



SUMMIT
Charter School

Appendix Q. Employee Handbook



SUMMIT

Charter School

EMPLOYEE HANDBOOK

EFFECTIVE: AUGUST 2020

Table of Contents

| | |
|---|----|
| INTRODUCTION | 4 |
| Welcome to Summit Charter School (SCS)! | 4 |
| History | 4 |
| Mission and Vision | 4 |
| Mission Statement: | 4 |
| Vision Statement: | 4 |
| Core Values | 4 |
| Handbook Purpose | 5 |
| EMPLOYMENT | 6 |
| Equal Employment | 6 |
| Background Checks | 6 |
| At-Will Notice | 6 |
| Anniversary Date and Seniority | 7 |
| Immigration Law Compliance | 7 |
| Introductory Period | 7 |
| Employment Classifications | 7 |
| Regular Exempt Full-Time 10-Month Employee | 8 |
| Regular Exempt Full-Time 12-Month Employee | 8 |
| Regular Non-Exempt Full-Time Employee | 8 |
| Regular Part-Time Employee | 8 |
| Temporary Employee | 8 |
| Exempt | 8 |
| Non-Exempt | 8 |
| Personnel Records | 8 |
| Employee References | 8 |
| Job Transfers | 9 |
| Employment of Relatives | 9 |
| CONDUCT AND BEHAVIOR | 10 |
| General Conduct Guidelines | 10 |
| What we expect from our staff | 11 |
| In support of students, Staff/Teachers will: | 11 |
| In support of families, Staff/Teachers will: | 11 |
| In support of SCS's Mission and Vision, staff also: | 12 |



| | |
|--|----|
| Sexual and Other Unlawful Harassment | 12 |
| Other Types of Harassment | 13 |
| Retaliation | 13 |
| Enforcement | 13 |
| Harassment Complaint Procedure | 14 |
| Abusive Conduct | 14 |
| Corporal Punishment | 15 |
| Complaint Procedure | 15 |
| Step 1 | 15 |
| Step 2 | 15 |
| Corrective Action | 15 |
| COMPENSATION | 17 |
| Pay Periods | 17 |
| Timekeeping | 17 |
| Overtime | 17 |
| Payroll Deductions | 17 |
| Exempt Employee Payroll Deductions | 17 |
| What to Do if an Improper Deduction Occurs | 18 |
| Pay Adjustments, Promotions and Demotions | 18 |
| Performance Evaluation | 18 |
| Work Assignments | 18 |
| Advances and Loans | 19 |
| BENEFITS | 20 |
| Holidays | 20 |
| Benefits | 20 |
| Retirement Plan | 20 |
| Paid Time Off | 20 |
| Temporary Disability Leave | 21 |
| Military Leave | 21 |
| Jury Service Leave | 22 |
| Witness Leave | 22 |
| Crime Victim Leave | 22 |
| Bereavement Leave | 22 |



| | |
|--|-----------|
| HEALTH, SAFETY, AND SECURITY | 23 |
| Non-Smoking | 23 |
| Drug and Alcohol | 23 |
| Reasonable Accommodations | 23 |
| Injury and Accident Response and Reporting | 24 |
| Workers' Compensation | 24 |
| Workplace Violence and Security | 24 |
| Inclement Weather | 24 |
| Designation of Closing | 25 |
| Procedures during Closings | 25 |
| Pay and Leave Practices | 25 |
| WORKPLACE GUIDELINES | 26 |
| Hours of Work | 26 |
| Lactation Accommodation | 26 |
| Attendance and Tardiness | 26 |
| Personal Appearance and Hygiene | 27 |
| Confidentiality | 27 |
| Solicitation and Distribution | 27 |
| Reporting Irregularities | 28 |
| Inspections and Searches | 28 |
| Electronic Assets Usage | 28 |
| Bring Your Own Device | 29 |
| Social Media | 30 |
| Guidelines | 30 |
| Know and Follow the Rules | 30 |
| Be Respectful | 30 |
| Be Honest and Accurate | 30 |
| Post Only Appropriate and Respectful Content | 31 |
| Using Social Media at Work | 31 |
| Retaliation is Prohibited | 31 |
| Media Contacts | 31 |
| For More Information | 31 |
| Personal Property | 31 |
| Parking | 31 |



| | |
|---|----|
| EMPLOYMENT SEPARATION | 31 |
| Resignation | 31 |
| Termination | 32 |
| Personal Possessions and Return of Company Property | 32 |
| EMPLOYEE HANDBOOK ACKNOWLEDGEMENT | 33 |



INTRODUCTION

WELCOME TO SUMMIT CHARTER SCHOOL (SCS)!

We're very happy to welcome you to our School. Thanks for joining us! The School Board would like you to feel that your employment with us will be mutually beneficial and enjoyable.

You are joining an organization that has established an outstanding reputation for quality 21st Century education and community connection. Credit for this goes to every one of our employees, and we hope that you will find satisfaction and take pride in your work here.

HISTORY

Experts say that sixty-five percent of today's school-age children will work in a job that doesn't yet exist. We are addressing this concern through a project-based, democratic and civics-centered curriculum. We foster teacher-led instruction in a setting that encourages movement. Students practice critical thinking, creativity, innovation, and collaboration through all of their learning activities. We believe that learning is not only measured by the knowledge an individual possesses, but by a capability to apply it, and that the learning process should be valued as much as the results. This method of education will prepare students for the competitive, evolving workforce of tomorrow in today's fourth-generation industrial age.

In the twenty-first century, we have seen both growth in democracy and threats toward democracy around the world, and today, perhaps more than ever, our country is in need of young leaders. Summit Charter School will embrace a democrat-rich environment in which students will play an active role in their school community by voting on rules and practicing peaceful resolution of conflict through restorative practices and a justice committee.

By integrating democracy with project-based learning experiences and a solid and comprehensive foundation from which to explore and move, students will learn how to compete in a global world and participate as active, engaged members of their society.

MISSION AND VISION

Mission Statement:

Summit Charter School will provide a movement-rich, project-based environment, grounded in shared governance, where students demonstrate an active voice and ownership in their education.

Vision Statement:

Summit Charter School will be an innovative education hub for Northeast Pennsylvania, sharing its practice with positive change makers in local and national education. Here, educators are empowered to create responsive curricula and meaningful learning experiences in a student-centered environment. Through a unique approach built upon shared governance, students are encouraged to responsibly contribute to their school community and assume ownership in their education and learning experiences. By applying these combined practices, we will graduate motivated, civically-engaged citizens who uniquely contribute to our world and future.

CORE VALUES

Summit Charter School Core Beliefs:

- Engaged, inspired students will foster a life-long love of learning.
- The learning process should be valued as much as the results.
- Learning is not only measured by the knowledge an individual possesses, but by a capability to apply it.



- A competency-based education is more meaningful than a time-based education.
- In order to compete in a global world, we must encourage:
 - critical thinking
 - creativity
 - innovation
 - collaboration

HANDBOOK PURPOSE

This employee handbook has been prepared to inform employees about SCS's philosophy, employment practices, policies, and the benefits provided to our valued employees, as well as the conduct expected from them. Except for the at-will employment provisions, the handbook can be amended at any time. If there is an amendment to this handbook, all employees will be notified.

This employee handbook will not answer every question employees may have, nor would SCS want to restrict the normal question and answer exchange among us. It is in our person-to-person conversations that we can better know each other, express our views, and work together in a harmonious relationship.

We hope this handbook will help employees feel comfortable with us. SCS depends on its employees; their success is our success. Please don't hesitate to ask questions. The school administration will gladly answer them. We believe employees will enjoy their work and collaborate well with fellow employees here. We also believe that employees will find SCS an exceptional place to work.

No one other than the School Board may alter or modify any of the policies in this employee handbook. No statement or promise by a supervisor, Principal, or school board member is to be interpreted as a change in policy, nor will it constitute an agreement with an employee.

Should any provision in this employee handbook be found to be unenforceable and invalid, such a finding does not invalidate the entire employee handbook, but only the subject provision. Nothing in this handbook is intended to infringe upon employee rights under Section 7 of the National Labor Relations Act (NLRA) or be incompatible with the NLRA.

We ask that employees read this handbook carefully, become familiar with the School and our policies, and refer to it whenever questions arise.



EMPLOYMENT

EQUAL EMPLOYMENT

It is the policy of SCS to provide equal employment opportunities to all qualified individuals and to administer all aspects and conditions of employment without regard to the following:

- Race
- Color
- Age
- Sex
- Sexual orientation
- Gender
- Gender identity
- Religion
- National origin
- Pregnancy
- Physical or mental disability
- Military or veteran status
- Citizenship and/or immigration status
- Non-conviction arrests or expunged records
- Genetic information, including family medical history
- Use of a guide or support animal
- Relationship with someone with a disability
- Child or spousal support withholding
- GED certificate
- Any other protected class, in accordance with applicable federal, state, and local laws

SCS takes allegations of discrimination, intimidation, harassment and retaliation very seriously and will promptly conduct an investigation when warranted.

Equal employment opportunity includes, but is not limited to, employment, training, promotion, demotion, transfer, leaves of absence and termination.

BACKGROUND CHECKS

Prior to making an offer of employment, or after making a conditional offer, SCS may conduct background checks and clearances required by Pennsylvania Department of Education (PDE). The background check/clearances may consist of prior employment verification, professional reference checks, education confirmation, child abuse, and/or criminal background, as required by PDE and permitted by law. Third-party services may be hired to perform these checks. All offers of employment and continued employment are contingent upon a satisfactory background check/clearances.

AT-WILL NOTICE

Employees are not hired for any definite or specified period of time even though employee wages are paid regularly. Employees are at-will with SCS and their employment can be terminated at any time, with or without cause and with or without prior notice. Nothing in this policy or any other policy of SCS shall be interpreted to be in conflict with or to eliminate or modify in any way, the at will employment status of SCS employees.

The at will employment status of an employee of SCS may be modified only in a written employment agreement with that employee which is signed by the President, or the Chairman of



the Board of Directors, of SCS. There is no implied employment contract created by this handbook or any other School document or written or verbal statement or policy.

ANNIVERSARY DATE AND SENIORITY

The employee's date of hire is their official employment anniversary date. Seniority is the length of continuous service commencing on the date of hire at SCS. Should employees leave the School's employment and then be rehired, previously accrued seniority will be forfeited and seniority will begin to accrue again on the date of rehire. With the exception of certain protected leaves of absence and paid time off, seniority does not accrue during leaves of absence without pay or leaves of absence that exceed 30 calendar days.

IMMIGRATION LAW COMPLIANCE

All individuals hired by SCS will be required to establish and certify their identity and right to work in the United States. Each individual employed by SCS will be required to complete Section 1 of Form I-9 on their first day of employment, and produce, within three business days, proof of their identity and eligibility to work in the United States.

INTRODUCTORY PERIOD

The employee's first 90 days of employment with the School are considered an introductory period. This introductory period will be a time for getting to know fellow employees, students, and the tasks involved in the position, as well as becoming familiar with SCS's curriculum and culture. The Principal will work closely with each employee to help them understand the needs and processes of their job.

This introductory period is a try-out time for the employee and the School. During this introductory period, SCS will evaluate employees' suitability for employment and employees can evaluate SCS as well. At any time during this first 90 days, employees may resign. If, during this period, employee work habits, attitude, attendance, performance, or other relevant factors do not measure up to our standards, SCS may terminate employment.

At the end of the introductory period, the Principal or appropriate administrator will discuss each employee's job performance with them. During the course of the discussion, employees are encouraged to give their comments and ideas as well.

Completion of the introductory period does not guarantee continued employment for any specified period of time, nor does it require that an employee be discharged only for cause. Completion of the introductory period also does not imply that employees now have a contract of employment with SCS, other than at-will. Successful completion of the introductory period does not alter the at-will employment relationship.

A former employee who has been rehired after a separation from the School of more than one year is considered an introductory employee during their first 90 days following rehire.

EMPLOYMENT CLASSIFICATIONS

The School has established the following employee classifications for compensation and benefit purposes only. The School Board or Principal will inform the employee of their classification, status, and responsibilities at the time of hire, re-hire, promotion, or at any time a change in status occurs. These classifications do not alter the employment at-will status.



Regular Exempt Full-Time 10-Month Employee

An employee who is consistently scheduled to work no less than 37 hours in a workweek during the school year (such as teaching staff). The employee is generally eligible for all employment benefits offered by SCS.

Regular Exempt Full-Time 12-Month Employee

An employee who is consistently scheduled to work no less than 37 hours in a workweek during the calendar year. The employee is generally eligible for all employment benefits offered by SCS.

Regular Non-Exempt Full-Time Employee

An employee who is scheduled to work no less than 37 hours in a workweek and may be eligible for some benefits.

Regular Part-Time Employee

An employee who is scheduled to work less than 37 hours in a workweek and may be eligible for some benefits.

Temporary Employee

An employee who is scheduled to work on a specific need of the school. The employee will not receive any benefits unless specifically authorized in writing.

Exempt

Employees whose positions meet specific tests established by the Fair Labor Standards Act (FLSA) and applicable state law and who are exempt from overtime pay requirements. The basic premise of exempt status is that the exempt employee is to work the hours required to meet their work responsibilities.

Non-Exempt

Employees whose positions do not meet FLSA and state exemption tests and who are paid a multiple of their regular rate of pay for overtime hours worked. Unless notified otherwise in writing by management, all employees of the School are non-exempt.

PERSONNEL RECORDS

The School will maintain various employment files while individuals remain an employee of SCS. Examples of these files are employee personnel files, attendance files, I-9 files and files for medical purposes. If any changes with respect to personal information, such as a change in home address and telephone number or a change of name occur, employees are required to notify the Human Resources Manager and School Principal so the appropriate updates can be made to the files. SCS will take reasonable precautions to protect employee files and employee personally identifiable information in its records.

Employee files have restricted access. Employees, the school Principal, Human Resources Manager, or school board members, may have access to those personnel files. In the event that an employee wishes to review their personnel file, they must do so in the presence of the school Principal or Human Resources Manager. Employees may review their personnel file by making a written request to the Human Resources Manager or Principal. The written request will become a permanent part of the personnel file.

EMPLOYEE REFERENCES

SCS makes strict provisions regarding information provided to people outside the School for current and former employees. This information is restricted to the employment dates and positions held in SCS for that person. This is done to protect SCS and its employees. This information will only be released upon approval from the school board.



JOB TRANSFERS

The Principal, delegated Administration member, or school board reserves its right to place employees where, and in whatever jobs it deems necessary. All job transfers, job changes, reassignments, promotions, or lateral transfers are approved by the School Board.

EMPLOYMENT OF RELATIVES

The School does not have a general prohibition against hiring relatives. However, a few restrictions have been established to help prevent problems of harassment, safety, security, supervision, and morale.

Close family members generally may not be hired or transferred into positions where they have access to sensitive information regarding a close family member, or if there is an actual or apparent conflict of interest (including but not limited to establishing an immediate supervisor/employee relationship).

These restrictions apply to the following degrees of relationships, whether established by blood, marriage, or other legal action: spouse, domestic partner (including parties to a civil union), child, step-child, parent, step-parent, sibling, grandparent, grandchild, parent-in-law, son-in-law, daughter-in-law, sister-in-law, brother-in-law, aunt, uncle, nephew, niece, cousin, or relations of the same degree of a domestic partner. This policy also applies to romantic relationships.

If marriage or other action creates these kinds of relationships, one of the employees affected must give up that position by the end of the school year or within six months from the date the relationship was established (whichever is the greater period). The employees will be permitted to determine which of them will resign. If the employees cannot make a decision, the School Board will decide who will remain in the position. At the discretion of the School Board, either or both of the employees may be allowed to transfer to other positions within SCS.



CONDUCT AND BEHAVIOR

GENERAL CONDUCT GUIDELINES

Orderly and efficient operation of SCS requires that employees maintain proper standards of conduct and observe certain procedures. These guidelines are provided for informational purposes only and are not intended to be all-inclusive. Nothing included herein is intended or will be construed to change or replace, in any manner, the at-will employment relationship between the School and the employee. Nothing here is intended to infringe upon employee rights under Section 7 of the National Labor Relations Act (NLRA). The School views the following as inappropriate behavior:

1. Failure to follow the policies outlined in this handbook.
2. Negligence, carelessness, or inconsiderate treatment of fellow employees, students, parents, Principal, administrators, or school board members.
3. Theft, misappropriation or unauthorized possession or use of property, documents, records or funds belonging to SCS; removal of same from SCS premises without authorization.
4. Divulging confidential information to any unauthorized person(s) or to others without an official need to know.
5. Obtaining unauthorized confidential information pertaining to students or employees.
6. Changing or falsifying student records, School records, personnel or pay records, including time sheets without authorization.
7. Willfully or carelessly damaging, defacing or mishandling property of the School or other employees.
8. Taking or giving bribes of any nature, or anything of value, as an inducement to obtain special treatment, to provide confidential information or to obtain a position.
9. Willfully or carelessly violating security, safety, or fire prevention equipment or regulations.
10. Unauthorized use of a personal vehicle to transport students.
11. Conduct that is illegal under federal, state, or local law.
12. Creating a disturbance on School premises.
13. Use of abusive language.
14. Any rude, discourteous or unprofessional behavior, on or off School property, which is not protected by Section 7 of the National Labor Relations Act (NLRA) and which adversely affects the School's reputation or goodwill in the community or interferes with work.
15. Insubordination or refusing to follow instructions from a supervisor or Principal; refusal or unwillingness to accept a job assignment or to perform job requirements.
16. Failure to observe school hours, failure to contact the Principal or appropriate administrator in the event of illness or any absence within 2 hours of the scheduled start of school; failure to report to work when scheduled; abuse of sick leave or any other leave of absence.
17. Leaving the school during school hours without permission; unauthorized absence from school during regular school hours.
18. Recording time for another employee or having time recorded to or by another employee.
19. Use or possession of intoxicating beverages or illegal use or possession of narcotics, marijuana or drugs (under state, federal or local laws), on School property or reporting to work under the influence of intoxicants or drugs or having any detectable amount of illegal drugs in an employee's system.
20. Unauthorized possession of a weapon on school property.
21. Illegal gambling on school property.
22. Soliciting, collecting money, vending, and posting or distributing bills or pamphlets during school hours in School. These activities are closely controlled in order to prevent disruption of School and to avoid unauthorized implication of School sponsorship or approval. However, this general rule is not intended to hinder or in any way curtail the rights of free speech or free expression of ideas. Therefore, such activity by employees during non-school time, is not restricted so long as such activity does not interfere with the conduct of the



School and is lawful. Any person who is not an employee of SCS is prohibited from any and all forms of solicitation, collecting money, vending, and posting or distributing bills or pamphlets on School property at all times.

23. Falsification of one's employment application, medical, or employment history.

WHAT WE EXPECT FROM OUR STAFF

SCS Staff creates and empowers an atmosphere of collaborative learning and development, where all students are fully supported in becoming collaborative, informed, resourceful, and reflective individuals who are college-ready, career-prepared, and community-minded. This is accomplished through strong and supportive partnerships with students and families.

In support of students, Staff/Teachers will:

1. Engage students in meaningful learning by:
 - a. Creating and implementing project-based curriculum
 - b. Connecting student work to the world outside the classroom
 - c. Managing classroom behavior through the use of clear routines and consistent expectation
 - d. Engaging students in presenting and talking about their work
 - e. Attending students' Exhibitions and Presentations of Learning
 - f. Modeling meta-cognitive strategies to help students develop skills and strategies
 - g. Using engaging, creative, and appropriate assignments and resources (work has a clear purpose with limited use of textbooks and publisher-created worksheets)
2. Differentiate and support the diversity of students in the classroom (ethnicity, gender, culture, aptitude, capability, etc.) by:
 - a. Personalizing instruction and differentiation to support and/or challenge students
 - b. Establishing the expectation that all students participate in class activities
3. Uphold the values of our democratic, civics-centered culture and develop appropriate relationships with students by:
 - a. Knowing, seeing, and valuing each student as an individual
 - b. Creating a classroom/school atmosphere based on mutual respect
 - c. Implementing compassionate communication and conflict resolution strategies
 - d. Encouraging students to use their voice and take ownership in their school community and personal education
 - e. Leading by example by actively participating in School Meeting and restorative practices
 - f. Managing everyday challenges and issues in the classroom with students directly unless additional support is needed
 - g. Seeking appropriate support for students when needed (from administrators, peers, etc.)

In support of families, Staff/Teachers will:

1. Proactively maintain effective and collaborative communication with families by:
 - a. Identifying learning goals/content standards to be worked towards at home and at school



- b. Responding promptly and professionally (within 48 hours while school is in session unless urgent) to parent questions/concerns
- c. Scheduling and facilitating parent-teacher-student conferences as needed
- d. Providing meaningful information about student progress and areas for growth

In support of SCS's Mission and Vision, staff also:

- 1. Accomplishes their goal of facilitating an atmosphere of collaborative learning and development through:

STRONG AND SUPPORTIVE PARTNERSHIPS WITH COLLEAGUES

SCS Staff collaborates effectively by:

- 1. Acting as a learning facilitator and resource for students and families
- 2. Planning and preparing for meetings
- 3. Managing course requirements for all students
- 4. Maintaining on-going home contact (in person, via phone calls and via email as needed)
- 5. Developing interdisciplinary, project-based curriculum
- 6. Actively participating in staff meetings and professional development
- 7. Listening and being open-minded in conversations
- 8. Being solution-oriented when problems arise
- 9. Following and enforcing school rules while maintaining a positive attitude
- 10. Tolerating ambiguity and striving for clarity
- 11. Being a presence in the school community

IN COMMITMENT TO SCS's PERSONAL SKILLS FOR PROBLEM SOLVING AND SCS'S STAFF WAYS OF BEING, STAFF WILL:

- 1. Be conscientious, innovative, and reflective
- 2. Reflect on what works and what does not and make adjustments as appropriate
- 3. Arrive on time to meetings/classes and be present at school from 7:45am-3:30pm/4pm on all school days other than scheduled days off
- 4. Prepare for lessons/projects/classes/meetings and seek support from the team when needed
- 5. Take part in campus design and maintenance to keep our school safe and clean
- 6. Utilize technology as needed to be effective as a teacher and to fulfill the duties necessary to act as a 21st century educator
- 7. Love teaching and learning
- 8. Actively take part in professional development on site and be an active learner beyond the classroom

SEXUAL AND OTHER UNLAWFUL HARASSMENT

Sexual harassment and unlawful harassment are prohibited behavior and against SCS policy. The School Board is committed to providing a work environment free of inappropriate and disrespectful behavior, intimidation, communications and other conduct directed at an individual because of their sex, including conduct that may be defined as sexual harassment.

Applicable federal and state law defines sexual harassment as unwanted sexual advances, requests for sexual favors, or visual, verbal, or physical conduct of a sexual nature when: (1)



submission of the conduct is made a term or condition of employment; or (2) submission to or rejection of the conduct is used as basis for employment decisions affecting the individual; or (3) the conduct has the purpose or effect of unreasonably interfering with the employees work performance or creating an intimidating, hostile, or offensive working environment. The following list contains examples of prohibited conduct. They include, but are not limited to:

- Unwanted sexual advances;
- Offering employment benefits in exchange for sexual favors;
- Making or threatening reprisals after a negative response to sexual advances;
- Visual conduct such as leering, making sexual gestures, or displaying sexually suggestive objects, pictures, cartoons, or posters;
- Verbal conduct such as making or using derogatory comments, epithets, slurs, sexually explicit jokes, or comments about any employee's body or dress;
- Verbal abuse of a sexual nature, graphic verbal commentary about an individual's body, sexually degrading words to describe an individual, or suggestive or obscene letters, notes, or invitations;
- Physical conduct such as touching, assault, or impeding and/or blocking movements;
- Retaliation for reporting harassment or threatening to report harassment.

Sexual harassment on the job is unlawful whether it involves coworker harassment, harassment by a Principal, or harassment by persons doing business with or for SCS, such as teachers, parents or school board members.

Other Types of Harassment

Prohibited harassment on the basis of race, color, religion, national origin, ancestry, physical or mental disability, veteran status, age, or any other basis protected under local, state or federal law, includes behavior similar to sexual harassment, such as:

- Verbal conduct such as threats, epithets, derogatory comments, or slurs;
- Visual conduct such as derogatory posters, photographs, cartoons, drawings, or gestures;
- Physical conduct such as assault, unwanted touching, or blocking normal movement;
- Retaliation for reporting harassment or threatening to report harassment.

Retaliation

It is against School policy and unlawful to retaliate in any way against anyone who has lodged a harassment complaint, has expressed a concern about harassment, including sexual harassment, or has cooperated in a harassment investigation. Therefore, the initiation of a complaint, in good faith, will not under any circumstances be grounds for disciplinary action.

Enforcement

All school board members, the School Principal and other Administrators are responsible for:

- Implementing the SCS policy on harassment, which includes, but is not limited to, sexual harassment and retaliation;
- Ensuring that all employees they supervise have knowledge of and understand SCS policy;
- Reporting any complaints of misconduct to the designated school representative, School Board President, so they may be investigated and resolved internally;
- Taking and/or assisting in prompt and appropriate corrective action when necessary to ensure compliance with the policy, and; Conducting themselves in a manner consistent with the policy.



Harassment Complaint Procedure

SCS's complaint procedure provides for an immediate, thorough, and objective investigation of any claim of unlawful or prohibited harassment, appropriate disciplinary action against one found to have engaged in prohibited harassment, and appropriate remedies for any victim of harassment. A claim of harassment may exist even if the employee has not lost a job or some economic benefit.

Anyone who has been subjected to the conduct prohibited under this policy, or who has knowledge of such conduct, should report this information following the normal Complaint Procedure as soon as possible. However, employees are not required to report any prohibited conduct to a supervisor who may be hostile, who has engaged in such conduct, who is a close associate of the person who has engaged in the conduct in question or with whom the employee is uncomfortable discussing such matters. Complaints regarding harassment or retaliation may be oral or in writing. Any individual who makes a complaint that is demonstrated to be intentionally false may be subject to discipline, up to and including termination.

All reported incidents of prohibited harassment will be promptly investigated. When the investigation is complete, a determination regarding the reported harassment will be made and communicated to the employee who complained and to the accused harasser. During the investigation, confidentiality will be preserved to the fullest extent possible without compromising SCS's ability to conduct a good faith and thorough investigation.

If the School Board determines that prohibited harassment has occurred, the School Board will take effective remedial action commensurate with the circumstances. Appropriate action will also be taken to deter any future harassment. If a complaint of prohibited harassment is substantiated, appropriate disciplinary action, up to and including discharge, will be taken.

SCS recognizes that actions that were not intended to be offensive may be taken as such. An employee who believes that they have been subjected to sexual harassment by anyone is encouraged, but not required, to promptly tell the person that the conduct is unwelcome and ask the person to immediately stop the conduct. A person who receives such a request must summarily comply with it and must not retaliate against the employee for rejecting the conduct. SCS encourages, but does not require individuals to take this step before utilizing the above Complaint Procedure.

ABUSIVE CONDUCT

Abusive conduct means malicious conduct of an employer or employee in the workplace that a reasonable person would find hostile, offensive, and unrelated to an employer's legitimate business interests. Abusive conduct may include repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, and epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the gratuitous sabotage or undermining of a person's work performance. A single act will generally not constitute abusive conduct, unless especially severe and egregious.

SCS considers abusive conduct in the workplace to be unacceptable and will not tolerate it under any circumstances. Employees should report any abusive conduct to the Principal or school board member with whom employees are comfortable speaking. The Principal and school board members are to assume the responsibility to ensure employees are not subjected to abusive conduct. All complaints will be treated seriously and investigated promptly. During the investigation process the School Board will attempt to maintain confidentiality to the fullest extent possible.



It is a violation of School policy to retaliate or otherwise victimize an employee who makes a complaint or a witness who serves in the investigation of the abusive conduct allegation.

CORPORAL PUNISHMENT

SCS absolutely and without exception prohibits the use of corporal punishment.

Although spanking, slapping, or paddling are the most common examples of such forms of punishment, “corporal punishment” is defined as “the use of any physical force by a parent or any adult guardian for the purpose of managing a child’s behavior.” Therefore, a staff member who uses any form of physical force, unless necessary to protect the health, safety, and welfare of a student or others, to discipline a student, compel a student to comply, or otherwise manage a student’s behavior is, in fact, guilty of violating SCS’s policy against corporal punishment and risks serious disciplinary action up to and including termination of employment and potential criminal action.

COMPLAINT PROCEDURE

SCS subscribes to the open door policy. Employees may bring a particular complaint to the Principal or school board for resolution. When matters cannot be handled on an informal basis, the School Board has established a formal procedure for a fair review of any work related controversy, dispute or misunderstanding. A complaint may be brought by one or more employees concerning any work-related problem where the complaint has not been satisfactorily resolved in an informal manner. Employees may skip to Step 2 if the complaint is related to the Principal or if they feel they would not provide an impartial resolution to the problem.

Step 1

The complaint should be submitted in writing to the Principal within three working days of the incident. A written request for a meeting must be submitted simultaneously. Generally, a meeting will be held within three working days of the employee's request depending upon scheduling availability. Witnesses will be allowed as necessary. If the problem is not resolved during this meeting the Principal will give the employee a written resolution within three working days. If the employee is not satisfied, the employee may proceed to Step 2.

Step 2

If the employee is not satisfied after Step 1, the employee may submit a written request for review of the complaint and Step 1 solution to the School Board President or their designee. Such a request should be made within three working days following the receipt of the Step 1 resolution. The School Board President or appointed representative will review the complaint and proposed solution and may call a further meeting to explore the problem. This meeting is to be attended by the employee concerned, the Principal (if appropriate), and any other employee of SCS whom the aggrieved employee chooses. The School Board President or appointed representative will render the final decision within ten working days after receiving the Step 2 request, assuming scheduling availability. The decision will be given to the employee in writing and will become part of the employee's personnel file.

CORRECTIVE ACTION

A high level of job performance is expected of each and every employee. In the event that an employee’s job performance does not meet the standards established for the position, employees should seek assistance from their Principal to attain an acceptable level of performance. If employees fail to respond to or fail to make positive efforts toward improvement, corrective action may ensue, including termination of employment.

It is the policy of SCS to regard discipline as an instrument for developing total job performance rather than as punishment. Corrective action is one tool SCS may select to enhance job



performance. SCS is not required to take any disciplinary action before making an adverse employment decision, including discharge. Corrective action may be in the form of a written or oral reprimand, notice(s) of inadequate job performance, suspension, discharge or in any combination of the above, if SCS so elects. SCS reserves its prerogative to discipline, and the manner and form of discipline, at its sole discretion.

If employees violate established SCS procedures, guidelines, or exhibit behavior that violates commonly accepted standards of honesty and integrity or creates an appearance of impropriety, the School Board may elect to administer disciplinary action.



COMPENSATION

PAY PERIODS

The standard seven-day payroll work week for the School will begin at 12:00 a.m. Monday. The designated pay period for all employees is bi-weekly and paydays are Friday.

TIMEKEEPING

All exempt and nonexempt employees are required to use the timekeeping system to record their hours worked. Non-exempt employees are required to clock in/out for time off and other leave tracking purposes.

Additionally, employees are required to clock in/out for their designated lunch periods. Lunch periods are unpaid time when employees are relieved of all duties.

Should an employee miss an entry into the timekeeping system, the employee will notify the Principal as soon possible for correction. Employees may not ask another employee to clock in/out for them.

Accurate time reporting is a federal and state wage and hour requirement, and employees are required to comply. Failing to enter time into the timekeeping system in an accurate and timely manner is unacceptable job performance.

Non-exempt employees are not permitted to work overtime or unscheduled time without prior authorization from the Principal. This includes clocking in early, clocking out late, or working through the scheduled lunch period.

OVERTIME

SCS complies with all applicable federal and state laws with regard to payment of overtime work. Non-exempt employees are paid overtime at the rate of one and one-half times the regular rate of pay for all hours worked over 40 in a workweek.

Employees are required to work overtime when assigned. Any overtime worked must be authorized by the Principal, in advance. Working unauthorized overtime or the refusal or unavailability to work overtime is not acceptable work performance, and is subject to discipline, including but not limited to termination.

PAYROLL DEDUCTIONS

SCS is required by law to make certain deductions from all employees' paychecks. Such deductions include federal, state, and local taxes and court-ordered wage garnishments. Voluntary deductions might include premiums for benefits, retirement plan contributions, and disability insurance.

Exempt Employee Payroll Deductions

SCS complies with the salary basis requirements of the Fair Labor Standards Act (FLSA) and does not make improper deductions from the salaries of exempt employees. Exempt employees are those employed in a *bona fide* executive, administrative, or professional capacity and who are exempt from the FLSA's overtime pay requirements.

There are certain circumstances where deductions from the salaries of exempt employees are permissible. Such circumstances include:



- When an exempt employee is absent from work for one or more full days and all PTO has been used.
- To offset amounts received as witness or jury fees, or for military pay;
- For unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions

SCS is not required to pay the full salary in the first or last week of employment; for weeks in which an exempt employee takes unpaid leave under the Family and Medical Leave Act, if applicable; or for penalties imposed in good faith for infraction of safety rules of major significance. In these circumstances, either partial day or full day deductions may be made.

What to Do if an Improper Deduction Occurs

If you believe that an improper deduction has been made, you should immediately report this information to the Principal.

Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made.

PAY ADJUSTMENTS, PROMOTIONS AND DEMOTIONS

SCS is most interested in providing maximum opportunity for employee advancement within the School, if advancement opportunities are available. Accordingly, present employees of SCS may be considered for promotions and may be preferred for promotion before any new employees are hired to fill vacancies that may arise. Of course, the School Board retains sole discretion to determine the factors to be applied in any promotion decision, and the relative weight of the factors.

All pay increases are based upon merit and market factors. There may not be an automatic annual cost of living or salary adjustment to reflect current economic conditions. Employees pay also may be adjusted downward. Salary decreases may take place when there is job restructuring, job duty changes, job transfers or adverse business economic conditions.

Demotion is a reduction in responsibility, usually accompanied by a reduction in salary. If and when a demotion occurs, employees may maintain their seniority with the School.

PERFORMANCE EVALUATION

Employees will generally receive 2 performance evaluations a year. These evaluations may be either written or oral. Such evaluations may occur at the middle of the school year and the end of the school year (June), at the discretion of the Principal.

If during this process employees are given an evaluation sheet or other written document, employees will be required to sign it. An employee's signature does not necessarily indicate that the employee agrees with all the comments, but merely that the employee has been given the opportunity to examine the evaluation and fully discuss the contents of it with their Principal. The completed and signed evaluation form will be placed in the employee's personnel file and the employee will receive a copy of the performance evaluation.

In addition to any formal review, informal counseling sessions may be conducted as necessary.

WORK ASSIGNMENTS

In addition to specific duties that come with an individual's job responsibilities, each job also includes "other duties as assigned." From time to time, employees may be required to perform duties or tasks of a fellow employee who is absent or for a position that is temporarily vacant.



Employees will be compensated at their regular rate of pay while performing other assigned duties on a temporary basis.

ADVANCES AND LOANS

SCS, by general practice, does not give salary advances or loans to its employees.



BENEFITS

HOLIDAYS

All regular exempt full-time employees are entitled to the following paid holidays observed by SCS:

- New Year's Day
- Martin Luther King, Jr. Day
- Memorial Day
- Labor Day
- Thanksgiving
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve

Other days or parts of days may be designated as holidays with or without pay. No holiday pay will be paid to an employee who is on an unpaid status, on any leave or absent due to workers' compensation.

BENEFITS

Summit Charter School recognizes its obligation to provide health care benefits as the employee would be provided if he or she were an employee of the Pocono Mountain School District pursuant to section 17-1724-A. [Reserved for Benefit information once determined]

RETIREMENT PLAN

The School will provide an approved 403bas as an alternative to the state PSERS plan.[reserved for retirement plan information once determined]

PAID TIME OFF

SCS believes that its employees are the key to what makes a great School. Your attendance in school is important for the effective operation of the school, so you are expected to be here. While work makes up a large portion of an employee's life, we believe that a balance between work and home is essential in maintaining quality performance and a fun atmosphere in which we work. To help foster this idea, SCS has a paid time off plan (PTO). PTO is designed to give employees time needed away from their everyday work schedule. In addition to vacation time purposes, PTO may be used for reasonable personal sickness, family sickness and family activities. Eligible employees include:

- Exempt full-time employees

Employees will accrue PTO according to the following schedule:

- Exempt full-time 10-month employees will accrue 1 PTO day for every month worked after their start of employment, up to a maximum total of 10 PTO days per year.
- Exempt full-time 12-month employees will accrue 1.5 PTO days for every month worked after their start of employment, up to a maximum total of 15 PTO days.
- Scheduled PTO may be requested and used after the 90 day Introductory period is completed.
- All PTO must be approved by the Principal at their discretion.
- PTO can only be taken in ½ day (4 hour) or Full day (8 hour) increments.



- 2 weeks notice is required for planned time off and will be honored by first come, first served.
- No more than 5 consecutive days of PTO can be taken at one time.
- PTO cannot be taken at the beginning or end of scheduled school closures or on any other blackout date.
- With approval, staff can borrow against PTO not yet accrued in order to take unscheduled or scheduled PTO days. Should a staff member use more PTO than accrued at the time of separation from the School, they will be required to pay back the loan at an amount equal to their daily earnings rate through payroll deduction.

Unused accrued PTO will be paid to employees at the end of the school's fiscal year (June 30) at a rate of \$35.00 per day

Payment at Time of Layoff, Discharge, or Resignation - In the event of layoff, discharge (other than for misconduct), or resignation (assuming adequate notice is given), employees will be reimbursed only for accrued unused PTO, paid in a lump sum at a rate of \$35.00 per day.

TEMPORARY DISABILITY LEAVE

SCS recognizes that a temporary disability may preclude an employee's attendance at work. In such cases, SCS does not have a predetermined specified period of time in which this unpaid leave is granted. Rather, SCS will attempt to reasonably accommodate the needs of the employee as well as the needs of the School. If a leave is granted, any extensions will be subject to the same considerations.

Employees that request a temporary disability leave must do so in writing. That request should be accompanied by a doctor's statement identifying the temporary disability, the date and the estimated date of return and, where appropriate, diagnosis and prognosis. Should the employee's expected return date change, the employee should notify the Principal as soon as possible. Prior to returning to employment with SCS, employees will be required to submit written medical certification of their ability to work, including any restrictions. Upon returning to work, if employees qualify, they will be reinstated to their former position or one that is substantially the same, depending upon the availability of any position at that time.

Any unused accrued PTO must be used prior to the effective date of the temporary disability leave in accordance with state and federal medical leave regulations.

MILITARY LEAVE

If employees are on an extended military leave of absence, they are entitled to be restored to their previously held position or similar position, if available, without loss of any rights, privileges or benefits provided the employee meets the requirements specified in the Uniformed Services Employment and Reemployment Rights Act (USERRA).

An employee who is a member of the reserve corps of the armed forces of the United States or of the National Guard or the Naval Militia will be granted temporary leave of absence without pay while engaged in military duty as required by state employment law. A letter from the employee's commanding officer is required to establish the dates of duty.



JURY SERVICE LEAVE

If an employee is summoned to report for jury duty, they will be granted a leave of absence without pay when the employee notifies and submits a copy of the original summons for jury duty to the Principal. SCS reserves the right to request that they seek to be excused from or request postponement of jury service if the absence from work would create a hardship to the School.

Employees are to report to work on any day, or portion thereof that is not actually spent in the performance of jury service. For each week of jury duty, a certificate of jury service shall be certified by the Court and filed with the School no later than Wednesday of the following week.

Any fees received for jury duty, including travel fees, are to be retained by the employee. The leave is unpaid. Exempt employees will be paid in accordance with the Fair Labor Standards Act (FLSA) requirements.

WITNESS LEAVE

An employee who attends court as a witness to a crime, or to appear with a child in court as a parent or guardian, will be granted leave without pay for such time as it is necessary. The School may request proof of the need for leave.

CRIME VICTIM LEAVE

Employees will be granted unpaid time off to attend court as a victim or a family member of a victim. SCS may request proof of the need for leave.

BEREAVEMENT LEAVE

A full-time employee of SCS may request a leave of absence with pay for a maximum of up to 3 school day(s) upon the death of a member of their immediate family. Members of the immediate family are defined as parents, spouse/domestic partner, child, sibling, grandparent, grandchild, parent-in-law, and corresponding step-relatives. Proof of death may be required.



HEALTH, SAFETY, AND SECURITY

NON-SMOKING

Smoking is not permitted in any School buildings, vehicles, or on school property. Employees wishing to smoke should do so during their break times, outside school property in designated areas, and in accordance with local ordinances.

DRUG AND ALCOHOL

SCS is dedicated to providing employees with a workplace that is free of drugs and alcohol. For the safety of our employees and students, SCS reserves the right to test any employee for the use of illegal drugs, marijuana, or alcohol under state, federal, or local laws. Drug or alcohol tests may be conducted after an accident or with reasonable suspicion of impairment while on the job. Under those circumstances the employee may be driven to a certified lab for the test at the School's expense.

Any employee found to use, sell, possess or distribute drugs that are illegal under state, federal or local laws, including marijuana, or any unauthorized drugs (including excessive quantities of prescription or over-the-counter drugs) while on school property, performing school-related duties, or while operating any school equipment is subject to disciplinary action, up to and including termination of employment. Any suspected illegal drugs confiscated will be turned over to the appropriate law enforcement agency.

To the extent any federal, state or local law, rule, or regulation limits or prohibits the application of any provision of this policy, then to the minimum extent necessary and only for that geographical area, this policy is deemed to be amended in compliance.

REASONABLE ACCOMMODATIONS

It is the policy of SCS to comply with all the relevant and applicable provisions of the federal Americans with Disabilities Act (ADA) and Pregnancy Discrimination Act (PDA), as well as state and local laws concerning the hiring and employment of individuals with temporary and ongoing disabilities. Pregnant workers may also have impairments related to their pregnancies that qualify under the ADA. SCS will not discriminate against any qualified employee or job applicant because of a person's physical or mental disability with respect to any terms, privileges or conditions of employment, including, but not limited to hiring, advancement, discharge, compensation and training.

Employees who become disabled should notify their Principal if the conditions of the disability impair their ability to perform the essential functions of their position. Where necessary and feasible, reasonable accommodations will be made for qualified disabled employees to perform the essential functions of the job in question, as long as the accommodation does not cause the School undue hardship. SCS will also make reasonable accommodations for employees who have work-related limitations stemming from pregnancy, childbirth or a related medical condition, if an employee so requests upon the advice of their health care provider, as long as the accommodation does not cause the school undue hardship.

All employees are required to comply with safety standards. Applicants who pose a direct threat to the health or safety of other individuals in the workplace, which cannot be eliminated by reasonable accommodation, will not be hired. Current employees who pose a direct threat to the health or safety of the other individuals in the workplace will be placed on appropriate leave until a decision has been made by the School Board in regard to the employee's immediate employment situation.



INJURY AND ACCIDENT RESPONSE AND REPORTING

In the event that an employee becomes injured or witnesses an injury during working hours, they must report it immediately to the Principal. Employees are to render any assistance requested by the Principal. Questions asked by law enforcement or fire officials making an investigative report should be answered giving only factual information and avoiding speculation. Liability for personal injury or property damage should never be admitted in answering an investigatory question asked by law enforcement or fire officials.

When any accident, injury, or illness occurs while an employee is at work, regardless of the nature or severity, the employee must obtain an injury reporting form and complete and return the form to the Principal as soon as possible. Reporting should not be allowed to delay necessary medical attention. Once the accident is reported, follow-up will be handled by the School Board or the designated Safety Officer. The employee may not return to work without the permission of the School Board or the Safety Officer.

In addition to compliance with safety measures imposed by federal Occupational Safety and Health Act (OSHA), PDE and state law, SCS has an independent interest in making its facilities a safe and healthy place to work. SCS recognizes that employees may be in a position to notice dangerous conditions and practices and therefore encourages employees to report such conditions, as well as all non-functioning or hazardous equipment, to the Principal immediately. Appropriate remedial measures will be taken when possible and appropriate.

Employees will not be retaliated or discriminated against for reporting of accidents, injuries, or illnesses, or filing of safety-related complaints.

WORKERS' COMPENSATION

SCS provides insurance for all work-related injuries or illness. The name of the School's workers' compensation insurance carrier and other pertinent information is posted. The carrier governs all insurance benefits provided by SCS. These contracts shall not be limited, expanded or modified by any statements of School personnel or SCS documents. Any discrepancies shall be determined by reference to the insuring contracts.

WORKPLACE VIOLENCE AND SECURITY

It is the intent of SCS to provide a safe workplace for employees and to provide a comfortable and secure atmosphere for students and others with whom SCS works. SCS has zero tolerance for violent acts or threats of violence.

SCS expects all employees to conduct themselves in a non-threatening, non-abusive manner at all times. No direct, conditional, or veiled threat of harm to any employee or SCS property will be considered acceptable behavior. Acts of violence or intimidation of others will not be tolerated. Any employee who commits, or threatens to commit a violent act against any person while on School property will be subject to immediate discharge.

Employees within SCS share the responsibility in identification and alleviation of threatening or violent behaviors. Any employee who is subjected to or threatened with violence, or who is aware of another individual who has been subjected to or threatened with violence, should immediately report this information to the Principal or school board member. Any threat reported will be carefully investigated and employee confidentiality will be maintained to the fullest extent possible.

INCLEMENT WEATHER

This policy establishes guidelines for SCS operations during periods of harsh weather and similar emergencies. Unless a School closing is announced, all employees are expected to report to work.



However, SCS does not advise employees to take unwarranted risks when traveling to work in the event of inclement weather or other emergencies. Each employee should exercise their best judgment with regard to road conditions and other safety concerns.

Designation of Closing

Only by the authorization of the Principal/CEO will the School close due to inclement weather or emergency circumstances. If severe weather conditions develop during working hours, it is at the discretion of the School Board to release employees. Employees will generally be expected to remain at work until the appointed closing time.

Procedures during Closings

If weather or traveling conditions delay or prevent an employee's reporting to work, the Principal should be notified as soon as possible. If possible, such notification should be made by a telephone conversation directly with the Principal. If direct contact is not possible, leaving a detailed voicemail message or e-mail is acceptable.

An employee who is unable to report to work may use any accrued PTO or take the day off without pay.

Pay and Leave Practices

When a partial or full-day closing is authorized by the School Board, the following pay and paid leave practices apply:

- Non-exempt hourly employees will be sent home and will be excused from work without pay and without disciplinary action.
- Exempt employees will be paid the exempt employee's regular salary regardless, as outlined in the Exempt Employee Payroll Deductions policy.
- Exempt and nonexempt employees already scheduled to be off during emergency closings are charged such leave as was scheduled.



WORKPLACE GUIDELINES

HOURS OF WORK

SCS School hours are 8:00am – 3:00pm and employees are expected to be at work 30 minutes or more before and after the school day begins and ends. Employees will be given their individual duty hours upon hire and at the time of any change in position. If the normal duty hours are changed or if SCS changes its school hours, employees will be given written notice to facilitate any personal planning.

LACTATION ACCOMMODATION

SCS provides a supportive environment to enable breastfeeding employees to express breast milk during work hours for up to one year following the birth of a child. Accommodations under this policy include a place, other than a bathroom, that is shielded from view and free from intrusion from co-workers and the public which may be used by an employee to express breast milk. Discrimination and harassment of breastfeeding mothers in any form is unacceptable and will not be tolerated.

ATTENDANCE AND TARDINESS

Employee attendance is a major focus of SCS, in addition to work hours employees are required to attend staff meetings, parent meetings and other school related events/meetings that may fall within or outside of school hours. Unsatisfactory attendance including tardiness and leaving work early is unacceptable performance. Employees will be rated in their performance evaluation in the categories of attendance and punctuality.

If an employee is ill, injured, or an unexpected emergency arises which prevents them from coming to work, the employee must notify the Principal no later than 2 hours before the start of the school day. If the Principal is not available, the employee should contact a member of the school board. If an employee is physically unable to contact the Principal, they should direct another person to make the contact on their behalf. Leaving a message with a fellow staff employee is not considered proper notification.

When an employee calls in absent they are to advise SCS of their expected date of return. The Principal reserves the right to require proof of illness, injury or accident, including a doctor's statement or notice for any temporary disability.

Repeated absences, excessive absences (excused or unexcused) or a pattern of absences are unacceptable job performance. If an employee is absent for three consecutive days and has provided proper notification, a doctor's note is required upon return. If an employee is absent for three consecutive days and has not provided proper notification, SCS will assume that the employee has abandoned their position and may be treated as having voluntarily terminated employment with SCS.

If an employee becomes ill at work they should notify the Principal immediately. If an employee is unable to perform their job tasks they may be sent home for the remainder of the day or until able to work again.

Employees shall be ready to begin work at least 15minutes before the start of the school day or resumption of work duties. If employees are not prepared they will be considered tardy. Excessive tardiness, whether excused or unexcused, constitutes unacceptable work performance.



PERSONAL APPEARANCE AND HYGIENE

SCS requires all employees to present a professional image to the public and students. Accordingly, employees must wear appropriate attire while at SCS or representing SCS.

Clothing should be clean and neat in appearance. Employees should consider their level of teaching and public contact in determining what attire is appropriate.

SCS wishes to provide a work environment that is free of offensive behavior and harassment of any kind. Therefore, the following are not acceptable:

- Bare feet
- Sexually provocative clothing or exposed undergarments
- Clothing that contains language or pictures that constitute discriminatory content or promotes sexual harassment.

CONFIDENTIALITY

When any inquiry is made regarding an employee or any former employee, the inquiry must be forwarded to the Principal or school board without comment from the employee. When any inquiry is made regarding any student, the inquiry must be forwarded to the Principal or school board.

Confidential information shall be disclosed and/or discussed only on a “need to know” basis. Conversation of a confidential nature must never be held within earshot of the parents or students.

This policy is intended to alert employees to the need for discretion at all times and is not intended to inhibit normal school communications. In addition, nothing in this policy is intended to infringe upon employee rights under Section 7 of the National Labor Relations Act (NLRA).

The Summit Charter School recognizes the need to protect the confidentiality of personally identifiable information in the education records of children. Summit Charter School and its employees will ensure the privacy rights of eligible children in the collection, maintenance, release, and destruction of records. Summit Charter School will follow the provisions of the Regulations of the State Board of Education on Pupil Records (PA Code 22, Ch.12), the Family Educational Rights and Privacy Act of 1974 (FERPA), the Confidentiality Section of IDEA, and the Confidentiality Section of Pennsylvania Special Education Regulations and Standards and other student data privacy laws.

SOLICITATION AND DISTRIBUTION

SCS prohibits solicitation and the distribution of literature during the school day of either employee; the solicitor or the employee being solicited. In addition, SCS prohibits solicitation and distribution on school property at all times. This does not preclude employees from using their approved breaks and rest periods to solicit or distribute literature outside of school property.

Individuals not employed by SCS are prohibited from soliciting or distributing literature on School property at all times.

Failure to adhere to this policy may result in discipline, up to and including termination of employment.



REPORTING IRREGULARITIES

It is the responsibility of each employee of SCS to immediately report any and all irregularities indicating actual or suspected existence of loss, fraud, embezzlement, or similar impairment of School funds or property and suspicious persons or activity.

If an employee's actual or constructive knowledge of any irregularity exists and the employee does not report it to the Principal or school board, that employee has engaged in unacceptable job performance.

INSPECTIONS AND SEARCHES

Any items brought to or taken off of School property, whether property of the employee, the School, or a third party, are subject to inspection or search unless prohibited by state law. Desks, lockers, workstations, work areas, computers, USB drives, files, emails, voice mails, etc. are also subject to inspection or search, as are all other assets owned or controlled by SCS. The School may monitor any telephone conversation employees have on SCS owned or controlled equipment, premises, or property. Any inspection or search conducted by SCS or its designees may occur at any time, with or without notice.

ELECTRONIC ASSETS USAGE

SCS recognizes that use of the internet has many benefits for the School and its employees. The internet and email make communication more efficient and effective. Therefore, employees are encouraged to use the internet appropriately as required by their job. Use of the internet for non-work purposes should be held to a reasonable limit; reasonableness will be determined by the Principal. Non-work internet usage is prohibited. If employees have questions about what constitutes reasonable usage they should not hesitate to contact the Principal.

The following guidelines have been established for using the internet and email in an appropriate, ethical, and professional manner:

- Employees are prohibited from placing any passwords or restrictors on any document, computer, or computer software without the prior permission of the Principal or school board. Any password or restrictor must be revealed to and maintained by a second authorized source. Removing, changing, deleting, or erasing any SCS information without the appropriate authorization is strictly prohibited.
- SCS internet and email access may not be used for transmitting, retrieving, or storing of any communications of a defamatory, discriminatory or harassing nature, or materials that are obscene or X-rated. No messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes, sexual preference, or any other federal or state protected status shall be transmitted. Harassment of any kind is prohibited.
- Disparaging, abusive, profane, or offensive language (materials that would adversely or negatively reflect upon SCS or be contrary to the School's best interests) and any illegal activities including piracy, cracking, extortion, blackmail, copyright infringement, and unauthorized access to any computers on the internet or email are forbidden.
- Copyrighted materials belonging to entities other than SCS may not be transmitted by employees on the School's network. All employees obtaining access to another company's or individual's materials must respect all copyrights and may not copy, retrieve, modify, or forward copyrighted materials except with permission or as a single copy to reference only. If employees find something on the internet that may be interesting to others, they should not copy or download it. Instead, they can give the URL (uniform resource locator or "address") to the person who may be interested in the information and have that person look at it on their own.



- Employees should not use the system in a way that disrupts its use by others. This includes but is not limited to streaming of any video, unless work-related, streaming of music unless approved by management, sending or receiving many large files, and sending email messages to an excessive number of users or sending emails that are not work-related in content.
- The internet is full of useful programs that can be downloaded, but some of them may contain computer viruses or spyware that can extensively damage our computers and compromise the security of SCS information. Be sure to virus-check downloaded files immediately. Also, many browser add-on packages (called “plug-ins”) are available to download. There is no guarantee that such will be compatible with other programs on the network and such may cause problems; therefore, please refrain from downloading such plug-ins.
- Each employee is responsible for the content of all text, audio, or images that they place on SCS drives or send over SCS’s internet and email system. No email or other electronic communications may be sent which hides the identity of the sender or represents the sender as someone else. Also, be aware that SCS’s name is attached to all messages so use discretion in formulating messages.
- Email is not guaranteed to be private or confidential. All electronic communications are School property. Therefore, SCS reserves the right to examine, monitor and regulate email messages, directories and files, as well as internet usage. Also, the internet is not secure so don’t assume that others cannot read or possibly alter messages.
- Internal and external email messages are considered business records and may be subject to discovery in the event of litigation. Be aware of this possibility when sending email within and outside the School.

All School-supplied technology including computer systems and School-related work records belong to SCS and not the employee. SCS routinely monitors usage patterns for its email and internet communications. Although encouraged to explore the resources available on the internet, employees should use discretion in the sites that are accessed.

Since all the computer systems and software, as well as the email and internet connection are School-owned, all SCS policies are in effect at all times. Any employee who abuses the privilege of School-facilitated access to email or the internet may be denied access to the internet.

BRING YOUR OWN DEVICE

Use of personal electronic devices for work purposes, including but not limited to smartphones, tablets, laptops and computers is allowed when used appropriately and at the discretion of the Principal.

During school hours and while conducting SCS business, employees must exercise the same discretion in using their personal devices as is expected for the use of School devices. All SCS policies in effect pertaining to harassment, discrimination, retaliation, proprietary information, trade secrets, confidential information, and ethics apply to the use of personal devices for and during school-related activities.

When personal devices are being used for school purposes, employees should not expect any privacy except that which is governed by law. SCS has the right, at any time, to monitor any communications that utilize the School’s networks in any way, including data, voicemail, telephone logs, internet use, network traffic, etc. to determine proper use. SCS reserves the right to review, retain, monitor or release personal and/or School-related data on personal devices to government agencies or third parties during an investigation or litigation. Finally, no employee shall knowingly disable, tamper with, alter, or destroy any network software or system identified as a monitoring application.



SCS bears no responsibility for replacing or repairing personal devices that are damaged, even if that damage occurs on school property and/or during school hours.

SOCIAL MEDIA

SCS understands that social media can be a fun and rewarding way to share an employee's life and opinions with family, friends, and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist employees in making responsible decisions about their use of social media, we have established these guidelines for appropriate use of social media. This policy applies to all employees of SCS.

Guidelines

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the internet, including to an employee's own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board, or a chat room, whether or not associated or affiliated with SCS, as well as any other form of electronic communication.

The same principles and guidelines found in SCS policies apply to employee activities online. Ultimately, employees are solely responsible for what they post online. Before creating online content, employees should consider some of the risks and rewards that are involved. Employees should keep in mind that any conduct that adversely affects an employee's job performance, the performance of fellow employees, or otherwise adversely affects school board members, parents, students, people who work on behalf of SCS, or SCS's educational interests may result in disciplinary action up to and including termination.

Know and Follow the Rules

Carefully read these guidelines, the General Conduct Guidelines, the Sexual and Other Unlawful Harassment and Abusive Conduct policies, and ensure your postings are consistent with these. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated.

Be Respectful

Employees should always be fair and courteous to fellow employees, parents, school board members, students, or people who work on behalf of SCS. Also, employees should keep in mind that they are more likely to resolve work-related complaints by speaking directly with their co-workers or by utilizing our Complaint Procedure than by posting complaints to a social media outlet. Nevertheless, if an employee decides to post complaints or criticism, they should avoid using statements, photographs, video, or audio that reasonably could be viewed as malicious, obscene, threatening, or intimidating; that disparage customers, members, employees, or suppliers; or that might constitute harassment or abusive conduct. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or School policy.

Be Honest and Accurate

Employees should make sure they are always honest and accurate when posting information or news and if they make a mistake, it should be corrected quickly and they should be open about any previous posts they have altered. The internet archives almost everything; therefore, even deleted postings can be searched. Employees should never post any information or rumors that they know to be false about SCS, fellow employees, school board members, parents, students, and people working on behalf of SCS.



Post Only Appropriate and Respectful Content

- Employees should maintain the confidentiality of private or confidential information. Employees should not post internal reports, policies, procedures or other internal school-related confidential communications.
- Only personal opinions should be expressed. Employees should never present themselves as a spokesperson for SCS. If SCS is a subject of the content they are creating, they should be clear and open about the fact that they are an employee and make it clear that their views do not represent those of SCS, fellow employees, school board members, parents, students or people working on behalf of SCS. If an employee does publish a blog or post online related to the work they do or subjects associated with the School, they should make it clear that they are not speaking on behalf of SCS.

Using Social Media at Work

Employees may not use Company email addresses to register on social networks, blogs, or other online tools utilized for personal use.

Retaliation is Prohibited

SCS prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation.

Media Contacts

Employees should not speak to the media on SCS's behalf without contacting the School Board President. All media inquiries should be directed to them.

For More Information

If an employee has questions or needs further guidance, they should contact the Principal or school board.

PERSONAL PROPERTY

SCS is not liable for lost, misplaced, or stolen personal property. Employees should take all precautions necessary to safeguard their personal possessions. While the School does not prohibit personal items, desks and office areas are to be kept as neat and organized as possible. Employees should refrain from having their personal mail sent to SCS because mail may be automatically opened.

PARKING

All parking is at an employee's own risk. It is recommended that employees and visitors lock their vehicle and take other appropriate safeguards. Employees are not to park in areas reserved for visitors.

EMPLOYMENT SEPARATION

RESIGNATION

Employees are requested to provide a minimum of two weeks' written notice of their intent to resign. An employee's notice of resignation to voluntarily terminate employment with SCS should be submitted to the Principal or school board. An exit interview may be requested.



TERMINATION

All employment with SCS is at-will employment. This means that the employee has not been hired for a specified duration, but that they can terminate their employment with SCS or SCS can terminate the employment relationship at any time, with or without cause, and with or without prior notice. An employee's at-will employment status cannot be changed by any oral modifications.

PERSONAL POSSESSIONS AND RETURN OF COMPANY PROPERTY

Any SCS property issued to employees, such as computer equipment, keys, tools, etc. must be returned to SCS at the time of employment separation. Employees may be responsible for any lost or damaged items. Upon separation of employment employees are to remove their personal possessions from school property.



EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

SUMMIT CHARTER SCHOOL

I acknowledge receipt of SCS's employee handbook. I agree to read the handbook and to follow the guidelines and policies set forth in the handbook and any amendments to the handbook along with the other policies and procedures of SCS.

I understand that I am not being hired for any definite period of time even though my wages are paid regularly. I further understand that I am an at-will employee and my employment can be terminated at any time, with or without cause and with or without prior notice either by SCS or myself. No promises or representations have been made to me that I can be disciplined or discharged from my employment with SCS only under certain circumstances or after certain events.

I am aware that the contents of the employee handbook are to inform employees about SCS's philosophy, employment practices, policies, and the benefits provided to our valued employees, as well as the conduct expected from them and that except for the at-will provisions, the handbook can be amended at any time. I realize that nothing in this handbook is intended to infringe upon my rights under Section 7 of the National Labor Relations Act (NLRA).

I understand and agree that the handbook is for informational purposes only and is not intended to create a contract, nor is it a contract of employment or continuing employment between myself and SCS. I also understand that neither the handbook nor any policy of SCS is a guarantee or promise of employment or continuing employment. I am aware SCS policy requires employees to be hired at-will and this policy cannot be changed by any oral modifications. My at-will employment status with SCS has been fully explained and I have been given an opportunity to ask questions regarding School policies and my at-will employment status.

Signature

Printed Name

Date

