

**DuBois Integrity Academy  
Charter School**

**Employee Handbook**



**2024-2025 School Year**

**(August 20, 2024)**

# Contents

<b>About This Handbook/Disclaimer</b> .....	6
<b>Introduction</b> .....	7
Our Mission .....	8
Our Academic Program .....	8
Core Beliefs:.....	8
<b>Organizational Structure</b> .....	9
<b>District Level</b> .....	9
<b>School Level</b> .....	10
<b>Section 1 - Employment Policies</b> .....	11
1.1 Employee Classifications .....	11
Full-Time Employees.....	11
Part-Time Employees.....	11
Short-Term Employees .....	11
Long-Term Employees .....	11
1.2 Professional Learning and Development.....	11
1.3 Certification .....	11
1.4 Driver’s License.....	12
1.5 Employee Background Check .....	12
1.6 Equal Employment Opportunity.....	12
1.7 Anti-Harassment.....	13
1-8 Sexual Harassment .....	14
1-9 Whistleblowing.....	15
The Aim of a Whistleblowing Procedure .....	15
1-10 Drug-Free and Alcohol-Free Workplace.....	15
1-11 Workplace Violence .....	16
Prohibited Conduct.....	16
Procedures for Reporting a Threat.....	16
1-12 Inspections .....	17
<b>Section 2 – Standards of Conduct</b> .....	17
2-1 Job Duties .....	17
Active Student Monitoring .....	17
2-2 Work Schedule .....	17

2.3 Punctuality and Attendance .....	18
Day of Absences .....	18
Emergency Closings .....	18
Tardiness.....	18
Extended Leave .....	18
Critical Workdays.....	19
2-4 Workplace Conduct.....	19
2-5 Employee Dress and Personal Appearance.....	19
Body Art, Tattoos, Brands, Images, Piercings and Expressions.....	20
2-6 Use of Communications and Computer Systems .....	20
2-7 Use of Social Media .....	21
2-8 Publicity/Statements to the Media .....	21
2-9 Tobacco .....	21
2-10 Health and Safety .....	21
2-11 Resigning from DIA.....	22
2-12 No Call/No Show .....	22
2-13 Separations.....	22
2-14 Rehire .....	22
2-15 Retirement .....	22
2-16 Contract Abandonment.....	23
<b>Section 3 – General Policies.....</b>	<b>23</b>
3-1 Personal Visits and Telephone Calls.....	23
3-2 Solicitation and Distribution.....	23
3-3 Confidential Company Information.....	24
3-4 Conflict of Interest and Business Ethics .....	24
3-5 References.....	24
3-6 Operation of Vehicles.....	24
3-7 Use of Facilities, Equipment and Property, Including Intellectual Property .....	25
3-8 Nepotism Policy.....	25
Compliance with Equal Opportunity and Discrimination Laws.....	25
Disciplinary Consequences .....	25
Application to School Board Members.....	25
Exceptions – Special Circumstances .....	26

3-9 Addressing Existing Conflicts and Changes in Relationship Between Staff.....	26
3-10 Title IX Policy .....	27
<b>Section 4 – Compensation .....</b>	<b>28</b>
4-1 Payroll.....	29
4-3 Leave .....	29
<i>Vacation Leave</i> .....	29
<i>Sick Leave</i> .....	29
<i>Personal Leave</i> .....	30
<i>Parental Leave</i> .....	30
<i>Bereavement Leave</i> .....	31
<i>Jury Duty Leave</i> .....	31
<i>Voting Leave</i> .....	31
<i>Military Leave</i> .....	31
TriNet Time Off Tool - Completely Electronic Workflow - Easy to Use - Comprehensive and Adaptable .....	32
Requesting Time Off Protocols and Procedures.....	32
Time Management and Three Step Process.....	32
Earning Codes .....	32
<b>Section 5 Family and Medical Leave Policy.....</b>	<b>33</b>
5-1 Eligibility .....	33
5-2 Basic FMLA Leave Entitlement .....	33
A. Serious Health Condition.....	34
B. Additional Military Family Leave Entitlement (Injured Servicemember Leave).....	34
C. Intermittent Leave and Reduced Leave Schedules .....	35
D. No Work While on Leave .....	35
E. Protection of Group Health Insurance Benefits .....	35
F. Restoration of Employment and Benefits .....	35
5-3 Employee FMLA Leave Obligations .....	36
A. Provide Notice of the Need for Leave .....	36
B. Cooperate in the Scheduling of Planned Medical Treatment (Including Accepting Transfers to Alternative Positions) and Intermittent Leave or Reduced Leave Schedules .....	37
C. Submit Medical Certifications Supporting Need for FMLA Leave (Unrelated to Requests for Military Leave) .....	37
Coordination of FMLA Leave with Other Leave Policies.....	41
5-4 Timekeeping Procedures.....	41

<b>Section 6 - Group Health and Related Benefits .....</b>	<b>41</b>
6-1 Benefits Overview .....	41
6-2 Lactation Breaks .....	42
6-3 Insurance Programs.....	42
6-4 Long-Term Disability Benefits .....	42
6-5 Employee Assistance Program .....	43
6-6 Workers Compensation.....	43
Closing Statement .....	43
General Handbook Acknowledgement .....	44
<b>STUDENT REPORTING OF ALLEGED SEXUAL INAPPROPRIATE BEHAVIOR .....</b>	<b>45</b>
Receipt of Sexual Harassment Policy.....	46
Receipt of Non- Sexual Harassment Policy.....	47

## About This Handbook/Disclaimer

We prepared this handbook to help employees find the answers to many questions that they may have regarding their employment with DuBois Integrity Academy Charter School. Please take the necessary time to read it.

We do not expect this handbook to answer all questions. The Administrative Team and Human Resources also serve as a major source of information.

Neither this handbook nor any other verbal or written communication by a management representative is, nor should it be, an agreement, contract of employment, express or implied, or a promise of treatment in any particular manner in any given situation, nor does it confer any contractual rights whatsoever. DuBois Integrity Academy Charter School adheres to the policy of employment at will, which permits the company or the employee to end the employment relationship at any time, for any reason, with or without cause or notice.

No company representative other than The School Board of DuBois Integrity Academy may modify at-will status and/or provide any special arrangement concerning terms or conditions of employment in an individual case or generally and any such modification must be signed and in writing.

Many matters covered by this handbook, such as benefit plan descriptions, are also described in separate company documents that can be viewed within your TriNet profile. TriNet is DuBois Integrity Academy Professional Employer Organization (PEO). These company documents are always controlling over any statement made in this handbook or by any member of management.

This handbook states only general company guidelines. The company may, at any time, in its sole discretion, modify or vary from anything stated in this handbook, with or without notice, except for the rights of the parties to end employment at will, which may only be modified by an express written agreement signed by the employee and the School Board of DuBois Integrity Academy.

This handbook supersedes all prior handbooks.

## Introduction

For employees who are commencing employment with DuBois Integrity Academy Charter School ("DIA" or the "Company"), on behalf of DuBois Integrity Academy Charter School, let me extend a warm and sincere welcome.

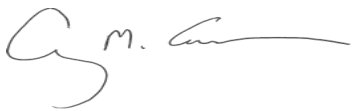
For employees who have been with us, thanks for your past and continued service.

I extend my personal best wishes for success and happiness here at DuBois Integrity Academy Charter School. We understand that it is our employees who provide the services that our customers rely upon, and who will enable us to create new opportunities in the years to come.

To all new and current employees of DuBois Integrity Academy, we are confident that you will find DIA a dynamic and rewarding place in which to work, and we look forward to a productive and successful association. DuBois Integrity Academy seeks passionate, innovative, and highly qualified professionals who are ready to make a difference in the lives of children. We consider the employees of DIA to be one of its most valuable resources.

The leadership structure endorses and supports the tenets of academic accomplishment and is committed to implementing excellence-based education. Standards are set for student achievement, rubrics are developed, and tasks are designed to implement local, state and national frameworks. Teachers and support staff help all students master learning material through using a written, sequential curriculum, reviewing and re-teaching as necessary, utilizing community resources and technology to help all students in mastering learning material and documenting and thoroughly assessing student achievement.

Realizing parents and caregivers are the most important stakeholders in a student's educational success, DuBois Integrity Academy establishes school/home communities that extend learning beyond school boundaries. Parents sign the Federal Program Compact to affirm that they will serve as partners with school staff to ensure students' achievement.



*It is the trained living human soul, cultivated and strengthened by long study and thought, that breathes the real breath of life into boys and girls and makes the human, whether they be black or white, Greek, Russian or American.*

- Dr. W.E.B. DuBois

## Our Mission

DuBois Integrity Academy's mission is to prepare college and career ready scholars who are confident and inquisitive lifelong learners.

## Our Academic Program

Our academic program has two pillars that support substantial achievement improvement: **STEM** (Science, Technology, Engineering and Math) combined with Blended Learning. The charter school's academic commitment deeply embeds a nationally renowned STEM curriculum and development model that is aligned with Common Core Georgia Performance Standards. We propose to use research-based instructional models that have been implemented in other Georgia charter schools with success.

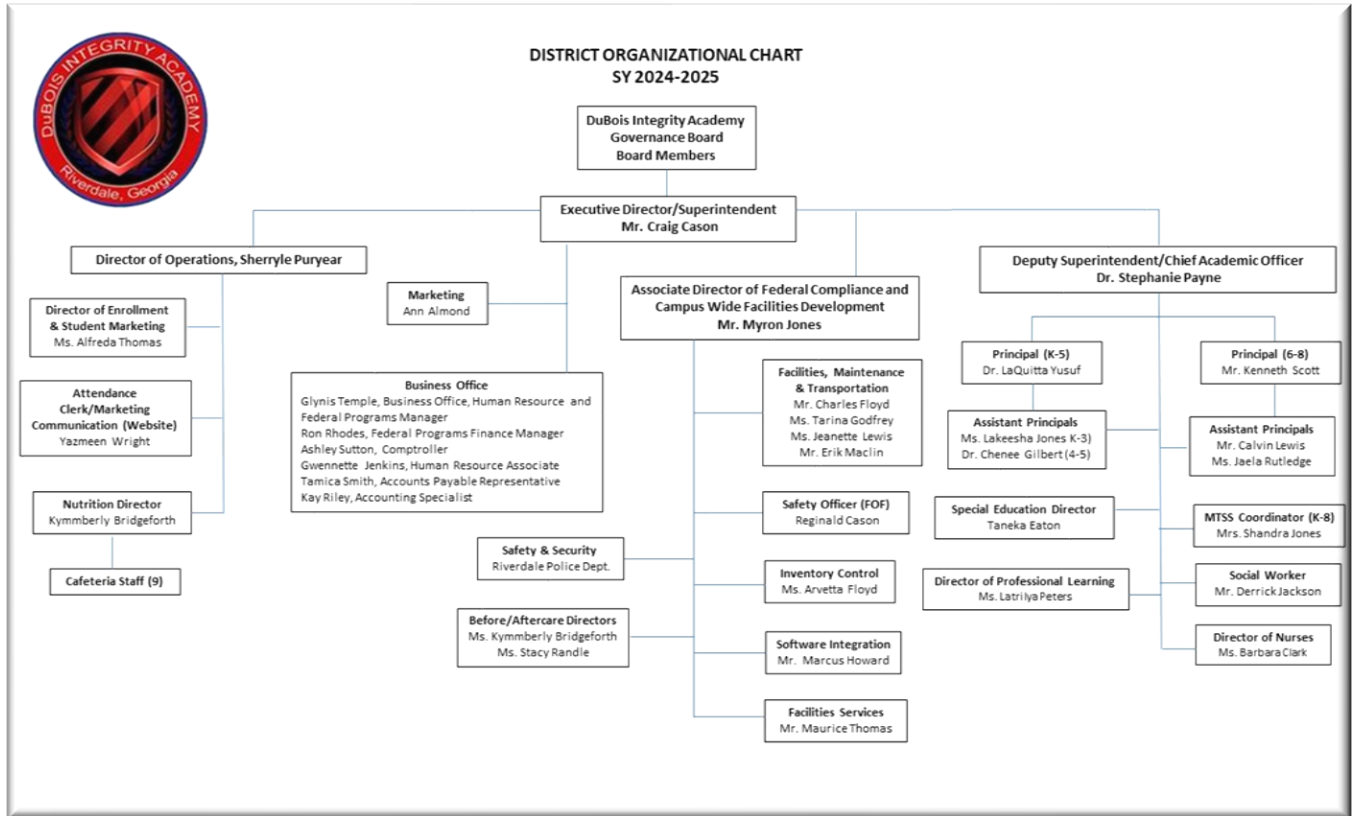
## Core Beliefs:

- Excellence
- Trust and Honest Communication
- Common Understanding
- Personal Responsibility
- Collective Commitment
- Academic Achievement
- Measured Results
- Continuous Improvement
- Safe and Nurturing Environment
- Involved Family, Community and Staff
- Transparency and Accountability

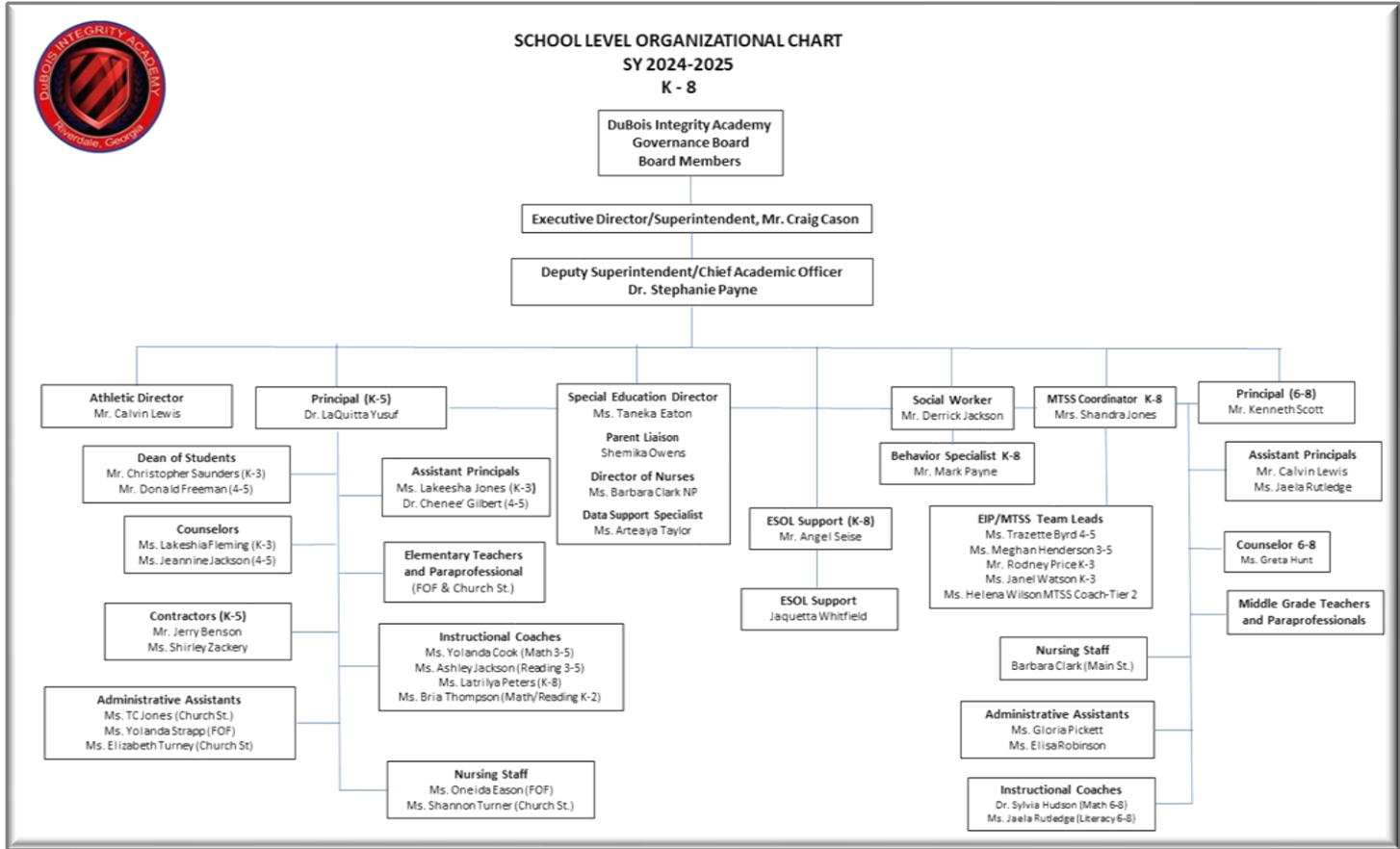


# Organizational Structure

## District Level



# School Level



## Section 1 - Employment Policies

### 1.1 Employee Classifications

For purposes of this handbook, all employees fall within one of the following classifications:

**Full-Time Employees** - Employees who work at least 35 hours per week and are not hired on a short-term basis.

**Part-Time Employees** - Employees who work fewer than 35 hours per week and are not hired on a short-term basis.

**Short-Term Employees** - Employees who were hired for a specific short-term project, on a short-term freelance, or temporary basis.

**Long-Term Employees** – Employees who were hired for a specific long-term assignment, on a long-term, basis.

In addition to the above classifications, employees are categorized as either "**exempt**" or "**non-exempt**" for purposes of federal and state wage and hour laws. Employees classified as **exempt** do not receive overtime pay; they generally receive the same weekly salary regardless of hours worked. Such a salary may be paid less frequently than weekly. **Non-exempt** employees are workers who are entitled to earn at least the federal minimum wage and qualify for overtime pay. Employees will be informed of these classifications upon hire and informed of any subsequent changes to the classification.

### 1.2 Professional Learning and Development

Employees are provided opportunities for professional learning which enhances their professional knowledge, skills, attitudes, and behaviors and will ultimately have a positive impact on student learning. Some professional learning training will be designated as mandatory. Through the approval of the [Georgia Professional Standards Commission](#) (GaPSC), DIA partners with RESA for teacher alternative certification program known as the Teacher Academy of Preparation and Pedagogy (TAPP).

### 1.3 Certification

Certified employees are required to hold a valid certificate issued by the [Georgia Professional Standards Commission](#) (GaPSC). Examples are teachers, counselors, principals, assistant principals, psychologists, media specialists, and paraprofessionals.

School Healthcare Technicians should possess a state certification identification number and current certification in Adult and Infant CPR and First Aid. School Health care program consist of licensed CNA's and are supervised by a Nurse Practitioner.

#### 1.4 Driver's License

All vehicle operators covered by the commercial driver's licensing laws must have a valid Commercial Driver's License (CDL) and must complete the training course prescribed by DIA. Certain other specialized positions may also require licensing.

#### 1.5 Employee Background Check

By O.C.G.A.20-2-211.1, all personnel employed by DIA shall be fingerprinted and have a criminal background check completed.

Certificated employees whose employment with DIA is renewed and who subsequently make any certificate renewal application to the Georgia Professional Standards Commission (GaPSC) shall be required to complete a background check to complete the certificate renewal requirements.

Non-certified employees shall have subsequent criminal background checks made on a five-year rotation based on the year of hire.

DIA shall be responsible for paying all costs associated with the cost of fingerprinting at the time of initial employment.

If during employment, an employee is convicted of a misdemeanor or felony the employee shall notify the Deputy Superintendent and/or the Executive Director within three (3) business days of such conviction. An employee shall also provide notification within three (3) business days of any resolution of misdemeanor or felony charges against the employee, pre-trial diversion, or any other negotiated pleading. GaPSC requires all certified employees to report any arrest within 90 days of the arrest.

#### 1.6 Equal Employment Opportunity

DuBois Integrity Academy Charter School is an Equal Opportunity Employer that does not discriminate based on actual or perceived race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, veteran status, sexual orientation, genetic information, arrest record, or any other characteristic protected by applicable federal, state or local laws. Our management team is dedicated to this policy concerning recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, and general treatment during employment.

The company will endeavor to make a reasonable accommodation to the known physical or mental limitations of qualified employees with disabilities unless the accommodation would impose an undue hardship on the operation of our business. If you need assistance performing your job duties because of a physical or mental condition, please contact Human Resources. Employees may also contact the TriNet Solutions Center at (800) 638-0461.

The company will endeavor to accommodate the sincere religious beliefs of its employees to the extent such accommodation does not pose an undue hardship on the company's operations. If you wish to request such accommodation, please contact Human Resources. Employees may also contact TriNet Solutions Center at (800)638-0461.

If you feel that you have been subjected to conduct which violates this policy, you should immediately report the matter to your supervisor. If you are unable for any reason to contact this person, or if you have not received a satisfactory response within five (5) business days after reporting any incident of what you perceive to be a violation of this policy, please contact your second-level supervisor.

***Note: If your supervisor or next level manager is the person toward whom the complaint is directed you should contact any higher-level manager in your reporting chain or Human Resources. Employees may also contact the TriNet Solutions Center at (800)638-0461 if they are uncomfortable for any reason using the above procedure. The company will not allow any form of retaliation against individuals who raise issues of equal employment opportunity.***

***If you feel you have been subjected to any such retaliation, report it in the same manner you would report a perceived violation of this policy. To ensure our workplace is free of artificial barriers, violation of this policy including any improper retaliatory conduct will lead to discipline, up to and including discharge.***

## 1.7 Anti-Harassment

It is the policy of DuBois Integrity Academy to prohibit intentional and unintentional acts of harassment of employees or others based upon race, creed, sex, gender, national origin, ancestry, religion, age or disability, genetic information, service in uniformed services or any other protected status recognized under Georgia or federal law during all occasions while at school, in the workplace or at any school event or activity. Any such reported act of harassment will result in discipline, including the possible termination of employment or another appropriate discipline of the employee. The purpose of this policy is not to regulate our employees' personal morality, but to ensure that in the workplace, no one harasses another individual.

If an employee feels that he or she has been subjected to conduct which violates this policy, he or she should immediately report the matter to the Administration, Deputy Superintendent, and/or the Executive Director. If the employee is unable for any reason to contact this person, or if the employee has not received a satisfactory response within five (5) business days after reporting any incident of what the employee perceives to be harassment, the employee should contact the Human Resources.

If the person toward whom the complaint is directed is one of the individuals indicated above, the employee should contact TriNet Solutions at (800) 638-0461. Employees may also contact members of DuBois Integrity Academy Governance Board. Contact information for board members can be found on DIA's website, see <https://www.duboisintegrityacademy.org/governance-board>.

Every report of perceived harassment will be fully investigated, and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the Company will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy.

If an employee feels he or she has been subjected to any such retaliation, he or she should report it in the same way the employee would report a claim of perceived harassment under this policy. Subsequently, if employees feel that someone else has been subjected to conduct that violates this policy, they must report it immediately. Additionally, all supervisors should instruct their subordinates as to the content of this policy and, through appropriate staff development, enlighten employees as to the varied forms or expression of prohibited harassment. DIA prohibits any form of discipline, reprisal, intimidation, or retaliation for good faith reporting of incidents of harassment of any kind, pursuing any harassment claim, or cooperating in related investigations. Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

### 1-8 Sexual Harassment

It is DuBois Integrity Academy Charter School's policy to prohibit harassment of any employee by any Supervisor, employee, customer, or vendor based on sex or gender. The purpose of this policy is not to regulate personal morality within the Company. It is to ensure that at the company all employees are free from sexual harassment. While it is not easy to define precisely what types of conduct could constitute sexual harassment and there is a wide range of behavior that may violate this policy even if such behavior does not violate the law, examples of prohibited behavior include unwelcome sexual advances, requests for sexual favors, obscene gestures, displaying sexually graphic magazines, calendars or posters, sending sexually explicit e-mails, text messages and other verbal or physical conduct of a sexual nature, such as uninvited touching of a sexual nature or sexually related comments. Depending upon the circumstances, improper conduct also can include sexual joking, vulgar or offensive conversation or jokes, commenting about an employee's physical appearance, conversation about your own or someone else's sex life, or teasing or other conduct directed toward a person because of his or her gender which is sufficiently severe or pervasive to create an unprofessional and hostile working environment.

If you feel that you have been subjected to conduct which violates this policy, you should immediately report the matter to your supervisor. If you are unable for any reason to contact this person, or if you have not received a satisfactory response within five (5) business days after reporting any incident of what you perceive to be harassment, please contact the next level Manager. Note: If your supervisor or next level Manager is the person toward whom the complaint is directed, you should contact any higher-level Manager in your reporting chain. Employees may also contact the TriNet Solutions Center at (800)638-0461 if they are uncomfortable for any reason using the above procedure. Every report of perceived harassment will be fully investigated, and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the Company will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If you feel you have been subjected to any such retaliation, report it in the same manner you would report a claim of perceived harassment under this policy. Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

## 1-9 Whistleblowing

Whistleblowing is defined as the ‘disclosure by an employee or professional of confidential information which relates to some danger, fraud or other illegal or unethical conduct connected with the workplace, be it of the employee or his/her fellow employees’.

Whistleblowing is essential in schools because it protects everyone – students, teachers and the staff. It helps to quickly find mistakes and fraud so that they can be corrected in a short time. It serves as a protection for people within an organization. But for it to be a functioning protection, a culture of reporting irregularities is required. Under the Georgia Whistleblower Protection Act (O.C.G.A. section 45-1-(d)), a public employer cannot enforce, adopt, or make a policy or practice stopping a public employee from revealing a violation of or noncompliance with a regulation, rule, or a law to a governmental agency or supervisor. Aims and Scope of a Whistleblowing Procedure

### The Aim of a Whistleblowing Procedure

- Give confidence to members of staff about raising concerns about conduct or practice which is potentially illegal, corrupt, improper, unsafe or unethical or which amounts to malpractice or is inconsistent with school standards and policies so that he/she is encouraged to act on those concerns.
- Provide members of staff with avenues to raise concerns.
- Ensure that members of staff receive a response to the concerns they have raised and feedback on any action taken.
- Offer assurance that members of staff are protected from reprisals or victimization for whistleblowing actions undertaken in good faith.

To file a whistleblower complaint, email [whistleblower@duboisintegrityacademy.com](mailto:whistleblower@duboisintegrityacademy.com). A written response to the whistleblower will be provided within 5 working days. The inquiry should normally be completed within 10-15 working days following the initial response to the whistleblower.

If no action is to be taken following the raising of a concern and / or the member of staff is not satisfied with the way the matter has been dealt with, the member of staff can raise their concern with DIA's Governance Board.

## 1-10 Drug-Free and Alcohol-Free Workplace

To help ensure a safe, healthy, and productive work environment for our employees and others, to protect company property, and to ensure efficient operations, the company has adopted a policy of maintaining a workplace free of drugs and alcohol. This policy applies to all employees and other individuals who perform work for the company.

The Georgia Drug-Free Public Work Force Act of 1990 applies to DuBois Integrity Academy. The Board of Education declares that the manufacture, distribution, sale or possession of controlled substances, marijuana, and other dangerous drugs in an unlawful manner or being at work under the influence of alcohol, controlled substances, marijuana or other dangerous or illegal/unlawful drugs is a serious threat

to the public health, safety, and welfare. The Board declares that its workforce must be free of any person who knowingly manufactures, distributes, sell or possess a controlled substance, marijuana or a dangerous or illegal/unlawful drug in an unlawful manner. This prohibition specifically includes, but is not limited to, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol in the employee's workplace. This prohibition also includes, but is not limited to, an employee being under the influence of alcohol or controlled substances while on duty. As a condition of employment, each employee must abide by the terms of this policy and must notify his or her immediate supervisor within three (3) business days after an arrest on any drug-related criminal charge. Employees must also notify his or her immediate supervisor within three (3) business days of any conviction, a plea of nolo contendere, or a plea under the First Offender Act of the State of Georgia or any similar state or federal law of a drug-related offense. The Board of Education shall not consider for employment any applicant who has been convicted or pled nolo contendere, or for the first time of any drug offense as described above for a three (3) month period from the date of conviction, nor shall the Board of Education consider any applicant for employment who has been convicted or pled nolo contendere for the second time of any drug offense as described above for a five (5) year period from the most recent date of conviction. The Board of Education will consider any applicant for employment who has been convicted, pled nolo contendere or a plea under the First Offender Act of the State of Georgia or any similar state or federal law for the second time of any drug offense as described above for a five-year period from the most recent date of conviction. Any employee who violates the foregoing drug-free workplace policy described above shall be subject to discipline up to and including immediate discharge.

DuBois Integrity Academy maintains a policy in which job applicants and current employees may be requested or required to submit to drug and alcohol testing in certain situations. This policy is intended to comply with applicable laws regarding drug and alcohol testing and any privacy rights.

### 1-11 Workplace Violence

DuBois Integrity Academy Charter School is strongly committed to providing a safe workplace. The purpose of this policy is to minimize the risk of personal injury to employees and damage to company and personal property. We do expect and encourage employees to exercise reasonable judgment in identifying potentially dangerous situations.

#### Prohibited Conduct

Threats, threatening language or any other acts of aggression or violence made toward or by any company employee WILL NOT BE TOLERATED. For purposes of this policy, a threat includes any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others, menacing gestures, flashing of weapons, stalking or any other hostile, aggressive, injurious or destructive action undertaken for the purpose of domination or intimidation. To the extent permitted by law, employees and visitors are prohibited from carrying weapons on company premises.

#### Procedures for Reporting a Threat

All potentially dangerous situations, including threats by co-workers, should be reported immediately to any member of management with whom the employee feels comfortable. Employees may also call the



TriNet Solutions Center at (800) 638-0461. Reports of threats may be maintained confidential to the extent maintaining confidentiality does not impede our ability to investigate and respond to the complaints. All threats will be promptly investigated. All employees must cooperate with all investigations. No employee will be subjected to retaliation, intimidation or disciplinary action as a result of reporting a threat in good faith under this policy. If the company determines, after an appropriate good faith investigation, that someone has violated this policy, the company will take swift and appropriate corrective action.

### 1-12 Inspections

DuBois Integrity Academy Charter School reserves the right to require employees while on Company property, or on client property, to agree to the inspection of their persons, personal possessions.

## Section 2 – Standards of Conduct

### 2-1 Job Duties

In the performance of an employee's job duties, the employee will:

- Obey a lawful, reasonable order within the terms of the contract of employment.
- Account for all money or property.

### Active Student Monitoring

The goal of student supervision is a safe school environment. This will be done through monitoring before school, after school, and any school setting. When supervising, one must circulate among students frequently and intentionally look around at students.

### 2-2 Work Schedule

Elementary School Instructional Staff is expected to report to work by 7:20 am and dismiss at 4:00 pm, and Middle School is expected to report to work by 7:45 am and dismiss at 4:30 pm. unless professional development or staff meetings are scheduled.

- Regular, Part-Time Employees who are not in a temporary status and who are regularly scheduled to work less than the full-time schedule but at least 20 hours each week.
- Regular, Part-Time Employees are eligible for some of the benefits offered by the company subject to the terms, conditions, and limitations of each benefits program.
- Substitute Employees who are hired on an as needed basis are not eligible for company benefits unless specifically stated otherwise in company policy or are deemed eligible according to plan documents.
- The employee will be assigned a work schedule and will be expected to begin and end work according to the schedule. To accommodate the needs of our business, at some point we may need to change individual work schedules on either a short-term or long-term basis.
- Employees will be provided with a meal break as required by law. A Supervisor will provide further details.

## 2.3 Punctuality and Attendance

Excessive absenteeism or tardiness will result in disciplinary action up to and including discharge. We do recognize, however, there are times when absences and tardiness cannot be avoided. In such cases, all employees must report absences, as directed by the policy. If an employee fails to report to work without notification (except in cases of dire emergency), DIA will consider that employee to have abandoned his/her employment. DIA will also monitor excessive absences on Mondays and Fridays throughout the academic school year. A violation in this area will be subject to the employee consequences as outlined.

### Day of Absences

Day of absences must be reported to the building Principal via phone call only. No text messages will be approved.

- Day of absences - reporting to building principal, calls only, no text messages.
- Scheduled time off must be entered into TriNet and approved by your building principal; to assure receipt.

### Emergency Closings

DuBois Integrity Academy cooperates fully with the local emergency management preparedness authorities for natural and man-made disasters. The Executive Director may close school in the event of abnormal conditions, hazardous weather or other emergencies that threaten the safety, welfare, or health of students or employees. In cases of emergency closures, some critical employees primarily in the Operations Division may be required to report to work.

### Tardiness

1. The first two infractions within a 30-day period will result in a verbal warning noted to the employee's personnel file.
2. The third infraction will result in a written warning to include potential consequences.
3. The fourth infraction, the employee is issued a final written warning (this process outlines performance and the consequences if it continues).
4. If chronic lack of punctuality continues consequences will result in a minimum of 1-3 days suspension without pay and possible termination.

*Absences are considered excessive over six days per school year. In the event six days are exceeded, the employee must submit proper medical documentation to human resources.*

*Excessive call outs are more than three per semester. The fourth call out will result in a disciplinary hearing with administration. The consequences will lead to a write up, suspension without pay and/or termination.*

### Extended Leave

Any employee who is absent for medical reasons for more than ten (10) working days must request Extended Leave of Absence Forms from Human Resources. Forms can also be downloaded from TriNet's forms and policies. The leave request must be completed by the employee and a medical release form from the employee's attending physician submitted to HR for approval by the Executive Director.

## Critical Workdays

Critical workdays are days for which employee absences pose a hardship to DuBois Integrity Academy operations and for which any absence shall require advance approval by the *Deputy Superintendent and/or Executive Director*.

*Critical Workdays are:*

- The start of the new contract.
- A full day prior to and after holidays, a full day prior to scheduled school breaks and the Monday following the Superbowl.
- Professional Development and Extended Learning Beyond the Classroom (ELBC) days.
- The last month of school (May 1 through the last day of school.)
- The entire testing period for Georgia Milestone Assessment.

The preceding list is not inclusive of all critical workdays which may arise in a school year.

\*All employees are required to report to work during all the aforementioned critical days unless you experience a medical emergency, death in your immediate family, or extenuating circumstances, which must be communicated with your direct report Manager (Principal, Deputy Superintendent or Executive Director).

Any unapproved absence during critical workdays will be deemed leave without pay. Missing work the day before or the day after a scheduled break will result in leave without pay for the entire break.

\*12-month employees' accrual vacation time can be scheduled during critical work days with prior approval by the Deputy Superintendent or the Executive Director.

## 2-4 Workplace Conduct

DuBois Integrity Academy Charter School endeavors to maintain a positive work environment. Each employee plays a role in fostering this environment. Accordingly, we all must abide by certain rules of conduct, based on honesty, common sense, and fair play. DuBois Integrity Academy Charter School will endeavor to utilize progressive discipline but reserves the right in its sole discretion to terminate an employee at any time for any reason.

The Code of Ethics for Educators defines the professional behavior of educators in Georgia and serves as a guide to ethical conduct. The Georgia Professional Standards Commission (GaPSC) has adopted standards that represent the conduct generally accepted by the education profession. The code defines unethical conduct justifying disciplinary sanction and provides guidance for protecting the health, safety and general welfare of students and educators, and assuring the citizens of Georgia a degree of accountability within the education profession. (See 505-6-01 The Code of Ethics for Educators at <https://www.gapsc.com/rules/current/ethics/505-6-.01.pdf>)

## 2-5 Employee Dress and Personal Appearance

Employees of DuBois Integrity Academy are expected to present a clean and professional appearance while conducting any business on behalf of the DIA. Dressing in a fashion that is clearly unprofessional,

that is deemed unsafe, or that negatively affects DIA's reputation or image is not acceptable. Uniforms and safety equipment may be required for various positions.

If you report to work dressed or groomed inappropriately, you will be prevented from working until you return to work appropriately dressed and/or groomed. While it is impossible to cover everything in a dress code, administration has the responsibility to enforce the dress code.

Inappropriate attire includes, but not be limited to:

- Tank tops, spaghetti straps, or tube dresses/tops without jackets
- Dresses and skirts should not be more than 2 inches above the knee and around the perimeter of the body
- Shoes must have a closed in back or strap. No flip flops, slides, mules, crocs or shoes that do not cover your entire foot. If you choose to wear these shoe types, please know that you will do so at your own risk. If you wear these types of footwear and have an accident there will **not** be a worker's comp claim accepted.
- Teachers are allowed to wear leggings granted they look professional and are adequately modest. Teachers can wear leggings under a dress or skirt and may be allowed to wear a long tunic or cardigan over them if their outfit does not appear too casual or inappropriate.

Requirements:

- Physical Education teachers must wear appropriate athletic gear (DIA coaches' uniform to be determined for purchase)
- Wednesday is dress up day for staff and students. *We lead by example!*

#### Body Art, Tattoos, Brands, Images, Piercings and Expressions

The display of any unprofessional or offensive image, phrase or other expression, and facial tattoos and or body art shall not be tolerated.

Examples of unprofessional or offensive innuendoes shall include but not be limited to:

- Depictions of nudity, violence, or criminal activity
- Sexually explicit/vulgar art, words, profane language, promotion of drugs and alcohol.
- Initials, symbolism, or acronyms that represent criminal or historically oppressive organizations or activities, e.g., street gang names, numbers, alphabets, and/or symbols.
- Bashing or mocking company's values, specific religions, race or gender.
- Body piercing that causes a health and safety concern

#### 2-6 Use of Communications and Computer Systems

DuBois Integrity Academy Charter School's communication and computer systems are intended primarily for business purposes; however limited personal usage is permitted if it does not hinder performance of job duties or violate any other Company policy.

DuBois Integrity Academy Charter School may access the voice mail and e-mail systems and obtain the communications within the systems, including past voice mail and email messages, without notice to users of the system, in the ordinary course of business when the Company deems it appropriate to do

so. The company's policies prohibiting harassment, in their entirety, apply to the use of the company's communication and computer systems.

### 2-7 Use of Social Media

DuBois Integrity Academy Charter School respects the right of any employee to maintain a blog or web page or to participate in a social networking, Twitter or similar site, including but not limited to Facebook and LinkedIn. All rules regarding confidential and proprietary business information apply in full to blogs, web pages and social networking platforms. Any conduct that is impermissible under the law if expressed in any other form or forum is impermissible if expressed through a social media site of an employee. Failure to follow these guidelines may result in discipline, up to and including discharge.

### 2-8 Publicity/Statements to the Media

All media inquiries regarding the position of the Company as to any issues must be referred to the Executive Director/Superintendent. Any employee wishing to write and/or publish an article, paper, or other publication on behalf of the Company must first obtain approval from the Executive Director/Superintendent.

### 2-9 Tobacco

To protect the health, safety, and comfort of scholars, parents, staff members, vendors, etc., employees are prohibited from using or displaying tobacco or nicotine-related products in front of students while on duty during the normal school day or on duty at any school sponsored function. Tobacco and nicotine use are banned from all school vehicles and shall not be used in any school facilities.

### 2-10 Health and Safety

The health and safety of employees and others on Company property are of critical concern to DuBois Integrity Academy Charter School. The Company intends to comply with all health and safety laws applicable to our business. To this end, we must rely upon employees to ensure that work areas are kept safe and free of hazardous conditions. Employees are required to be conscientious about workplace safety, including proper operating methods, and recognize dangerous conditions or hazards. Any unsafe conditions or potential hazards should be reported to management immediately, even if the problem appears to be corrected. Any suspicion of a concealed danger present on the Company's premises, or in a product, facility, piece of equipment, process, or business practice for which the Company is responsible should be brought to the attention of management immediately.

Periodically, the Company may issue rules and guidelines governing workplace safety and health. The Company may also issue rules and guidelines regarding the handling and disposal of hazardous substances and waste. All employees should familiarize themselves with these rules and guidelines, as strict compliance will be expected.

Any workplace injury, accident, or illness must be reported to the employee's Supervisor as soon as possible, regardless of the severity of the injury or accident.

### 2-11 Resigning from DIA

Although DuBois Integrity Academy hopes your employment with us will be a mutually rewarding experience, we understand that varying circumstances cause employees to voluntarily resign from employment. Classified employees are encouraged to provide two (2) weeks' notice, preferably in writing, to facilitate a smooth transition from the organization. Certified teachers who abandon their contract before the end of the school year will be subject to disciplinary actions being filed with the Professional Standards Commission. Such disciplinary actions may result in adverse effects against the educator's certificate.

### 2-12 No Call/No Show

Absence from work without notifying management or authorized approval/permission may be considered as job abandonment and appropriate action will be initiated.

### 2-13 Separations

A reduction in force could result from a decrease in the student population, changes in the curriculum, loss of funds, consolidation of positions, elimination of programs, or budgetary limitations. The determination of employees to be demoted or terminated is based on approved procedures established by the DIA's Governance Board and school system administration. Employees of DuBois Integrity Academy are employed on an at-will basis, and the company retains the right to terminate an employee at any time as it relates to previous stated ethics.

All employees will be hired on an annual contract and their terms expire at the end of their annual contract. In the event the school finds it necessary or desirable to terminate an employee's employment before the end of the school year, the school will attempt to give the employee written notice at least ten calendar days before termination, unless the administration and HR determine that the employee poses a threat to the health, safety, or welfare of the school or students.

In the event of termination of employment prior to the end of an employment contract, the employee shall be entitled only to the prorated salary and benefits earned through the last day of employment. Any employee may submit a grievance regarding dismissal, discipline, and termination pursuant to the grievance policy discussed in the section on governance and operations.

### 2-14 Rehire

If an employee voluntarily separates his or her employment and is in good standing, the employee is eligible for rehire. The former employee must reapply for employment and fulfill all the application requirements to be reconsidered for hire.

### 2-15 Retirement

Employees who wish to retire are required to notify the administration in writing at least three months before the planned retirement date.

## 2-16 Contract Abandonment

See GAPSC Rule 506.5 Code of Ethics for Educators – Unethical conduct includes the abandonment of a contract for professional services, or the willful refusal to perform the services required by a contract, without the prior approval of the employer, except in case of an emergency beyond the control of the employee.

1. If an employee abandons his/her contract, DuBois Integrity Academy may inform the Georgia Professional Standards Commission (GaPSC) that the contract has been abandoned, which is considered unethical conduct and may put the educator's certificate at risk of suspension.
2. An employee will be ineligible for rehire at DuBois Integrity Academy for not less than (2) contract years.
3. The educator shall be liable to DuBois Integrity Academy for liquidated damages in the amount of \$2500 to compensate for its losses.

*An employee who accepts and signs a contract of employment for the next school year may not resign after June 1 of the year in which the contract was signed, without breaching his/her contract. The only exception will be if there is an agreement between the employee and DuBois Integrity Academy. Requests for release received after June 1 of each year will only be considered for one of the following reasons:*

1. Transfer of spouse that required an unreasonable commuting distance. Supporting documentation must be provided in writing.
2. Documented illness of the educator or illness in the immediate family that requires the educator to care for a family member and prevents the educator from performing his/her duties. Supporting documentation must be provided in writing.
3. Promotion in the field of education. Supporting documentation must be provided in writing.
4. To be released from a contract of employment, a written request, including any supporting documentation, must be submitted to the Principal, Deputy Superintendent or Human Resources Department.

## Section 3 – General Policies

### 3-1 Personal Visits and Telephone Calls

For safety and security reasons, employees are prohibited from having personal guests visit or accompany them anywhere in our facilities other than the reception areas.

Teachers and Instructional staff should not use their personal cell phones during instructional time. Personal cell phone use is prohibited while students are present. Cell phone use during instructional time will lead to disciplinary actions.

### 3-2 Solicitation and Distribution

To avoid distractions, solicitation by an employee of another employee is prohibited while either employee is on work time.

Distribution of advertising material, flyers, printed or written literature of any kind in working areas of the Company is always prohibited. Distribution of literature by non-employees on Company premises is always prohibited.

### 3-3 Confidential Company Information

Employees who use or disclose confidential information to anyone outside of the Company may be subject to disciplinary action up to and including termination.

### 3-4 Conflict of Interest and Business Ethics

It is DuBois Integrity Academy Charter School's policy that all employees avoid any conflict between their personal interests and those of the Company.

The Situations that would constitute a conflict in most cases include but are not limited to:

1. Holding an interest in or accepting free or discounted goods from any organization that does or is seeking to do business with the company, by an employee who can directly or indirectly influence either the company's decision to do business, or the terms upon which business would be done with such organization.
2. Holding an interest in an organization that competes with the company.
3. Being employed by (including as a consultant) or services on the board of any organization which does, or is seeking to do business with the company or which competes with the company; and/or
4. Profiting personally, e.g., through commissions, loans, expense reimbursement or other payments, from any organization seeking to do business with the Company.

This policy is not intended to prohibit the acceptance of modest courtesies, openly given and accepted as part of the usual business amenities.

### 3-5 References

DuBois Integrity Academy Charter School will respond to reference requests through the Human Resources Department. The Company will provide general information concerning the employee such as date of hire, date of discharge, and positions held. Requests for reference information must be in writing, and responses will be in writing. Please refer all requests for references to the Human Resources Department.

### 3-6 Operation of Vehicles

All employees authorized to drive Company-owned or leased vehicles or personal vehicles in conducting Company business must possess a current, valid driver's license and an acceptable driving record. Any change in license status or driving record must be reported to management immediately. Company-owned or leased vehicles may be used only as authorized by management. Under no circumstances should employees feel that they need to place themselves at risk to fulfill business needs.



### 3-7 Use of Facilities, Equipment and Property, Including Intellectual Property

Equipment essential in accomplishing job duties is often expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards and guidelines.

Employees should notify their supervisor if any equipment, machines, or tools appear to be damaged, defective, or in need of repair. Prompt reporting of loss, damage, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The Supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment used on the job.

Employees also are prohibited from any unauthorized use of the Company's intellectual property, such as audio and video tapes, print materials and software.

Improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in discipline, up to and including discharge.

Further, the Company is not responsible for any damage to employees' personal belongings unless the employee's Supervisor provides advance approval for the employee to bring the personal property to work.

### 3-8 Nepotism Policy

Due to potential for perceived or actual conflicts, such as favoritism or personal conflicts from outside the work environment, which can be carried into the daily working relationship, DIA will hire relatives or persons currently employed only if:

- a) Candidates will not work directly for or supervising a relative
- b) Candidates will not occupy a position in the same line of authority in which employees can initiate or participate in decisions involving direct benefit to the relative. Such decisions include hiring, retention, transfer, promotion, wages and leave requests.

This policy applies to all current employees and candidates for employment.

### Compliance with Equal Opportunity and Discrimination Laws

Nothing in this policy shall be construed as discouraging the employment of close family members for positions that do not involve direct or indirect supervision or shall be construed to otherwise limit the employment opportunities of any person employed by the district.

### Disciplinary Consequences

If a family member becomes involved in another family member's investigation and/or discipline process, both employees will be subjected to disciplinary actions that range from a reprimand to termination for cause.

### Application to School Board Members

School Board members are not permitted to have family members be employed at the school.

### Exceptions – Special Circumstances

In exceptional circumstances, a direct or indirect supervision relationship may exist between staff who are close family members. Such circumstances may be necessitated by factors such as the unique qualifications or responsibilities of the individuals involved the lack of other available appropriate supervisory personnel, or whether the position for which the close family member is being considered is temporary in nature. Any exception must be reviewed and approved in writing by the Executive Director. Any direct or indirect supervision relationship approved by the Executive Director shall be reported to the School Board. All employment decisions affecting the subordinate staff, including, but not limited to, selection, hiring, discipline, performance review, compensation, or leave, must be assigned to other supervisory personnel or, if no other supervisory personnel exist, to the School's School Board. The School Board shall approve exceptions.

### 3-9 Addressing Existing Conflicts and Changes in Relationship Between Staff

Any DuBois Integrity Academy school staff involved in a direct or indirect supervisory relationship with a close family member that existed prior to the original approval date of this policy or that arises after the adoption of this policy shall promptly notify the principal of such relationship. The principal shall promptly notify the School Board of any direct or indirect supervision relationship that arises concerning a close family member of the Administration. The School Board, in accordance with this policy shall resolve all such direct or indirect supervisory relationships involving the Administration.



## **DuBois Integrity Academy**

### **Title IX Policy**

Policy Statement: Parents, Students and School Employees have the right to express school-related concerns and grievances to school leaders and administration. Students, Parents and School Employees shall be assured the opportunity for an orderly and timely review of concerns which will not interfere with regular scheduled classes or school-related activities. Reports about violations of Title IX, including reports of sex discrimination and sexual harassment (sexual assault, dating violence, domestic violence, and/or stalking) by any employee or student that occurs in a situation in which the school has substantial control over both the respondent AND the context in which the sexual harassment occurs (including online sexual harassment if it occurs in an education program or activity), can be made at any time, including during non-business hours, by using the Title IX Coordinator's listed telephone number or e-mail address below– or by any other means that results in the Title IX Coordinator receiving your verbal or written report.

DuBois Integrity Academy does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to all athletic programs, and activities. The following person has been designated to handle inquiries regarding Title IX non- discrimination policies:

**Greta Hunt**

Title IX Coordinator

6504 Church St. Ste 1&2

Riverdale, GA 30274

(770) 629 1534

[ghunt@duboisintegrityacademy.com](mailto:ghunt@duboisintegrityacademy.com)

## Section 4 – Compensation

DuBois Integrity Academy is committed to providing a fair and competitive employee compensation program that will attract, retain, and reward high-performing employees at all levels. We strive to cultivate and maintain fair, consistent, and equitable compensation practices that improve morale and are aligned with DIA's core values and mission to produce a competitive and high-performing organization. DIA believes that high-quality teachers and support staff exhibiting outstanding talent will provide an exemplary level of innovation, creativity, leadership, and knowledge to fulfill DIA's mission and strategic goals while providing quality education to our scholars. Salary may also be reduced for certain types of deductions such as a portion of health, dental or life insurance premiums; state, federal or local taxes; social security; TRS, or voluntary contributions to a 403(B) or pension plan.

In any work week in which the employee performed any work, salary will not be reduced for any of the following reasons:

- An absence because the employer has decided to close a facility on a scheduled work day;
- Absences for jury duty, attendance as a witness, or military leave in any week in which the employee performed any work (subject to any offsets as set forth above); and
- Any other deductions prohibited by state or federal law.

However, unless state law provides otherwise, deductions may be made to accrued leave for full- or partial-day absences for personal reasons, sickness or disability.

If the employee believes he or she has been subject to any improper deductions, the employee should immediately report the matter to a supervisor. If the supervisor is unavailable or if the employee believes it would be inappropriate to contact that person (or if the employee has not received a prompt and fully acceptable reply), he or she should immediately contact the Payroll or Human Resource Department or any other supervisor in DuBois Integrity Academy Charter School with whom the employee feels comfortable.

Payroll employees will be paid semi-monthly for all the time worked during the past pay period.

- 11<sup>th</sup> – 25<sup>th</sup> of the month, wages paid on the first of the month.
- 26<sup>th</sup> – 10<sup>th</sup> of the month, wages paid on the fifteenth of the month.

If the pay day falls on Saturday or Sunday, wages are paid the preceding Friday.

Payroll stubs itemize deductions made from gross earnings. By law, the company is required to make deductions for Social Security, federal income tax and any other appropriate taxes. These required deductions also may include any court-ordered garnishments. Payroll stubs also will differentiate between regular pay received and overtime pay received. If there is an error in an employee's pay, the employee should bring the matter to the attention of the Director of Payroll immediately so the company can resolve the matter quickly and amicably.

Paychecks will be given only to the employee, unless he or she requests that they be mailed, or authorized in writing that another person accepts the check.

**Full-time, Part-Time, and Contracted employees cannot draw unemployment during the summer and other scheduled breaks during the school year.**

#### 4-1 Payroll

Any non-exempt employee who works overtime will be compensated at the rate of one and one-half times (1.5) his/her normal hourly wage for all time worked more than forty (40) hours each week, unless otherwise required by law.

Employees may work overtime only with prior management authorization.

For purposes of calculating overtime for non-exempt employees, the workweek begins at 12 a.m. on Sunday and ends 168 hours later at 12 a.m. on the following Sunday.

It is our policy and practice to accurately compensate employees and to do so in compliance with all applicable state and federal laws. To ensure proper payment and that no improper deductions are made, employees must review pay stubs promptly to identify and report all errors.

Employees classified as exempt salaried employees will receive a salary which is intended to compensate them for all the hours they may work for DuBois Integrity Academy Charter School. This salary will be established at the time of hire or classification as an exempt employee.

#### 4-3 Leave

##### Vacation Leave

**\*Only 12-month employees accrue vacation time.**

12-month employees are eligible for (80 hours) of paid vacation time annually. Vacation time is accrued at a rate of 6.666667 hours per month. 12-month employees get paid time off the week of the 4<sup>th</sup> of July (this week is exclusive of your vacation time). Vacation time is carried over from one year to the next.  
*\*Minimum time off request must equal 4 hours.*

All (10 and 11- month) certified teachers/instructional and administrative staff vacation time is built into their work schedule which includes scheduled breaks and summertime. All 10- and 11-month employees are not eligible for paid vacation time.

##### Sick Leave

The term "sick leave" shall be used for an employee's personal illness, well-care, medical and dental appointments. Sick leave may also be used for illness and well-care in an employee's immediate family. DuBois Integrity Academy interprets "immediate family" as the employees, spouse, child, father, mother, brother, sister, grandparent, or relative living in the residence of the employee at the time of their illness.

Sick leave may not be used before accrual. An employee who is absent more than two (2) consecutive working days must present medical documentation for the third day and beyond. Employees are not paid for unused sick leave upon termination of employment. If an employee uses an excessive number

of sick leave days or uses sick leave days on days deemed critically important by administration the employee will be asked to submit a doctor's excuse or the day can be an unpaid day off.

Sick time must be submitted in the TriNet time off portal and is approved by the assigned Administrator. Minimum time off per request must equal 2 hours. *See additional requirements under the FMLA policy.*

All full-time and contracted employees' sick hours accrue as follows:

- 10-month employees will accrue sick hours at 4.91666 hours per month (59 hours annually).
- 11-month employees will accrue sick hours at 6.33333 hours per month (76 hours annually).
- 12-month employees will accrue sick time at 8 hours per month (96 hours annually).
- Full-time Contracted employees and full-time long-term substitutes accrue sick time at the same rate as 10-month employees.

Sick time is carried over from one year to the next.

### *Personal Leave*

All full-time employees earn 24 hours (3 days) of personal leave per school year. This time can be used for personal reasons or for the observance of religious holidays if prior approval is given by the assigned Administrator. Requests for personal leave must be submitted in the TriNet time off portal at least one week in advance. Employees are not required to disclose the specific purpose of the leave. *\*Minimum time off must be at least 2 hours.* Personal leave will not be granted for the day prior to or after school holidays. Additionally, personal leave will not be granted during the first three days or last three days of the school term.

Personal leave may not be carried over from year to year.

### *Parental Leave*

Full-time DuBois Integrity Academy (DIA) employees are eligible for 120 hours [three (3) weeks] of paid parental leave over a rolling twelve (12) month period.

- ✓ Eligible employees must meet the following criteria:
  - *Full-time employee of DuBois Integrity Academy*
  - *Six months of continuous employment with DIA, i.e., you must have worked at least six (6) consecutive months immediately preceding the date the leave would begin.*
  
- ✓ Purposes for parental leave are:
  - The birth of a son or daughter.
  - The placement of a son or daughter for adoption; or
  - The placement of a foster son or daughter.

Paid parental leave taken under this policy will run concurrently under the FMLA or Medical Leave; thus, any leave taken under this policy that falls under the definition of circumstances qualifying for leave will be counted toward the twelve (12) weeks of available FMLA, or Medical Leave per a rolling twelve (12) month period. All other requirements and provisions under the FMLA will apply. In no case will the total amount of leave whether paid or

unpaid granted to the employee under the FMLA or DIA Medical Leave exceed twelve (12) weeks during the rolling twelve (12) month FMLA or Medical Leave period.

After the paid parental leave is exhausted, the balance of FMLA or Medical leave (if applicable), will be compensated through employees accrued sick and/or \*vacation time. Upon exhaustion of accrued sick and accrued vacation (if applicable), remaining leave will be unpaid. *Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.*

Any paid parental leave not used by the employee before the end of the twelve-month period to which the leave relates shall be forfeited and may not be accumulated for any subsequent use.

#### *Bereavement Leave*

The Bereavement policy provides *up to 40 hours* of paid time off upon the death of an immediate family member. DIA interprets “immediate family” to mean members related by blood or share a bond through marriage, adoption, or legal domestic partnership. Including, spouse, father, mother, brother, sister, child, grandparent. Administrators may consider extenuating circumstances at their discretion.

#### *Jury Duty Leave*

DuBois Integrity Academy Charter School realizes that it is the obligation of all U.S. citizens to serve on a jury when summoned to do so. All employees will be allowed time off to perform such civic service as required by law. Employees on jury duty leave will be paid for their jury duty service in accordance with state law. Employees will be paid their full salary during the time served and are expected to provide proper notice of a request to perform jury duty and verification of their service.

Employees also are expected to keep management informed of the expected length of jury duty service and to report to work for the major portion of the day if excused by the court.

#### *Voting Leave*

In the event an employee does not have sufficient time outside of working hours to vote in a statewide election, if required by state law, the employee may take off enough working time to vote. Such time will be paid if required by state law. This time should be taken at the beginning or end of the regular work schedule. Where possible, your supervisor should be notified at least two days prior to the voting day.

#### *Military Leave*

If employees are called into active military service or enlist in the uniformed services, they will be eligible to receive an unpaid military leave of absence. To be eligible for military leave, employees must provide management with advance notice of service obligations unless they are prevented from providing such notice by military necessity or it is otherwise impossible or unreasonable to provide such notice. Provided the absence does not exceed applicable statutory limitations, employees will retain reemployment rights and accrue seniority and benefits in accordance with applicable federal and state laws. Employees should ask management for further information about eligibility for Military Leave.

If employees are required to attend yearly Reserves or National Guard duty, they can apply for an unpaid temporary military leave of absence not to exceed the number of days allowed by law (including travel).

They should give management as much advance notice of their need for military leave as possible so that we can maintain proper coverage while employees are away.

## TriNet Time Off Tool - Completely Electronic Workflow - Easy to Use - Comprehensive and Adaptable

### Requesting Time Off Protocols and Procedures

- Enter your leave request in TriNet.
- TriNet will then generate an email to your assigned (TriNet) manager for approval.
- After inputting the request in TriNet, follow the instructions specific to your grade level.

\*If you have grade level questions, see your Administrator.

### Time Management and Three Step Process

Sick, Vacation and Personal time is managed within each employee TriNet profile. This is an easy three step process:

1. REQUESTOR - Worksite employee creates request.
    - a. Saved Request – stays with worksite employee.
    - b. Submitted Request – moves through the workflow process.
      - i. Manager creates request for worksite employee when employee is unable to manage themselves due to illness.
      - ii. Manager-created requests are automatically approved.
  2. APPROVER – Manager receives email notification.
    - a. Determination Yes or No
      - i. Worksite employee receives email saying, “Request Approved” or “Request Declined.”
      - ii. Status changes to Approved or Declined.
  3. PROCESSOR – Payroll receives “Approved” request.
    - a. Approved request moved to payroll grid.
- ❖ Worksite employees receive time off payment and leave balances are updated on the platform.

### Earning Codes

- Bereavement – BRV\*
- Jury Duty – JUR
- Personal Time Off – PER\*
- Sick – SCK\*
- Vacation – VAC\*
- Leave Without Plan – LWOP\*

\*Minimum time off for each sick and personal leave request must equal 1-hour intervals. (12-month employees vacation request time off must equal 4-hour intervals.)



## Section 5 Family and Medical Leave Policy

Employees may be entitled to a leave of absence under the Family and Medical Leave Act (FMLA). This policy provides employees with information concerning FMLA entitlements and obligations employees may have during such leaves. If employees have any questions concerning FMLA leave, they should contact their supervisor or the TriNet Solutions Center.

**5-1 Eligibility** – FMLA leave is available to "eligible employees." To be an "eligible employee," an employee must:

1. Have been employed and covered by DuBois Integrity Academy for at least 12 months (which need not be consecutive);
2. Have been employed by DuBois Integrity Academy for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave and
3. Be employed at a worksite that is a public entity.

*Entitlements* – The FMLA provides eligible employees with a right to leave, applicable health insurance benefits and, with some limited exceptions, job restoration. The FMLA also entitles employees to certain written notices concerning their potential eligibility for and designation of FMLA leave.

### 5-2 Basic FMLA Leave Entitlement

The FMLA provides eligible employees up to 12 workweeks of unpaid leave for certain family and medical reasons during a 12-month period. The 12-month period is determined based on a rolling 12-month period measured backward from the date an employee uses his/her FMLA leave. Leave may be taken for anyone, or for a combination, of the following reasons:

- To care for the employee's child after birth or placement for adoption or foster care.
- To care for the employee's spouse, son, daughter, or parent (but not in-law) who has a serious health condition.
- For the employee's own serious health condition (including any period of incapacity due to pregnancy, prenatal medical care, or childbirth) that makes the employee unable to perform one or more of the essential functions of the employee's job; and/or
- Because of any qualifying exigency arising out of the fact that an employee's spouse, son, daughter, or parent is a covered military member on covered.
- active duty or called to covered active-duty status (or has been notified of an impending call or order to covered active duty) in the Reserves component of the Armed Forces in support of contingency operations or Regular Armed Forces for deployment to a foreign country. This leave is also available for family members of active-duty service members.

#### A. Serious Health Condition

Is an illness, injury, impairment or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

#### *Qualifying Exigencies*

May include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, caring for the parents of the military member on covered active duty and attending post-deployment reintegration briefings.

#### B. Additional Military Family Leave Entitlement (Injured Servicemember Leave)

In addition to the basic FMLA leave entitlement discussed above, an eligible employee who is the spouse, son, daughter, parent or next of kin of a covered servicemember is entitled to take up to 26 weeks of leave during a single 12-month period to care for the service member with a serious injury or illness. Leave to care for a service member shall only be available during a single 12-month period and when combined with other FMLA qualifying leave, may not exceed 26 weeks during the single 12-month period. The single 12-month period begins on the first day an eligible employee takes leave to care for the injured service member.

A "covered servicemember" is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status or is on the temporary retired list, for a serious injury or illness. These individuals are referred to in this policy as "current members of the Armed Forces."

Covered servicemembers also include a veteran who is discharged or released from military services under condition other than dishonorable at any time during the five years preceding the date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation or therapy for a serious injury or illness. These individuals are referred to in this policy as "covered veterans."

The FMLA definitions of a "serious injury or illness" for current Armed Forces members and covered veterans are distinct from the FMLA definition of "serious health condition" applicable to FMLA leave to care for a covered family member.

#### C. Intermittent Leave and Reduced Leave Schedules

FMLA leave usually will be taken for a period of consecutive days, weeks, or months. However, employees also are entitled to take FMLA leave intermittently or on a reduced leave schedule when medically necessary due to a serious health condition of the employee or covered family member or the serious injury or illness of a covered servicemember.

#### D. No Work While on Leave

The taking of another job while on family/medical leave or any other authorized leave of absence is grounds for immediate termination, to the extent permitted by law.

#### E. Protection of Group Health Insurance Benefits

During FMLA leave, eligible employees are entitled to receive group health plan coverage (if applicable) on the same terms and conditions as if they had continued to work.

#### F. Restoration of Employment and Benefits

At the end of FMLA leave, subject to some exceptions including situations where job restoration of “key employees” will cause the Company substantial and grievous economic injury, employees generally have a right to return to the same or equivalent positions with equivalent pay, benefits and other employment terms. The Company will notify employers if they qualify as “key employees,” if it intends to deny reinstatement, and of their rights in such instances. Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of an eligible employee’s FMLA leave.

#### G. Notice of Eligibility for, and Designation of FMLA Leave

Employees requesting FMLA leave are entitled to receive written notice from the Company telling them whether they are eligible for FMLA leave and, if not eligible, the reasons why they are not eligible. When eligible for FMLA leave, employees are entitled to receive written notice of:

- 1) Their rights and responsibilities in connection with such leave;
- 2) The Company's designation of leave as FMLA-qualifying or non-qualifying, and if not FMLA-qualifying, the reasons why; and
- 3) The amount of leave, if known, that will be counted against the employee's leave entitlement.

The Company may retroactively designate leave as FMLA leave with appropriate written notice to employees provided that the Company's failure to designate leave as FMLA qualifying at an earlier date did not cause harm or injury to the employee. In all cases where leaves qualify for FMLA protection, the Company and employee can mutually agree that leave be retroactively designated as FMLA leave.

## 5-3 Employee FMLA Leave Obligations

### A. Provide Notice of the Need for Leave

Employees who take FMLA must timely notify the Company of their need for FMLA leave. The following describes the content and timing of such employee notices.

#### 1. *Provide Notice of the Need for Leave*

Employees who take FMLA leave must timely notify the Company of their need for FMLA leave. The following describes the content and timing of such employee notices.

#### 2. *Content of Employee Notice*

To Trigger FMLA leave protections, employees must inform their supervisor, Human Resource, or TriNet Solutions Center at (800) 638-0461 or email [employees@trinet.com](mailto:employees@trinet.com) at the need for FMLA qualifying leave and the anticipated timing and duration of the leave, if known. Employees may do this by either requesting FMLA leave specifically, or explaining the reasons for leave to allow the Company to determine that the leave is FMLA qualifying. For example, employees might explain that:

- A medical condition renders them unable to perform the functions of their job.
- They are pregnant or have been hospitalized overnight.
- they or a covered family member are under the continuing care of a health care provider.
- The leave is due to a qualifying exigency cause by a covered military member being on active duty or called to active-duty status; or
- If the leave is for a family member and the condition renders the family member unable to perform daily activities or that the family member is a covered servicemember with a serious injury or illness.

Calling out "sick," without providing the reasons for the needed leave, will not be considered sufficient notice for FMLA leave under this policy. Employees must respond to the Company's questions to determine if absences are potentially FMLA qualifying.

If employees fail to explain the reasons for FMLA leave, the leave may be denied. When employees seek leave due to FMLA-qualifying reasons for which the Company has previously provided FMLA-protected leave, they must specifically reference the qualifying reason for the leave or the need for FMLA leave.

#### 3. *Timing of Employee Notice*

Employees must provide 30 days' advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, or the approximate timing of the need for leave is not foreseeable, employees must provide the Company and/or TriNet Solutions Center

notice of the need for leave as soon as practicable under the facts and circumstances of the case. Employees, who fail to give 30 days' notice for foreseeable leave without a reasonable excuse for the delay, or otherwise fail to satisfy FMLA notice obligations, may have FMLA leave delayed or denied.

#### B. Cooperate in the Scheduling of Planned Medical Treatment (Including Accepting Transfers to Alternative Positions) and Intermittent Leave or Reduced Leave Schedules

When planning medical treatment, employees must consult with the company and make a reasonable effort to schedule treatment so as not to unduly disrupt the company's operations, subject to the approval of an employee's health care provider. Employees must consult with the company prior to the scheduling of treatment to work out a treatment schedule that best suits the needs of both the company and the employees, subject to the approval of an employee's health care provider. If employees providing notice of the need to take FMLA leave on an intermittent basis for planned medical treatment neglect to fulfill this obligation, the company may require employees to attempt to make such arrangements, subject to the approval of the employee's health care provider.

When employees take intermittent or reduced work schedule leave for foreseeable planned medical treatment for the employee or a family member, including during a period of recovery from a serious health condition or to care for a covered servicemember, the company may temporarily transfer employees, during the period that the intermittent or reduced leave schedules are required, to alternative positions with equivalent pay and benefits for which the employees are qualified and which better accommodate recurring periods of leave.

When employees seek intermittent leave or a reduced leave schedule for reasons unrelated to the planning of medical treatment, upon request, employees must advise the company of the reason why such leave is medically necessary. In such instances, the company and employee shall attempt to work out a leave schedule that meets the employee's needs without unduly disrupting the company's operations, subject to the approval of the employee's health care provider.

#### C. Submit Medical Certifications Supporting Need for FMLA Leave (Unrelated to Requests for Military Leave)

Depending on the nature of FMLA leave sought, employees may be required to submit medical certifications supporting their need for FMLA qualifying leave. As described below, there generally are three types of FMLA medical certifications: an initial certification, a recertification, and a return to work/fitness for duty certification.

It is the employee's responsibility to provide the Company with timely, complete and sufficient medical certifications. Whenever the Company requests employees to provide FMLA medical certifications, employees must provide the requested certifications within 15 calendar days after the Company's request, unless it is not practicable to do so despite an employee's diligent, good faith efforts. The Company shall inform employees if submitted medical certifications are incomplete or insufficient and provide employees at least seven calendar days to cure deficiencies. The Company will deny FMLA leave to employees who fail to timely cure deficiencies or otherwise fail to timely submit requested medical certifications.

With the employee's permission, the Company (through individuals other than an employee's direct supervisor) may contact the employee's health care provider to

authenticate or clarify completed and sufficient medical certifications. If employees choose not to provide the Company with authorization allowing it to clarify or

authenticate certifications with health care providers, the Company may deny FMLA leave if certifications are unclear.

Whenever the Company deems it appropriate to do so, it may waive its right to receive timely, complete and/or sufficient FMLA medical certifications.

#### *Initial Medical Certifications*

Employees requesting leave because of their own, or a covered relation's, serious health condition, or to care for a covered servicemember, must supply medical certification supporting the need for such leave from their health care provider or, if applicable, the health care provider of their covered family or service member. If employees provide at least 30-day notice of medical leave, they should submit the medical certification before leave begins. A new initial medical certification will be required on an annual basis for serious medical conditions lasting beyond a single leave year.

If the company has reason to doubt initial medical certifications, it may require employees to obtain a second opinion at the company's expense. If the opinions of the initial and second health care providers differ, the company may, at its expense, require employees to obtain a third, final and binding certification from a health care provider designated or approved jointly by the company and the employee.

#### *Medical Recertifications*

Depending on the circumstances and duration of FMLA leave, the company may require employees to provide recertification of medical conditions giving rise to the need for leave. The company will notify employees if recertification is required and will give employees at least 15 calendar days to provide medical recertification.

#### *Return to Work/Fitness for Duty Medical Certifications*

Unless notified that providing such certifications is not necessary, employees returning to work from FMLA leaves that were taken because of their own serious health conditions that made

them unable to perform their jobs must provide the company medical certification confirming they are able to return to work and the employees' ability to perform the essential functions of the employees' position, with or without reasonable accommodation. The company may delay and/or deny job restoration until employees provide return to work/fitness for duty certifications.

#### *Submit Certifications Supporting Need for Military Family Leave*

Upon request, the first time an employee seeks leave due to a qualifying requirement arising out of the active duty or call to active-duty status of a covered military member, the company may require employees to provide:

- 1) A copy of the covered military member's active-duty orders or other documentation issued by the military indicating the covered military member is on active duty or call to active-duty status and the dates of the covered military member's active-duty service; and
- 2) A certification from the employee setting forth information concerning the nature of the qualifying demand for which leave is requested. Employees shall provide a copy of new active-duty orders or other documentation issued by the military for leaves arising out of qualifying requirement arising out of a different active duty or call to active-duty status of the same or a different covered military member.

When leave is taken to care for a covered service member with a serious injury or illness, the company may require employees to obtain certifications completed by an authorized health care provider of the covered service member. In addition, and in accordance with the FMLA regulations, the company may request that the certification submitted by employees set forth additional information provided by the employee and/or the covered service member confirming entitlement to such leave.

#### *Reporting Changes to Anticipated Return Date & Periodically Concerning Intent to Return to Work*

Employees must contact TriNet Solutions Center at (800)638-0461, Option 2 email: employees@trinet.com periodically in accordance with the instructions noted on the Eligibility Notice regarding their status and intention to return to work at the end of the FMLA leave period. If an employee's anticipated return to work date changes and it becomes necessary for the employee to take more or less leave than originally anticipated, the employee must provide the company or TriNet Solutions Center with reasonable notice (i.e., within two business days) of the employee's changed circumstances and new return to work date. If employees give the company unequivocal notice of their intent not to return to work, they will be considered to have voluntarily resigned and the company's obligation to maintain applicable health benefits (subject to COBRA requirements) and to restore their positions will cease.

#### *Substitute Paid Leave for Unpaid FMLA Leave*

Employees must (unless the company specifically informs employees otherwise) use any accrued paid time off while taking unpaid FMLA leave. The substitution of paid time for unpaid FMLA leave

time does not extend the length of FMLA leaves and the paid time will run concurrently with an employee's FMLA entitlement.

Leaves of absence taken in connection with a disability leave plan or workers' compensation injury/illness shall run concurrently with any FMLA leave entitlement. Upon written request, the Company will allow employees to use accrued paid time off to supplement any paid disability benefits.

#### *Pay Employee's Share of Health Insurance Premiums*

During FMLA leave, employees are entitled to continued group health plan coverage (if applicable) under the same conditions as if they had continued to work. Unless the company notifies employees of other arrangements, whenever employees are receiving pay from the company during FMLA leave, the company will deduct the employee portion of the group health plan premium from the employee's paycheck in the same manner as if the employee was actively working.

If FMLA leave is unpaid, employees must pay their portion of the group health premium through a pay-as-you-go method. Employees should contact their immediate supervisor to make these arrangements.

The company's obligation to maintain health care coverage ceases if an employee's premium payment is more than 30 days late. If an employee's payment is more than 15 days late, the company will send a letter notifying the employee that coverage will be dropped on a specified date unless the co-payment is received before that date. If employees do not return to work within 30 calendar days at the end of the leave period (unless employees cannot return to work because of a serious health condition or other circumstances beyond their control), they will be required to reimburse the company for the cost of the premiums the company paid for maintaining coverage during their unpaid FMLA leave.

#### *Exemption for Highly Compensated Employees*

The company may choose not to return highly compensated employees (highest paid 10% of employees at a worksite or within 75 miles of that worksite) to their former or equivalent positions following a leave if restoration of employment will cause substantial economic injury to the company. (This fact-specific determination will be made by the company on a case-by-case basis.) The company will notify you if you qualify as a "highly compensated" employee, if the company intends to deny reinstatement, and of your rights in such instances.

#### *Questions and/or Complaints about FMLA Leave*

If you have questions regarding this FMLA policy, please contact Human Resource or TriNet Solutions Center at (800)638-0461, Option 2 or email: [employees@trinet.com](mailto:employees@trinet.com). The company is committed to complying with the FMLA and, whenever necessary, shall interpret and apply this policy in a manner consistent with the FMLA.



The Family Medical Leave Act makes it unlawful for employers to:

1. Interfere with, restrain, or deny the exercise of any right provided under FMLA.
2. Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or involvement in any proceeding under or relating to FMLA.

If employees believe their FMLA rights have been violated, they should contact TriNet Solutions Center at (800)638-0461 immediately. The company will investigate any FMLA complaints and take prompt and appropriate remedial action to address and/or remedy any FMLA violation. Employees also may file FMLA complaints with the United States Department of Labor or may bring private lawsuits alleging FMLA violations.

#### Coordination of FMLA Leave with Other Leave Policies

The FMLA does not affect any federal, state, or local law prohibiting discrimination, or supersede any State or local law that provides greater family or medical leave rights. For additional information concerning leave entitlements and obligations that might arise when FMLA leave is either not available or exhausted, please consult the company's other leave policies in your company handbook as applicable or contact your supervisor, the Human Resource Department or TriNet Solutions Center at (800)638-0461.

#### 5-4 Timekeeping Procedures

When entering school buildings, all Certified, Non-Certified and Contracted Teaching staff and Contracted Vendors, must use badge access to record their actual time worked for payroll and benefit purposes. Altering, falsifying, or tampering with time records is prohibited and subject the employee to discipline, up to and including discharge.

Non-exempt employees may not start work until their scheduled starting time.

It is the employee's responsibility to certify the accuracy of all time recorded. Any errors in the time record should be reported immediately to a Supervisor, who will correct legitimate errors.

## Section 6 - Group Health and Related Benefits

### 6-1 Benefits Overview

In addition to good working conditions and competitive pay, it is DuBois Integrity Academy Charter School's policy to provide a combination of supplemental benefits to all eligible employees. In keeping with this goal, each benefit program has been carefully devised. These benefits include time-off benefits, such as vacations and holidays, and insurance and other plan benefits. We are constantly studying and evaluating our benefits programs and policies to better meet present and future requirements. These policies have been developed over the years and continue to be refined to keep up with changing times and needs.

The next few pages contain a brief outline of the benefits programs DuBois Integrity Academy Charter School provides employees and their families. Of course, the information presented here is intended to serve only as guidelines.

The descriptions of the insurance and other plan benefits merely highlight certain aspects of the applicable plans for general information only. The details of those plans are spelled out in the official plan documents, which are available for review upon request from the Head of Human Resources. Additionally, the provisions of the plans, including eligibility and benefits provisions, are summarized in the summary plan descriptions ("SPDs") for the plans (which may be revised from time to time). In the determination of benefits and all other matters under each plan, the terms of the official plan documents shall govern over the language of any descriptions of the plans, including the SPDs and this handbook.

Further, DuBois Integrity Academy Charter School (including the officers and administrators who are responsible for administering the plans) retains full discretionary authority to interpret the terms of the plans, as well as full discretionary authority regarding administrative matters arising in connection with the plans and all issues concerning benefit terms, eligibility and entitlement.

While the company intends to maintain these employee benefits, it reserves the absolute right to modify, amend or terminate these benefits at any time and for any reason.

If employees have any questions regarding benefits, they should contact the Human Resources Department.

#### 6-2 Lactation Breaks

The company will provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee's infant child, in accordance with and to the extent required by applicable law. The company will make reasonable efforts to provide employees with the use of a room or location other than a toilet stall for the employee to express milk in private. This location may be the employee's private office. If employees need additional time outside of scheduled break time administration should be advised.

Employees will not be discriminated against or retaliated against for exercising their rights under this policy.

#### 6-3 Insurance Programs

Full-time employees may participate in the company's insurance programs. Under these plans, eligible employees will receive comprehensive health and other insurance coverage for themselves and their families, as well as other benefits.

Upon becoming eligible to participate in these plans, you will receive summary plan descriptions (SPDs) describing the benefits in greater detail. Please refer to the SPDs for detailed plan information. If you have further questions, call TriNet or Human Resources.

#### 6-4 Long-Term Disability Benefits

Full-time employees are eligible to participate in the Long-Term Disability plan, subject to all terms and conditions of the agreement between the company and the insurance carrier.

This is solely a monetary benefit and not a leave of absence. Employees who will be out of work must also request a formal leave of absence. See the Leave of Absence sections of this handbook for more information. Employees are encouraged to participate in Short-Term Disability benefits. (See the benefits link within your TriNet profile).

#### 6-5 Employee Assistance Program

DuBois Integrity Academy Charter School provides an employee assistance program for employees. This program offers qualified counselors to help you cope with personal problems you may be facing. Further details can be obtained by contacting an EAP counselor at (800) 638-0461.

#### 6-6 Workers Compensation

On-the-job injuries are covered by our Workers' Compensation Insurance Policy, which is provided at no cost. If employees are injured on the job, no matter how slightly, they should report the incident immediately to their supervisor. Failure to follow Company procedures may affect the ability of the employee to receive Workers Compensation benefits.

This is solely a monetary benefit and not a leave of absence entitlement. Employees who need to miss work due to a workplace injury must also request a formal leave of absence. See the Leave of Absence sections of this handbook for more information.

### Closing Statement

Successful working conditions and relationships depend upon successful communication. It is important that employees stay aware of changes in procedures, policies, and general information. This Employee Handbook supersedes all previous versions. It is also important to communicate ideas, suggestions, personal goals, or problems as they affect work at DuBois Integrity Academy.

Successful working conditions and relationships depend upon successful communication. It is important that employees stay aware of changes in procedures, policies, and general information. This Employee Handbook supersedes all previous versions. It is also important to communicate ideas, suggestions, personal goals, or problems as they affect work at DuBois Integrity Academy.

## General Handbook Acknowledgement

Please read the following statements and sign below to indicate your receipt and acknowledgment of this Employee handbook.

I have received and read a copy of DuBois Integrity Academy Charter School's Employee handbook. I understand that the policies, rules, and benefits described in it are subject to change at the sole discretion of the Company at any time.

I further understand that my employment is terminable at will, either by myself or the Company, with or without cause or notice, regardless of the length of my employment or the granting of benefits of any kind.

I understand that no representative of DuBois Integrity Academy Charter School other than The School Board of DuBois Integrity Academy may alter "at will" status and any such modification must be in a signed writing.

I understand that my signature below indicates that I have read and understand the above statements and that I have received a copy of the Company's Employee handbook.

Employee's Printed Name: \_\_\_\_\_

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

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

The signed original copy of this acknowledgment should be given to management - it will be filed in your personnel file.



## STUDENT REPORTING OF ALLEGED SEXUAL INAPPROPRIATE BEHAVIOR

DuBois Integrity Academy's reporting process is as follows:

- A. Any student (or parent or friend of a student) who has been the victim of an act of sexual abuse or sexual misconduct by a teacher, administrator or other School employee is urged to make an oral report of the act to any teacher, counselor or administrator at the school immediately or call the National Child Sexual Abuse Hotline at (855)GACHILD or (855)422-4453.
- B. Any teacher, counselor, volunteer, or administrator receiving a report of sexual abuse or sexual misconduct of student by a teacher, administrator, or other employees shall make an oral report of the incident immediately by telephone or otherwise to the school deputy superintendent, principal, or principal's designee within 24 hours. If the aforementioned are the accused of the sexual abuse or sexual misconduct, the oral and written reports should be made to the Executive Director, the Executive Director's designee, or Human Resource.
- C. Any school principal or principal's designee receiving a report of sexual abuse as defined in O.C.G.A. § 19-7-5 shall make an oral report immediately to the school social worker liaison, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused. The school social worker liaison Child Protection Report may be submitted via telephone, fax, or in written form to a child welfare agency providing protective services, as designated by the Department of Human Services, or, in the absence of such agency, to an appropriate police authority or district attorney.
- D. Reports of acts of sexual misconduct against a student by a teacher, administrator, or other employee not covered by O.C.G.A. § 19-7-5 shall be investigated immediately by school or system personnel. To protect the integrity of the process and to limit repeated interviews with the student, the designated system personnel is required to take a written statement from the student prior to any other person. If the investigation of the allegation of sexual misconduct indicates a reasonable cause to believe that the report of sexual misconduct is valid, the school principal or principal's designee shall make an immediate written report to the Executive Director. The Professional Standards Commission Ethics Division must also be notified of any validated acts of sexual misconduct.

## Receipt of Sexual Harassment Policy

It is DuBois Integrity Academy Charter School's policy to prohibit harassment of any employee by any Supervisor, employee, customer, or vendor based on sex or gender. The purpose of this policy is not to regulate personal morality within the Company. It is to ensure that at the Company all employees are free from sexual harassment. While it is not easy to define precisely what types of conduct could constitute sexual harassment and there is a wide range of behavior that may violate this policy even if such behavior does not violate the law, examples of prohibited behavior include unwelcome sexual advances, requests for sexual favors, obscene gestures, displaying sexually graphic magazines, calendars or posters, sending sexually explicit e-mails, text messages and other verbal or physical conduct of a sexual nature, such as uninvited touching of a sexual nature or sexually related comments. Depending upon the circumstances, improper conduct also can include sexual joking, vulgar or offensive conversation or jokes, commenting about an employee's physical appearance, conversation about your own or someone else's sex life, or teasing or other conduct directed toward a person because of his or her gender which is sufficiently severe or pervasive to create an unprofessional and hostile working environment.

If you feel that you have been subjected to conduct which violates this policy, you should immediately report the matter to your supervisor. If you are unable for any reason to contact this person, or if you have not received a satisfactory response within five (5) business days after reporting any incident of what you perceive to be harassment, please contact the next level Manager. Note: If your supervisor or next level Manager is the person toward whom the complaint is directed, you should contact any higher-level Manager in your reporting chain. Employees may also contact the TriNet Solutions Center at (800)638-0461 if they are uncomfortable for any reason using the above procedure. Every report of perceived harassment will be fully investigated, and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the Company will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If you feel you have been subjected to any such retaliation, report it in the same manner you would report a claim of perceived harassment under this policy. Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

I have read and I understand DuBois Integrity Academy Charter School's Sexual Harassment Policy.

Employee's Printed Name: \_\_\_\_\_

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

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

The signed original copy of this acknowledgment should be given to management - it will be filed in your personnel file.

## Receipt of Non- Sexual Harassment Policy

It is DuBois Integrity Academy Charter School's policy to prohibit intentional and unintentional harassment of any individual by another person based on any protected classification including, but not limited to, race, color, national origin, disability, religion, marital status, veteran status, sexual orientation, or age. The purpose of this policy is not to regulate our employees' personal morality, but to ensure that in the workplace, no one harasses another individual.

If an employee feels that he or she has been subjected to conduct which violates this policy, he, or she should immediately report the matter to any member of management. If the employee is unable for any reason to contact this person, or if the employee has not received a satisfactory response within five (5) business days after reporting any incident of what the employee perceives to be harassment, the employee should contact Executive Director or Human Resources. If the person toward whom the complaint is directed is one of the individuals indicated above, the employee should contact TriNet Solutions Center at (800) 638-0461 or any member of DIA's Governance Board. Contact information for board members can be found on DIA's website.

See <https://www.duboisintegrityacademy.org/governance-board>. Every report of perceived harassment will be fully investigated, and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the Company will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy.

If an employee feels he or she has been subjected to any such retaliation, he or she should report it in the same way the employee would report a claim of perceived harassment under this policy. Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

I have read and I understand DuBois Integrity Academy Charter School's Non-Harassment Policy.

Employee's Printed Name: \_\_\_\_\_

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

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

The signed original copy of this acknowledgment should be given to management - it will be filed in your personnel file.

## NOTES