



UNIVERSITY
VIEW ACADEMY

EMPLOYEE HANDBOOK

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Introduction to UVA

Welcome to University View Academy

Dear University View Staff Member,

Greetings and welcome to Team UVA!

University View Academy eagerly anticipates another fantastic year for the families, students and staff in our organization. UVA remains committed to the goal of producing outstanding academic results for our students and believes it is essential that each and every employee at UVA is properly supported in this effort.

In this handbook, you will find information about the standards expected of you, and resources available to you, in order for all team members to be able to function at an optimal level of performance.

Please review this information carefully. If you have any questions, please contact an administrator or the appropriate staff member. With the exception of those policies compelled by law, the procedures/processes contained in this manual are subject to change by UVA leadership as conditions and circumstances change.

Thank you for all of the work that you do to support our families and students. UVA is honored that you are part of our team and we are glad that you share our commitment to providing students with an education that will prepare them for success in life.

Sincerely,

Alonzo Luce, Ph.D.
Superintendent

About This Handbook

This Employee Handbook is not a contract of employment or a warranty of benefits. It has been prepared to inform you of UVA's employment policies, procedures and processes, as well as the benefits provided to you as a valued employee. It applies to all employees and all employee classifications.

UVA is constantly in the process of revising and improving its policies, procedures, and benefits and may decide to change those contained in this handbook over time. When this happens, UVA will make you aware of any changes in future editions of this handbook and/or by bulletin board postings, email communication or other communications. Only UVA's Superintendent, and the Associate Superintendent of Human Resources can add to, delete, or change any procedures, or benefits contained in this handbook and they can do so at any time with or without prior notice.

If any provision in this Employee Handbook is found to be unenforceable and invalid, such a finding will only invalidate that particular provision and will not invalidate the entire Employee Handbook.

This Employee Handbook replaces and supersedes any and all other or previous UVA Employee Handbooks and any other UVA procedures/processes whether written or oral.

What You Can Expect From UVA

UVA believes in creating a harmonious working relationship between all employees. In pursuit of this goal, UVA has created the following employee relations objectives:

- ❖ Provide an exciting, challenging, and rewarding workplace and employment experience with a primary focus on children;
- ❖ Select employees on the basis of skill, training, ability, attitude, and character without regard to age, sex, race, religion, national origin, disability, veteran status, political belief, sexual orientation, marital status, or familial status;
- ❖ Compensate all employees fairly;
- ❖ Provide competitive employee benefits and comfortable and progressive working conditions;
- ❖ Provide paid leave and holidays, and other unpaid leave to all eligible employees;
- ❖ Provide health and welfare benefits to all eligible employees;
- ❖ Take prompt and fair action of any complaint which may arise in the everyday conduct of our business;
- ❖ Respect individual rights, and treat all employees with courtesy and consideration;
- ❖ Maintain mutual respect in our working relationship;
- ❖ Provide buildings and offices that are comfortable, orderly and safe;
- ❖ Promote employees fairly;
- ❖ Keep all employees informed of the progress of UVA as well as the overall goals and objectives of our school; and
- ❖ Promote an atmosphere in keeping with UVA's vision, mission, and goals with a primary focus on children.

What UVA Expects From You

UVA needs your help in making each working day enjoyable and rewarding in pursuit of student achievement. Your first responsibility is to know your own duties and how to do them promptly, correctly and pleasantly. Secondly, you are expected to cooperate with management and your fellow employees and to maintain a good team attitude.

How you interact with fellow employees and those whom UVA serves, and how you accept direction can affect the success of our school. In turn, the performance of our school can impact the entire service offered by UVA; consequently, whatever your position, you have an important assignment to perform every task to the very best of your ability.

You are encouraged to grasp opportunities for personal development offered to you. This handbook offers insight on how you can perform positively and to the best of your ability to meet and exceed UVA's expectations.

We strongly believe you should have the right to make your own choices in matters that concern and control your life. We also believe in direct access to management. We are dedicated to making UVA an organization where you can approach your Supervisor or your Human Resources Representative to discuss any problem or question. We expect you to voice your opinions in a constructive manner and contribute your suggestions to improve the quality of UVA.

Remember, you help create the pleasant and safe working conditions that UVA intends for you. The result will be better performance for the school overall and personal satisfaction for you.

Open Communication

UVA encourages all employees to discuss any issue they may have with a co-worker directly with that person. If a resolution cannot be reached, the employee should arrange a meeting with their supervisor to discuss any concern, problem, or issue that arises during the course of their employment. If requested, any information discussed in such a meeting will be considered confidential to the extent reasonably practicable. Retaliation against any employee for meeting with their supervisor to voice their concerns will not be tolerated. Please remember it is counterproductive to a harmonious workplace for employees to create or repeat rumors. It is more constructive for an employee to consult his/her supervisor.

Suggestions

UVA encourages all employees to bring forward their suggestions and good ideas about how our school can be made a better place to work, and how UVA's service to parents, students, and community can be enhanced. When employees see an opportunity to help achieve our goal of developing a "world class" school, they should talk it over with their supervisor who should be able to help bring the idea to the attention of the people at UVA who will be responsible for possibly implementing it.

1. Employment

Equal Employment Opportunity

UVA is an equal employment opportunity employer. Employment decisions are based on merit and business needs and without regard to age, sex, race, religion, national origin, disability, veteran status, political belief, sexual orientation, marital status, familial status, or any other factor protected by law. This policy applies to all areas of employment including recruitment, hiring, training and development, promotion, transfer, termination, layoff, compensation, benefits, social and recreational programs, and all other conditions and privileges of employment in accordance with applicable federal, state, and local laws.

Management is primarily responsible for seeing that UVA's equal employment opportunity policies are implemented, but all members of the staff share in the responsibility for assuring that their personal actions, and inter-personal actions are effective and apply uniformly to everyone.

Employees who have complaints or concerns about any type of discrimination against themselves or others are required to immediately report this conduct in writing to their supervisor or the Associate Superintendent of Human Resources. Every effort will be made to keep such reports as confidential as possible, although it is understood that an investigation will normally require the involvement of third parties.

UVA will not permit any retaliatory conduct against an employee who comes forward with a genuine complaint or concern about discrimination or who assists in the investigation process, nor will any such employee be discharged, disciplined, or in any way adversely affected in his/her terms or conditions of employment.

Any employees involved in discriminatory practices will be subject to termination.

Immigration Law Compliance

All offers of employment are contingent on verification of a person's right to work in the United States. On the first day of work, he/she will be asked to provide original documents verifying your right to work and, as required by federal law, to sign Federal Form I-9, Employment Eligibility Verification Form. If at any time a person cannot verify his/her right to work in the United States, UVA may be obligated to terminate his/her employment.

Disability Accommodation

UVA complies with the law regarding reasonable accommodation for employees with disabilities.

It is the policy of UVA to comply with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA). UVA will not discriminate against any qualified

employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability. UVA will also make reasonable accommodation wherever necessary for all employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential duties and assignments connected with the job, and provided that any accommodations made do not impose an undue hardship on UVA.

In general, it is the employee's responsibility to notify their supervisor of the need for an accommodation. Upon doing so, the supervisor may ask for the employee's input on the type of accommodation he/she believe may be necessary or the functional limitations caused by the disability. Also, when appropriate, UVA may need the employee's permission to obtain additional information from his/her physician or other medical or rehabilitation professionals. Supervisors should notify the Associate Superintendent of Human Resources in writing when an accommodation is provided under the Americans with Disabilities Act and the nature of the accommodation so that this information can be included in the employee's personnel file.

Employment on an At Will Basis

All employees of UVA, regardless of their classification or position, are employed on an at-will basis. This means that each employee's employment is terminable at the will of the employee or the school at any time, with or without cause and with or without notice. No officer, agent, representative, or employee of UVA has any authority to enter into any agreement with any employee or applicant for employment on other than an at-will basis. Furthermore, nothing contained in the policies, procedures, handbooks, manuals, job descriptions, application for employment, or any other document of the school shall in any way create an express or implied contract of employment or an employment relationship on other than an at-will basis. All UVA employees will be required to sign a Compensation Letter that will specify the employee's position and compensation.

The Selection Process

UVA carefully selects its employees through online applications, personal interviews and reference checks. The on-line application process can be found on UVA website at <https://uva.tedk12.com/hire>. This selection process helps UVA find and employ people who are concerned with the success of its students; people who want to do a job well; people who can carry on their work with skill and ability; and people who are comfortable with UVA and who can work well with our team.

UVA relies on the accuracy of the information provided in these online applications and personal interviews, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

Criminal History Review

As a condition of employment, all employees are required to submit to a criminal history review. A criminal history review through the Louisiana Department of Public Safety and Corrections, Office of State Police, Bureau of Criminal Identification, shall be administered. The criminal history review shall include a fingerprint check and simultaneous FBI check. Individuals who refuse to submit to a criminal history review or whose criminal history review reveals that they have been convicted of a crime or have violated the law may not be offered employment and/or may be subject to termination. Individuals whose criminal history review reveals that they have been convicted of a felony will not be offered employment and/or will be terminated. Individuals whose criminal history reveals that they have been convicted of or have pleaded *nolo contendere* to a crime listed in LA-R.S. 15:587.1(C) will not be offered employment for a position of supervisory or disciplinary authority over school children unless approved in writing by a district judge of the parish and the district attorney. No person employed or otherwise associated with UVA, including members of the Board of Trustees, who has been convicted of or has pleaded *nolo contendere* to a crime related to misappropriation of funds or theft shall be engaged in direct processing of charter school funds.

The following steps are to be completed prior to reporting to work:

1. Complete Forms 14B and 14C (<http://uva.tedk12.com/records>);
2. Take completed form to your local law enforcement agency for finger printing. Persons living in close proximity to Baton Rouge may report directly to the LA State Police Headquarters located at 7919 Independence Blvd., Baton Rouge, LA. (A \$38.00 money order is required); or
3. When completing finger printing in locations other than Baton Rouge, as for the card (finger print card) and submit the card, forms 14B and C and a money order in the amount of \$38.00 payable to UVA. Mail these documents to UVA, Attn: Human Resources, 4664 Jamestown Ave. Suite 100, Baton Rouge, LA 70808.

Education Verification

Employees are required to provide official transcripts or submit to an educational verification search to verify units earned/degree received or in-service hours. These requirements must be completed prior to beginning employment, and the information must be submitted to Human Resources. To the extent permitted by law, UVA may require that these costs be borne by the employee. Individuals whose educational background differs from that of the job description will not be considered for employment.

Personnel Records and Administration

The task of handling personnel records and related personnel administration functions at UVA has been assigned to the Associate Superintendent of Human Resources. Questions regarding employment issues or interpretation of policies should be directed to the Human Resources Department or persons charged with the handling of payroll and benefits.

Personnel Files

Keeping your personnel file up-to-date can be important to you with regard to pay, deductions, benefits and other matters. **Remember it is imperative that you keep your information updated with Human Resources this includes but not limited to:**

- Legal name;
- Home address;
- Home telephone number;
- Person to call in case of emergency;
- Number of dependents;
- Marital status;
- Change of beneficiary;
- Driving record or status of driver's license, if you operate any UVA vehicles;
- Military or draft status;
- Exemptions on your W-4 and L-4 tax form(s);
- Training Certificates;
- Professional license; and
- Insurance Forms.

Upon experiencing a family status change, please notify the Human Resources Department or the benefits/payroll department within 31 days for benefit modifications, if necessary.

You may see information that is kept in your own personnel file in the presence of someone from UVA's Human Resources Department, and you may request in writing and receive copies of all documents you have signed. Please make arrangements with the Associate Superintendent of Human Resources. Fees may be charged for copying documents at a designated fee.

Medical Records

All medical records, if any, will be kept in a separate confidential file. UVA maintains this information in the strictest confidence and may not use or disclose medical information about an employee without the employee first having signed an authorization form permitting such use or disclosure.

2. Employment Expectations

Public Relations

The success of UVA depends upon the quality of the relationships between UVA, its employees, students, parents and the general public. The public impression of UVA and its interest in UVA will be formed, in part, by UVA's employees. UVA employees are ambassadors. The more goodwill an employee promotes, the more employees, students, parents and the general public will respect and appreciate the employee, UVA, and UVA's services.

Below are several things employees can do to help promote a good impression of UVA. These are the building blocks for our continued success.

- Communicate with parent regularly;
- Act competently and deal with others in a courteous and respectful manner;
- Communicate pleasantly and respectfully with other employees at all times;
- Follow up on requests and questions promptly, provide businesslike replies to inquiries and requests, and perform all duties in an orderly manner. Respond to e-mail and voice mail within 24 hours during the workweek; and
- Take great pride in your work and enjoy doing your very best.

Standards of Conduct

Whenever people gather together to achieve goals, some rules of conduct are needed to help everyone work together efficiently, effectively, and harmoniously. By accepting employment with us, employees have a responsibility to UVA and to his/her fellow employees to adhere to certain rules of behavior and a code of conduct. The purpose of these rules is not to restrict an employee's rights, but rather to be certain that he/she understands what conduct is expected and necessary. When each person is aware that he/she can fully depend upon fellow workers to follow the rules of conduct, our organization will be a better place to work for everyone.

Some examples of unacceptable workplace behavior include, but are not limited to:

- Verbal or physical abuse of students or guests;
- Endangering the well-being or safety of students, employees or guests;
- Theft or embezzlement;
- Acts involving dishonesty or breach of trust, such as fraud;
- Conviction of a crime or violation of law;
- Possession, selling or use of illegal substances while on UVA premises or while on duty;
- Violation of UVA Drug Free Workplace Practice;
- Falsification of UVA records;
- Sharing information about or discussing employee salaries or wages;
- Abuse, destruction, waste or unauthorized use of equipment, facilities, materials, or programs;

- Inappropriate demeanor with customers or other staff members;
- Insubordination – refusing to follow the direction of your supervisor or other disrespectfully conduct toward your supervisor;
- Abuse or vulgar language;
- Prolonged lunch or break periods;
- Unacceptable job performance;
- Altercations with any employee or guest;
- Unexcused absenteeism/tardiness
- Sleeping while on duty;
- Failure to comply with regulatory requirements or safety rules and regulations;
- Traffic violations while operating a UVA vehicle;
- Violation of student, parent, employee or UVA confidentiality;
- Failure to provide honest and accurate information to an administrator, supervisor, director or assistant principal/principal of UVA;
- Possession, use and distribution of dangerous or unauthorized materials, such as explosives, firearms, knives or other dangerous weapons while on duty or on UVA premises;
- Fighting, threatening violence, intimidation or harassment toward any individual directly or indirectly associated with UVA;
- Smoking on UVA grounds or during hours of work;
- Attempts to disrupt or undermine the business interest of UVA or to encourage others to do so;
- Any conduct on or off the job which UVA is its sole discretion believes will adversely affect the image of UVA; and/or
- Other violations of UVA policies and/or procedures.

Employees who violate any of these rules or who demonstrate other inappropriate behavior will be subject to appropriate disciplinary action; the severity of the disciplinary action will be based upon circumstances of the infraction and may include termination.

UVA reserves the right to suspend any employee to investigate violations of any of the above workplace behavior.

UVA Code of Ethics

The purpose of this ethics and conflict of interest practice is to protect University View Academy (UVA) interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an UVA employee, officer or trustee, or might result in a possible excess benefit transaction.

- ❖ No member of UVA is to receive any thing of economic value, other than the compensation and benefits from UVA to which he/she is entitled for the performance of his/her duties and responsibilities associated his/or office or position;
- ❖ No member of UVA is to receive a “finder’s fee” – i.e., they cannot receive any thing of economic value from a person to whom they have directed UVA’s business;

- ❖ No member of UVA may receive any thing of economic value for assisting a person in a transaction with UVA;
- ❖ No member or UVA can participate in any transaction involving UVA in which they have a personal substantial economic interest about which they should be reasonable expected to know;
- ❖ No member of UVA can participate in any transaction involving UVA in which they actually know that any of the following persons has a substantial economic interest: (1) their family members, (2) persons in which they have a substantial economic interest about which they should be reasonable expected to know, (3) any school in which they are an officer director, trustee, partner or employee, (4) any person with whom they are negotiating or have an arrangement concerning prospective employment, or (5) any person who is: (i) a party to an existing contract with them or with any legal entity in which they exercise control or have an ownership interest in excess of %25, or (ii) who owes anything of economic value to them or to any school in which they have an ownership interest in excess of 25%, and who is in a position to directly affect their economic interests;
- ❖ No member of UVA can bid on or enter into any contract, subcontract or other transaction that is in the supervision or jurisdiction of UVA, nor can any legal entity in which they have a controlling interest;
- ❖ No member of UVA can solicit or accept anything of economic value as a gift or gratuity from any person if they know or reasonably should know that such person: (1) has or is seeking to obtain contractual or other business or financial relationships with UVA, or (2) is seeking, for compensation, to influence the passage or defeat of legislation by UVA;
- ❖ No member of UVA can solicit or accept anything of economic value as a gift or gratuity from any person they know or reasonably should know that the person: (1) conducts operations that are contracted or purchased by UVA; or (2) has substantial economic interests that may be substantially affected by the performance or non-performance of their UVA duties;
- ❖ No member of UVA can receive from any of the persons listed above any food, drink, or refreshment that the total value of which exceeds \$60 for a single event;
- ❖ No member of UVA can abuse their position within the UVA – i.e., they cannot use the authority of their office or position to compel or coerce anyone to give them anything of value.
- ❖ No member can give, pay, loan, transfer, or deliver or offer to give, pay, loan, transfer or deliver to any person anything of economic value that the person would otherwise be prohibited from receiving under the UVA Code of Ethics;
- ❖ No member of UVA can solicit or receive anything of economic value for aiding in the accomplishment of the passage or defeat of any matter affecting UVA by its Board of Directors.
- ❖ No immediate family members of the Superintendent or Board President of UVA shall be employed by UVA, unless such person is a classroom teacher and the Superintendent or Board President must recuse themselves from any decision involving the family member teacher or, in limited circumstances, is an electrician, guidance counselor, or administrative

employee; or

- ❖ No member of UVA can, for a period of two years after the termination of their employment with UVA, assist another person, for compensation, in a transaction in which they participated at any time during their employment involving UVA. No member of UVA can, for a period of two years following termination of their “public employment” render any service which they had rendered to UVA during their “public employment” on a contractual basis.

Vendor Relations

Vendors should be independent (i.e. no conflicts of interest exist) of management personnel, board members, school principals, assistant principals, etc.

A “conflict of interest” occurs when the personal interest, financial or otherwise, of a person who owes a duty to the School actually or potentially diverges with the person’s professional obligations to and the best interest of UVA. It is the practice of University View Academy (UVA) that no board member or employee shall use his/her relationship or employment with the school for personal benefit. Any appearance of favoritism or influence in doing business is prohibited.

Outside Employment

UVA prefers that employees not seek or undertake outside part-time employment during the months they are at work for UVA. However, employees may hold outside jobs as long as they meet the performance standards of their employment with UVA. All employees will be subject to UVA's scheduling demands, regardless of any existing outside work requirements.

If UVA determines that an employee's outside work interferes with his or her performance or the ability to meet the requirements of UVA, the employee may be asked to terminate the outside employment if he or she wishes to remain with UVA.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not take an outside job, either for pay or as a donation of her or his personal time, if the job competes in any way with the employee’s services to UVA as determined by UVA. Employees may not use the school or resources to provide an additional source of income. Employees whose financial situations require them to hold a second job, part-time or full-time, or who intend to engage in a business enterprise of their own, are encouraged to discuss the matter with their supervisor before accepting the outside employment.

Harassment

Since it is the practice of UVA to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, age, disability, marital status, citizenship or any other characteristic protected by law, UVA therefore; prohibits discrimination or harassment.

It is our mission to provide a professional work and learning environment free of harassment that maintains equality, dignity, and respect for all. It shall be a violation of this practice for any student, teacher, administrator or other employee of UVA to harass a student, teacher, administrator, or other employee through conduct or communication. This practice applies to all applicants and employees, whether related to conduct engaged in by fellow employees or someone not directly connected to UVA (e.g., an outside vendor, consultant or customer). Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

What Is Harassment?

Harassment can take many forms. As used in this Employee Handbook, the term “harassment” includes:

- ❖ Offensive remarks, comments, jokes or slurs pertaining to an individual’s race, religion, sex, age, national origin or ancestry, disability, citizenship, veteran status or any other protected status defined by law;
- ❖ Offensive sexual remarks, sexual advances, flirtations, or requests for sexual favors regardless of the gender of the individuals involved;
- ❖ Offensive physical conduct, including touching, regardless of the gender of the individuals involved, including threats of harm, violence or assault;
- ❖ Offensive pictures, drawings or photographs or other communications, including e-mail;
- ❖ Threatening reprisals of an employee’s refusal to respond to requests for sexual favors of for reporting a violation to this practice; and/or
- ❖ Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature, regardless of gender, when:
 - Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment;
 - Submission to, or rejection of, such conduct by an individual is used as a basis of employment decision affecting such individual; or
 - Such conduct has the purpose or effect of substantially interfering with the individual’s work performance or creating an intimidating, hostile or offensive environment.

All UVA employees have a responsibility for keeping our work environment free of harassment.

Reporting

UVA encourages reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been the victim of such conduct should discuss their concerns with their immediate supervisor, the Associate Superintendent of Human Resources and Staff Development.

In addition, UVA encourages individuals who believe they are being subjected to such conduct promptly to advise the offender that his or her behavior is unwelcome and request that it be

discontinued. Often this action alone will resolve the problem. UVA recognizes, however, that an individual may prefer to pursue the matter through informal or formal complaint procedures.

Every effort will be made to keep such reports as confidential as possible, although it is understood that an investigation will normally require the involvement of third parties.

UVA is serious about enforcing its procedure against harassment. However, UVA cannot resolve a harassment problem that it does not know about. Therefore, employees are responsible for bringing any such problems to UVA's attention so it can take whatever steps are necessary to correct the problems.

Investigation/Complaint Procedure

All complaints of harassment will be promptly investigated. If the investigation substantiates the accusations, the appropriate corrective action will be taken. This may include, but not be limited to, reprimand, suspension or dismissal, depending on the nature and severity of the offense. Appropriate action will also be taken in the event the accusations are intentionally false or malicious in intent.

Informal Procedure

If for any reason an individual does not wish to address the offender directly, or if such action does not successfully end the offensive conduct, the individual should notify his/her immediate supervisor and/or the Associate Superintendent of Human Resources and Staff Development who may, if the individual so requests, talk to the alleged offender on the individual's behalf. In addition, there may be instances in which an individual seeks only to discuss matters with one of the UVA designated representatives, and such discussion is encouraged.

An individual reporting harassment, discrimination or retaliation should be aware; however, that UVA may decide it is necessary to take action to address such conduct beyond an informal discussion. This decision will be discussed with the individual. The best course of action in any case will depend on many factors and, therefore, the informal procedure will remain flexible. Moreover, the informal procedure is not a required first step for the reporting individual.

Formal Procedure

As noted above, employees who believe they have been the victims of conduct prohibited by this procedure statement or believe they have witnessed such conduct should discuss their concerns with the Associate Superintendent of Human Resources and Staff Development.

UVA encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. Any reported allegations of harassment, discrimination or retaliation will be

investigated promptly. The investigation may include individual interviews with the employees involved and, where necessary, with employees who may have observed the alleged conduct or may have other relevant knowledge.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action. Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay or termination, as UVA believes appropriate under the circumstances.

If a party to a complaint does not agree with its resolution, that party may appeal to UVA's Superintendent or Associate Superintendent of Human Resources and Staff Development. False and malicious complaints of harassment, discrimination or retaliation as opposed to complaints which, even if erroneous, are made in good faith, may be the subject of appropriate disciplinary action.

Conclusion

UVA has developed this handbook to ensure that all its employees can work in an environment free from harassment, discrimination and retaliation. UVA will make every reasonable effort to ensure that all concerned are familiar with these policies and aware that any complaint in violation of such policies will be investigated and resolved appropriately. Any employee who has any questions or concerns about these policies should talk with the Associate Superintendent of Human Resources and Staff Development.

Finally, this handbook should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or work-related social activities or discussions. In other words, no one should make the mistake of engaging in discrimination or exclusion in order to avoid allegations of harassment. The law and the policies of UVA prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges and perquisites of employment. The prohibitions against harassment, discrimination and retaliation are intended to complement and further those policies, not to form the basis of an exception to them.

Retaliation

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this procedure and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

Standards Regarding Physical Contact with Students and Other Staff Members

Battery in Louisiana is the intentional infliction of force against another person, such as punching another person or hitting someone with an object. Battery without a weapon and without intentional infliction of serious injury is a simple battery and the least serious battery offense under Louisiana law. A battery committed with a weapon, or that result in serious injury to the victim, is a felony.

Assault in Louisiana is an attempt to cause physical injury to another person; i.e., attempting to strike someone with a hand or object, and missing. Assault is also any intentional act or threat of action that reasonably causes a person to feel afraid of impending violence. Words alone do not constitute an assault, but if an offender threatens to attack or injure another, appears to have the ability to carry out the threat, and causes the victim to reasonably believe that he is about to be struck or injured, the offender has committed an assault.

Therefore; it is the practice of UVA that no teacher or staff member will use corporal punishment against a student. This prohibition includes spanking, slapping, pinching, hitting or the use of any other physical force as retaliation or correction for inappropriate behavior.

While the use of appropriate touching is part of daily life and is important for student development, a teacher and staff member must ensure that they do not exceed appropriate behavior. If a child or other staff member specifically requests that he or she not be touched, then that request must be honored without question. If the child or other staff member has not requested that they not be touched, then the following forms of touching are considered appropriate:

- ❖ Hugs initiated by the student;
- ❖ Hugs given with permission;
- ❖ Pats on the shoulder or back;
- ❖ Hand-shakes;
- ❖ “High-fives” and hand slapping;
- ❖ Touching shoulders and arms around the shoulder area;
- ❖ Touching face to check temperature, wipe away a tear, remove hair from face or other similar types of contact for similar purposes;
- ❖ Patting a student on the knee (grades K through 5);
- ❖ Sitting students on one’s lap (grades k-2) for purposes of comforting him/her;
- ❖ Holding hands while walking with small children or children with significant disabilities;
- ❖ Arms around shoulders;
- ❖ Reasonable self-defense;
- ❖ Reasonable defense of another; or
- ❖ Reasonable restraint of a violent person to protect others or property.

Exception as discussed above, the following forms of touching are never appropriate:

- Inappropriate or lengthy embraces;
- Kisses on the mouth;

- Corporal punishment;
- Sitting students on one's lap (grades 3-8);
- Touching buttocks, chests or genital areas
- Pushing a person or another person's body part (other than in self-defense, defense of another or property);
- Showing affection in isolated areas;
- Wrestling with students of other staff-members;
- Bench-pressing another person;
- Tickling;
- Piggyback rides;
- Massage:
- Any form of unwanted affection;
- Any form of sexual contact; or
- Poling fingers at another person that results in an offensive contact.

This does not prevent touching a student for the purpose of guiding them along a physical path, helping them up after a fall, engaging in a rescue or the application of Cardio Pulmonary Resuscitation (CPR) or other emergency first-aid. Nor does it prohibit the use of reasonable force and touching in self- defense or in the defense of another. Restraining a child who is trying to engage in violent or inappropriate behavior is also allowed. Only such force as necessary to defend one's self or another or to protect property is legally allowed. Excessive force is prohibited.

In Louisiana, an assault is an attempt to commit a battery or the intentional placing of another in reasonable apprehension of receiving a battery. Consequently an attempt to violate this practice or placing another person in reasonable apprehension that they will be victim of one of the acts prohibited under this practice is also prohibited. A reasonable apprehension normally includes an overt act, but words alone may be sufficient to violate this practice if the words uttered were such that under the circumstances it could be reasonably assumed that physical contact would be attempted.

Violation(s) could subject the teacher or staff member to discipline to include termination for cause. The victim may also choose to bring civil or criminal charges against the violator.

This practice must necessarily be somewhat flexible. Sometimes, especially when dealing with younger children or children with a disability, touching is more appropriate. A touch for the purpose of helping (i.e.: cleaning up a small child after a bathroom accident) may be appropriate in limited circumstances although clearly inappropriate in more general circumstances. An accidental touch is never inappropriate provided it is a true accident.

It is impossible to define each and every instance when touching is inappropriate. Teachers and staff members should apply the rules of common sense in the circumstances they find themselves. **When in doubt – Do Not Touch!**

Reporting Child Abuse

All UVA employees who have cause to believe that a child's physical or mental health or welfare is endangered as a result of abuse or neglect shall immediately report such abuse to their supervisor, the local child protection unit of the Louisiana Department of Social Services, and a local or state law enforcement agency. Reports can be filed orally, but must be filed in writing within five days of the initial oral report. Report forms are available on the Department of Social Services website, <http://www.dss.state.la.us/Documents/OCS/CPI-2.pdf>. The failure to report suspicion of child neglect or abuse can subject the person who fails to report to criminal proceedings.

Workplace Substance Abuse Procedure

UVA believes in and is committed to providing a safe workplace. We will achieve this by establishing policies promoting high standards of health and safety. In keeping with this objective, it is UVA's intent to maintain a drug/alcohol-free workplace and workforce.

Drug testing of employees is a management safety tool. Employers must furnish for employees a place of employment free from recognized and unrecognized hazards that are causing or are likely to cause death or serious harm to the employees. Employees are answerable for complying with all safety and health standards issued under state, federal and local jurisdictions that apply to their actions and conduct on the job.

All employees are expected to report to work in a physical and emotional condition that allows them to perform their assigned tasks in a competent and safe manner. Therefore, the use, abuse, presence in the body or reporting to work under the influence of alcohol, drugs or other impairing substances by an employee is strictly prohibited. These scenarios limit the ability of the user to exercise good judgment, to react properly in unexpected situations or to perform tasks safely and efficiently. They endanger not only the employee, but also coworker, the public and property. UVA has implemented this procedure to eliminate these problems.

Everyone shares responsibility for maintaining a safe work environment. Employees with drug/alcohol problems are encouraged to seek early assistance from an approved counseling/rehabilitation program. It is the responsibility of UVA's administrators to alert the Human Resources Department and to confront employees when changes in one's performance or behavior suggest substance abuse. Coworkers should encourage anyone with a drug problem to seek help. The goal is to provide a safe, productive and healthful working environment for employees of UVA (both on site, as well as at home during working hours) while maintaining our respect for individual privacy rights and confidentiality.

Statement of Purpose UVA recognizes the problem of drug/alcohol abuse in our society. In addition, we view substance abuse as a serious threat (to the abusing employee, our staff and to the public). Although employees and applicants may be required by a physician to use prescription drugs, abuse of prescribed medications will be handled the same as the abuse of an illegal substance. Therefore, a workplace drug testing procedure will be implemented to ensure that UVA will have a drug/alcohol free environment. Objectives of this procedure include:

- To assist in maintaining a safe and healthful working environment for employees of UVA;
- To maintain a drug/alcohol-free workplace and workforce;
- To prevent accidental injuries or deaths and to protect property;
- To prevent the occurrence of incidents whose consequences may drastically affect the safety and future of facility operation;
- To minimize absenteeism and tardiness, to improve productivity and to ensure quality workmanship;
- To protect the reputation of UVA and its employees;
- To comply with all applicable federal, state and local laws and regulations and contractual obligations; and
- To maintain our respect for individual privacy right and confidentiality through fair and reasonable procedures and protocols.

Statement of Purpose At any time employees are on school premises or on school business, the following activities are strictly prohibited: the illegal use of any drug, narcotic or controlled substance; the possession, transit, transfer or purchase of illegal or unauthorized drugs; the use, abuse, presence in the body or reporting to work under the influence of drugs/alcohol or other intoxicants; the sale of illegal or unauthorized drugs or substances or drug-related paraphernalia. Any employee in violation of this procedure is subject to disciplinary action, including immediate discharge. Depending on the circumstances, other action, including notification of appropriate law enforcement agencies, may be taken against any employee who violates this procedure.

Definition of Procedure Terms For the purposes of this procedure, school premises encompasses school affiliates and subsidiaries including all properties, offices, parking lots, facilities, lands, platforms, buildings, structures, fixtures, installations, automobiles, and all other vehicles and equipment, whether owned, leased or used.

For the purpose of this procedure, employees are on school business when on duty and under UVA's control, whether at other worksites or during transit to and from those worksites or while in the course and scope of UVA's pay status.

For the purpose and application of this procedure, employees include all full-time, part-time or contract employees and employment applicants and candidates as well. This procedure equally applies to all employees. Compliance with this procedure will be required as a condition of employment for all employees. There shall be no exceptions.

Drug Classification The prohibitions addressed pertain to, but are not limited by, the following overview of drugs/alcohol. There, or any other illegal or unauthorized drug's presence in the employee while working in any detectable amount (unless stipulated), is prohibited.

- ❖ **Illegal Drugs, Unauthorized Controlled Substances, Look-a-Likes, Inhalants of Abuse, Designer and Synthetic Drugs:** These include, but are not limited to, central nervous system stimulants such as cocaine and amphetamines; hallucinogens; PCP or Phencyclidine;

narcotic analgesics as found in opium (like morphine and codeine) or opium derivate (Heroin); inhalants from volatile solvents like glue, paint or gasoline or from aerosols like hair sprays, deodorants or insecticides or from anesthetic gases like ether, chloroform or amyl nitrate; cannabis such as found in marijuana, hash or hash oil;

- ❖ Unauthorized Use of Intoxicating Beverages: An employee whose alcohol blood level is over 0.04 percent (40mg/dl blood) during working time is in violation of this procedure; and/or
- ❖ Prescription Drugs (legally Controlled Substances) and Over-the0counter (OTC) Medicines: The use of OTC drugs/medicine or those prescribed by a licensed physician for a given employee is permitted, provided work performance is not affected, under the following conditions; employees must only possess a reasonable amount of medication; employees must inform their supervisor of possible adverse side effects prior to using such substances on the job; employees must not consume prescribed drugs more often than prescribed by his/her physician; employees must not allow any other person to consume their prescribed drugs; all medicine must be in its original container with the employees name, the doctor's name and prescription number on the label; each prescription must not be older than one (1) year of the date issued. However, UVA at all times reserves the right to have licensed physician determine if prescription drug use increases the risk of injury to the employee or to others while working. If such a finding is made, UVA may limit or suspend the employees work activity during the period job safety may be adversely affected by the consumption of such medication.

Enforcement Activities Regarding Workplace Searches

In order to achieve these objectives, UVA reserves the right at all times while employees are entering, departing or on the premises or when circumstances warrant or when reasonable suspicion or cause exists to have properly authorized supervisors or search personnel (including drug detection dogs) conduct unannounced reasonable searches and inspections. These searches may extend throughout the school's premises as described above, as well as to employees' and persons' effects. Personal property subject to inspection includes, but is not limited to, lockers, baggage, briefcases, boxes, bags, parcels, lunchboxes, food/ beverage containers, desk, file and other storage cabinets, tools and clothing. The purpose of said search is to determine if employees or others are in possession, use, transportation or concealment of any prohibited items and/or substances enumerated. Searches may be initiated without prior notice and conducted at times and locations as deemed appropriate by UVA. At NO TIME will employees or others be touched nor will any clothing be removed during these searches and inspections.

Circumstances for Urine, Blood or Other Workplace Drug Testing

UVA reserves the right in certain circumstances to require employees, as a condition of employment and/or continued employment, to submit to urine, blood or other drug tests to determine the presence of illegal or unauthorized drugs/alcohol or other prohibited substances. Each employee so tested will be required to provide written consent prior to testing. All urine and blood sampling will be performed with concern for each employee's personal privacy, dignity and confidentiality. The final test results will be disclosed on a need-to-know basis or as legally required. These unannounced tests may be exercised under the following state of affairs:

- ☐☐☐ **Pre-Employment Testing** Specified job applicants may or may not be required to undergo screening for the presence of illegal drugs or alcohol as a condition of employment at UVA.

Applicants will be required to voluntarily submit to a urinalysis test at a laboratory chosen by the school and by signing consent agreement will release the school from liability. Any applicant with positive test results will be denied employment at that time, but may initiate another inquiry with the school after six (6) months. The school will not discriminate against applicants for employment because of past abuse of drugs/alcohol. Neither will the school tolerate the current abuse of drugs/alcohol;

- ☐☐☐ **For Cause/Post-Incident Testing** When there is reasonable cause to suspect that a working employee's behavior, performance, error in judgment, accident or incident or unsafe actions are related to substance abuse or when there is an accident or near accident involving personnel in which injury, to persons or damage to property has occurred or potentially could have occurred the employee must submit to a requested drug screening;
- ☐☐☐ **Post-Accident Testing** If an employee suffers an occupational on-the-job injury requiring treatment from a doctor, causes injury to a coworker requiring treatment from a doctor or is injured due to the employee's failure to wear required personal protective equipment, drug testing may be required;
- ☐☐☐ **Random Testing** All employees in safety-sensitive or with a previous positive result are subject to routine drug/alcohol testing in order to prevent and detect substance abuse; or
- ☐☐☐ **Post-Treatment/Counseling/Rehabilitation or Return-to-Work Testing** Submission to a drug screening test will be a condition of reinstatement of employment upon completion of a drug/alcohol treatment or counseling program or any other return-to-work established procedure.

UVA reserves the right to, at any time, inspect or search any person, place or thing on school premises. Any preliminary investigation of violation may require placing an employee on suspension pending review of the surrounding circumstances, facts and final determinations of test results.

- ☐☐☐ **Employees Request for Help:** No employee's job will be placed in jeopardy, nor will any employee be subject to disciplinary action for voluntarily requesting help for alcohol and other drug addictions. However, a request for assistance will not excuse an employee from a procedural violation immediately prior to or while an actual drug screen, blood sample, search or inspection is being conducted on school premises or after the urine drug screen or sampling has been completed.
- ☐☐☐ **Failure to Comply:** Failure to comply with these provisions will be considered grounds for disciplinary action. Discharge or suspension without pay from employment may occur even for a first offense, except as otherwise provided.

Substance Abuse Violations

❖❖ **Illegal Drug Use** Any employee found in violation due to the use, abuse, presence in the body or reporting to work under the influence of illegal drugs or the bringing of illegal drugs onto UVA's premises; the use, possession, transit, transfer, storage, concealment, promotion, sale or attempt to sell any form of illegal drugs or substances while on school premises or on school business, at any time during the hours between the beginning and ending of the employee's work day, whether on duty or not; or the possession or sale or attempt to sell drug-related paraphernalia will be subject to disciplinary action, up to and including discharge. Possession or sale of illegal

drugs or substances will be causes for immediate discharge;

❖❖ **Alcohol Abuse** Any employee who is under the influence of alcoholic beverages at any time while on school premises, on school business or at any time during the hours between the beginning and ending of the employee's work day, whether on duty or not, shall be in violation and is subject to disciplinary action. This action specifically includes, but is not limited to, discharge or suspension without pay from employment, even for the first offense. An employee shall be determined to be under the influence of alcohol if his/her normal faculties are apparently impaired due to consumption of alcohol or if the employee has a blood alcohol level of 0.04 percent (40 MG/DL blood) or higher;

❖❖ **Other Violations** Other violations subjecting an employee to immediate discharge include substituting or tampering with a urine or blood sample, refusal or failure to report to an approved counseling or rehabilitation program requested management after a confirmed completion and not being properly released to return to work or a positive confirmed test for any substance prohibited after completion of a counseling or rehabilitation program and return to work; or

❖❖ **Counseling/Rehabilitation/Employee Assistance Programs** Employees with drug/alcohol Problems are encouraged to seek early assistance from an approved counseling/rehabilitation program. Participation in UVA's approved counseling/rehabilitation program is voluntary and completion of the program is the responsibility of the employee. Any employee participating in such a program will be expected to maintain satisfactory job performance. Confidentiality in accordance with UVA's guidelines will be followed regarding a rehabilitation program. If an employee must sustain treatment under a prescribed rehabilitation program, absences will be handled according to existing procedures regarding disability, sick leave or leave of absence. Counseling/Rehabilitation programs are to be offered to the employees at their own expense.

Fraud

The fraud prevention procedure has been established to facilitate the development of controls which will aid in the detection and prevention of fraud against UVA. It is the intent of UVA to promote consistent organizational behavior by providing guidelines and assigning responsibility for the development of controls and conduct of investigations.

This procedure applies to any fraud, or suspected fraud, involving employees as well as consultants, vendors, contractors, outside agencies doing business with employees of such agencies, and/or any other parties with a business relationship with UVA. Any investigative activity required will be conducted without regard to the suspected wrongdoer's length of service, position/title, or relationship to the organization.

Management is responsible for the detection and prevention of fraud, misappropriations, and other inappropriate conduct. Fraud is defined as the intentional, false representation or concealment of a material fact for the purpose of inducing another to act upon it to his or her injury. Each member of the management team will be familiar with the types of improprieties that might occur within his or her area of responsibility, and be alert for any indication of irregularity. Any fraud that is detected or suspected must be reported immediately to the Human Resources Department, who coordinates all investigations with the various departments and other affected areas, both internal and external.

The terms defalcation, misappropriation, and other fiscal wrongdoings refer to, but are not limited to:

- Any dishonest or fraudulent act;
- Forgery or alteration of any document or account belonging to the organization;
- Forgery or alteration of a check, bank draft, or any other financial document;
- Misappropriation of funds, securities, supplies, or other assets;
- Impropriety in handling or reporting of money or financial transactions;
- Accepting or seeking anything of material value from contractors, vendors or persons providing services/materials to organizations; or
- Destruction, removal or inappropriate use of records, furniture, fixtures, and equipment.

If there is any question as to whether an action constitutes fraud, contact the Human Resources Department for guidance.

The Human Resources Department has the primary responsibility for the investigation of all suspected fraudulent acts as defined in the procedure. If the investigation substantiates that fraudulent activities have occurred, the Human Resources Department will issue reports to appropriate designated personnel.

Decisions to prosecute or refer the examination results to the appropriate law enforcement and/or regulatory agencies for independent investigation will be made in conjunction with legal counsel and senior management, as will final decisions on disposition of the case.

The Human Resources Department treats all information received *confidentially*. Any employee who suspects dishonest or fraudulent activity will notify the Human Resources Department immediately, and *should not attempt to personally conduct investigations or interviews/interrogations* related to any suspected fraudulent act. Investigation results *will not be disclosed or discussed* with anyone other than those who have a legitimate need to know. This is important in order to avoid damaging the reputations of persons suspected but subsequently found innocent of wrongful conduct and to protect UVA from potential liability.

Grievance Procedure

The grievance procedure is a process by which an employee of UVA can bring workplace concerns to upper levels of management. This is a formal process and requires rules be strictly followed. Failure to follow procedures will forfeit your right to this process.

In the event of a dispute involving employment practices or the enforcement of the personnel policies contained in this Employee Handbook, and after a good faith effort with the supervisor to thoroughly resolve the dispute, all employees may submit their grievance following the procedures outlined below. The good faith effort shall be documented, including problem identification, possible solutions, selection of resolution, timeline for implementation, and follow-up. This documentation will be included in the personnel file. Failure to follow the procedures and timelines below constitutes a waiver of the employee's right to grieve.

The following issues are not eligible for processing through the UVA's Employee Grievance Procedure:

- Issues which are pending or have been concluded by the Louisiana Commission on Equal Opportunity, or through other administrative or judicial procedures;
- Performance responsibilities, expectations, and evaluations;
- Temporary work assignments;
- Budget and organizational structure, including the number or assignments of positions in any organizational unit;
- The selection of any individual to fill a position, unless it is alleged that the selection is in violation of any agency's written procedures; or
- Termination, demotion, reassignment, furlough, layoff from duties because of lack of work, or other actions resulting from a reduction in the work force or job abolition.

If the subject of a grievance is related to any of the areas listed above, the grievance cannot be processed through the Employee Grievance Procedure.

A grievance can have up to three components which include the following: (1) grievance statement; (2) qualification for hearing; (3) hearing; and (4) review of the hearing decision. Not all grievances are qualified for hearing.

There are four steps to the grievance procedure:

Step 1: After informally and thoroughly discussing any grievance with the immediate supervisor, upon reaching no satisfactory resolution of the grievance, an employee shall promptly present the grievance in writing to the immediate supervisor. Such notice shall be presented no later than five (5) working days from the date of discussion with the immediate supervisor. The written grievance submitted shall state the nature of the grievance and the harm or injury caused that initiated the grievance. The employee and the immediate supervisor shall attempt to resolve the grievance. The immediate supervisor shall make a proper disposition of the grievance and shall reply to the employee within five (5) working days following the date of submission. If the grievance is not submitted within the time prescribed, the employee shall be deemed not to have further rights with respect to said grievance;

Step 2: In the event the employee wishes to appeal the decision in Step 1 or if no decision has been rendered in the time specified, the appeal must be presented in writing to the next administrative supervisor. Such appeal shall be presented within five (5) working days of the Step 1 decision. Such appeal shall contain a statement of the grievance and specific references to the action taken causing the grievance. The Associate Superintendent of Human Resources or an administrative officer shall schedule a meeting with the employee as promptly as is reasonably possible to attempt to resolve the grievance. Notice of the conference shall be given to all parties involved in an alleged grievance. The administrative officer shall issue a written decision to the grievant within five (5) working days after the conference. Unless the grievance shall be appealed, it shall be deemed to have been settled and the grievant shall have no further right with respect to said grievance;

****UVA will do its best to follow the above mentioned timeframe, unless there are scheduling conflicts and holidays that occur****

Step 3: In the event the grievant wishes to appeal the decision at Step 2, the appeal must be presented to the Superintendent in writing with five (5) working days of the receipt of the Step 2 decision. A copy of the appeal, together with Step 1 and Step 2 decisions shall be submitted to the Superintendent. Upon receipt of such a written appeal, the Superintendent or his/her designee shall schedule a hearing at a specific date and time and send proper notice of the scheduled hearing to the grievant. The Superintendent or designee, at the date and time specified, shall conduct a full hearing on the grievance, and in doing so, maintain a transcript of the proceedings. Following the hearing, the Superintendent or designee shall make a written recommendation of disposition to the grievant.

Additional Grievance Statements

1. A grievance may be withdrawn at any level without prejudice or record. Additionally, there shall be no recrimination against a person because a grievance has been filed in accordance with the provisions outline herein;
2. Copies of all written decision of grievances shall be sent to all parties involved;
3. All essential documents, communication, or records dealing with a grievance shall be made part of the grievant' s files;
4. Appeals of grievance decision will be limited to specific issues raised in the original grievance. The parties involved will not be allowed to expand the issues during the grievance procedures, except to the extent necessary to respond to administrative decisions made along the way;
5. Failure by the employee to meet the timelines and requirements of this procedure shall result in dismissal of his grievance. Failure by the administrative person rendering the decision to meet timelines and requirements of this procedure shall allow the grievant, at his option, to proceed to the next level of appeal;
6. If the employee leaves employment, either voluntarily or involuntarily, of UVA during the pendency, at any level, of a complaint or grievance, then the employee loses the right to continue the grievance process; and
7. The person bringing forth the grievance shall have the right to present their own grievance. Grievant do not have the right to have representation during the grievance procedure.

Personnel Evaluations

UVA will follow Bulletin 130 – Guidelines for Personnel Evaluation. This is located at Part CXLVII of Title 28 of the Louisiana Administrative Code.

Performance Reviews

Because UVA wants all of its employees to grow and succeed at their jobs, those UVA employees who are not required to be evaluated in accordance with the provisions of Bulletin 130 – Guidelines for Personnel Evaluation will be evaluated two times during the year. All Performance Reviews should be signed by the Department Head and the employee.

No Solicitation/Distribution Protocol

Non-employee visitors have a limited right of access to UVA's facility and should only be on UVA property for purposes directly related to their children's education. Visitors who are not visiting for the purpose of directly dealing with their child should report to the Principal or Business Office and will only be allowed visitation for purposes of proper sales or maintenance and repair. Exceptions to this protocol can be obtained only through administrative approval to non-employee representatives of a limited number of charitable non-profit organizations.

Employees may not engage in solicitation or in the distribution of literature during working time in working areas. Working time means the period scheduled for the performance of job duties, not including meal times, break times, or other periods when employees are properly not engaged in performing work related duties. Employees on their meal times break times, or other non-working times may not solicit or distribute literature to other employees during the working time of such employees.

Bulletin boards on employer property are to be used for official purposes only to notify employees about information approved in advance by management. Only those management employees designated by UVA, may post material on, or remove material from, official bulletin board.

Relatives

UVA recognizes that it may employ members of the same family. However, one family member may not directly or indirectly supervise another or process, review, or audit the work of another without written approval from the supervisor of the highest-ranking employee.

Violence in the Workplace

UVA prohibits workplace violence. Therefore, acts or threats of physical violence, including intimidation, harassment, and/or coercion, which involve or affect UVA or which occur on UVA property will not be tolerated.

Acts or threats of violence include conduct which is sufficiently severe, offensive, or intimidating to alter the employment conditions at UVA, or to create a hostile, abusive, or intimidating work environment for one or several employees. Examples of workplace violence include, but are not limited to, the following:

- All threats or acts of violence occurring on UVA's premises, regardless of the relationship between UVA and the parties involved; or
- All threats of acts of violence occurring off UVA's premises involving someone who is acting in the capacity of a representative of UVA;

Specific examples of conduct, which may be considered threats or acts of violence, include, but are not limited to, the following:

- Hitting or shoving an individual;
- Threatening an individual or his/her family, friends, associates, or property with harm;
- Intentional destruction or threatening to destroy property;
- Making harassing or threatening phone calls;
- Harassing surveillance or stalking (following or watching someone); or
- Unauthorized possession or inappropriate use of firearms or weapons.

UVA prohibition against threats and acts of violence applies to all persons involved in UVA's operation, including but not limited to personnel, contract, and temporary workers and anyone else on UVA property. Violations by any individual on UVA property will lead to disciplinary action, up to and including termination and/or legal action as appropriate.

All employees are encouraged to report incidents of threats or acts of physical violence of which they are aware to their supervisors.

Personal Use of UVA Property

Employees are not allowed to borrow UVA equipment for their own personal use. In no instance may equipment be taken from the school premises without prior management approval. As an UVA employee, you accept full responsibility for accountability, proper utilization and losses of equipment assigned to you or under your control. Employees are responsible for returning the equipment in good condition, and may be required to pay for any damages that occur as a result of improper use/loss while using the equipment.

3.Compensation and Fiscal Management

The goal of UVA's compensation program is to attract potential employees, meet the needs of all current employees and encourage well-performing employees to stay with our organization. With this in mind, our compensation program is built to balance both employee and UVA needs.

Philosophy

It is UVA's desire to pay all regular employees' wages and salaries that are competitive with other employers in the marketplace in a way that will be motivational, fair and equitable. Compensation may vary with years of service; special skills and experience, and level of education.

UVA applies the same principles of fairness to all employees, regardless of their age, sex, race, religion, national origin, disability, veteran status, sexual orientation, political belief, marital status, familial status, or any other factor protected by law.

Basis for Determining Pay

Several factors may influence an employee's rate of pay. Some of the items UVA considers are the nature and scope of the job, what other employers pay their employees for comparable jobs (external equity), and what UVA pays their employees in comparable positions (internal equity), along with degree, years of experience and other skills. It is UVA's goal to have a current Job Description on hand that broadly defines your employees' responsibilities.

Pay Periods

Pay dates are on the 15th and the last working day of the month unless that day falls on the weekend, then the pay date will be on the prior Friday of the month.

UVA will pay all employees over a 12-month period. Employees who are terminated or who voluntarily separate from employment with UVA will only be paid for the time earned at UVA.

UVA requires employees to receive their pay by Direct Deposit. Paper checks will be issued in those cases where an employee is not able to establish a relationship with a bank or credit union. Employees must present individual authorization forms (available in the Human Resource Department) to the Human Resource Department. Each employee is responsible for notifying his/her individual bank with any instructions regarding the money deposited by the UVA.

Mandatory deductions from paycheck

UVA is required by law to make certain deductions from your paycheck each time one is prepared. These may include federal, state and local income taxes and contributions to Social Security or a 401K/Retirement account. These deductions will be itemized on the check stub. The amount of the deductions will depend on earnings and on the information furnished on the W-4 form regarding the number of exemptions claimed. If the employee wishes to modify this number, go to <https://uva.tedk12.com/records>. Only the employee may modify his/her W-4 form. Verbal or written instructions are not sufficient to modify withholding allowances. We advise employees to check their pay stubs to ensure that it reflects the proper number of withholdings.

The W-2 form employees receive annually reflects how much of their earnings were deducted for these purposes.

Any other mandatory deductions to be made from your paycheck, such as court-ordered garnishments, will be explained whenever UVA is ordered to make such deductions.

Note: Please see section “Wage Garnishments” below for further information.

Employee Salary Deductions

UVA will pay employees a salary. UVA will deduct pay (at the discretion of their supervisor) from an employee’s salary under the following circumstances:

- One or more full days absences for personal reasons (if you don’t have any personal leave remaining);
- One or more full days absences for illness, injury, or sickness (if an employee doesn’t have any Personal Leave or Sick Leave remaining);
- One or more full day disciplinary suspensions; or
- If employee misses a mandatory professional development.

UVA will not deduct pay from an employee’s salary if the employee has a partial day absence as long as he/she has remaining Sick or Personal Leave hours. Employees who believe that UVA made an incorrect or improper salary deduction should promptly report the deduction to their supervisors or the Payroll Department. If UVA incorrectly or improperly made a deduction from an employee’s salary, it will reimburse the employee for the deducted pay. UVA reserves the right to terminate employment once absenteeism exceeds paid or unpaid leave available.

Effective Date of Compensation Changes

Changes to the amount of an employee's wages or salary will become effective on the first regular pay period following the change.

Direct Payroll Deposit

Direct payroll deposit is the automatic deposit of pay into the financial institution account of the employee's choice. Go to <https://uva.tedk12.com/records> to update any changes to a direct deposit account. If an employee's existing bank account is closed or a new account is opened, please see Human Resources immediately in order for the change to take effect.

Payroll Advance

It is the practice of UVA not to grant wage or salary advances to any employee.

Error in Pay

Every effort is made to avoid errors in employees' paychecks. Employees who believe an error has been made should report the error to the Payroll Department. They will take steps to research the problem and endeavor to make any necessary corrections by the next regular pay day.

Workweek and Overtime Pay

UVA's workweek begins on Sunday and ends on Saturday. Non-exempt employees will be eligible to receive overtime pay of one and one-half times the regular hourly wage for approved hours worked over 40 hours in one week. Overtime pay is based on actual hours worked. If, during that week, an employee was away from the job because of a job-related injury, paid holiday, jury duty, bereavement day or personal time off, those hours not worked will not be counted as hours worked for the purpose of computing eligibility for overtime pay.

Please note that for non-exempt employees on an approved flexible work arrangement, overtime hours will be computed only on those hours worked in excess of a 40-hour workweek.

Superintendent must approve all overtime in advance. Employees who fail to work scheduled overtime or who work overtime without prior authorization will be subject to disciplinary action, up to and including termination of employment.

Time Worked Records

By law, UVA is obligated to keep accurate records of the time worked by non-exempt employees. If required, employees are responsible for accurately recording their time worked. Time worked is all the time actually spent on the job performing assigned duties. Employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of departure from work for personal reasons.

No one may record hours worked for another employee. Altering, falsifying, tampering with

time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of both employees. In the event of an error in recording your time, please report the matter to the supervisor immediately.

Wage Garnishments

UVA hopes that its employees will manage their financial affairs so that it will not be obligated to execute any court ordered wage garnishments. However, when an employee's wages are garnished by court order, UVA is legally bound to withhold the amount indicated in the garnishment order from the employee's paycheck. UVA will, however, honor the Federal Consumer Credit Protection Act, which places restrictions on the total amount that may be garnished from an employee's paycheck.

A \$3.00 service fee may be charged per check written to cover the administration of the above, if permitted by the judgment of garnishment.

Compensation Reviews

UVA will review employee compensation annually. Factors such as job performance, unexcused absences and tardiness, continued training and education, leadership abilities, positive attitude, and willingness to accept additional responsibilities, may be considered in determining the compensation. However, good performance does not guarantee increased compensation or continued employment. **UVA does not guarantee increased compensation or continued employment.**

Cash Receipts

When cash is received, it must be accounted for and received by the staff appointed by the Chief Fiscal Officer.

Attendance

The presence or absence of each employee is of critical importance to the successful operation of UVA. Therefore, UVA expects all of its employees to be on time, ready to begin work at the beginning of their day, and to work the full allotted time they are assigned each day, whether onsite or off site.

UVA reserves the right to assign employees to jobs other than their usual assignment when necessary, provided the employee is capable of performing the essential functions of the alternate assignment.

Employees are not allowed to perform work (for pay) at home or away from the UVA unless specifically authorized for each occurrence by their supervisor. Non-exempt employees are not to work before or to continue working after his/her scheduled hours unless specifically authorized for each occurrence by his/her supervisor. Non-exempt employees are not allowed to perform work while on scheduled non-paid lunch break, unless specifically assigned by the supervisor.

Attendance at UVA sponsored functions by non-exempt employees is not compensated unless the supervisor has required the employee to attend and work at the function. Employees violating these rules may be subject to disciplinary action up to and including termination.

Absence or Tardiness

From time to time, it may be necessary for employees to be absent from work. UVA is aware that emergencies, illnesses, or pressing personal business that cannot be scheduled outside an employee's work hours may arise. Sick and Personal Leave has been provided for this purpose.

Employees who are unable to report to work, or who will arrive late, should contact their supervisor and inform him/her of their situation. Employees who know in advance that they will need to be absent should request this time off directly from their supervisor by following online procedures that have been set in place for requesting leave. All leave should be entered according to established procedures.

Employees who are unable to call in, email, or text themselves because of an illness, emergency or for some other reason, should be sure to have someone call for them.

Employees who are absent or unable to perform their job because of an illness for three or more consecutive days may be asked by the principal or supervisor to submit written documentation from their doctor stating that they are able to resume normal work duties before they will be allowed to return to work.

A consistent pattern of questionable absences can be considered excessive, and may be cause for concern. In addition, excessive lateness or leaving early without informing administration will be considered a "lateness pattern" and may carry the same weight as an absence. Other factors, like the degree and reason for the lateness, will be taken into consideration. Three consecutive days of no call/no show is considered a voluntary termination.

When necessary, supervisors will make a note of any employee's absence or lateness, and his or her reasons, and have it placed in the employee's personnel file. Employees should be aware that excessive absences, lateness or leaving early may lead to disciplinary action, up to and including termination.

Note: Information on the types of leave offered and the qualification criteria are included in the "Leave" section of this Employee Handbook.

Working from Home

Employees are only permitted to work from home with prior permission from their immediate supervisor and the Associate Superintendent of Human Resources.

Before granting permission for work at home arrangements, supervisors should know the specific work to be performed.

If the work at home will cause a non-exempt employee to work eight hours per day or week to become eligible for overtime under federal and state law, then the supervisor should consider the overtime compensation rules before granting permission.

Under no circumstances are employees permitted to work at home without prior permission. Any attempt to do so, with or without reporting such time, will result in disciplinary action.

Employment Classifications

At the time employees are hired, they will be classified according to their position as a 12-month, or 10-month employee. Employees who are unsure how their position is classified or what their scheduled start and end dates are for the school year should ask their supervisors. For the sole purpose of determining the allowance of certain employee benefits, employees are classified as:

- **Regular Full-Time Employees:** An employee who has satisfactorily completed the introductory period (if applicable) and is scheduled to work an average of forty (40) hours per week on a regular and continuous basis;
- **Regular Part-Time Employees:** An employee who has satisfactorily completed the introductory period (if applicable) and is usually scheduled to work less than an average of forty (40) hours per week but not less than ten (10) hours per week on a regular and continuous basis. Part-Time employees are not eligible for benefits; or
- **Temporary Employees:** From time to time UVA may hire employees for specific periods of time or for the completion of a specific project. An employee hired under these conditions will be considered a temporary employee. The job assignment, work schedule and duration of the position will be determined on an individual basis. Normally, a temporary position will not exceed six months in duration, unless specifically extended by a written agreement. Summer employees, interns and seasonal employees are considered temporary employees. A temporary employee does not become a regular employee by virtue of being employed longer than the agreed upon specified period.

Temporary employees are not eligible for benefits described in this Employee Handbook, except as granted on occasion, or to the extent required by provision of state and federal laws. Those temporary employees classified as “non-exempt” titled “Non-Exempt and Exempt Employees” below who work more than 40 hours during any workweek will receive overtime pay.

Exempt and Non-Exempt Employees

For payroll purposes, employees will be classified as “Exempt or Non-Exempt”.

- **Exempt Employees:** Certain employees such as executive, administrative, professional and teachers are paid a base salary for all hours worked each week. These employees are expected to work whatever hours are required to accomplish their duties, even if it exceeds their normal workweek. No overtime pay will be paid to exempt employees.
- **Non-Exempt Employees:** All employees who are not identified as exempt employees are considered non-exempt employees. Non-exempt employees are eligible for payment of

overtime pay. Although salaried, their salary is based on an hourly rate of pay.

3. Benefits

UVA is committed to sponsoring a comprehensive benefits program for all eligible employees. In addition to receiving an equitable salary and having an equal opportunity for professional development and advancement, employees may be eligible to enjoy other benefits that will enhance your job satisfaction.

A good benefits program is a solid investment in UVA's employees. UVA will periodically review the benefits program and will make modifications as appropriate to the school's condition. UVA reserves the right to modify, add or delete the benefits it offers, providing reasonable notice of such changes to our employees.

Eligibility for Benefits

All full-time (10 & 12 month) employees working 30 plus hours per week are eligible for benefits in accordance with the provisions of this Employee Handbook. Temporary and part-time employees are not eligible for benefits. All employee benefit plans will become effective on the first of the month following 30 days of employment. All employee paid benefits premiums are payroll deducted on a pre-tax basis.

Insurance Coverage

- **Medical and Prescription Drug Benefits**

Group health insurance coverage is provided. Initial medical benefits forms must be completed by employee's start date. It is the employee's responsibility to complete the medical benefits forms. Forms will be provided to employee by Human Resources. **The only time changes can be made to an existing benefits policy during open enrollment or with a qualifying event.** Open enrollment will be announced each Fall. New coverage, or any changes made to an existing policy during open enrollment, will become effective on January 1, of the following calendar year.

Eligible employees, who choose not to obtain medical insurance through UVA, must sign a waiver of participation in the benefit programs.

Additionally, there is a myriad of supplemental insurances available:

- Dental Benefits
- Discount Vision Benefits
- Short-Term and Long-Term Disability Insurance
- Flexible Spending Account
- Supplemental Life and Accidental Death & Dismemberment

Workers' Compensation

On-the-job injuries are covered by our Workers' Compensation Insurance Policy. This insurance is provided at no cost to UVA employees. An on-the-job injury is defined as an accidental injury suffered in the course of work, or an illness that is directly related to performing assigned job duties. This job injury insurance is paid for by UVA. Employees, who cannot work due to a job-related injury or illness, will have his/her medical bills and a portion of their income paid by Workers' Compensation insurance until they can return to work.

All injuries or illnesses arising out of the scope of an employee's employment must be reported to the employee's supervisor immediately. UVA School Administrators and Supervisors have a copy of the Employee Incident Form to fill out in the event of a workplace injury. Prompt reporting is the key to prompt benefits. Benefits are automatic, but nothing can happen until UVA knows about the injury. **Employees should insure their right to benefits by reporting every injury, no matter how slight.**

***Employees returning to work after being absent due to a work related injury must report to Human Resources with a doctor's clearance for returning to work. Human Resources will then provide a Return to Work Clearance for the employee.**

Unemployment Compensation

Depending upon the circumstances, employees may be eligible for Unemployment Compensation upon termination of employment with UVA. Eligibility for Unemployment Compensation is determined by the Division of Unemployment Insurance of the State Department of Labor. UVA pays the entire cost of this insurance program.

Unemployment compensation is designed to provide employees with a temporary income when they are out of work through no fault of their own. For an employee's claim to be valid, he or she must have a minimum amount of earnings determined by the State, and must be willing and able to work. Employees should apply for benefits through the local State Unemployment Office as soon as they become unemployed.

Social Security

The United States Government operates a system of mandated insurance known as Social Security. As a wage earner, employees may be required by law to contribute a set amount of their weekly wages to the trust fund from which benefits are paid. UVA may be required to deduct this amount from each paycheck an employee receives and to match the employee's contribution dollar for dollar, thereby paying one-half of the cost of the employee's social security.

An employee's Social Security number is used to record their earnings. Employees are encouraged to protect their Social Security record by ensuring that the name and Social Security number on their pay stub and W-2 Form are correct. Employees may also want to make

sure their earnings statement is accurate each year by requesting a Personal Earnings and Benefit Estimate Statement from the U.S. Social Security Administration by calling 1-800-772-1213 or by accessing them on-line at www.ssa.gov.

Retirement Plan

UVA offers participation in an individual retirement 401(k) plan for all full-time (10 & 12-month) employees. Those working 30 plus hours per week are eligible to participate. 401 (k) accounts will be invested through American Funds – www.americanfunds.com. This retirement plan offers employees the ability to contribute their own dollars from their salary on a pre-tax basis; as well as receive a generous company contribution. Employees are eligible for this benefit after sixty (60) days of service.

Company Match

UVA contributes a company match equal to 100% of the first 3% of eligible earnings, plus 50% of the next 3% of eligible earning, provided that employee has made a significant contribution to the plan.

Vesting

Employees are always 100% vested in their contributions and their associated earnings. The employee is also 100% vested in the company match immediately.

Investing

Employee may invest their money in a variety of funds. See Human Resources for Wealth Management information.

Insurance Conversion Privileges

According to the Federal Consolidated Omnibus Budget Recalculated Act (COBRA) of 1985, in the event of an employee's termination of employment with UVA or loss of eligibility to remain covered under UVA's group health insurance program, employees and their eligible dependents may have the right to continued coverage under UVA's health insurance program for a limited period of time at their own expense.

At their exit interview or upon termination, employees will learn how they can continue their insurance coverage and any other benefits they currently have as an employee who is eligible for continuation. Employees should consult their supervisor or the Human Resources Department for additional details.

5. Leave

PAID AND UNPAID LEAVE

UVA provides eligible employees with Sick and Vacation/Annual Leave. In some circumstances, leave is unpaid.

SICK LEAVE

University View Academy (UVA) shall grant all employees hired for the school year or longer a minimum of ten (10) days absence per year because of personal illness or other emergencies without loss of pay. Sick leave shall be granted according to the following:

Ten- month employees	10 days per year or 80 Hours
Twelve- month employees	13 days per year or 104 Hours

Sick leave, when not used, shall be allowed to accumulate to the credit of the employee without limitation. However, upon initial employment, a teacher employed by UVA shall not be allowed any sick leave until he or she reports for duty and actually performs work.

The minimum of ten (10) days of sick leave for an employee shall be based on the employee beginning work at the beginning of the school year. In the case of an employee beginning work in the first month of the school year, ten days sick leave shall be allowed. If an employee begins work in the second month of the school year, nine days of sick leave shall be allowed, and the number of days of sick leave shall continue to be prorated for an employee who begins work until the eighth month of the school year, when only three days of sick leave shall be allowed.

CERTIFICATION OF ABSENCE

An employee who is absent for three (3) or more consecutive days shall be required to present a certificate from a physician certifying such absence upon return to work. In the case of repeated absences of less than three (3) days because of illness, UVA reserves the right to require verification of illness. Should a pattern of behavior so warrant, the Superintendent or the Associate Superintendent for Human Resources and Staff development; may require an employee to submit a certificate from attending physician for absences less than three (3) days.

Excuses for employee absences due to illness or injury must be provided on physician's letterhead containing the physician's name, address, and telephone number, typed, printed, or as part of the letterhead. The physician's typed or neatly printed name shall also appear beneath his/her signature. The letter must clearly state the reason for the disability, date of the disability, and the anticipated return-to-work date.

USE OF SICK LEAVE FOR EMERGENCY PURPOSES

Emergencies for sick leave purposes are defined by University View Academy (UVA):

1. Serious illness or death in the employee’s family or any person, living in the employee’s household; or
2. Circumstances over which the employee has no control, such as fire, flood, and summons to appear in court (other than for UVA cases); or
3. Attendance at religious functions of the employee’s faith not exceed two (2) days per fiscal year; or
4. Attendance at comprehensive examinations and graduation for advance degree.

Vacation-Annual Leave

All full-time twelve (12) month, eight (8) hour/day employees of University View Academy (UVA) shall earn annual leave with pay per fiscal year (July 1-June 30) as follows:

Years of Service	Accrual Pay Period	Yearly Accrual	Maximum Accrual
0 – 5	5.00 hrs.	120 hours (15 days)	240 hours (30 days)
6-10	5.67 hrs.	136 hours (17days)	240 hours (30 days)
11+	6.67 hrs.	160 hours (20 days)	240 hours (30 days)

Requests for annual leave must be approved by the appropriate department head. All continuous employment as a ten (10) month employee shall count in accumulating length of service to determine annual leave earned upon becoming a twelve (12) month employee.

Annual leave may be accumulated and carried forward as earned up to a maximum of thirty (30) working days. If any employee’s annual leave balance reached thirty (30) days, the accrual of leave will stop until the employee’s balance falls below the maximum thirty (30) days. Upon termination, resignation, retirement or death, unused annual leave shall be paid at the employee’s current daily rate. Payment shall be made to the employee on or before the next regular payday, but in no case later than fifteen (15) days following the date of separation. Payment to the employee’s heirs will be made in accordance with applicable law.

Procedure for requesting Vacation-Annual Leave

When requesting Vacation-Annual Leave, visit the on-line record (<https://UVA.tedk12.com/records>) , select “Blank Docs”, select “Employee Request for Leave”. Complete the on-line form and submit. Once approved by the appropriate supervisor, the online-form will be submitted to payroll for processing. You will receive an e-mail advising the status of your request.

Carryover

An employee may carry over up to 240 hours (30 Days) of unused vacation-annual leave.

Vacation-Annual and Sick Leave Exceptions

- ❖ Employees, who miss more than three consecutive unscheduled days, may be required to present a doctor's release to the Human Resources Department and/or Supervisor that permits them to return to work;
- ❖ Vacation-Annual Leave taken in excess of the accrued vacation-annual leave can result in disciplinary action up to and including employment termination. This time will be unpaid. The only possible exception must be granted by the employee's supervisor;
- ❖ Vacation-Annual Leave accrued prior to the start of a requested and approved unpaid leave of absence must be used to cover hours missed before the start of the unpaid leave;
- ❖ Under the [Family and Medical Leave Act \(FMLA\)](#) procedure, all accrued time is taken before the start of the unpaid FMLA time;
- ❖ Employees will not take any paid time off days while on FMLA leave or any other unpaid leave of absence;
- ❖ If an employee exhausts his/her leave, any additional time off must be approved by a supervisor and will be taken without pay;
- ❖ Any employee who misses three consecutive days of work without notice to his/her supervisor may be considered to have voluntarily quit their job; or
- ❖ Upon the voluntary or involuntary termination of employment, employees will be paid their earned vacation-annual leave based on their date of separation and their hourly rate of pay.

Bereavement

All regular, full-time employees will have up to two personal days each year which can be used upon the death of an immediate family member. .

Jury Duty

UVA encourages and expects all employees to fulfill their civic responsibility by serving jury duty when required. UVA employees summoned for jury duty will be granted a leave of absence for the period of time required for such jury duty. The leave of absence will be granted without loss of PTO or any other benefit. If employee is present at court and has not been picked to serve trial he or she must turn in hours served from the clerk of court to their supervisor daily. If employee has been picked to serve trial, all time after the first day, he or she will be paid the difference between his or her regular salary or wage and the amount he or she receives as a juror.

Any employee summoned for jury duty must provide his or her supervisor with an authentic summons, subpoena, or notice for such duty and upon returning to work must present proof of jury duty service, including the dates of the employee's service.

Employees are expected to return to work if they are excused for jury duty during their regular working hours. Failure to report to work if excused from jury duty could possible result in a loss of vacation-annual leave and/or disciplinary actions taken.

Professional Development Days

All scheduled professional development days are mandatory for you to attend.

UVA expects all employees to maintain necessary certifications and encourages all employees to attend meetings, conferences, and other educational sessions that provide training and ideas helpful to the development or operation of its schools. For this reason, all employees are permitted to take paid professional development days each year.

Employees should submit requests to take professional development days to their supervisors for approval via the on-line portal at <http://uva.tedk12.com/records>. UVA requests that employees submit requests to take professional development days at least 10 days for in-town events and at least 30 days for out-of-town events. The granting of request will be solely in the discretion of UVA.

Family and Medical Leave

UVA shall permit qualified employees to take up to twelve (12) workweeks of unpaid leave in a twelve (12) month period for family and medical reasons. Employees qualifying for family and temporary medical leave shall have been employed by the board of the previous twelve (12) months prior to the date of the leave to be taken. For the purposes of this procedure, the 12-month period shall be the same as the fiscal year, July 1 to June 30. Such unpaid leave may only be taken for the following reasons:

1. For the birth of the employee's child and subsequent care;
2. For the placement of a child with the employee for adoption or foster care;
3. In order to care for the spouse, child or parent of the employee who has a serious health condition; or
4. When the serious health condition of the employee renders the employee unable to perform the function of the position of such employee.

Leave may be taken for birth or placement of a child only within twelve (12) months of the birth or placement.

Generally, the time taken for family and medical leave shall be on a continuous basis. However, the employee shall be permitted to take leave on an intermittent or reduced basis to care for a seriously ill family member or the member or the employee's own illness when medically necessary. An employee may take intermittent leave for the birth or adoption of a child only with approval of the Superintendent and/or Associate Superintendent of Human Resources.

If a teacher's period of absence on intermittent leave amounts to more than 20% of classroom time, the teacher may be required to take continuous leave throughout the treatment period or be placed temporarily in an equivalent position, for which the teachers is qualified and which has equivalent status, pay and benefits, and which would not be so disruptive to the classroom.

The Superintendent and/or Associate Superintendent of Human Resources may make the following special arrangements for teachers taking leave near the completion of a semester:

1. If the teacher begins leave more than five (5) weeks prior to the end of the semester, the Superintendent and Associate Superintendent of Human Resources may require said teacher to continue leave until the end of the semester if the leave is of at least three (3) weeks duration and the return to work could occur during the 3-week period before the end of the semester;
2. If the teacher begins leave for the birth of the teacher's child and subsequent care; for the placement of a child with the teacher for adoption or foster care; or in order to care for the spouse, child or parent of the teacher who has a serious health condition, within the last five (5) weeks of the semester, the Superintendent and Associate Superintendent of Human Resources and Staff Development may require the employee to continue taking leave until the end of the semester if the leave is to be longer than two (2) weeks of the semester; or
3. If the teacher begins leave for the same reasons as outlined in #2 above, within the last three (3) weeks of the semester and the leave is greater than five (5) working days, the Superintendent and Associate Superintendent of Human Resources and Staff Development may require the teacher to take leave until the end of the semester.

SPECIAL NOTE:

These special provisions are intended to apply only to teachers and other instructional personnel. Therefore, the following individuals are not included: Paraprofessionals, and primarily non-instructional employees.

In any case in which the necessity of leave is for the birth of the employee's child and subsequent care; or for the placement of a child with the employee for adoption or foster care, and the necessity of leave is foreseeable based on the expected birth or placement, the employee is required to provide the Superintendent and Associate Superintendent of Human Resources within at least thirty (30) days' notice, before the date the leave is to begin. If the date of birth or placement requires the leave to begin in less than thirty (30) days notice shall be given as soon as possible.

In any case in which the necessity of leave is in order to care for the spouse, child or parent of the employee who has a serious health condition; or when the serious health condition of the employee renders the employee unable to work, and the need to take such leave is foreseeable based on planned medical treatment, the employee is required to make a reasonable effort to schedule the treatment so as not to disrupt school operations.

Any employee taking family and medical leave shall have the right to return to his/her previous position or an equivalent position with equivalent pay, benefits, and other terms and conditions of employment. An employee returning to service at the end of his/her leave period for personal medical reasons shall be required to present to the Associate Superintendent of Human Resources and Staff Development a letter from his/her doctor certifying that the employee is able to return to work.

The Superintendent and Associate Superintendent of Human Resources and Staff Development may not be obligated to restore certain "highly compensated" or "Key" employees (as defined by law) to his/her former position under the conditions set out in the FMLA.

Use of Accrued Paid Leave:

Any unused paid leave that is available at the time of the request for FMLA leave will be applied concurrently and at the beginning of the FMLA leave. Employees will not earn any additional vacation-annual leave while on leave. Except for any paid leave that is applied, an employee is not entitled to any compensation during FMLA leave.

Notice and Medical Certification:

When seeking FMLA leave, employees must provide:

- Thirty (30) days advance notice of the need to take FMLA leave, if the need is foreseeable, or notice as soon as practicable in the case of an unforeseeable leave;
- Medical certification supporting the need for leave due to a serious health condition affecting the employee or an immediate family member must be returned before the leave begins, or if not possible, within 15 days of UVA's request to provide the certification. If the employee fails to do so, UVA may delay the commencement of the leave or withdraw any designation of FMLA leave, in which case the leave of absence would be unauthorized, subjecting the employee to discipline up to and including termination. Second to third opinions and periodic recertification may also be required;
- Periodic reports as deemed appropriate during the leave regarding the status and intent to return to work; and
- Medical certification of fitness for duty before returning to work if the leave was due to a serious health condition.

Failure to comply with the foregoing requirements may result in delay or denial of leave.

Maintenance of Benefits:

While on a leave of absence provided for under this procedure, UVA will continue group health insurance benefits under the same terms as provided to other employees, for up to a maximum of 12 weeks leave during any one year period. If the leave extends beyond 12 weeks, the employee shall be offered the opportunity to purchase continuing coverage under state and federal COBRA continuation rules. Employees who fail to return to work after expiration of FMLA leave may be required to reimburse the UVA for health insurance premiums paid during the leave. Employees are responsible for paying their portion of the insurance premiums while on leave.

Other accumulated fringe benefits such as service credit, shall be preserved at the level accrued as of commencement of the leave, but shall not be earned or accrue further during any such leave period.

Reinstatement:

Subject to certain exceptions permitted by law, UVA will restore employees to their original and equivalent positions upon return from FMLA leave. If, due to medical circumstances, an employee is no longer able to perform your original job, UVA will attempt to transfer his/her to alternate suitable work, if available.

Definitions:

For purposes of this procedure,

- A child is defined as a natural, adopted, or foster child, a stepchild or a legal ward;
- A parent is defined as the employee's or his/her spouse's natural, adoptive, or foster parent, stepparent, or legal guardian;
- A serious health condition is defined as a disabling physical or mental illness, injury, impairment, or condition involving a) inpatient care in a hospital, nursing home, or hospice; or b) outpatient care requiring continuing treatment of supervision from a health care professional.

Military Leave

University View Academy School Board grants military leave to employees of the Board upon proper submission of application for such leave. Leave with pay for military purposes shall be granted when leave is not to exceed fifteen (15) working days in one calendar year. Leave without pay shall be granted when leave is for more than fifteen (15) working days. All requests for military leave shall be presented to the appropriate supervisor for approval and must be accompanied by proper documents attesting to call to duty.

An employee on extended military leave (longer than fifteen (15) working days) may be required to apply for reinstatement of his/her former position within thirty (30) days after end of leave; the employee shall then be reinstated at the salary then in force in the salary schedule. The Board may transfer the employee to a position of like seniority, status and pay, if in the opinion of the Board, such action is beneficial University View Academy.

Accepting Other Employment or Going into Business while on Leave

Employees who accept any employment or go into business while on a leave of absence from UVA will be considered to have violated the terms of their employment with UVA as of the day on which they began their leave of absence and may be subject to disciplinary action up to and including termination.

6. Disciplinary Process and Separation of Employment

Disciplinary Procedure

It is UVA's expectation that all employees will conduct themselves according to generally accepted standards of conduct and performance. When employees do not meet these standards, it is the supervisor's responsibility to act and document and initiate steps to help the employee improve or to recommend termination.

Termination of Employment

UVA reserves the right to terminate employees at any time for any reason. All terminated employees will have their final check(s) electronically deposited.

Non-Renewal of Employment

A supervisor may recommend Non-Renewal effective at the end of the current school year. Non-renewal may be for any cause as all employees are at-will.

Notice of Separation

Employees who voluntarily end their employment with UVA should give UVA's Human Resources Department and their supervisor at least two weeks advances written notice of their termination date.

Exit Interviews

In a voluntary resignation situation, UVA management likes to conduct exit interviews to discuss an employee's reasons for leaving and any other impressions that the employee may have about UVA. During the exit interview, employees can provide insights into areas for improvement that UVA can make. Every attempt will be made to keep all information confidential.

Return UVA Property

Employees may be issued UVA property for use during their employment. Such items include but are not limited to computer equipment, keys, communication devices, etc. Employees are required to sign a Property File Form when items are issued. Items must be returned to UVA at the time of employee's separation of employment. Employees will be responsible for any lost or damaged items. The value of any property issued and not returned may be deducted from the employee's paycheck. Employees may be required to sign a wage deduction authorization form for this purpose.

Former Employees

Depending on the circumstances, UVA may consider a former employee for re-employment. Such applicants are subject to UVA's usual pre-employment procedures. To be considered, an

applicant must have been in good standing at the time of their previous separation of employment with UVA.

Post-Employment Inquiries

UVA does not respond to oral requests for references. In the event an employee's employment with UVA is terminated, either voluntarily or involuntarily, UVA may be able to provide a written reference to potential employers only if the employee has completed and signed a release form.

Employees of UVA should not under any circumstances respond to any requests for information regarding another employee unless it is part of their assigned job responsibilities. Employees who receive requests for information regarding other employees should forward those requests to their supervisor who should then forward them to the Human Resources department.

7. Safety

General Employee Safety

The management of University View Academy is committed to providing a safe workplace for all of its employees. All employees are expected to meet their responsibilities toward keeping the workplace safe as well.

Reporting Safety Issues

All accidents, injuries, potential safety hazards, safety suggestions and health and safety related issues must be reported immediately to a supervisor, principal or assistant principal and Human Resources. If an employee is injured, he/she should contact outside emergency response agencies, if needed. If an injury does not require medical attention, an Employer Report of Injury/Illness Form must be completed in case medical treatment is later needed and to ensure that any existing safety hazards are corrected. The Form can be found on-line at <http://uva.tedk12.com/records>. The Employee's Claim for Worker's Compensation Benefits Form found in the on-line records at <http://uva.tedk12.com/records> must be completed in all cases in which an injury requiring medical attention has occurred.

Safety Rules

Safety is everybody's business. Safety is to be given primary importance in every aspect of planning and performing all UVA activities. We want to protect employees against injury and illness, as well as minimize the potential loss of production.

- Smoking is not permitted in school building or in the presence of students while on field trips;
- Horseplay and fighting will not be tolerated in the workplace;
- Possession of unauthorized firearms, alcoholic beverages, illegal drugs, or unauthorized medically prescribed drugs will not be tolerated in the workplace. Inform your immediate supervisor if you are required to take medication during work hours. Written medical evidence stating that the medication will not adversely affect your decision making or physical ability may be required, particularly if you drive a vehicle on school business;
- Immediately report all work related injuries to immediate supervisor;
- Accidents, near accidents, and property damage must be reported to immediate supervisor regardless of severity;
- Only operate equipment that the employee has been properly trained and authorized to use;
- If the employee does not understand the job assignment ask the supervisor for help;
- Inspect workstation for potential hazards and ensure that the equipment is in safe operating condition before use;
- Immediately report any unsafe condition or act to supervisor. Take any temporary corrective action to render the area safe until permanent corrections can be made;
- If work creates a potential hazard, correct the hazard immediately or use safety tape to

- isolate the area before leaving it unattended;
- If there is any doubt concerning the safety work method to be used, consults your supervisor before beginning the work;
 - Follow recommended work procedures outlined for the job including safe work methods;
 - Maintain an orderly environment. Store all equipment in a designated place. Put scrap and waste material in a refuse container;
 - Any smoke, fire, or unusual odors should be reported to your supervisor.;
 - Proper lifting techniques are to be used. Seek proper lifting directions for objects exceeding 50 pounds;
 - Never attempt to catch a falling object;
 - Comply with all state and local traffic laws, signs, signals, markers, and persons designated to direct traffic. Fasten seat belts before driving any motor vehicle;
 - Know and follow departmental rules regarding first aid, emergency procedures, evacuation routes, and fire department notification; and/or
 - Assist and cooperate with all safety investigations and inspections and assist in implementing safety procedures as requested.

Additional Safety Rules

Trash Disposal-Keep sharp objects and dangerous substances out of the trash can. Items that require special handling should be disposed of in approved containers.

Cleaning Up-Prevent slips and tripping clean up spills and pick up debris immediately.

Preventing Falls- Keep aisles, work places and stairways clean, clear and well lighted. Walk, don't run. Watch your step.

Falling Objects- Store objects and tools where they won't fall. Do not store heavy objects or glass on high shelves.

Work Areas- Keep cabinet doors and file and desk drawers closed when not in use. Remove or pad torn, sharp corners and edges. Keep drawers closed. Open only one drawer at a time.

Employees who do not comply with these safety rules may be subject to disciplinary action and may be considered undesirable for continued employment with UVA.

Parking

Employees are encouraged to use the parking areas designated for our employees. Cars should be locked every day and parked within the specified areas.

Courtesy and common sense in parking will help eliminate accidents, personal injuries, and damage to your vehicle and to the vehicles of other employees. If an employee should damage another car while parking or leaving, immediately report the incident, along with the license numbers of both vehicles and any other pertinent information he/she may have, to his/her supervisor, principal or assistant principal.

UVA cannot be and is not responsible for any loss, theft or damage to vehicles or any of its contents.

Ask Questions

If employees are ever in doubt regarding the safe way to perform a task, he/she should not proceed until they have consulted their supervisor, director or assistant principal. Employees will not be asked to perform any task that may be dangerous to their health, safety or security. If you feel a task may be dangerous, inform your supervisor, Principal or Assistant Principal at once.

We strongly encourage employee participation and input on health and safety matters. Employees may report potential hazards and make suggestions about safety without fear of retaliation. We appreciate, encourage and expect this type of involvement! The success of the safety program relies on the participation of all employees. Though it is UVA's responsibility to provide for the safety, health and security of its workers during working hours, it is the responsibility of each employee to abide by the rules, regulations and guidelines set forth.

Remember, failure to adhere to these rules will be considered serious infractions of safety rules and will result in disciplinary actions.

Weapons

To ensure that UVA maintains a workplace safe and free of violence for all employees, we prohibit the possession or use of perilous weapons on school property. A license to carry the weapon on school property does not supersede school protocol. Any employee in violation will be subject to prompt disciplinary action, up to and including termination. Most of all employees are subject to this provision, including contract and temporary employees, visitors and customers on school property. The only exception will be police officers, security counselors or other persons who have been given written consent by UVA to carry a weapon on the property.

"School property" is defined as all school-owned or leased buildings and surrounding areas such as sidewalks, walkways, driveways and parking lots under the school's ownership or control. This applies to all school-owned or leased vehicles and all vehicles that come onto

school property.

"Dangerous weapons" include, but are not limited to, firearms, explosives, knives and other weapons that might be considered dangerous or that could cause harm. Employees are responsible for making sure that any item possessed by the employee is not prohibited.

UVA reserves the right at any time and at its discretion to search all packages, containers, briefcases, purses, lockers, desks, enclosures and persons entering its property, for the purpose of determining whether any weapon has been brought onto its property or premises in violation. Employees who fail or refuse to promptly permit a search will be subject to discipline up to and including a termination.

This procedure is administered and enforced by the Human Resources Department. Anyone with questions or concerns specific to this procedure should contact the Human Resources Department.

Fire Prevention

Employees should know the location of the fire extinguisher(s) in his/her area and make sure they are kept clear at all times. Notify the Chief Fiscal Officer if an extinguisher is used or if the seal is broken. Keep in mind that extinguishers that are rated ABC can be used for paper, wood, or electrical fires. Make sure all flammable liquids, such as alcohol, are stored in approved and appropriately labeled safety cans and are not exposed to any ignition source. There will be regular fire drill held on the school site.

In Case of Fire

If employees are aware of a fire, he/she should:

- Immediately contact the fire department;
- If the fire is small and contained, locate the nearest fire extinguisher. This should only be attempted by employees who are knowledgeable in the correct use of fire extinguishers;
- If the fire is out of control, leave the area immediately. No attempt should be made to fight the fire; and/or
- When the fire department arrives, direct the crew to the fire. Do not re-enter the building until directed to do so by the fire department.

Emergency Evacuation

If advised to evacuate the building, employees should:

- Stop all work immediately;
- Proceed to nearest exit, making sure all students (if students are present) are accounted for;
- Contact outside emergency response agencies, if needed;
- Walk to the nearest exit, including emergency exit doors;
- Exit quickly, but do not run. Do not stop for personal belongings;
- Proceed, in an orderly fashion, to a parking lot near the building. Be present and accounted for during roll call; and
- Do not re-enter the building until instructed to do so.

Housekeeping

Neatness and good housekeeping are signs of efficiency. Employees are expected to keep their classroom or work area neat and orderly at all times – it is a required safety precaution.

If employee spill a liquid, clean it up immediately. Do not leave, materials, or other objects on the floor that may cause others to trip or fall. Keep aisles, stairways, exits, electrical panels, fire extinguishers, and doorways clear at all times.

Easily accessible trash receptacles and recycling containers are located throughout the building. Please put all litter and recyclable materials in the appropriate receptacles and containers. Always be aware of good health and safety standards, including fire and loss prevention.

Please report anything that needs repairing or replacing to your supervisor, director or assistant principal immediately.

Office Safety

Office areas present their own safety hazards. Please be sure to:

- Leave desk, file or cabinet drawers firmly closed when not in use;
- Open only a single drawer of a file cabinet at a time;
- Arrange office space to avoid tripping hazards, such as telephone cords or calculator electrical cords; and
- Remember to lift things carefully and to use proper lifting techniques.

Security

Maintaining the security of UVA schools and offices is every employee's responsibility. Develop habits that insure security as a matter of course. For example:

- Always keep cash properly secured. If you are aware that cash is insecurely stored, immediately inform the person responsible;
- Know the location of all alarms and fire extinguishers, and familiarize yourself with the proper procedure for using them, should the need arise; and
- When you leave UVA's premises make sure that all entrances are properly locked and secured.

Smoking

In consideration of the reports of the Surgeon General of the United States and in keeping with UVA's intent to provide a safe and healthy work environment, no person shall smoke, chew, or otherwise consume any tobacco or tobacco product while on UVA grounds or any leased UVA school. Any person who violates this practice may be subject to disciplinary

action up to and including termination.

The smoke-free workplace applies to:

- All areas of buildings occupied by school employees;
- All school-sponsored off-site conferences and meetings;
- All vehicles owned or leased by the school;
- All visitors (customers and vendors) to school premises;
- All contractors and consultants and/or their employees working on school premises;
- All temporary employees; and
- All student interns.