date you return to active full-time employment.

Your dependent's insurance will become effective on the first day that you become eligible, or, if you acquire a dependent, on the date that you first acquired the dependent,

provided that you have properly enrolled the covered dependent in our insurance program. However, if the covered dependent is confined in a hospital on the date that your coverage would become effective, your dependent's coverage will become effective only after they have been discharged from the hospital. In the case of a newborn dependent, their insurance will become effective immediately, but only for the treatment of an illness contracted after birth, an abnormal congenital condition in the newborn child, or in the case of premature birth.

*Who pays:*

Southgate Academy pays up to a designated amount determined by the operational committee and governing board of the insurance premiums for employees. Employees will be responsible for paying the remaining amount through a voluntary payroll deduction. If you wish to enroll your dependants in Southgate Academy's insurance program, you will be responsible for paying the premiums for this benefit through an additional optional payroll deduction.

*Benefits provided:*

The benefits provided by Southgate Academy's Group Insurance program are described in great detail in the Insurance Booklet provided to each employee. If you have questions about your annual deductibles, what is covered and the percentage of the bill, which will be paid by the insurance company, you should refer to your insurance booklet.

*Filing Claims:*

If you wish to file an insurance claim, you should contact Southgate Academy's Group Insurance Company to obtain appropriate forms.

## **6.1 GROUP INSURANCE**

Southgate Academy offers the following health insurance programs for REGULAR FULL-TIME employees (as determined by the carrier of the policies).

### **HEALTH INSURANCE**

- Eligible after 90 days of employment
- Southgate Academy will pay for the annual designated amount.
- Employee pays for any amount above the annual designated.
- Employee pays premium through payroll deduction.

The employee's premium deduction for the health insurance coverage will be deducted 1 month prior to the coverage start date.

This Manual does not contain the complete terms and/or conditions of any of the District's current insurance benefit plans. It is intended only to provide general explanations. If there is ever any conflict between the Manual and any documents issued by one of the District's insurance carriers, the carrier's guideline regulations will be regarded as authoritative.

## **6.2 COBRA BENEFITS**

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

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

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

## **6.3 SOCIAL SECURITY/MEDICARE**

Southgate Academy withholds income tax from all employees' earnings and participates in FICA (Social Security) and Medicare withholding and matching programs as required by law.

## **6.4 Vacation Time Off and Vacation Pay**

### **Salary Staff (not including teaching staff):**

- Southgate Academy does not offer vacation time for salary staff, however, a stipend is given during the Christmas break.
- Any other time off must be authorized by the School Director prior to the event.
- Under no circumstances are those days paid per the decision made by the Governing Board at Southgate Academy and those days will be deducted from your salary with the exception of 2 PTO days.
- The fiscal year begins July 1<sup>st</sup> and ends June 30<sup>th</sup> of each school year.

### **Hourly Staff:**

- Southgate Academy does not offer vacation time for hourly staff; however, a stipend is given during the Christmas break for full time employees at the rate that you have been contractually designated for in the fiscal school year.
- All other time off must be authorized by your supervisor and School Director designee prior to the event.
- Under no circumstances are those days paid per the decision made by the Governing Board of Southgate Academy.
- PTO days are not considered vacation or time off they are for emergencies. PTO days are not paid day off.
- The fiscal year begins July 1<sup>st</sup> and ends June 30<sup>th</sup> of each school year.

\*\* Only the Governing Board approves exceptions.

\*\* If you have any questions concerning this matter, please contact the Payroll Administrator.

### **6.5 HOLIDAYS**

Southgate Academy observes the following paid holidays per year for all full-time non-exempt employees:

- ∴ New Year's Day
- ∴ Martin Luther King Jr. Day
- ∴ Independence Day
- ∴ Memorial Day
- ∴ Labor Day
- ∴ Thanksgiving Day

### **6.6 RECORD KEEPING**

The Human Resources Department and the Payroll Department maintains vacation days used. Each employee is responsible for verifying his/her pay stub to make sure the correct amount of hours appear.

### **6.7 MILITARY LEAVE**

Southgate Academy encourages employees to participate in our nation's military reserves, specifically National Guard and Reservist training. In order to promote such service, Southgate Academy provides Military Leave benefits to all regular full-time employees who have successfully completed at least one (1) year of continuous full-time service.

## **6.8 JURY DUTY**

Southgate Academy encourages employees to participate in our judicial process when called for jury duty. This pay will not be counted as time worked for the purposes of.

## **6.9 EDUCATIONAL ASSISTANCE**

Southgate Academy provides all of our full-time employees with assistance in pursuing job-related educational training in order to further your professional development. If you should like to take advantage of this benefit, you should submit a written request to your Southgate Academy Board containing the following information:

- { What course you would take
- { Who is offering the course
- { The dates of the course
- { The approximate cost of tuition and books
- { How this course relates to your job

The Southgate Academy Board will then make a determination as to whether the course is job related. If it is decided that the course is job related and maybe of benefit, they will indicate their approval on your written request and will forward this request, with their signed approval, the Human Resource Department.

Instructional: If not highly qualified/certified, highly qualified/certification must be pursued immediately by taking the necessary exam (depending on content area of teaching) within the year of service.

## **6.10 TRAINING AND PROFESSIONAL DEVELOPMENT**

Southgate Academy recognizes the value of professional development and personal growth for employees. Therefore, Southgate Academy encourages its employees who are interested in continuing education and job specific training to research these further and get approval before signing up for the seminars or courses.

## **SECTION 7**

### **EMPLOYEE COMMUNICATIONS**

#### **7.1 STAFF MEETINGS**

Scheduled staff meetings will be held accordingly. These informative meetings allow employees to be informed on recent district activities, changes in the workplace and employee recognition.

#### **7.2 BULLETIN BOARDS**

Southgate Academy maintains a bulletin board in the front lobby for the purpose of disseminating information to its employees about the operation of the Academy or other information, which may be of interest to its employees.

The posting of individual notices on Southgate Academy's bulletin boards are a privilege and should not be abused. If employees abuse this privilege by posting notices that are tasteless, obscene or counter to Southgate Academy's interests, this privilege may be revoked.

Employees may not post any personal notices on Southgate Academy's bulletin board at any time as their personal notices may detract from the importance of the information being communicated through this channel.

Employment Opportunities will also be posted on the bulletin board for a period of 7 days at which time all applicants (including walk-ins and referrals) will be reviewed with possible employment by the Southgate Academy Board.

#### **7.3 PROCEDURE FOR HANDLING COMPLAINTS**

Under normal working conditions, employees who have a job-related problem, question or complaint should first discuss it with their immediate supervisor. At this level, employees usually reach the simplest, quickest, and most satisfactory solution. If the employee and supervisor do not solve the problem, Southgate Academy encourages employees to go through the Chain of Command.

## 7.4 RECEIPT OF HANDBOOK

### *RECEIPT OF EMPLOYEE HANDBOOK*

This is to acknowledge that I have received a copy of Southgate Academy's Employee Handbook and that I have reviewed the policies and procedures contained herein. I also acknowledge that I have agreed to abide by Southgate Academy's policies, procedures, practices, rules, and regulations described in this handbook. In addition, I understand that this employee handbook is merely a guide for employees and does not constitute a written employment contract and that the guidelines in this employee handbook may be changed from time to time at management's sole discretion, with or without notice. I further understand that the taking of drug tests is a condition of continued employment and refusal to take such exams, if requested, will subject me to disciplinary actions up to and including discharge. Finally, I understand that Southgate Academy follows the ***Employment-At-Will Policy***, which means that my employment may be terminated by myself or by Southgate Academy at any time for any reason, or for no reason at all, with or without cause or notice.

EMPLOYEE'S SIGNATURE: \_\_\_\_\_

DATE \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Please initial below:

\_\_\_\_\_

I have received a copy of Southgate Academy's Handbook with my signature.

\_\_\_\_\_

I agree to the non-disclosure/confidentiality guidelines of Southgate Academy's Handbook.