

# Welcome to Bonneville Academy

Welcome to Bonneville Academy! To answer some of the questions you may have concerning the School and its policies, we have written this Policy Guide. Please read it thoroughly and retain it for future reference. The policies stated in this Policy Guide are guidelines only and are subject to change at the sole discretion of the School, as are all other policies, procedures, benefits, and other programs of the School. From time to time, you may receive updated information concerning changes in policy. If you have any questions regarding any policies, please ask a school Administrator.

This employee Policy Guide was developed to describe some of the expectations of employees of the School and to outline some important policies, programs, and also benefits available to eligible employees. Employees should familiarize themselves with the contents of the employee Policy Guide as soon as possible; it will answer many questions about employment with the School.

This Policy Guide is not a contract, express or implied, and does not guarantee employment for any specific duration. Although we hope that your employment relationship with us will be long term, **either you, or The School may terminate this relationship at any time, for any reason, with or without cause or notice.** Nothing in this Policy Guide limits or restricts any rights of the school as an at-will employer to terminate any employee for any reason, with or without notice. Nothing in this policy is intended to grant any employee any additional rights in connection with their employment. No employee should interpret anything in this employee Policy Guide or actions by management during employment to imply that there is a contract for employment. This employee Policy Guide is not a contract for employment; it is simply a set of guidelines and procedures to assist employees in doing their jobs.

We wish you the best of luck and success in your position and hope that your employment relationship with the School will be a rewarding experience.

## Equal Employment Opportunity

The School provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, national origin, age, disability, or status as a Vietnam-era or special disabled veteran in accordance with applicable federal laws. In addition, the School complies with applicable state and local laws governing non-discrimination in employment. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfers, leave of absence, compensation, and training.

## Zero-Tolerance for Harassment

The School has adopted a policy of “zero-tolerance” with respect to unlawful employee harassment. In this connection, the School expressly prohibits any form of unlawful employee harassment based on race, color, religion, sex, sexual orientation, national origin, age, disability, status as a Vietnam-era or special disabled veteran, or status in any group protected by state or local law. Improper interference with the ability of the School employees to perform their expected job duties is not tolerated.

With respect to sexual harassment, the School prohibits the following:

1. Unwelcome sexual advances, requests for sexual favors, and all other verbal or physical conduct of a sexual or otherwise offensive nature, especially where:
  - Submission to such conduct is made either explicitly or implicitly a term or condition of

- employment;
  - Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment; or
  - Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment.
2. Offensive comments, jokes, innuendos, and other sexually oriented statements.

**Types of harassment**— Sexual harassment constitutes a form of sexual discrimination under Title VII of the Civil Rights Act of 1964. As was stated above, the EEOC and the federal courts have recognized two distinct types of sexual harassment: “quid pro quo” and “hostile environment” harassment.

- “Quid pro quo” harassment occurs when an aspect of a person’s job is conditioned on his or her accepting the sexual advances or conduct of another worker, the individual refuses, and the threat is carried out.
- “Hostile environment” harassment occurs when an employee is subjected to a severe or pervasive pattern of unwelcome, sexually-related conduct in the workplace that creates a hostile, intimidating, or offensive work environment. It should be noted, however, that sexually harassing conduct need not be of a specifically sexual nature, it need only be gender-based.

Examples of the types of conduct expressly prohibited by this policy include, but are not limited to, the following:

- Touching, such as rubbing or massaging someone’s neck or shoulders, stroking someone’s hair, or brushing against another’s body.
- Sexually suggestive touching.
- Grabbing, groping, kissing, fondling.
- Violating someone’s “personal space.”
- Whistling at another person.
- Lewd, off-color, sexually oriented comments or jokes.
- Foul or obscene language.
- Leering, staring, stalking.
- Suggestive or sexually explicit posters, calendars, photographs, graffiti, cartoons.
- Unwanted or offensive letters or poems.
- Sitting or gesturing sexually.
- Offensive E-mail or voice-mail messages.
- Sexually oriented or explicit remarks, including written or oral references to sexual conduct, gossip regarding one’s sex life, body, sexual activities, deficiencies, or prowess.
- Questions about one’s sex life or experiences.
- Repeated requests for dates.
- Sexual favors in return for employment rewards, or threats if sexual favors are not provided.
- Sexual assault or rape.
- Any other conduct or behavior deemed inappropriate by the School.

### **Complaint Procedure**

Each member of management is responsible for creating an atmosphere free of discrimination and harassment, sexual or otherwise. Further, employees are responsible for respecting the rights of their coworkers.

If you experience any job-related harassment based on your sex, sexual orientation, race, national origin, disability, religion, or another factor, or believe you have been treated in an unlawful, discriminatory

manner, promptly report the incident to your Administrator, who will investigate the matter and take appropriate action. If for any reason you believe it would be inappropriate to discuss the matter with your Administrator, you may bypass your administrator and report it directly to the Board of Directors, who will undertake an investigation. Your complaint will be kept confidential to the maximum extent possible.

The School will determine, in its sole discretion, what appropriate disciplinary action will be taken against the offending employee up to, and including, termination of employment.

The School prohibits any form of retaliation against any employee for filing a complaint under this policy or for assisting in a complaint investigation.

### **Dating between Employees**

The School has adopted this policy in recognition of its responsibility to provide guidelines on romantic and sexual relationships with other employees and to caution employees about the potential problems posed by such relationships. These problems include conflicts of interest, interference with the productivity of co-workers, and potential charges of sexual harassment. They can be particularly serious in situations in which one person has a position of authority over the other, such as in a supervisor-subordinate relationship.

The School does not prohibit consensual romantic relationships between employees, but it does impose the following restrictions:

- The School strongly discourages supervisory personnel from engaging in romantic or sexual relationships with subordinates and requires the supervisor or manager to disclose the existence of such a relationship. Additionally, supervisors and managers are required to take steps to resolve any actual or potential conflict of interest or impropriety created by the relationship.
- All employees must avoid romantic or sexual relationships with other employees that create conflicts of interest, potential charges of sexual harassment, or discord or distractions that interfere with other employees' productivity.

Any romantic relationship between a supervisor and subordinate employee must be disclosed by the supervisor to the Administrator, or to the next highest individual in the supervisory chain of command (likely the Board Chair). The Administrator must assess the situation and make a recommendation to resolve any actual or potential conflict of interest or impropriety created by the relationship. The recommendation can require the non-supervisory employee to transfer to another department or facility, if possible. If a transfer is not possible, the dating couple can be required to determine which partner will resign. If a transfer to another facility or department is possible, the supervisor-partner is prohibited from having any involvement in professional decision-making affecting the partner who transfers.

Failure to make required disclosures or comply with a recommendation to resolve a conflict with this policy can result in discipline up to and including termination of employment.

### **Eligibility for Benefits**

Bonneville Academy will offer health and retirement benefits to its employees who are fulltime employees, as defined by Federal and State Law. The Bonneville Academy Board of Directors will approve the benefit package offered, which will include an employee health benefit package with the option to include coverage for the employee's spouse, family, or domestic partner who meet the criteria as defined by the insurance

provider.

Bonneville Academy will also offer a retirement package selected by the finance committee and approved by the Board of Directors. All full-time employees wishing to participate in the insurance or retirement programs must enroll during open enrollment, or as specified in their employment agreement.

### **Immigration Law Compliance**

The School is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with the School within the past three years, or if their previous I-9 is no longer retained or valid.

### **Employment of Relatives**

The employment of qualified relatives of employees shall be permitted as long as such employment does not create actual or perceived conflicts of interest. For purposes of this policy, "relative" is a spouse, child, parent, sibling, grandparent, grandchild, or corresponding in-law or "step" relation. The school will exercise sound business judgment in the placement of related employees in accordance with the following guidelines:

- Individuals who are related by blood or marriage are permitted to work in the school, provided no direct reporting or supervisory/management relationship exists. That is, no employee is permitted to work within the "chain of command" of a relative such that one relative's work responsibilities, salary, or career progress could be influenced by the other relative.
- Employees who marry while employed are treated in accordance with these guidelines.

This policy applies to all categories of employment, including regular, temporary, and part-time classifications.

### **Personnel Files**

The School maintains personnel files on each employee. These files contain documentation regarding all aspects of the employee's tenure with the School, such as performance appraisals, beneficiary designation forms, disciplinary warning-notices, and letters of commendation. You may review your personnel file on an annual basis. If you are interested in reviewing your file, contact your Administrator.

To ensure that your personnel file is up-to-date at all times, notify your Administrator of changes in your name, telephone number, home address, marital status, number of dependents, beneficiary designations, scholastic achievements, the individuals to notify in case of an emergency, and so forth.

## Individuals with Disabilities

The School complies with the Americans with Disabilities Act and applicable state and local laws providing for nondiscrimination in employment against qualified individuals with disabilities. The School also attempts to provide reasonable accommodation for such individuals in accordance with these laws. In this connection, the School will evaluate the feasibility of a requested accommodation in light of the ADA's guidelines, and determine whether such accommodation will create an undue hardship. It is the School's policy to, without limitation:

1. Ensure that qualified individuals with disabilities are treated in a nondiscriminatory manner in the pre-employment process and that they are treated in a nondiscriminatory manner in all terms, conditions, and privileges of employment.
2. Administer medical examinations (a) to applicants only after conditional offers of employment have been extended and (b) to employees only when justified by business necessity, such as for a second medical opinion or a fitness-for-duty exam.
3. Keep all medical-related information confidential in accordance with the requirements of the ADA and retain such information in separate confidential files.
4. Provide applicants and employees with disabilities with reasonable accommodation, except where such an accommodation would create an undue hardship on the School.
5. Notify individuals with disabilities that the School provides reasonable accommodation to qualified individuals with disabilities, by including this policy in the School's employee Policy Guide and by posting the Equal Employment Opportunity Commission's poster on not discriminating against individuals with disabilities and other protected groups conspicuously at the School's facilities.

## Procedure for Requesting an Accommodation

Qualified individuals with disabilities may make requests for reasonable accommodation to the School's Administrator and/or Board of Directors. On receipt of an accommodation request, the Administrator will meet with the requesting individual to discuss and identify the precise limitations resulting from the disability and the potential accommodation that the School might make to help overcome those limitations.

The Administrator will determine the feasibility of the requested accommodation, considering various factors, including, but not limited to, the nature and cost of the accommodation, the availability of tax credits and deductions, outside funding, the school's overall financial resources and organization, and the accommodation's impact on the operation of the school, including its impact on the ability of other employees to perform their duties and on the school's ability to conduct business.

## Classifications of Employment

For purposes of salary administration and eligibility for overtime payments and employee benefits, the School classifies its employees and other workers as follows:

- **Full-time regular employees.** Employees hired to work the School's normal, full-time, thirty-hour or more work week on a regular basis. Such employees may be "exempt" or "nonexempt" as defined below.
- **Part-time regular employees.** Employees hired to work fewer than thirty hours per week on a regular basis. Such employees may be "exempt" or "nonexempt" as defined below.
- **Temporary or Seasonal employees.** Employees engaged to work full time or part time on the School's payroll with the understanding that their employment will be terminated no later than on

completion of a specific assignment or their employment is seasonal and not year-round. (Note that a temporary employee may be offered and may accept a new temporary assignment with the School and thus still retain temporary status.) Such employees may be “exempt” or “nonexempt” as defined below. (Note that employees hired from temporary employment agencies for specific assignments are employees of the respective agency and not of the School.)

- **Nonexempt employees.** Employees who are required to be paid overtime at the rate of time and one half (i.e., one-and-one-half times) their regular rate of pay for all hours worked beyond forty hours in a workweek, in accordance with applicable federal wage and hour laws.
- **Exempt employees.** Employees who are not required to be paid overtime, in accordance with applicable federal wage and hour laws, for work performed beyond forty hours in a work week. Executives, professional employees, outside sales representatives, and certain employees in administrative positions and some computer professionals are typically exempt.

You will be informed of your initial employment classification and of your status as an exempt or nonexempt employee during your orientation session. If you change positions during your employment as a result of a promotion, transfer, or otherwise, you will be informed of any change in your exemption status.

### **Work Hours**

Work hours can vary – your Administrator will explain your schedule to you. For full time employees your contract hours are 8. Teachers should plan to be at school from 7:45 to 3:45. You may adjust the time and come earlier and leave a little earlier with the approval of the administration. However, you must be here at 7:50 so that when students enter the doors you are there in your room to provide supervision. You must also remain at the school until “pick up” procedures have been completed at about 3:30 pm.

### **Recording Work Hours**

It is the policy of the School to comply with applicable laws that require records to be maintained of the hours worked by our nonexempt (non salaried) employees. To ensure that accurate records are kept of the hours you actually work (including overtime hours where applicable), and to ensure that you are paid in a timely manner, you will be required to record your time worked and your absences on the School’s official time record forms for hourly employees. After reviewing the form and resolving any discrepancies, your Administrator will approve the time clock and forward it to payroll for processing.

Please ensure that your actual hours worked and leave time taken are recorded accurately. Falsifying a time record is a breach of the School policy and is grounds for disciplinary action, including the possibility of discharge on the first offense.

### **Regular Pay Procedures**

Your Administrator will explain our payroll schedule to you. If a scheduled payday falls on a Saturday, Sunday, school holiday, or a vacation / break, you will usually be paid on the day preceding the weekend or holiday. All required deductions, such as for federal, state, and local taxes, and all authorized voluntary deductions, such as for health insurance contributions, will be withheld automatically from your paychecks.

Please review your paycheck for errors. If you find a mistake, report it to your Administrator immediately. Your Administrator will assist you in taking the steps necessary to correct the error.

In the event your paycheck is lost or stolen, please notify your Administrator immediately. Unfortunately, however, the School is unable to take responsibility for lost or stolen paychecks, and if we are unable to stop payment on your check, you alone will be responsible for such loss.

### **Overtime Pay Procedures**

Generally, the School does not offer or require any employee to work overtime. Hourly employees are hired on a basis of an agreed amount of hours per week. Employees should receive authorization from the Administrator prior to working more than your normally scheduled hours in a work week. Failure to obtain prior approval for such additional hours may be cause for discipline. Employees who arrive late, may not make up the time by just staying longer.

### **Holiday Pay for Hourly Employees**

Non-exempt employees who are scheduled to work 30 hours or more per week during the school year will receive wages equivalent to a regular scheduled work-day for the following holidays, plus two floating holidays that can be used on non-school days at the employee's discretion with administrative approval:

- New Years Day
- Martin Luther King Jr. Day
- Presidents' Day
- Memorial Day
- Independence Day
- Pioneer Day
- Labor Day
- Thanksgiving Day
- Christmas Day

If a holiday falls on a Saturday it will be observed on the preceding Friday. When a holiday falls on a Sunday, it will be observed on the following Monday, unless otherwise noted on the school calendar.

Should it be necessary for eligible non-exempt employees to work on a holiday, they will be paid at the rate of 1 1/2 times their regular rate for hours worked on the holiday, and may, with the approval of administration, take a different day during the same week as a paid holiday.

Exempt employees are paid an annual salary according to salary agreements for a specific number of workdays and are not eligible for additional holiday pay.

### **Safe Harbor Statement for FLSA Compliance**

Generally, employees who are in the exempt category cannot have their pay reduced when the employee works less than the normal work week. However, the Department of Labor has made some exceptions to this rule, for example; absence from work for one or more full days for personal reason, other than sickness or disability; absence from work for one or more full days due to sickness or disability if the deductions are made under a bona fide plan, policy or practice of providing wage replacement benefits for these types of absences; to offset any amounts received as payment for jury fees, witness fees, or military pay; penalties imposed in good faith for violating safety rules of "major significance"; unpaid disciplinary suspension of one or more full days imposed in good faith for violations of workplace conduct rules;

proportionate part of an employee's full salary may be paid for time actually worked in first and last weeks of employment; and unpaid leave taken pursuant to the Family and Medical Leave Act.

The School intends to never take an improper deduction from an exempt employee's pay. If an exempt employee believes that the school has taken an improper deduction from any paycheck, the employee should notify the employee's immediate supervisor in order to have the school notified that the employee believes an error has been made and why. After determining why the deduction has been made and supplying the employee with the documentation to support the reason behind the deduction, the deduction will either be affirmed or reversed. If the school has made an error, the employee will be repaid the deduction within 48 hours.

If the employee continues to believe that an improper deduction has been taken, the employee should appeal the initial decision to affirm the deduction, in writing, to the Administrator. The Administrator will render the final decision to the employee within 72 hours of the appeals receipt. If the Administrator finds in favor of the employee, a repayment of the deduction will be made within 48 hours.

### **Performance Reviews**

To ensure that you perform your job to the best of your abilities, it is important that you be recognized for good performance and that you receive appropriate suggestions for improvement when necessary.

Consistent with this goal, your performance will be evaluated by your Administrator on an ongoing basis. You will also receive periodic written evaluations of your performance.

If you have not received a performance review, it is your responsibility to notify your Administrator in writing about this matter. This will help us ensure the appraisal process is administered in a timely manner.

All written performance reviews will be based on your overall performance in relation to your job responsibilities and will also take into account your conduct, demeanor, and record of attendance and tardiness.

An appraisal is not a contract or a commitment to provide a salary or other form of compensation adjustment, a promotion, a bonus, continued employment, or retention. An appraisal is only one of several factors that the organization uses in making these and other employment decisions.

Any comments made on your appraisal by your Administrator or other the School representatives, or statements made by such individuals during any discussions regarding the appraisal, or your performance or future, including during any coaching or counseling session, should not be construed as a promise or guarantee, since circumstances, such as business conditions, and your performance, may change in the future.

In addition to the regular performance evaluations described above, special written performance evaluations may be conducted by the Administrator at any time to advise you of the existence of performance or disciplinary problems.

### **FMLA Eligibility Requirements**

Businesses with more than 50 employees within a 75-mile radius, or organizations that are associated with a Professional Employer Organization are required to comply with the rules associated with the Family Medical Leave Act.

An employee, who has been employed by the school for 12 months/52 weeks as of the date the leave commences or during the preceding 12 months/52 weeks has worked a minimum of 1,250 hours, is eligible for leave under FMLA.

### Eligible Leaves

Eligible leaves may include, but are not limited to:

- The birth of a son or daughter, and to care for the newborn child.
- The placement with the employee of a son or daughter for adoption or foster care.
- Care for the employee's spouse, son, daughter, or parent, with a serious health condition.
- A serious health condition that makes the employee unable to perform the functions of the employee's job.

Medical certification may be required for serious health conditions. Certain leaves may be required before the actual event, e.g., leaves for the birth of a child or for placement for adoption or foster care. No maximum age limits apply to children who are the subject of adoptions or foster care placements.

### Leave Entitlement

Eligible employees may be entitled to up to 12 weeks of FMLA leave in any 12-month period. The 12-month period of time is measured forward from the time that leave commences. Leave for birth or placement for adoption or foster care must end within 12 months after the birth or placement. In the event that both the husband and wife are employed by the company, only a total of 12 weeks combined leave may be taken for birth (or subsequent care), placement for adoption or foster care (or subsequent care), or to care for a parent with a serious health problem.

Leave need not be paid. However, paid leave may be substituted in accordance with paid leave outlined in the individual Employment Agreement, for any FMLA - qualifying purpose. Specifically, the school allows up to 12 weeks leave after the birth of a child, however, the number of paid leave days will be limited to paid leave outlined in the individual Employee Agreement.

### Employee Benefits during Leave

The employee's group health plan coverage must continue on the same conditions as if continuously employed and the same benefits must be maintained.

### Employment Reinstatement

After FMLA leave, an employee is entitled to the same or equivalent position, with equivalent benefits, pay and other terms and conditions of employment.

## **Jury and Witness Duty Leave**

All employees are allowed unpaid time off if summoned to appear in court as a witness or serve as members of a jury. To qualify for jury or witness duty leave, the employee must submit a copy of the summons to serve or appear as soon as it is received. In addition, proof of service must be submitted when the period of jury or witness duty is completed. Bonneville Academy will make no attempt to postpone jury service except when business conditions necessitate such action.

## **Personal Leaves of Absence**

In very special circumstances, the School may grant a leave for a personal reason, but never for taking employment elsewhere or going into business for yourself. Employees should request an unpaid personal leave of absence from the Administrator. A personal leave of absence must not interfere with the operations of the School. The Administrator is to make the Board of Directors aware of any approved personal leave of absence taken by an employee. If the Administrator feels the leave would interfere with the overall performance of the School, personal leave may be denied.

A personal leave of absence may be granted for up to thirty (30) days. If your leave is extended for more than thirty (30) days, vacation and other benefits will no longer continue. Failure to return from a leave at the time agreed will result in termination of employment. Unless the leave is protected by some other law (i.e., FMLA or USERRA), there is no job guarantee upon returning from such leave.

Taking other employment while on any leave of absence (including FMLA leave) will result in the termination of employment.

## **Military Leaves of Absence**

Leaves of absence without pay for military or Reserve duty are granted to full-time regular and part-time regular employees. If an employee is called to active military duty or to Reserve or National Guard training, or volunteer for the same, the employee should notify his/her supervisor and submit copies of military orders as soon as is practicable. Employees will be granted a military leave of absence without pay for the period of military service, in accordance with applicable federal and state laws.

Annual Reserve and Guard training, if possible, should be scheduled during summer months so as not to conflict with teaching requirements. However, in the event a teacher must serve during the school year, if personal and vacation time has been exhausted this time will be granted in unpaid status.

## **Bereavement Leave**

Employees who wish to take time off due to the death of an immediate family member should notify their manager immediately. Bonneville Academy will provide up to three days of paid bereavement leave due to the death of an immediate family member and one day for an extended family member to eligible employees in the following classification(s):

\* Regular full-time employees

Bonneville Academy defines "immediate family" as an employee's spouse, parent, child, stepchild, sibling, or spouse's parent, and "extended family" as a grandparent, spouse's grandparent, or spouse's sibling.

Employees who require additional time off must use PTO pay or take time off without pay, with manager's prior approval.

Bereavement pay for hourly employees is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements.

## **PAID TIME OFF (PTO)**

This policy pertains to Bonneville Academy employees who receive paid time off (PTO) as part of their employment contract. Employees may choose to cash out or rollover accrued PTO with the following restrictions:

- Employees may cash out up to 7 days of PTO at 50% of the daily rate during the fiscal school year (3 days of PTO at 50% for part-time employees).
- Employees may rollover up to 5 days of unused/un-cashed PTO to the following fiscal year (3 days of PTO for part-time employees).
- Employees may rollover/accrue up to 15 days (6 for part-time) of PTO but cash-outs are limited to the number of days per fiscal year noted above.
- Employees who are terminated or leave the school before the end of their employment agreement lose all accrued PTO.
- Employees who leave the school at the end of their contract may cash-out up to 7 accrued PTO days. Any additional accrued PTO is forfeited.
- Employees wishing to use PTO days must receive prior written administrative approval for planned absences. Employees may use PTO for unforeseen absences (sick, family emergency, etc.), but must notify administration and fill out appropriate PTO form the first day they return.

Bonneville Academy administration may, in coordination with the finance committee, implement rules regarding the collection of PTO day donations from employees to bank for employees with critical needs whose PTO days have been exhausted. Should administration determine a PTO bank is necessary, employees may donate only their current year PTO allotment. Employees who donate to an employee PTO bank may not cash-out PTO during the fiscal year in which they donated.

Starting FY22 part time employees who work less than 29 hours a week will not receive PTO.

## **Paid Versus Unpaid Leave**

All paid time off must be approved in according to policy PAID TIME OFF (PTO). Exempt employees are granted a set number of paid leave days per year, as outlined in individual salary agreements. Professional teaching staff members are paid annually for teaching a set number of days. When a teacher has exceeded the number of paid leave days authorized and the teacher is absent, the teacher's salary will be reduced by his or her corresponding daily rate equal to time missed from required work time. For non-teaching exempt employees, missed work days exceeding the authorized paid leave days will be subtracted from the paycheck following the absences.

## **Reimbursement**

The school shall reimburse employees for expenses previously authorized by the School Director once an official reimbursement form, along with all relevant receipts, have been submitted.

## **Workers' Compensation Insurance**

To provide for payment of your medical expenses and for partial salary continuation in the event of a work-related accident or illness, you are covered by workers' compensation insurance. The amount of benefits payable and the duration of payment depend on the nature of your injury or illness. In general, however, all medical expenses incurred in connection with an injury or illness are paid in full, and partial salary payments are provided beginning with the fourth consecutive day of your absence from work.

If you are injured or become ill on the job, you must immediately report such injury or illness to your Administrator. This ensures that the School can assist you in obtaining appropriate medical treatment. Your failure to follow this procedure may result in the appropriate workers' compensation report not being filed in accordance with the law, which may consequently jeopardize your right to benefits in connection with the injury or illness.

### **Continuing or Converting Your Group Health Insurance Coverage**

In the event you qualify for and have been enrolled in group health insurance coverage, if you resign or are terminated from the School's employ or if your work hours are reduced, and if this event makes you or your dependents no longer eligible to participate in one of our group health insurance plans, you and your eligible dependents may have the right to continue to participate for up to eighteen months at your (or your dependents') expense. The School **may or may not be required to offer you and your dependents this coverage based on the size of the school at the time your employment ends**. If you are determined to be disabled under the Social Security Act at the time your termination or reduction in hours occurs or within 60 days of these events, you may be entitled to continuation coverage for up to twenty-nine months.

Your eligible dependents may also extend coverage, at their expense, for up to thirty-six months in our group health insurance plans in the event of your death, divorce, legal separation, or enrollment for Medicare benefits, or when a child ceases to be eligible for coverage as a dependent under the terms of the plan. The eighteen-month continuation coverage period provided in the event of your termination or reduction in working hours may be extended to thirty-six months for your spouse and dependent children if, within that eighteen-month period, you die or become divorced or legally separated, or if a child ceases to have dependent status. In addition, if you enroll for Medicare during the eighteen-month period, your spouse and dependent children may be entitled to extend their continuation period to thirty-six months, starting on the date that you become eligible for Medicare.

If you or your eligible dependents elect to continue as members of the School's plans, you will be charged the applicable premium charged the School by our carriers plus an additional two percent (2%). Employees with disabilities, however, will be charged an additional fifty (50%) percent of the applicable premium during the nineteenth through the twenty-ninth months of continuation coverage. The premium is subject to change if the rates being charged the School increase or decrease. If this election for continuation coverage is made, you have the right to convert this coverage to an individual policy with our insurance carriers at the end of the continuation period.

Continuation coverage may end, however, if any of the following events occur: (1) failure to make timely payments of all premiums; (2) assumption of coverage under another group health plan, which does not exclude or limit coverage provided to you on account of a preexisting medical condition unless the preexisting condition does not apply due to the Health Insurance Portability and Accountability Act; or (3) the School's termination of its group health plans. If you enroll for Medicare, you will no longer be eligible for continued coverage, but, as noted earlier in this statement, your spouse and dependent children may be entitled to extend their continuation coverage.

Our plan administrator will contact you concerning these options at the time termination occurs or your work hours are reduced. The plan administrator will contact your qualified beneficiaries in the event of your death or enrollment for Medicare benefits. However, in the event that you become divorced or legally separated, or one of your dependents ceases to be eligible for coverage under our group health insurance plans, you and/or your dependent is responsible for contacting the plan provider to discuss continuation/conversion rights. You and your qualified beneficiaries are also responsible for notifying the plan administrator within sixty days of qualifying for social security disability benefits.

## **EMPLOYEE CONDUCT**

### **Personal Appearance**

Bonneville Academy strives to provide a quality learning environment for students. We recognize that school employees are role models for students and the employee dress code provides a standard that will uphold the mission and vision of our school environment.

**PROFESSIONAL DRESS:** Monday-Thursday employees are expected to dress in professional attire that is consistent with their role and job duties.

- No tight or revealing clothing.
- No hats, shorts or denim jeans (colored jeans allowed)
- Professional tops and pants/slacks (no rips or holes)
- Ties, skirts, and dresses are appreciated, but not required

**CASUAL DRESS:** Friday or last student day of the week staff may wear casual attire.

- Jeans allowed
- Clothing choices maintain the spirit of student dress code
- Spirit wear is encouraged but not required

The Executive Director may make changes to the dress code designation for the day to reflect special occasions or events. Failure to adhere to the employee dress code will result in disciplinary action as dictated by the Executive Director.

### **Absenteeism and Tardiness**

The School expects all employees to assume diligent responsibility for their attendance and promptness.

If you are unable to work because of illness, you must notify your Teammates, TAs, and Administrator by 6:30 am on each day of your absence unless you are granted an authorized medical leave, in which case different notification procedures apply. (Having a spouse or other family member or friend make notification to your administrator is not acceptable notification. See the family and medical leaves of absence policy earlier in this Policy Guide). You must also notify appropriate office personnel by 6:30 am on each day of your absence so that arrangements for a substitute teacher may be made.

If you are absent for more than three consecutive workdays, a statement from a physician is required before you will be permitted to return to work. In such instances, the School also reserves the right to require you to submit to an examination by a physician designated by the School at its discretion. In addition, the School may require you either to submit a statement from your physician or to be examined by a school-designated physician in other instances at its discretion, such as where attendance abuse is suspected (e.g., where an employee's record indicates a pattern of short absences and/or frequent absences before or after holidays and weekends).

If you are absent for three or more consecutive days and do not call your Administrator to report your acceptable reason for being absent, it is assumed you decided to terminate your employment with the School (voluntary resignation).

Absenteeism or tardiness that is unexcused or excessive in the judgment of the School is grounds for disciplinary action, up to and including dismissal.

## **Medical Recommendations for Students**

In compliance with state law, Teachers, support staff and Administrators are not to give medical recommendations for students to their parents or guardians. Specific behaviors demonstrated within the classroom by the student may be described and outlined by school personnel. A recommendation for specific treatment or recommendation of a psychotropic drug is prohibited and is grounds for immediate termination. See your Administrator for acceptable practices in relaying performance and behavior-related matters regarding students to their parents or guardians. Teachers should communicate academic concerns to the School's Child Find team.

## **Guidelines for Appropriate Conduct**

Generally, the School Director and/or other administration shall address employee misconduct. When allegations of employee misconduct arise, the Director shall investigate the allegations in a conference with the employee. A further conference with all relevant parties shall also take place, as needed.

Misconduct deserving of disciplinary action includes, but is not limited to:

- Failure to devote full time and efforts to Employee Duties, as outlined in the Employment Agreement.
- Breach of Employment Agreement.
- Violation of negotiated agreements, oral or written.
- Incompetence or inefficiency in the performance of Employee Duties, as outlined in, but not limited to, the Employment Agreement.
- Dishonesty on the job, including but not limited to dishonesty to administration, colleagues, parents, or Board of Directors.
- Any violation of State or Federal Law (excluding minor traffic offenses).
- Bringing in an intoxicant into or consuming an intoxicant on school property, or reporting to work under the influence of an intoxicant.
- Addiction to or being under the influence of a narcotic or other habit-forming drug without a prescription, or abuse of a prescription drug. Employees may be subject to a random drug test.
- Use of tobacco in any form while on school premises.
- Use of Bonneville Academy for personal gain.
- Negligent or willful damage to school property or excessive waste of school supplies or equipment.
- Falsifying any information supplied to the school including, but not limited to, data on application forms or employment records.
- Unauthorized absence or tardiness without due cause.
- Possession of firearms or weapons of any kind on school premises. There are only two exemptions allowed:
  - The first exemption is for a kitchen knife used in conjunction with a school event such as a party. The knife must be kept in an employee's possession for the duration of the time it is within the school and cannot remain more than one day.
  - The second exemption is for holders of a valid Concealed Firearms Permit recognized by the State of Utah. Concealed Firearms Permit holders must keep the firearm continually in the permit holder's physical possession and remain concealed unless there is imminent danger of death or serious injury. Use of the weapon is outside the scope of our liability coverage and will be the sole responsibility of the individual.
- Use of school computer and network resources, including but not limited to Internet access or email accounts, to access, view, or download any pornographic, sexually explicit, obscene, lewd, or otherwise inappropriate material, including, but not limited to, websites.
- Use of any school computer and/or network resources including, but not limited to, Internet access or email accounts, for any form of direct or indirect activity for commercial or political purposes or to obtain financial gain.

## **Complaint Resolution Procedure**

Misunderstandings or conflicts can arise in any organization. To ensure effective working relations, it is important that such matters be resolved before serious problems develop. Most incidents resolve themselves naturally; however, if a situation persists that you believe is detrimental to you or to the School, you should follow the Grievance Policy adopted by the School's Board of Directors.

The School does not tolerate any form of retaliation against employees availing themselves of this procedure. The procedure should not be construed, however, as preventing, limiting, or delaying the School from taking disciplinary action against any individual, up to and including termination, in circumstances (such as those involving problems of overall performance, conduct, attitude, or demeanor) where the School deems disciplinary action appropriate

## **Confidentiality of Information**

It is the policy of the School to ensure that the operations, activities, and business affairs of the School and our students are kept confidential to the greatest possible extent. If, during their employment, employees acquire confidential or proprietary information about the School and its students, such information is to be handled in strict confidence and not to be discussed with outsiders. Employees are also responsible for the internal security of such information.

Employees may be asked to sign a statement of confidentiality at the time of hire and periodically throughout their term of employment to acknowledge their awareness of, and reaffirm their commitment to, this policy.

Employees found to be violating this policy are subject to disciplinary action, up to and including termination, and may also be subject to civil and/or criminal penalties for violations of, among other things, applicable laws.

## **Workplace Searches**

Bonneville Academy reserves the right to question employees and all other persons entering and leaving our premises, and to inspect any packages, parcels, purses, handbags, briefcases, lunchboxes, or any other possessions or articles carried to and from school property. In addition, Bonneville Academy reserves the right to search any employee's office, desk, physical and digital files/computers, locker, or any other area or article on our premises. In this connection, it should be noted that all offices, desks, files, computers, lockers, and so forth, are the property of the school and are issued for the use of employees only during their employment with Bonneville Academy. Inspections may be conducted at any time at the discretion of the School Director and/or Board of Directors.

Violation of this policy, through refusal to cooperate, can result in disciplinary action up to and including termination.

## **Electronic and Telephonic Communications**

All electronic and telephonic communication systems and all communications and information transmitted by, received from, or stored in these systems are the property of the School. Please refer to the Acceptable Use of Internet and Other Electronic Resources Policy for Employees as well as the Social Networking Policy adopted by the School's Board of Directors.

## **Solicitations and Distribution of Literature**

In the interest of maintaining a proper business and educational environment and preventing interference with work and inconvenience to others, employees may not distribute literature or printed materials of any kind, sell merchandise, solicit financial contributions, or solicit for any other cause during working time.

Employees who are not on working time (e.g., those on lunch hour or breaks) may not solicit employees who are on working time for any cause or distribute literature of any kind to them. This policy also prohibits solicitations via the School's E-mail and other telephonic communication systems. Furthermore, employees may not distribute literature or printed material of any kind in working areas at any time.

Non-employees are likewise prohibited from distributing material or soliciting employees on the School premises at any time without the prior approval of the Administrator or Board of Directors.

## **Drug-Free, Smoke-Free Campus**

Bonneville Academy is committed to providing a safe and healthy work environment for employees and students alike.

In accordance with the Drug-Free Workplace Act of 1988, 34 CFR Part 85, Subpart F, Bonneville Academy will maintain a safe and healthy workplace free from the possession, manufacture, use, or distribution of tobacco, vaping/e-cigarettes, alcohol, and/or illicit drugs. The use of these substances may result in disciplinary action which may include termination.

Drug and alcohol testing shall be conducted in accordance with Utah Code §34-41-104 by an independent laboratory certified for employment drug and alcohol testing.

Employees required to participate in testing will make themselves available for testing as soon as notified by their supervisor or the school director. Employees who fail testing or refuse to submit for a test under this policy will be subject to employment discipline including termination.

### **DRUG TESTING**

- A. Pre-employment drug testing may be required prior to offer of employment.
- B. Testing may also be administered under the following conditions:
  1. Random testing for controlled substances and alcohol for employees.
  2. Reasonable suspicion testing for controlled substances and alcohol for all school employees. This may include, but is not limited to, any one or more of the following:
    - a. Observable symptoms of use or of being under the influence of alcohol or drugs.
    - b. Presence of drug or alcohol paraphernalia.
    - c. Any involvement (even indirectly) in an accident or near-miss that resulted or may have resulted in an employee injury or property damage or loss.
    - d. Reports of drug or alcohol possession, use and/or distribution.
    - e. Unexplained or suspicious absenteeism or tardiness.
    - f. Unexplained significant deterioration in employee performance or behavior.
    - g. Any behavior or statements that would suggest that drugs or alcohol are present in the body.
    - h. Post-accident or critical incident investigation testing for controlled substances and alcohol for all employees.

## **Safety and Health**

The School is committed to providing a safe and healthful working environment. In this connection, the School makes every effort to comply with relevant federal and state occupational health and safety laws and to develop the best feasible operations, procedures, technologies, and programs conducive to such an environment.

The School's policy is aimed at minimizing the exposure of our employees, students, and other visitors to our facilities to health or safety risks. To accomplish this objective, all the School employees are expected to work diligently to maintain safe and healthful working conditions and to adhere to proper operating practices and procedures designed to prevent injuries and illnesses.

The responsibilities of all employees of the School in this regard include:

1. Exercising maximum care and good judgment at all times to prevent accidents and injuries;
2. Reporting to the Administrator and seeking first aid for all injuries, regardless of how minor;
3. Reporting unsafe conditions, equipment, or practices to the Administrator;
4. Using safety equipment provided by the School at all times;
5. Observing conscientiously all safety rules and regulations at all times; and
6. Notifying their Administrator, before the beginning of the workday, of any medication they are taking that may cause drowsiness or other side effects that could lead to injury to them and their coworkers.

## **Workplace Violence**

The School is concerned about the increased violence in society, which has also filtered into many workplaces throughout the United States, and has taken steps to help prevent incidents of violence from occurring at the School. In this connection, it is the policy of the School to expressly prohibit any acts or threats of violence by any the School employee or former employee against any other employee in or about the School's facilities or elsewhere at any time. The School also will not condone any acts or threats of violence against the School's employees, students, or visitors on the School's premises at any time or while they are engaged in business with or on behalf of the School, on or off the School's premises.

In keeping with the spirit and intent of this policy, and to ensure that the School's objectives in this regard are attained, it is the commitment of the School:

1. To provide a safe and healthful work environment.
2. To take prompt remedial action up to and including immediate termination, against any employee who engages in any threatening behavior or acts of violence or who uses any obscene, abusive, or threatening language or gestures to other employees, students or parents.
3. To take appropriate action when dealing with students, former employees, or visitors to the School's facilities who engage in such behavior. Such action may include notifying the police or other law enforcement personnel and prosecuting violators of this policy to the maximum extent of the law depending on the action.
4. To prohibit employees, former employees, students, and visitors from bringing unauthorized firearms or other weapons onto the School's premises.
5. To establish viable security measures to ensure that the School's facilities are safe and secure to the maximum extent possible and to properly handle access to school facilities by the public, off-

duty employees, and former employees.

In furtherance of this policy, employees have a “duty to warn” the Administrator or Board members (in the listed order) of any suspicious workplace activity or situations or incidents that they observe or that they are aware of that involve other employees, former employees, students, parents, or visitors and that appear problematic. This includes, for example, threats or acts of violence, aggressive behavior, offensive acts, threatening or offensive comments or remarks, and the like. Employee reports made pursuant to this policy will be held in confidence to the maximum possible extent. The School will not condone any form of retaliation against any employee for making a report under this policy.

### **Termination of Employment**

Employees desiring to terminate their employment relationship with the School are urged to notify the School at least two weeks in advance of their intended termination. Such notice should preferably be given in writing to the Administrator. Proper notice generally allows the School sufficient time to calculate all accrued paid time off (if applicable) as well as other monies to which you may be entitled and to include such monies in your final paycheck. Without proper notice, however, you may have to wait until after the end of the next normal pay period to receive such payments.

Employees who plan to retire are urged to provide the School with a minimum of two months’ notice. This will allow ample time for the processing of appropriate forms to ensure that any retirement benefits to which an employee may be entitled commence in a timely manner.

**As mentioned elsewhere in this Policy Guide, all employment relationships with the School are on an at-will basis.** Thus, although the School hopes that our relationships with employees are long term and mutually rewarding, the School **reserves the right to terminate the employment relationship at any time, with or without cause or notice.**

Exit interviews with an Administrator may be scheduled for outgoing employees after an administrator receives a notice of resignation or intent to retire and for employees whose termination is initiated by the School. The purposes of these interviews are to review eligibility for benefit continuation and conversion, to ensure that all necessary forms are completed, to collect all the School property that may be in the employee’s possession (e.g., the School credit cards and keys), and to provide employees with an opportunity to discuss their job-related experiences.

### **Emergency Medical Procedure**

The School endeavors to provide a safe and healthful working environment for all employees. However, the School realizes that despite maintaining such an environment, sudden illnesses and injuries may occur. If you discover an injured or ill employee, do not move the employee; instead, contact the Administrator, security, or another responsible employee immediately. The Administrator or an employee certified in cardiopulmonary resuscitation or trained to administer first aid will render necessary first aid treatment and determine the need for an ambulance. If you are asked to call 911 for an ambulance, inform the 911 operator of the nature of the emergency and of the address and directions to the facility. After the ambulance arrives and the injured or ill employee is being treated, the Administrator will notify the employee’s family and determine if it is necessary for a representative of the School to accompany the employee in the ambulance.

## **Garnishments and Support Orders**

The School's policy is to comply with all valid claims against the wages of employees. If a wage garnishment, child support order, or some other legally valid claim is received by the School against your wages, the School will comply with the order. While you may attempt to work out your financial difficulties with your creditor in such situations, the School will be required to comply with the provisions of the garnishment notice or order, as soon as practicable after it is received, to ensure its compliance with applicable law.

## **Loans**

The School expects all of its employees to be responsible in managing their financial affairs. It is the policy of the School generally not to loan money or advance salary to any of its employees.

## **Media Inquiries**

From time to time, as an employee of the School, you may receive inquiries from the media (e.g., newspapers, television stations, radio stations, magazines, or other periodicals). To ensure that the School maintains the appropriate public image and that communications to the media are accurate and in line with applicable school policy, if you are contacted by the media, you should refer the individual making the inquiry to the School's Administrator. Only the Administrator or other individual authorized by the Board of Directors is authorized to give statements to any representative of the media.

## **Moonlighting**

Although the School expects you to devote your primary efforts towards your duties and responsibilities with us, you may engage in outside employment with the prior approval of the Administrator. Generally, outside employment will be approved if it:

- Does not conflict with your responsibilities at the School as required in your position;
- Does not interfere with your performance at the School;
- Does not prove detrimental to the interests of the School;
- Does not involve a conflict of interest or the appearance of a conflict of interest (such as working for a competitor or vendor); and
- Does not involve the use of confidential or proprietary information of the School or its students.

Before you serve as a paid officer, director, or advisor for another company, the School must determine that your accepting such a role is in the best interests of the School. Such determinations will be made by the Administrator.

Any issues regarding any outside employment you may be contemplating should be resolved prior to your accepting such employment

## **Personal Telephone Calls**

Open lines of communication are critical to the success of the School's business. As such, our telephones should generally be used for authorized school business only. Of course, we recognize that family emergencies may occur from time to time; in such instances, use of the telephones for personal matters is permitted.

We urge you to ask your family members and friends not to call you at work unless it is an emergency. Your cooperation in this regard is appreciated. Excessive use of personal cellular phone for personal matters while on duty is prohibited – this includes text messaging or any other use which would distract from your primary responsibilities while on duty.

### **Reference Inquiries**

From time to time, the School may receive inquiries from third parties regarding employees, such as a bank verifying employment for an employee applying for a mortgage or personal loan. All requests for reference information should be directed to the Operations Manager. Normally, the School will respond only to written inquiries. If a telephone reference inquiry is received, human resources will typically only verify whether an individual is employed or no longer employed and will inform the caller that he or she must submit a written request for additional information. Generally, information will be released only after a written release has been received from the employee or former employee, whichever the case may be. However, the School reserves the right to release any information it deems appropriate in its discretion without authorization. Most states now have “immunity for reference” laws that give employers and former employers the ability to reveal your work history and behavior to third parties.

### **Use of School Equipment**

School equipment such as telephones, copy machines, faxes, computers, postage meters, etc. are to be used for business purposes only and are not available for personal use, except where authorized in advance by appropriate managerial personnel.

### **Visitors to Campus**

For safety and security reasons, visitors of any kind, who enter our facilities, including parents and prospective students and families, must first report in at the front office.

Visitors must comply with all school policies, including safety and security regulations. Employees who are serving as escorts for any visitors are responsible for assisting visitors with compliance. Any noncompliance must be reported to the Administrator.

### **Voting Time**

The School encourages all employees to fulfill their civic responsibilities and to vote in all official public elections. Generally, your working hours are such that you will have ample time to cast your vote before or after working hours. However, if you find yourself with insufficient time to vote due to overtime work, etc., please discuss the matter with your Administrator. The School complies with all applicable voting-time laws of the states and municipalities in which its facilities and offices are located.

### **Return of School Property**

Employees are responsible for all school materials, including, but not limited to, all books, computers, software, data, files, or written information issued to them, developed or prepared by them, or in their possession or control (school property). All such school property must be returned by employees to the Administrator on or before their last day of work, or at any other time as requested by the school. Failure to do so will result in the value of such items being withheld from your last paycheck or legal action.

## **Loyalty to the School; Nondisparagement**

The School Administration and Board of Directors strives to do everything possible to improve working conditions for employees and to make the School the 'employer of choice' in the community. Employees are expected to maintain quality services for students, respect the rights of others, and, most importantly, employees should always speak well of the School. Complete loyalty to the School includes complete loyalty to our students, families, and other employees. Employees who disparage the School, its students/families, or its employees to others, either orally or in writing, are subject to discipline and possible termination.

## **Copyright**

Bonneville Academy follows all pertinent United States copyright laws. All school employees are expected to comply with U.S. copyright law as it relates to the duplication, retention, and use of copyrighted materials and also all guidelines that have been published to facilitate compliance with copyright law. Employees may be held liable for copyright violations regardless of the educational purposes for which copyrighted materials were used.

All Bonneville Academy employees must understand and appreciate the necessity of compliance with copyright law. The following prohibitions related to copyright law are established within the school:

- No illegal copies of copyrighted material may be made on Bonneville Academy-owned equipment.
- Unlawfully made copies of copyrighted material may not be used with Bonneville Academy-owned equipment, within Bonneville Academy-owned facilities, or at Bonneville Academy-sponsored functions.
- Protections otherwise afforded to school employees shall not be extended to those who knowingly and unlawfully copy or use copyrighted materials in violation of copyright law and guidelines as communicated by Bonneville Academy according to this policy.

The guidelines and standards outlined in this policy shall include but not be limited to all printed material, including written works, artwork, and music; videotapes/DVDs, including motion picture recordings; multimedia; the Internet; computer software; recorded music; and performances and display.

The Bonneville Academy certified library media specialist (librarian) will observe and promote the legal and ethical issues surrounding the use of copyrighted materials within the school. The librarian shall be charged with the task of providing teachers, library workers, administrators, students, and parents with explicit instruction on the permissible use of copyrighted materials related to the education environment. Sufficient teaching and resources shall be made available to all parties describing U.S. copyright law and the principle of "fair use." The librarian will also set forth accepted guidelines proposed by the federal government and various groups that represent the interests of both copyright holders and copyright users.

The librarian will strictly adhere to all U.S. copyright laws and guidelines in the operation and management of the school library. If the librarian becomes aware of the misuse of copyrighted material within the library or the school, the individual involved will be reminded of the policy and re-taught the guidelines which must be followed.

## **Work for Hire**

When an employee has created a work within the scope of their employment, the work is considered a "work made for hire," and the employer - not the creator - owns the work.

## ACKNOWLEDGEMENT OF EMPLOYEE POLICY GUIDE

This employee Policy Guide describes important information about the School and its policies. I understand that I should consult with my Administrator concerning any questions not answered in the Policy Guide. I have entered into my employment relationship with the School voluntarily and acknowledge that there is no specific length of employment. Accordingly, either I or the School, or those designated by the School, can terminate the employment relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described in the employee Policy Guide are necessarily subject to change, I acknowledge that revisions to the Policy Guide and benefits may occur, however, the policy of employment-at-will is not subject to change. Changes may be communicated through official policies, and I understand that revised information, policies, benefits, etc., may supersede, modify, or eliminate existing policies and benefits. This edition of the Policy Guide supersedes all previous guide editions.

**Furthermore, I acknowledge that this Policy Guide is not a contract for employment and understand my employment is at-will and can be terminated at any time by the School or the employee with or without cause or advance notice.**

I have received an electronic version of the Policy Guide, including the drug and alcohol policy, via e-mail and promise to read its contents and understand my responsibilities to comply with the policies, and promise to abide by the policies of the School. I further understand that failure to comply with policies within the Policy Guide may result in termination of my employment.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature