



EQUITAS ACADEMY

ACHIEVEMENT • EXCELLENCE • CHARACTER

**Equitas Academy Charter School
Employee Handbook**

Revised August 2017

TABLE OF CONTENTS

<u>Page(s)</u>	
	INTRODUCTION TO THE EMPLOYEE HANDBOOK 4
	EMPLOYMENT AT WILL 5
	EQUAL EMPLOYMENT OPPORTUNITY AND PROHIBITION OF DISCRIMINATION, HARASSMENT AND RETALIATION 6
	COMPLAINT PROCEDURE – DISCRIMINATION, RETALIATION AND HARASSMENT 8
	WORKPLACE VIOLENCE 9
	OPEN DOOR POLICY 10
	CONFLICTS OF INTEREST – CONSENSUAL RELATIONSHIPS 10
	NEW HIRE COMPLIANCE DOCUMENTATION 10
	STANDARDS OF CONDUCT 11
	DISCIPLINE 14
	ATTENDANCE AND PUNCTUALITY POLICY 14
	EMPLOYEE –STUDENT RELATIONS POLICY 15
	MANDATED REPORTING OF CHILD ABUSE OR NEGLECT 18
	DRUG AND ALCOHOL POLICY 18
	USE OF TOBACCO 18
	EMPLOYEE REFERENCES 18
	PERSONNEL FILES AND RECORDKEEPING 20
	CONFIDENTIAL INFORMATION 20
	DRESS CODE 20
	WORKPLACE SEARCHES 21
	WORK SCHEDULES AND BENEFITS 21
	EMPLOYEE CLASSIFICATIONS 21
	WORK SCHEDULES 22
	OVERTIME 21
	WORK DAY AND WORK WEEK 22

TIME KEEPING	22
MEAL AND REST PERIODS	22
PAY SCHEDULE	25
SCHOOL HOLIDAYS	25
PROFESSIONAL DEVELOPMENT DAYS	24
BENEFITS	27
WORKERS' COMPENSATION INSURANCE	28
PAID FAMILY LEAVE INSURANCE	28
EMERGENCY SHUTDOWN/SCHOOL CLOSING	28
TIME OFF	29
VACATIONS	29
SICK LEAVE	30
PREGNANCY RELATED DISABILITY LEAVE	32
LACTATION ACCOMMODATION	33
FMLA/SDI/PAID FAMILY LEAVE	34
OTHER MEDICAL LEAVE	35
MILITARY LEAVE	36
MILITARY SPOUSE LEAVE	36
TIME OFF TO VOTE	37
JURY DUTY, COURT APPEARANCES AND CRIME VICTIMS	37
TIME OFF TO PERFORM EMERGENCY DUTIES	37
SCHOOL AND DAYCARE LEAVE	37
LEAVE FOR DOMESTIC VIOLENCE, SEXUAL ASSAULT VICTIMS AND STALKING VICTIMS	36
TIME OFF TO APPEAR IN SCHOOL FOR CHILD'S SUSPENSION	38
ADULT LITERACY LEAVE	37
ALCOHOL AND DRUG REHABILITATION LEAVE	37
CIVIL AIR PATROL LEAVE	37
LEAVE FOR BONE MARROW AND ORGAN DONORS	38

BEREAVEMENT POLICY	40
E---MAIL AND INTERNET POLICY	41
MEDIA POLICY	41
SOCIAL MEDIA POLICY	41
OUTSIDE EMPLOYMENT	45
ACKNOWLEDGMENT OF RECEIPT OF EQUITAS ACADEMY CHARTER SCHOOL	
EMPLOYEE HANDBOOK AND AGREEMENT FOR EMPLOYMENT AT---WILL	46

INTRODUCTION TO THE EMPLOYEE HANDBOOK

As with every decision made at Equitas Academy Charter School (hereinafter “Equitas Academy” or “School”), we look to the mission to ensure the success of all of our students. As part of a learning community focused on achievement and advancement of its members, we believe that it is important to have clear expectations and guidelines for the professionals who support the students we serve. This handbook defines and details the expectations of your employment.

Please take the time to read carefully through the Equitas Academy Charter School Employee Handbook. The Handbook has two purposes. The first and most important is to make sure that you understand your employment relationship. The second purpose of this Handbook is to provide you with a convenient summary of some of the more important benefits and policies that currently apply to our employees. This should not, however, be considered a complete statement of the School’s policies. Please direct any questions you have about items not covered in the Handbook to the Chief Operating Officer (“COO”) or the Chief Executive Officer (hereinafter “CEO”).

With the exception of the at-will employment policy, the management of Equitas Academy reserves the right to change, at its sole and absolute discretion, any of the information contained in this Handbook to reflect changes in our business, changes in the law, or as other unforeseen factors may require. All previously issued policy manuals and any inconsistent statements of Equitas Academy policy are superseded by this Handbook. Changes in this Handbook may be communicated to employees through employee meetings, announcements with employee paychecks, or corrections to the Handbook itself. Employees are expected to be aware of changes and abide by them.

The benefits and policies in the Handbook are not a contract and are not intended to imply a contractual relationship, other than as regards to employment at-will.

EMPLOYMENT AT WILL

We believe that an employment relationship is successful as long as both parties are mutually comfortable and satisfied. Accordingly, both you and Equitas Academy will have the right to terminate your employment and all related compensation and benefits at any time, with or without cause and with or without notice. In addition, Equitas Academy may eliminate or change any term or condition of your employment (including but not limited to your job assignment, duties, or salary) at will, at any time, for any reason not prohibited by law, with or without cause and with or without previous notice. This is called “employment at will,” and no one other than the CEO of Equitas Academy has the authority to alter your employment at-will status, to enter into an agreement for employment for a specified period of time, or to make any agreement contrary to this policy. Further, any such agreement must be in writing and must be signed by the CEO. Nothing in this handbook will be deemed to have altered your at-will employment status.

EQUAL EMPLOYMENT OPPORTUNITY AND PROHIBITION OF DISCRIMINATION, HARASSMENT AND RETALIATION

Equal Employment Opportunity

Equitas Academy is an equal opportunity employer. In accordance with applicable law, the School prohibits discrimination against any employee or applicant for employment on the basis of race, religious creed (which includes religious dress and grooming practices), color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex (which includes pregnancy, childbirth, breastfeeding, and related conditions), gender, gender identity, gender expression, age, sexual orientation, and military or veteran status, or any other characteristic or condition protected by applicable law. These categories include a perception that the individual has any of these characteristics or is associated with a person who has (or is perceived to have) any of these characteristics.

The School will ensure that applicants and employees are treated in all aspects of employment without unlawful discrimination because of these or any other protected basis. Such aspects of employment include, but are not limited to, recruitment, hiring, promotion, demotion, transfer, layoff, termination, compensation, and training.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the School will make a good faith effort to provide reasonable accommodations for the known physical or mental limitations of an otherwise qualified applicant or employee with a disability, unless undue hardship would result to the School. An applicant or employee who believes he or she requires an accommodation in order to perform the essential functions of the job should contact the COO and request such an accommodation, specifying what accommodation he or she needs to perform the job. The School will analyze the situation, engage in an interactive process with the individual, and respond to the individual's request.

Additionally, in accordance with applicable law, Equitas Academy prohibits all forms of unlawful harassment of a sexual or other discriminatory nature. Any conduct contrary to this policy is prohibited.

Unlawful Harassment

It is the School's policy that all employees be able to enjoy a work environment that is free from all forms of unlawful harassment, including harassment on any of the bases described in the School's Equal Employment Opportunity Policy. Accordingly, the School has set forth below conduct prohibited by applicable federal and state laws and regulations pertaining to harassment. Sexual or other discriminatory harassment that is prohibited by law is unacceptable and will not be tolerated.

This policy applies to all employees of and individuals at the School, whether related to conduct engaged in by fellow employees, or someone not directly connected with the School (e.g., an outside vendor, consultant, or client).

Although it would be impossible to provide a definition that would cover every form of harassment prohibited by the law, harassment is defined by federal and state regulations to include:

Sexual Harassment

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an Individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Verbal Harassment

Examples of verbal harassment are epithets, derogatory comments or slurs on the basis of sex, race, national origin, or other prohibited basis.

Physical Harassment

Examples of physical harassment are assault, impeding or blocking movement, unwelcome touching, pinching, or any physical interference with normal work or movement when directed at an individual on the basis of sex, race, national origin, or other prohibited basis.

Visual Forms of Harassment

Examples of visual forms of harassment are derogatory posters, pictures, cartoons, graffiti, or drawings on the basis of sex, race, national origin, or other prohibited basis.

The above is not a complete list of what may be deemed sexual or discriminatory harassment prohibited by law. As a general guideline, problems in this area can be avoided if all employees act professionally and treat each other with respect.

Complaint Procedure—Discrimination, Harassment, Retaliation

All School employees have the lawful right to work in an environment free from unlawful harassment. If you encounter conduct that you believe is inconsistent with this policy, Equitas requests that you report the conduct immediately using the internal procedures developed by the School.

Employees must report all incidents believed to be unlawful discrimination, harassment, or retaliation, regardless of whether they are the alleged victim, a witness, a bystander, or otherwise. If you believe you have been subjected to any form of such unlawful conduct, or if you have knowledge of such unlawful conduct, submit a complaint, immediately to your supervisor, the COO, or the CEO of Equitas Academy. Employees have a responsibility to

report all inappropriate conduct as soon as possible. If these individuals are not available, or if you do not feel comfortable speaking with them, submit a complaint to any other supervisor as soon as possible. Supervisors must report any and all conduct of which they are made aware, which violates, or may violate, policies regarding unlawful discrimination, harassment, or retaliation to the COO or other upper-level managers, as appropriate. Complaints against the CEO of Equitas Academy should be shared with the Chairman of the Board of Directors of Equitas Academy.

All complaints submitted pursuant to this policy should be done in writing, but they may be done verbally. Your complaint should be specific and should include the names of the individuals involved and the names of any witnesses.

Equitas encourages all employees to immediately report any incidents of unlawful discrimination, harassment, and/or retaliation so that complaints can be quickly and fairly resolved. All complaints will be handled as confidentially as possible and information will be disclosed only as it is necessary to complete the investigation and resolve the matter. Upon notice of such a complaint, the School will attempt to resolve the situation by promptly undertaking an effective, thorough, and objective investigation through the use of “qualified personnel” and using methods that provide all parties with “appropriate due process.” During the investigation, the School will provide regular progress updates, as appropriate, to those directly involved. The School will strive to complete its investigation as efficiently as possible in light of the allegations and will reach any conclusions based on the evidence collected.

If the School determines that unlawful conduct or a violation of applicable policies has occurred, appropriate remedial measures will be taken in accordance with the circumstances involved. Any employee determined by the School to be responsible for unlawful discrimination, harassment, and/or retaliation will be subject to appropriate disciplinary action, up to and including termination. Appropriate action will also be taken to deter future conduct.

Retaliation

Retaliation against an individual who makes a report of alleged sexual or discriminatory harassment or who assists in providing information relevant to such a report is a serious violation of this policy. Acts of retaliation should be reported immediately; Equitas Academy will promptly and thoroughly investigate any retaliation report and take appropriate corrective action.

Department of Fair Employment and Housing and Equal Employment Opportunity Commission

Employees who believe that they have been unlawfully discriminated against, harassed, or retaliated against may also file a complaint with the local office of the California Department of

Fair Employment and Housing (“DFEH”) or the Equal Employment Opportunity Commission (“EEOC”). The DFEH and the California Fair Employment and Housing Council (“FEHC”) as well as the EEOC can also order an employer to hire, reinstate, or promote a victim of discrimination, harassment, and/or retaliation or make other changes in School policies. The address and phone number of the local DFEH and EEOC offices can be found in the government sections of your local telephone directory or online.

WORKPLACE VIOLENCE

Policy

The School is committed to providing a workplace that is free from acts of violence or threats of violence. Although some kinds of violence result from societal or individual problems that are beyond our control, we believe that measures can be adopted to increase protection for employees. In keeping with this commitment, we have established a "zero tolerance" policy that prohibits any employee from threatening or committing any act of violence in the workplace, while on duty or while on School-related business.

Application

This policy applies to all employees and individuals, visitors or any other persons who are either on School premises or have contact with employees in the course of their duties.

Guidelines

In order to achieve our goal of providing a workplace that is secure and free from violence, we enlist the full cooperation of all employees.

Employees are required to report any incident involving a threat of violence or act of violence immediately to their supervisor. They may do so without fear of retaliation of any kind. The supervisor will initiate an investigation and take appropriate corrective action. This may include the imposition of disciplinary action upon any employee who violates this policy, up to and including termination of employment.

Employees becoming aware of any workplace security hazards or who identify methods for increasing security in the workplace should report that information to their supervisor.

Employees are required to report violations of this policy, including any incidents involving actual or threatened violence.

Every threat of violence is serious and must be treated as such. Threatening behavior can include but is not limited to such actions as:

- Throwing objects.
- Making a verbal threat to harm another individual or destroy property.
- Making menacing gestures.
- Bringing on School premises dangerous or unauthorized materials, such as explosives, weapons, firearms or similar items.

In situations where an employee becomes aware of an imminent act of violence, a threat of imminent violence, or actual violence, emergency assistance must be sought immediately. In such situations, the employee should immediately contact the security office of the building and, if appropriate, contact law enforcement by dialing 911.

OPEN DOOR POLICY

Employees who have work-related concerns or complaints are encouraged to discuss them with the CEO, School Director, or the COO. Employees are encouraged to raise their work-related concerns as soon as possible after the events that cause concern. Equitas will attempt to keep the employee's concerns and complaints and any resulting investigation confidential to the extent feasible. However, in the course of an investigation and/or in resolving the matter, some dissemination of information to others may be necessary, appropriate, and/or required by law. For complaints involving unlawful discrimination, harassment or retaliation, please follow the complaint procedure set forth above.

CONFLICTS OF INTEREST – CONSENSUAL RELATIONSHIP

Employees have an obligation to place the School's interests before their own and to exercise good judgment on behalf of the School. Consensual relationships between supervisors and employees, coworkers and between employees and parents are potentially exploitative and can lead to problems with morale, decreased productivity and increased liability. To help prevent unlawful harassment, discrimination, and retaliation, employees who enter into consensual relationships must notify their supervisor or the COO regarding the relationship by completing the Consensual Relationship form, as well as review the unlawful harassment, discrimination, and retaliation policy. Moreover, employees are expected to abide by this policy, behave professionally at work, and not let the relationship affect their work or the workplace. Please refer to the Consensual Relationship Policy for further information.

Failure to comply with this policy may result in disciplinary action, up to and including termination.

NEW HIRE COMPLIANCE DOCUMENTATION

All new employees must provide the following, before beginning employment with Equitas Academy:

- Proof of Tuberculosis Testing. No person shall be employed by the School unless he

or she provides proof of having submitted to a tuberculosis (TB) risk assessment within the past 60 days and that no risk factors have been identified. If TB risk factors are identified, or as an alternative to the assessment, the applicant must submit proof that a qualified professional has determined he or she is free of infectious TB following testing and examination. The examination, if required, shall consist of an approved intra-dermal tuberculin test that, if positive, shall be followed by an X-ray of the lungs. Each employee shall cause to be on file with the School a certificate from a qualified professional showing the employee was assessed or examined and found free of risk factors or of infectious TB (as applicable). A person who transfers employment from another school can meet these requirements by providing a certificate from a qualified professional, or a verification from the prior school employer, that shows he or she was found to be free of infectious TB within 60 days of initial hire. An employee who has no identified risk factors or who tests negative for TB shall undergo the TB risk assessment and, if risk factors are identified, the examination, at least once every four years or more often if recommended by the local health officer. The risk assessment, and examination if necessary, is a condition of initial employment, and the expense incident thereto shall be borne by the applicant. The School shall not reimburse current employees for the cost, if any, of the tuberculosis risk assessment and the examination following 30 days of employment.

- **Livescan/fingerprinting.** In accordance with California law, Equitas Academy requires all offered candidates to complete a livescan/fingerprinting process before hire. The Custodian of Records reviews all background checks and makes a determination as to whether the employee will be hired. Equitas Academy does not automatically disqualify candidates who have convictions on their background check and complies with all applicable federal and state laws regarding EEOC. Candidates may request a copy of their livescan records from the Department of Justice.
- **Proof of eligibility to work in the United States.** The School is committed to full compliance with federal and state immigration laws. These laws require that all individuals pass an employment verification procedure before they are permitted to work. This procedure has been established by law and requires that every individual provide satisfactory evidence of his or her identity and legal authority to work in the United States no later than three business days after he or she begins work. Accordingly, all new hires must go through this procedure.

All employees will be required to provide a new TB test after 4 years of employment with Equitas Academy.

All teachers must provide proof of a current California credential and renew accordingly.

STANDARDS OF CONDUCT

The success of Equitas Academy depends on the performance and conduct of its employees. If performance is deficient or an employee engages in misconduct, an employee's supervisor should attempt to remedy the problem to the extent possible and appropriate. However, it is impossible to establish a precise formula for the application of discipline to correct performance or conduct problems. The seriousness of performance deficiencies varies according to the job involved, and the seriousness of misconduct often depends on specific circumstances.

Although it is not possible to provide a complete list of every type of disciplinary offense, the following are some examples of types of conduct that are impermissible and may lead to disciplinary action up to and including termination of employment:

1. Insubordination, including but not limited to failure or refusal to obey the orders or instructions of a supervisor or member of administration, or the use of abusive or threatening language toward a supervisor or member of administration.
2. Making racial or ethnic slurs, or engaging in sexual or other forms of harassment against any employee, visitor, or other person on Equitas Academy's premises or School-sponsored activities.
3. Unauthorized or unlawful distribution, dispensing, sale, possession, consumption, use or being under the influence of alcohol, a controlled substance or illegal drug during work time, while performing work for Equitas Academy or any time on Equitas Academy's premises.
4. Misappropriation, unauthorized use or disclosure of student information or information pertaining to School business plans, operations, activities, finance or personnel matters.
5. Theft or unauthorized removal or possession of property from Equitas Academy, fellow employees, students or anyone conducting Equitas Academy business or visiting Equitas Academy.
6. Altering or falsifying employment documents or School records including time sheets.
7. Deliberate misuse or careless damage to property belonging to the School, a fellow employee, student, or visitor.
8. Unauthorized use or removal of School records or property of any kind, or records or property in the School's custody. All School records are considered confidential.
9. Disorderly or unprofessional conduct on School premises or off School premises while conducting Equitas Academy business, such as fighting, or provoking a fight, horseplay, practical jokes, etc.

10. Bringing on School premises dangerous or unauthorized materials, such as explosives, weapons, firearms or similar items.
11. Unsatisfactory job performance.
12. Inappropriate behavior or abusive conduct towards students.
13. Falsification of employment or pre-employment records, or employment information.
14. Falsification of records including but not limited to student records, deposit slips, invoices, expense accounts, business records, or any other reports or documentation.
15. Recording of work time of another employee or allowing any other employee to record work time, or to allow falsification of any timecard, either the employee's own or another's.
16. Unauthorized use or removal of Equitas Academy's property, equipment, vehicles, time, materials, or facilities without prior authorization.
17. Unauthorized use of Equitas Academy computers, e-mail or internet services/technology.
18. Misuse or unauthorized disclosure of confidential information not otherwise available to persons outside of Equitas Academy including but not limited to business and student education records.
19. Threatening, intimidating, coercing, or otherwise interfering with the job performance of fellow employees or the educational experience of students.
20. Making maliciously false statements toward or concerning Equitas' students or parents.
21. Failure to notify a supervisor when unable to report to work or obtain permission to leave work for any reason during normal work hours.
22. Unexcused absences and tardiness.
23. Sleep or truancy on the job.
24. Working overtime without written authorization, or refusal to work assigned overtime.
25. Work clothing which is offensive, discriminatory, demeaning, or which otherwise sends an unprofessional message.

26. Violation of any safety, health, security or School policy, rule, or procedure.
27. Committing a fraudulent act or a breach of trust in any circumstance.
28. Violation of any standard contained in the Employee Handbook.

Equitas Academy reserves the right to take disciplinary action, including immediate termination of employment when Equitas Academy believes it is appropriate to a particular situation. This statement of prohibited conduct does not alter the School's policy of at-will employment. The School and you retain the right to terminate the employment relationship at any time, with or without reason or advance notice.

DISCIPLINE

Inappropriate conduct, such as violation of School policies and rules and/or poor performance, may warrant disciplinary action. Under appropriate circumstances, the School may subject an employee to a range of disciplinary action that includes, but is not limited to, verbal warnings, written warnings, suspension, or termination. The system is not formal, and the School may, in its sole discretion, utilize whatever form of discipline is deemed appropriate under the circumstances, up to and including immediate termination of employment. Equitas' use of varying forms of discipline does not alter the at-will employment relationship in any way. Employment is at the mutual consent of the employee and the School. Accordingly, either the employee or the School can terminate the employment relationship at-will, at any time, with or without reason and with or without notice.

ATTENDANCE AND PUNCTUALITY POLICY

Each of our employees plays an important role in getting the day's work done. Therefore, each employee is expected to be at his or her work station on time each day and to remain there throughout his or her scheduled hours. Tardiness, even for good reasons, is disruptive to our operations and interferes with our ability to satisfy our students' needs.

If an employee anticipates that he/she will be late to work, they should notify their supervisor immediately. Because voice mail messages may go unheard for significant periods of time, leaving a voice mail message is not a sufficient method of notifying your supervisor—you must personally contact your supervisor in a timely manner. Sending a text message is sufficient provided you receive confirmation from your supervisor. If you are required to leave work early, you must also personally contact your supervisor and obtain his or her permission. As noted in the section of this Handbook concerning prohibited conduct, excessive tardiness, excused or unexcused, can result in discipline, up to and including termination, to the extent allowed by applicable law.

As an employee of Equitas, you are also expected to be regular in attendance. Any absence causes problems for those whom you serve and your fellow employees as well as your

supervisor. When you are absent, others must perform your workload, just as you must assume the workload of others who are absent. Employees are expected to report to work as scheduled, on time, and prepared to start work. Employees also are expected to remain at work for their entire work schedule, except for meal periods when appropriate or when required to leave on authorized School business. Late arrival, early departure, or other absences from scheduled hours are disruptive and must be avoided. Employees also must inform their supervisor of the expected duration of any absence. Absent extenuating circumstances, you must call in on any day you are scheduled to work and will not report to work. Excessive, unexcused absenteeism will not be tolerated and, to the extent allowed by applicable law, may result in disciplinary action, up to and including termination.

Except as otherwise provided by law, if you fail to report for work without any notification to your supervisor and your absence continues for a period of three consecutively scheduled workdays, the School will, in most cases, consider that you have abandoned your employment and have voluntarily resigned.

DRESS CODE

The School strives to maintain a professional atmosphere. It is important employees convey a professional image in dress that is consistent with Equitas Academy's status as an institution of education. In order to model professionalism, employees are expected to dress professionally unless otherwise indicated by the CEO. Professional dress, for example, includes a collared shirt and tie with dress slacks or khakis or skirts and dresses of appropriate length. Unless under skirts or dresses, leggings are not to be worn. Sneakers and jeans may only be worn on rare occasions, when indicated by the School's CEO. Sandals are never appropriate. Visible tattoos and body piercings are not allowed at any time, unless necessary as part of the employee's religious practice.

- **Fridays:** There is no difference in dress codes on Fridays, with the exception of the option to wear Equitas or college t-shirts or sweatshirts. Sneakers and jeans may only be worn on rare occasions, and will be indicated by the CEO.
- **Field Trips:** There is no difference in dress codes on field trip days, with the exception of wearing Equitas or college t-shirts or sweatshirts. Sneakers can be worn during the field trip only, and professional shoes should be worn at school. Sneakers and jeans can only be worn on rare occasions on field trip days, and only when indicated by the CEO.
- **Equitas "Swag":** Equitas t-shirts can be worn on Fridays and special occasions, as will be indicated by the School's CEO. To maintain professionalism, hooded sweatshirts, even with the Equitas logo, are not to be worn. Equitas cardigans are appropriate at any time.

Employees who report to work with inappropriate attire may be asked to leave or change clothes. In such cases, the employee may use vacation or sick time to do so.

EMPLOYEE-STUDENT RELATIONS POLICY

Boundaries Defined

For the purposes of this policy, the term “Boundaries” is defined as acceptable professional behavior by employees while interacting with a student. Trespassing beyond the Boundaries of a student/teacher or student/educator relationship is deemed an abuse of power and a betrayal of public trust.

Unacceptable and Acceptable Behavior

Some activities may seem innocent from an employee’s perspective, but some of these can be perceived as flirtation or sexual insinuation from a student or parental point of view. The purpose of the following lists of acceptable and unacceptable behaviors is not to restrain innocent, positive relationships between employees and students but to prevent relationships that could lead to, or may be perceived as, misconduct.

Employees must understand their own responsibilities for ensuring that they do not cross the Boundaries as written in this policy. Disagreeing with the wording or intent of the established Boundaries will be considered irrelevant for any required disciplinary purposes. Thus, it is critical that all employees study this policy thoroughly and apply its spirit and intent in their daily activities. Although sincere, professional interaction with students fosters the charter mission of academic excellence, employee-student interaction has Boundaries regarding the activities, locations, and intentions.

The following is an illustrative list of unacceptable behavior, which includes, but is not limited to:

- Giving gifts to an individual student that are of a personal and intimate nature
- Kissing of ANY kind
- Any type of unnecessary physical contact with a student in a private situation
- Intentionally being alone with a student away from the School
- Making, or participating in, sexually inappropriate comments
- Sexual jokes or jokes/comments with sexual double entendre
- Seeking emotional involvement (which can include intimate attachment) with a student beyond the normative care and concern required of an educator
- Listening to or telling stories that are sexually oriented
- Discussing inappropriate personal troubles or intimate issues with a student in an attempt to gain their support and understanding
- Becoming involved with a student so that a reasonable person may suspect inappropriate behavior
- Giving students a ride to/from School or School activities without parental permission
- Being alone in a room with a student at the School with the door closed
- Allowing students in your home
- Remarks about the physical attributes or physiological development of anyone

- Excessive attention toward a particular student
- Sending e-mails, text messages, instant messages, social media messages, or letters to students if the content is not about School activities and not in accordance with applicable School policies or in violation of the School's Social Media Policy
- Being "friends" with a student on any personal or non-School social media website
- Communicating with students or parents/guardians in violation of the School's Social Media Policy
- Engaging in inappropriate and/or unprofessional communications with students on School social media
- Using profanity with or to a student
- Involving students in non-educational or non-school related issues, including, but not limited to, the employee's employment issues

The following is an illustrative list of acceptable and recommended behavior, which includes, but is not limited to:

- Obtaining parents' written consent for any after-school activity on or off campus (exclusive of tutorials)
- Obtaining formal approval (School and parental) to take students off School property for activities such as field trips or competitions
- E-mails, text messages, phone conversations, and other communications to and with students must be professional and pertain to School activities or classes, and communication should be initiated via School-based technology and equipment
- Keeping the door open when alone with a student
- Keeping reasonable space between you and students
- Stopping and correcting students if they cross your own personal boundaries
- Keeping parents informed when a significant issue develops about a student
- Keeping after-class discussions with a student professional and brief
- Asking for advice from senior staff or administrators (such as the COO or the CEO) if you find yourself in a difficult situation related to Boundaries
- Involving your supervisor if conflict arises with a student
- Informing the COO or the CEO about situations that have the potential to become more severe
- Making detailed notes about an incident that could evolve into a more serious situation later
- Recognizing the responsibility to stop unacceptable behavior of students and/or coworkers
- Asking another employee to be present if you will be alone with any student who may have severe social or emotional challenges
- Asking another employee to be present, or within close supervisory distance, when you must be alone with a student after regular School hours
- Giving students praise and recognition without touching them in questionable areas; giving appropriate pats on the back, high five's, and handshakes
- Keeping your professional conduct a high priority during all moments of student contact
- Asking yourself if any of your actions that go contrary to these provisions are worth

sacrificing your job, your career, and the reputation of the School

Reporting Violations

When any employee, parent, or student becomes aware of an employee having crossed the Boundaries specified in this policy, he or she must promptly report the COO and/or the CEO. All reports shall be kept as confidential as possible. Prompt reporting is essential to protect students, the suspected employee, any witnesses, and the School as a whole. Employees must also report to the administration any awareness of, or concern about, student behavior that crosses Boundaries or any situation in which a student appears to be at risk for sexual abuse.

MANDATED REPORTING OF CHILD ABUSE OR NEGLECT

All School personnel are mandated reporters of suspected child abuse or neglect under the Child Abuse and Neglect Report Act. Any reasonable suspicion that a child may be the victim of physical abuse, sexual abuse, willful cruelty or inhuman corporal punishment must be immediately reported to the Department of Children Services or appropriate law enforcement agency. The mandated reporter is responsible for filing a written report with the Department of Children Services (DCS) and appropriate enforcement agencies. The investigation of the suspected neglect or abuse is the responsibility of DCS and law enforcement. Equitas Academy employees will always act in the physical and emotional safety of the child as the paramount concern. The mandated reporter will inform the School Director and CEO that a report was filed.

No one in the workplace is permitted to suppress, change, or edit a report of abuse. A mandated reporter who willfully fails to report suspected incidents of child abuse or neglect is subject to license suspension or revocation, and criminal penalties. Falsely reporting information to the hotline is also a misdemeanor.

As a condition of employment, all employees will sign an agreement acknowledging their understanding of their duties under this Act and they will undergo annual training, as required by law, to ensure that they remain aware of their legal obligations and the school's policy.

DRUG AND ALCOHOL POLICY

Our employees are our most valuable resource, and their own health and safety are therefore serious concerns. We will not tolerate any drug or alcohol related conduct that imperils the health and well-being of our employees. Further, the use of illegal drugs and abuse of controlled substances is inconsistent with law abiding behavior expected of all citizens. Employees who use illegal drugs or abuse other controlled substances or alcohol tend to be less productive, less reliable, and prone to greater absenteeism resulting in the potential for increased cost and risk.

We believe our employees have the right to work in an alcohol and drug-free environment and to work with persons free from the effects of alcohol and drugs. Employees who abuse alcohol or drugs are a danger to themselves and to other employees. We are therefore committed to maintaining a safe and healthy workplace free from the influence of alcohol and drugs. We hope all employees will join with us in achieving our goal of a safe and productive drug-free workplace.

The School prohibits the following:

- Use, possession, manufacture, distribution, dispensation, purchase, or sale of illegal drugs or drug paraphernalia on School premises or School business or during working hours;
- Unauthorized use or possession or any manufacture, distribution, dispensation, purchase, or sale of an controlled substance (including medicinal marijuana) on School premises or School business or during working hours;
- Unauthorized use or possession or any manufacture, distribution, dispensation, purchase, or sale of alcohol on School premises or School business or during working hours;
- Storing in a locker, desk, automobile, or other repository on School premises any controlled substance or alcohol whose use is unauthorized, or any illegal drug or drug paraphernalia;
- Being under the influence of an unauthorized controlled substance, illegal drug, or alcohol on School premises or School business or during working hours;
- Refusing to submit to an inspection when requested by management;
- Failing to adhere to the requirements of any drug or alcohol treatment or counseling program in which the employee is enrolled;
- Conviction under any criminal drug statute for a violation occurring in the workplace;
- Failure to keep all prescribed medicine in its original container, which identifies the drug, date of prescription, and the prescribing doctor.

This policy will not be construed to prohibit the use of alcohol at social or business functions sponsored by the School where alcohol is served or while entertaining clients and prospective clients of the School. However, employees must remember their obligation to conduct themselves appropriately at all times while at School-sponsored functions or while representing the School.

Any employee who is convicted of a violation of any criminal drug statute for a violation occurring in the workplace shall notify the School no later than five days after such conviction.

The School may at times conduct unannounced searches of School property for alcohol, illegal drugs, drug paraphernalia, and/or unauthorized controlled substances or to ensure compliance with any other School-related policy. This includes desks, storage areas, and rooms normally used to store employees' personal property. As a result, employees do not have an expectation of privacy in this regard.

Violation of this Drug and Alcohol Abuse Policy may result in disciplinary action, up to and including termination, at the School's sole discretion.

Employees should be aware that participation in a rehabilitation program will not necessarily prevent the imposition of disciplinary action, including termination, for violation of this policy. Employees who undergo voluntary counseling or treatment and who continue to work, if any, must meet all established standards of conduct and job performance.

Compliance with this Drug and Alcohol Abuse Policy is a condition of employment at the School. Failure or refusal of an employee to cooperate fully, sign any required document, submit to any inspection, or follow any prescribed course of substance abuse treatment will result in discipline, up to and including termination.

Because the use, sale, purchase, possession, or furnishing of an illegally obtained substance is a violation of the law, the School may report such illegal drug activities to an appropriate law enforcement agency.

USE OF TOBACCO

Employees may not use tobacco products on school grounds or at school events. "Tobacco products" include, but are not limited to, cigarettes, pipes, electronic cigarettes, and vapors.

EMPLOYEE REFERENCES

All requests for references must be directed to the COO. No other manager, supervisor, or employee is authorized to release references for current or former employees. The School's policy as to references for employees who have left the School is to disclose only the dates of employment and the title of the last position held. If you authorize disclosure in writing, the School will also provide a prospective employer with the information on the amount of salary or wage you last earned.

PERSONNEL FILES AND RECORDKEEPING

At the time of hire, a personnel file is created for each employee. Please keep the COO updated as to any changes to your information, such as: address change, name change, change in tax withholding or marital status, emergency contact info, etc.

Employees have the right to inspect certain documents in your personnel file, according to law. Employees may add their comments to any disputed aspects of their files. Disclosure of information will be limited to the employee's request, or to the request of law enforcement, or as otherwise required by law.

CONFIDENTIAL INFORMATION

All information relating to students, including previous schools, addresses, phone numbers, and grades or progress reports are considered confidential information and may not be shared with unauthorized parties. All information regarding students with special needs will be kept strictly confidential and maintained in a separate file system. Employees who violate this policy may be disciplined, up to and including termination.

It is also important to the School to protect and preserve its trade secrets and confidential information. Confidential information includes, but is not limited to, all parent and student information, parent and student lists, lesson plans, techniques and concepts, marketing plans, design specifications, design plans, strategies, forecasts, bid plans, bid strategies, bid information, contract prices, new products, software, computer programs, writings, and all know-how and show-how whether or not protected by patent, copyright, or trade secret law. Personal, private information about other employees and personnel matters are also confidential, if learned as a part of the employee's job performance.

The School devotes significant time, energy, and expense to develop and acquire its trade secrets and confidential information. As an employee of the School you will, during the course of your employment, have access to and become familiar with various trade secrets and confidential information that are owned by the School. An employee shall not, directly or indirectly, disclose or use any of the foregoing information other than for the sole benefit of the School, either during the term of your employment or at any other time thereafter. This information shall not be disclosed except through normal channels and with authorization. Any and all trade secrets or confidential information shall be returned to the School during extended leaves of absence or upon termination of employment.

During your employment with the School, you will not be permitted nor required to breach any obligation to keep in confidence proprietary information, knowledge, or data acquired during your former employment. You must not disclose to the School any confidential or proprietary information or material belonging to former employers or others.

Although some written and electronic materials owned by the School may be considered to be public records, employees must refer any person seeking School records or information to the CEO for handling.

Failure to comply with this policy may result in disciplinary action, up to and including termination.

WORKPLACE SEARCHES

To ensure the safety of all students and employees, the School reserves the right to conduct searches of the school premises and personal searches consistent with state law.

WORK SCHEDULES AND BENEFITS

EMPLOYEE CLASSIFICATIONS

Each Equitas Academy employee is either a “full-time” or “part-time” employee. Some of the policies and benefits described in this handbook depend on whether the employee is full-time or part-time. Full-time employees are those employees regularly scheduled to work 30 hours or more each week. Part-time employees are those regularly scheduled to work less than 30 hours each week.

Each Equitas Academy employee is either “exempt” or “nonexempt.” An employee’s duties, responsibilities, and salary determine whether his or her position is exempt or nonexempt. Employees classified as nonexempt are eligible for overtime pay according to applicable state and federal guidelines. Employees in exempt positions are not eligible for overtime pay.

Exempt employees: This category includes all regular employees who are determined by the School to be exempt from the overtime provisions of the federal Fair Labor Standards Act and applicable state laws. Exempt employees are paid a fixed salary that is intended to cover all of the compensation to which they are entitled. Because they are exempt, such employees are not entitled to overtime pay.

Nonexempt employees: This category includes all regular employees who are covered by the overtime provisions of the federal Fair Labor Standards Act or any applicable state laws.

Instructional Employees are those employees hired by Equitas Academy for the primary purpose of instructing students.

Non-Instructional Employees include those employees hired by Equitas Academy that do not primarily instruct students, such as: administrative employees, maintenance, assistants and other operational employees.

WORK SCHEDULES

Work Schedules for Instructional Employees

The normal working hours for instructional employees at the school site are from 7:10 AM to 4:30 PM, but there may be differences in work schedules, if applicable as will be further explained in your At-Will Employment Agreement. However, Instructional Employees may be required to work other than the normal hours and to take their lunch breaks on a rotating basis so that classes and student activities are always covered.

There will occasionally be activities that require employee participation outside of regular business hours, such as evening and Saturday family workshops or special meetings.

Exceptions to the regular work schedule for Instructional Employees for any reason must be approved by the CEO and/or School Director.

Work Schedules for Non-Instructional staff

The normal working hours for administrative staff will be determined by the supervisor. Administrative staff works either 11 or 12 months each school year. Please see your At-Will Employment Agreement for further information.

OVERTIME

At certain times the School may require non-exempt employees to work overtime. Equitas Academy will attempt to give as much notice as possible in this instance. However, advance notice may not always be possible. All non-exempt employees are required to obtain approval from their supervisor prior to working overtime. Failure to work overtime when requested or working unauthorized overtime may result in discipline, up to and including discharge.

Overtime compensation will be paid in accordance with all state and federal laws. Exempt employees are not entitled to overtime pay.

WORKDAY AND WORKWEEK

For purposes of calculating overtime, the School's standard workweek begins on Sunday at 12:01 a.m. and ends on Saturday at 12:00 a.m. (midnight). The School's standard workday is 12:01 a.m. to 12:00 a.m. (midnight) .

MEAL AND REST PERIODS

All non-exempt employees are provided with an opportunity to take meal and rest periods consistent with the law. During your meal periods and rest periods, you may not work at all. You are excused from all duties. In addition, please understand that you may not join together required meal or rest periods in order to take a longer break. Also, you may not miss a required meal or rest period in order to start work later or leave work earlier. In the rare event that you believe you cannot take a meal or rest period, or you are unable to take a full meal or rest period pursuant to School policy, you must notify the COO in advance whenever possible (and, in any event, as soon as possible) so that the proper measures may be taken.

Failure to comply with the School's policy regarding meal and/or rest periods can lead to discipline, up to and including termination

Meal Periods: All non-exempt employees are provided the opportunity to take an uninterrupted meal period of at least 30 minutes each day they work more than 5 hours. You

must commence the meal period before you complete your fifth hour of work. Thus, if you begin working at 8:30 a.m., for example, you must take your meal period prior to 1:30 p.m. In addition, you must record the actual times that you stop and start work to take a meal period. A second meal period of not less than 30 minutes is also required whenever a non-exempt employee works more than 10 hours in a workday. You must commence your second meal period before you complete your tenth hour of work. Meal periods are unpaid.

Rest Periods: All non-exempt employees are authorized, permitted, and strongly encouraged to take a 10-minute rest period every 4 hours worked or major fraction thereof. Ordinarily, this amounts to two 10-minute rest periods per 8-hour workday. The first rest period should be taken roughly in the middle of the 4-hour work period prior to lunch, and the second rest period should be taken roughly in the middle of the 4-hour work period following lunch. You do not need to record the times of these rest periods. You will be paid for the time spent on your rest periods.

TIMEKEEPING

To ensure compliance with all applicable laws, non-exempt employees must accurately record all hours worked. This means they must clock in and out whenever they begin, cease, or resume working during the course of a workday. While you need not clock out and in during your rest periods, you must clock out and in during your meal periods. Under no circumstances may one employee clock in or out for another employee. Exempt employees may also be expected to record their time worked and report absences from work due to personal needs or illness.

If instructed by your supervisor, you will be expected to record time worked on a timesheet for each pay period. Recording inaccurate time on your timesheet or recording time on another employee's time sheet is a violation of the School policy and may result in discipline, including immediate termination. Employees are strictly prohibited from working "off the clock" or failing to record all time worked. Falsification of any timecard may result in disciplinary action, up to and including termination.

PAY DEDUCTIONS

Equitas Academy is required by federal, state, and certain local laws to withhold certain deductions from each employee's paycheck. This includes income and unemployment taxes, and FICA contributions (Social Security and Medicare) as well as any other deductions required under law or by court order for wage garnishments. The amount of the allocated tax deductions will depend on each individual's earnings and the number of exemptions listed on the federal Form W-4 and applicable state withholding form. Employees may also authorize voluntary deductions from individual paychecks, including contributions for insurance premiums, retirement plans, spending accounts, or other services. Deductions will be reflected within each wage statement.

It is important to note that in the event a court order is issued, Equitas Academy will execute the order and withhold money from an employee's paycheck(s), as required. It is expected that employees will meet financial obligations without involving the School. If necessary, the School will, in accordance with the law, administer wage assignments and garnishments and process them in the legally prescribed manner, which involves withholding the required amount from each paycheck until the debt is paid or a release is received and obligation ceases.

PAY SCHEDULE

Pay Periods

Exempt or salaried employees have two pay periods from the 1st of the month through the 15th, and the 16th of the month through its end. Non-exempt staff pay-periods are typically the 9th of the month through the 24th, and the 24th of the month through the 8th, but may vary.

Pay Dates

Paychecks are issued on the fifteenth (15th) and last day of each month. Contributions for benefits are split approximately evenly over these two paychecks. Should any pay period fall on a holiday, the employee will be paid on the preceding workday. If a pay date falls on a Saturday, paychecks will be issued on Friday. If a paycheck date falls on a Sunday, paychecks may be issued on Monday. Special provisions may be required from time to time if holidays fall on paycheck dates. Please inquire with your supervisor if you have any questions.

Employees are required to report any overpayment of wages to the COO. Any discrepancies or shortages in the calculation of wages should be reported as soon as possible after payday to the COO.

SCHOOL HOLIDAYS

Equitas Academy observes the following paid holidays during the year when they occur on weekdays (Monday-Friday):

- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving Day
- Christmas Eve Day
- Christmas Day

Only full-time employees will be paid for these holidays. Exempt employees and teachers will receive their regularly scheduled pay during holidays. Holiday hours do not count as hours worked for purposes of calculating overtime.

Part-time employees who are not eligible for paid holidays may, if they so choose, use accrued but unused sick or vacation time on holiday(s). Employees who are on an unpaid leave of absence will not be paid for these School Holidays. Finally, please note: these holidays may or may not coincide with LAUSD holidays and school breaks, vacation days etc. observed by LAUSD.

Vacation days may not be used the day before or after a holiday. In order to receive holiday pay for the above listed holidays, employees must work the business day before and the business day after the holiday. In other words, it is Equitas Academy's policy to require all employees be in attendance at work on the business day before and after a scheduled holiday.

*Exception: Christmas Day, Christmas Eve, and New Year's Day fall during Winter Break and are not subject to the Holiday Policy.

Religious holidays:

Equitas observes the 11 holidays listed above. Employees may request religious holidays off from work from their supervisors and use accrued sick or vacation hours.

Notwithstanding this policy, Equitas Academy may require employees to work on any of the above designated holidays due to Equitas Academy needs.

Break Schedules:

Winter Break

Equitas Academy's schools and offices are closed during the time between Christmas and New Year's Eve ("Winter Break"). Full-time employees will receive their standard rate of pay for Winter Breaks. If an exempt employee chooses to work during this time without being asked, no additional monies will be paid above their standard rate of pay.

Spring Break

The school and offices remain open for "Spring Break," the dates of which will be determined in Equitas Academy's sole and absolute discretion.

- Only Instructional Staff are entitled to be paid, without having to work, for Spring Break.
- Exempt employees (who are not Instructional Staff) are paid for Spring Break, but may work remotely, unless the School requires her/him to be available for work on-site, if need be.
- Non-Exempt employees (with the exception of Housekeeping and Office Coordinators) are not required to work during Spring Break, however such time will be unpaid. Non-exempt employees will be paid their standard rate during Spring Break if requested to work.

Holiday breaks:

- Missing the business day before or after Spring or Winter Breaks may result in disciplinary action to the extent permitted by law. Vacation days may not be used the business day before or business day after winter break.
- This Break Policy is not applicable if Christmas Day, Christmas Eve, or New Year's Day falls during winter break, since those are dates full-time employees would not be working anyway.
- Employees who are on an unpaid leave of absence will not be paid for these School Breaks.

PROFESSIONAL DEVELOPMENT DAYS:

It is expected that all staff are present during full-day professional development days. These days are critical to instruction and cannot be made up. With the exception of circumstances where an employee is absent due to an approved leave of absence or as otherwise required by law, failure to attend professional development days may result in employee discipline.

BENEFITS

Health Insurance: Equitas Academy contributes a percentage of the monthly premium for medical expenses for all eligible employees (must be full-time working at least 30 hours per week). We offer a choice of plans and allow employees to make their own decisions about what benefits to choose. New employees will be enrolled in health insurance, if elected, on the first of the month following a 30-day waiting period from their start date.

Dental Insurance: Equitas Academy offers a dental plan to all eligible employees (must be full-time working at least 30 hours per week). We contribute a percentage of the monthly premium for dental coverage. New employees will be enrolled in dental insurance, if elected, on the first of the month following a 30-day waiting period from their start date.

California State Teachers Retirement System (STRS): Equitas Academy will contribute to STRS for all credentialed teachers as required by law. Contributions will be reflected on the teachers' paycheck.

Supplemental Retirement Annuity 403(b): Full-time exempt employees are eligible to participate in a 403(b) retirement account. Employees who elect to participate and who are not eligible for STRS, and work at least 40 hours per week, will receive matching contributions to their 403(b) account, up to a maximum of 3%. Eligible employees may begin to receive the employer contribution after the completion of three (3) months of employment with Equitas Academy.

Domestic Partner Policy: Domestic partners will be covered under health insurance and dental insurance at the same rates as family members and to the extent required by law. Employees wishing to cover spouses or domestic partners must sign an affidavit attesting

that their marriage or domestic partnership meets eligibility requirements.

Further information about these programs is distributed and discussed during orientation week in August, and changes are communicated during benefits open enrollment in June. Further information and support and can be obtained from the COO.

PAID FAMILY LEAVE INSURANCE

California's Paid Family Leave Insurance Program ("PFL") provides California employees with up to six weeks of partial wage-replacement benefits if they take time off work: (a) to care for a seriously ill child, spouse, domestic partner or parent, or (b) to bond with a minor child of the employee or the employee's domestic partner within one year of the child's birth, adoption or foster care placement of the child. PFL does not create a new leave of absence for employees, nor does it require employers to compensate their employees, hold jobs open for their employees, or continue employees' benefits during the PFL leave, unless they are obligated to do so under their internal policies or federal, state or local laws and ordinances. Employees must fulfill an initial seven-day waiting period before PFL benefits commence, but may use any accrued sick or vacation time available to them during the initial seven---day waiting period.

Employees with accrued sick or vacation time will also be required to use up to two weeks of this time toward the six-week PFL benefit. Employees who are not eligible for FMLA or Pregnancy Disability leave may take up to two weeks of leave and file for Paid Family Leave. Any leaves longer than two weeks would be an exception and would be approved at the discretion of the employee's supervisor.

WORKERS' COMPENSATION INSURANCE

Equitas Academy provides workers' compensation insurance to protect employees who are injured on the job. Consistent with applicable law, this insurance provides medical, surgical and hospital treatment in addition to payment for loss of earnings that result from work-related injuries. The costs of this coverage are paid completely by the School.

Employees who sustain work-related injuries or illnesses should inform their supervisors immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

EMERGENCY SHUTDOWN/SCHOOL CLOSING

Emergency conditions may exist causing the school to shutdown. Equitas Academy Charter School follows the same emergency school closing policy as the Los Angeles School Unified District (LAUSD). Therefore, if LAUSD announces an unscheduled district-wide delay of opening, closing, or early dismissal of students, Equitas Academy will follow the same plan.

This only applies to emergency situations, and does not apply to planned vacation days or scheduled early dismissals that LAUSD has on their calendar.

TIME OFF

VACATIONS

Full-time non-instructional employees are eligible for vacation as set forth below. Instructional employees and part-time employees do not accrue vacation.

Accrual

The amount of vacation each employee accrues on a monthly basis may vary from employee to employee. No vacation time accrues during an unpaid leave of absence.

Amount of Vacation Pay

A full-time employee will receive pay for vacation time taken at the employee's then regular rate of pay. The value of and payment for "one day" of vacation is based on the number of hours that the employee is regularly scheduled to work in a day, but shall not exceed eight (8) hours of regular pay.

Earning and Accrual of Vacation Leave

Earning Vacation Schedule and Accrual Rate: An eligible employee earns vacation from the first date of hire and based on the number of years of pay status as follows:

Non-exempt Non-instructional staff

Years of Service	Annual accrual of Vacation	Accrual Rate
0-4 years	Two weeks (80 hours)	6.67 hours a month
5+ years	Three weeks (120 hours)	10 hours a month

Exempt Non-instructional staff

Years of Service	Annual accrual of Vacation	Accrual Rate
0-4 years	Three weeks (120 hours)	10 hours a month
5+ years	Four weeks (160 hours)	13.3 hours a month

Scheduling Vacation

Employees should request vacation as far in advance as possible. Whenever practical, an employee's vacation time will be arranged to coincide with the employee's request. Employees should submit vacation requests through the School's Human Resource Information System, as

well as inform their Supervisor in person, as soon as possible. The School has the right to grant or deny vacation requests at its discretion.

It is recommended that vacations be scheduled in one-week, five workday increments. Vacations will be permitted in less than five workday increments provided that the days off are approved in advance by the employee's supervisor and provided that outside temporary personnel are not required for coverage.

Vacation time can be used in minimum increments of 15 minutes (.25 hours.) Vacation may not be used to extend an employee's termination date. If a holiday occurs during your vacation period, you will receive holiday compensation for that day.

Vacation Payout

Employees can receive an accrued vacation payout at the end of the fiscal year for the number of accrued days in that fiscal year as long as no less than five vacation days remain available after the payout. Requests are subject to Supervisor's approval and the organization's financial constraints at the time payout is due.

Carry Forward of Accrued Vacation

The School allows employees to accrue up to a maximum of one and a half (1.5) times the annual accrual rate. Therefore, an employee who accrues a total of 10 vacation days a year cannot continue accruing vacation days after the employee accrues a total of 15 vacation days. After one and a half times the annual accrual rate has accrued, additional vacation will no longer accrue until the employee's accrued vacation balance drops below that maximum. In such a case, no vacation time will be earned for the period in which the employee's vacation time was at the maximum.

Separation from Employment

Upon separation from employment, an employee will be paid all accrued and unused vacation at the employee's regular rate of pay at the time of his or her separation.

Vacation Advances

Employees are not permitted to borrow future accruals of vacation and any time taken must be unpaid.

SICK LEAVE

All Equitas Academy employees are entitled to paid sick leave (or PSL) beginning on July 1, 2015.

Paid sick days may be used for diagnosis, care, or treatment of an existing health condition of, or preventative care for, an employee or an employee's family member.

Family member means any of the following:

- (1) A child, which for purposes of this article means a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis. This definition of a child is applicable regardless of age or dependency status.
- (2) A biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child.
- (3) A spouse;
- (4) A registered domestic partner;
- (5) A grandparent;
- (6) A grandchild;
- (7) A sibling; and/or
- (8) Any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship

Accumulation of Paid Sick Leave

Full time 11 and 12 month employees are allowed six (6) sick days (or 48 hours) per year, given as a lump sum on July 1st.

Accrued unused sick leave will carry over from year to year subject to a maximum cap of 72 hours.

Once the employee's PSL reaches the maximum, further allotment of PSL is suspended. In such a case, no PSL will be allotted when the employee's PSL was at the maximum. If this occurs on the date when the employee is allotted PSL (e.g., on July 1), then the employee will be allotted a partial amount of the annual PSL, up to the maximum cap. Unused PSL will carry over from year to year, subject to this maximum cap.

By way of example, if an employee has a balance of 56 hours of PSL as of July 1, the employee will be allotted an additional 16 hours of PSL. If an employee has a balance of 72 hours of PSL as of July 1, the employee will be allotted 0 hours of PSL.

All part-time and other employees accrue paid sick leave at a rate of 1 hour of paid sick leave per every 30 hours worked. The paid sick leave will accrue up to a maximum of 9 days or 72 hours, whichever is greater, and may carry over year to year subject to the maximum cap of 72 hours. However, all eligible employees will be entitled to use no more than six days (or 48 hours) of PSL each school year.

Using Sick Leave

If the use of paid sick leave is foreseeable, notification should be given to the supervisor as

early in the day as possible. If the use of paid sick leave is unforeseeable, notification should be given to the supervisor as soon as practicable. All sick time should also be entered into Paycom. Employees who are sick more than three (3) or more consecutive days must provide a written note from their health care provider clearing them to return to work.

Limits on Use

Employees may use no more than six days (or 48 hours) each school year. PSL may be taken in minimum increments of two hours. If an exempt employee absents himself or herself from work for part or all of a workday for a reason covered by this policy, he or she will be required to use PSL to make up for the absence.

Separation from Employment

Unused sick leave is not paid or otherwise compensated upon separation from employment.

PREGNANCY RELATED DISABILITY LEAVE

Eligibility

Pregnancy-related disability leaves of absence are made available to employees in accordance with the terms of the California Fair Employment and Housing Act. If an employee is temporarily unable to perform her usual and customary duties due to pregnancy, childbirth or a related medical condition, she will be granted an unpaid medical leave of absence for the period of actual disability, up to a maximum of four (4) months (or 17 1/3 weeks or 693 hours) per pregnancy.

Requests for PDL

An employee must provide her supervisor with at least 30 days' advance notice of the need to take Pregnancy Disability Leave ("PDL") for foreseeable events. For events that are unforeseeable, an employee must notify her supervisor as soon as she learns that leave will be necessary.

PDL is unpaid leave. As in the case of all employees who are unable to work due to a temporary disability, employees on PDL may apply for state disability benefits. Although an employee may elect to use some or all accrued sick or vacation time during a PDL, the use of available sick or vacation time does not extend the maximum amount of PDL available under this policy. During an employee's approved PDL, she will not receive holiday benefits and sick or vacation time accrual will cease during her leave.

Equitas Academy reserves the right (as in the case of any type of medical leave) to require written certification from a licensed health care practitioner verifying the date on which an employee became (or are expected to become) disabled due to pregnancy, the probable

duration of the disability and your expected date of return to work.

An employee must provide medical certification within fifteen (15) calendar days after it is requested. If an employee fails to do so, the School may delay the commencement of her leave or deny her leave request. Moreover, if an employee is absent from work without having provided the certification in accordance with this policy, any such absence will be unauthorized. Pursuant to the School policy, any unauthorized absence may be considered a voluntary resignation from employment.

In addition, upon request an employee may be granted a transfer to a less strenuous position or less strenuous duties, if such transfer can be reasonably accommodated and such position or duties exists at the time of request, based on a licensed health care provider's written certification that such a transfer is medically advisable.

Return from PDL

When an approved pregnancy disability leave ends, the employee will be reinstated to the same position, unless the job ceased to exist because of legitimate business reasons. An employee has no greater right to reinstatement to the same position or to other benefits and conditions of employment than if she had been continuously employed in this position during the pregnancy disability leave or transfer. If the same position is not available, the employee will be offered a comparable position in terms of such issues as pay, location, job content, and promotional opportunities, if one exists. An employee has no greater right to reinstatement to a comparable position or to other benefits or conditions of employment than an employee who has been continuously employed in another position that is being eliminated.

It is an employee's responsibility to report to work at the end of an approved leave. If while on leave of absence an employee engages in other employment, accepts other employment or fails to return to work on the next regularly scheduled workday following the expiration of her approved leave, Equitas Academy will consider that employee to have resigned your employment.

Before returning to work from PDL, an employee may be required (as in the case of any type of medical leave) to submit to her supervisor a certificate of fitness from her licensed health care provider confirming that she is able to resume her regular duties or describing any limitations, with or without reasonable accommodation, that she may have in performing the essential functions of her job.

Lactation Accommodation

The School will provide a reasonable amount of break time for an employee who desires to express breast milk for her infant child. Employees may use rest breaks for this purpose, or, if it is not possible to express breast milk during rest breaks, should consult with their Supervisor or the COO to make other arrangements. If an employee needs a room or other location to

express breast milk in private, she should consult with her supervisor.

FAMILY MEDICAL LEAVE ACT (FMLA)

Eligible employees may request a family and medical leave of absence under the circumstances described below. Eligible employees are those who have been employed by the School for at least 12 months (not necessarily consecutive), have worked at least 1250 hours during the 12 months immediately prior to the family and medical leave of absence, and are employed at a worksite where there are 50 or more employees of the School within 75 miles.

Ordinarily, you must request a planned family and medical leave at least 30 days before the leave begins. If the need for the leave is not foreseeable, you must request the leave as soon as practicable. You should use the School's request form, which is available upon request from the COO. Failure to comply with this requirement may result in a delay of the start of the leave.

A family and medical leave may be taken for the following reasons:

1. the birth of an employee's child or the placement of a child with the employee for foster care or adoption, so long as the leave is completed within 12 months of the birth or placement of the child;
2. the care of the employee's spouse, child, parent, or registered domestic partner with a "serious health condition";
3. the "serious health condition" of the employee;
4. the care of the employee's spouse, child, parent, or next of kin who is a member of the Armed Forces, including a member of the National Guard or Reserves, and who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
5. any qualifying exigency as defined by the applicable regulations arising out of the fact that the employee's spouse, child, or parent is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.

A "serious health condition" is one that requires inpatient care in a hospital or other medical care facility or continuing treatment or supervision by a health care provider. You may take a leave under paragraph (2) above only if due to a serious health condition, your spouse, child, parent, or registered domestic partner requires your care or assistance as certified in writing by the family member's health care provider. If you are seeking a leave under paragraph (3) above, you must provide the School with a medical certification from your health care provider establishing eligibility for the leave, and you must provide the School with a release to return to work from the health care provider before returning to work. You must provide the required medical certification to the School in a timely manner to avoid a delay or denial of leave. You may obtain the appropriate forms from the COO.

Family and medical leave may be taken for up to 12 workweeks during the designated 12-month period (with the exception of qualifying leaves to care for a member of the Armed Services who has a serious illness or injury, which may be taken for up to a total of 26 workweeks of leave during a single 12-month period). The 12-month period will be defined as a “rolling twelve months” looking backward over the preceding 12 months to calculate how much family and medical leave time has been taken and therefore determine the amount of leave that is available. Qualifying leaves to care for a member of the Armed Services who has a serious illness or injury will be calculated on the 12-month period looking forward. All time off that qualifies as family and medical leave will be counted against your state and federal family and medical leave entitlements to the fullest extent permitted by law.

You will be required to use any accrued vacation during unpaid family and medical leave. You will also be required to use any accrued paid sick leave during unpaid family and medical leave that is due to your own or a family member’s serious health condition. However, if an employee is receiving benefit payments pursuant to a disability insurance plan (such as California’s State Disability Insurance plan or Paid Family Leave program) or workers’ compensation insurance plan, the employee and the School may mutually agree to supplement such benefit payments with available vacation and/or paid sick leave.

During a family and medical leave, group health benefits will be maintained as if you were continuously employed. However, you must continue to pay your share of applicable premiums (for yourself and any dependents) during the leave.

If you do not return to work on the first workday following the expiration of an approved family and medical leave, you will be deemed to have resigned from your employment. Upon returning from such a leave, you will normally be reinstated to your original or an equivalent position and will receive pay and benefits equivalent to those you received prior to the leave, as required by law. In certain circumstances, “key” employees may not be eligible for reinstatement following a family and medical leave. The School will provide written notice to any “key” employee who is not eligible for reinstatement.

If you have any questions concerning, or would like to submit a request for a family and medical leave of absence, please contact the COO.

OTHER MEDICAL LEAVE

To comply with its duty to accommodate employees with qualifying disabilities, Equitas will provide leaves of absence without pay when an employee is temporarily unable to work due to a mental or physical disability, certified in writing by his or her health care provider, unless such leave would cause an undue hardship to the School. Approved absences of less than two weeks are not treated as medical leaves of absences but rather as excused absences without pay. Employees granted unpaid medical leave have no right to guaranteed reinstatement.

Benefit accrual, such as vacation, sick leave, and holiday benefits, will be suspended during an unpaid medical leave period and will resume upon return to active employment. Unless otherwise required by law, Equitas does not continue to pay premiums for health insurance coverage for employees on unpaid medical leave. However, if eligible, you may self-pay the premiums under the provisions of COBRA.

MILITARY LEAVE

Employees who take a leave of absence to serve in the uniformed services are entitled to reemployment rights and benefits under the Uniformed Services Employment and Reemployment Rights Act (USERRA) of 1994 and applicable California law. An employee requesting such leave must give advance notice of service where possible.

All employees who leave the School for active military service or military reserve duty will be placed on an unpaid military leave of absence. Employees are entitled to reinstatement upon completion of such military service or duty, provided an application for reinstatement is made within 90 days of discharge, or as otherwise provided by law.

You may use accrued vacation time during military leave. Time spent on military leave counts for purposes of determining "length of service." However, you will not accrue vacation or sick leave or receive holiday pay during military leave.

MILITARY SPOUSE LEAVE

Qualified employees are eligible for up to 10 days of unpaid leave when their spouse or registered domestic partner is on leave from military deployment. A qualified employee is one who regularly works more than 20 hours per week and whose spouse or registered domestic partner is a member of the Armed Forces, National Guard, or Reserves and is on leave from deployment during a period of military conflict.

If you are eligible for such leave, please submit a written request for leave to the COO within two business days of receiving official notice that your spouse or registered domestic partner will be on leave from deployment. You will also be required to provide written documentation certifying that your spouse or registered domestic partner will be on leave from deployment.

Non-exempt employees must use accrued vacation time in order to receive compensation for this time off. If no vacation time is available, the employee may take this time off without pay. An exempt employee is required to charge any absence of four or more hours under this policy to his or her vacation bank, if any. Otherwise, exempt employees will be compensated to the extent required by applicable law.

JURY DUTY/WITNESS DUTY

All employees who receive a notice of jury/witness duty must notify their supervisor as soon

as possible so that arrangements may be made to cover the absence. In addition, employees must provide a copy of the official jury/witness duty notice to their supervisor. Employees must report for work whenever the court schedule permits. Either the School or the employee may request an excuse from jury/witness duty if, in the School's judgment, the employee's absence would create serious operational difficulties.

Non-exempt employees who are called for jury/witness duty will be provided time off without pay. Exempt employees will receive their regular salary unless they do not work any hours during the course of a workweek. Employees may elect to use any accrued vacation during jury/witness duty leave.

In the event that the employee must serve as a witness within the course and scope of his or her employment with the School, the School will provide time off with pay.

TIME OFF TO VOTE

Employees who do not have sufficient time outside of their regular working hours to vote in a statewide election may request up to two hours off work with pay in order to vote. Employees must make their request at least two days in advance of the election and present a valid voter's registration card to their supervisor at that time. When you return from voting, you must present a voter's receipt to your supervisor.

TIME OFF TO PERFORM EMERGENCY DUTIES

Any employee will be granted time off to perform emergency duties as a volunteer firefighter, reserve police officer or emergency rescue personnel.

If you are participating in this kind of emergency duty/training, please alert your supervisor so that he or she may be aware of the fact that you may have to take unpaid time off for emergency duty/training. In the event that you need to take time off for emergency duty/training, please alert your supervisor before doing so whenever possible. Time off for emergency training may not exceed 14 days per calendar year.

Emergency Duty/Training Leave is unpaid. You may choose to use your accrued vacation if you wish to receive compensation for this time off, but you are not required to do so.

LEAVE FOR CRIME VICTIMS AND THEIR FAMILY MEMBERS

If you are the victim—or an immediate family member (i.e., spouse, registered domestic partner, child, step-child, sibling, step-sibling, parent, step-parent, or the child of a registered domestic partner) of the victim—of a violent felony, serious felony (as defined by the California Penal Code), or felonies related to theft or embezzlement, you are permitted to be absent from work to attend judicial proceedings related to the crime.

You must provide your supervisor with written notification for each scheduled proceeding, unless advance notice is not possible. This time off is unpaid. You may choose to use your accrued vacation, but this is not required.

TIME OFF TO APPEAR IN SCHOOL FOR CHILD'S SUSPENSION

Any parent or guardian who has been requested to appear in their child's school in connection with his or her suspension will be permitted to take the necessary time off for that purpose.

The employee must give his/her supervisor reasonable advance notice of his/her intention to take time off, if possible. Time off in connection with an employee's child's suspension from school will be unpaid, except to the extent he/she chose to use accrued vacation time for that purpose.

SCHOOL AND DAYCARE LEAVE

If you are the parent or guardian of a child who is in school up to grade 12, or who attends a licensed day care facility, you may take up to 40 hours of unpaid leave per year to participate in the activities of the school or day care facility, to find, enroll or reenroll your child in a school or with a licensed child care provider and/or to address a child care provider or school emergency. You may take no more than eight hours off for this purpose in any one calendar month. Unless it is to address an emergency, you should schedule this time off with your supervisor in advance. You may be asked to provide documentation from the school or day care facility that you participated in the activity to confirm your attendance at its facility for reasons covered under this policy on the specific date and time that you took the leave. This time off is unpaid. You may choose to use your accrued vacation, but this is not required.

LEAVE FOR DOMESTIC VIOLENCE, SEXUAL ASSAULT VICTIMS AND STALKING VICTIMS

If you are a victim of domestic violence, sexual assault, or stalking, you may take unpaid time off to help ensure the health, safety, or welfare of you and/or that of your child. Specifically, you may take such leave for the following reasons:

- (a) To obtain a temporary or permanent restraining order or other court assistance;
- (b) To seek medical attention for injuries caused by domestic violence, sexual assault, or stalking;
- (c) To obtain services from a shelter, program, or rape crisis center as a result of domestic violence, sexual assault, or stalking;
- (d) To obtain psychological counseling related to an experience of domestic violence, sexual assault or stalking; or
- (e) To participate in safety planning and take other actions to increase safety from

future domestic violence, sexual assault, or stalking including temporary or permanent relocation.

If you need to take time off for any of the above reasons, you should notify your supervisor in advance, if possible. If your absence is unscheduled, you may be asked to provide documentation, such as a police report, court order, or other evidence that you appeared in court, or documentation from a counselor or domestic violence advocate. Although this leave is unpaid, you may use your accrued vacation or PSL, appropriate, if you wish to receive compensation for this time off.

You may also take unpaid time off to recover from domestic abuse, sexual assault, or stalking pursuant to the School's family and medical leave policy.

Equitas will engage in a timely, good faith and interactive process to provide reasonable accommodations for employees who are victims of domestic violence, sexual assault or stalking upon request in order to protect the safety of the employee while at work. Such reasonable accommodations may include implementation of safety measures including a transfer, reassignment, modified schedule, changed work telephone, changed work station, installed lock or safety procedures. The School may request certification from the employee requesting the accommodation that the employee is a victim of domestic violence, sexual assault or stalking. The School is not required to provide an accommodation which is an undue hardship on the School's business operations or that interferes with the School's obligation to provide a safe and healthful working environment for all employees.

Equitas does not tolerate any acts of discrimination, harassment, or retaliation against employees who are victims of domestic violence, sexual assault, or stalking. If you believe you have been the victim of any such act, please contact your supervisor, the COO, or any another manager, as appropriate. Equitas will maintain the confidentiality of requests for time off due to domestic violence, sexual assault, or stalking to the extent possible and as allowed by law.

ADULT LITERACY LEAVE

Pursuant to California law, Equitas will reasonably accommodate any eligible employee who seeks to enroll in an adult literacy education program, provided that the accommodation does not impose an undue hardship on the School. Equitas does not provide paid time off for participation in an adult literacy education. However, you may utilize accrued vacation if you want compensation for this time off. If you do not have accrued vacation available, you will be permitted to take the time off without pay.

ALCOHOL AND DRUG REHABILITATION LEAVE

Pursuant to California law, Equitas will reasonably accommodate any eligible employee who wishes to voluntarily enter and participate in an alcohol or drug rehabilitation program,

provided that the accommodation does not impose an undue hardship on Equitas. Equitas does not provide paid time off for participation in an alcohol or drug rehabilitation program. However, you may utilize accrued vacation if you want compensation for this time off. If you do not have accrued vacation available, you will be permitted to take the time off without pay.

This policy in no way restricts the School's right to discipline an employee, up to and including termination of employment, for violation of the School's Drug and Alcohol Abuse Policy.

CIVIL AIR PATROL LEAVE

Pursuant to California law, Equitas will provide unpaid leave to employees who are volunteer members of the California Wing of the Civil Air Patrol and who have been duly directed and authorized to respond to an emergency operational mission of the California Wing of the Civil Air Patrol. Employees must be employed for at least 90 days immediately preceding the commencement of leave in order to be eligible.

Employees are required to give the School as much notice as possible of the intended dates upon which the leave would begin and end. Equitas will restore the employee to the position he or she held when the leave began or to a position with equivalent seniority status, employee benefits, pay, and other terms and conditions of employment, unless the employee is not restored because of conditions unrelated to the exercise of the leave rights by the employee. The time off is unpaid. However, an employee may utilize accrued vacation.

LEAVE FOR BONE MARROW AND ORGAN DONORS

Pursuant to California law, Equitas will provide up to five business days of paid leave within a one-year period to an employee who donates bone marrow to another person; the School will also provide up to 30 business days of paid leave within a one-year period to an employee who donates an organ to another person. The School requires that bone marrow donors use up to five days of available accrued sick or vacation time during the course of the leave. Organ donors must use up to ten days of available accrued sick or vacation time during the course of the leave.

To qualify for this leave, an employee must have been employed for at least 90 days prior to the commencement of the leave and must provide Equitas with written verification of his or her status as an organ or bone marrow donor and the medical necessity for the donation. During such leave, the School will continue coverage under its group medical insurance plan, if applicable. However, employees must continue to pay their portion of the applicable premiums. Employees should give the School as much notice as possible of the intended dates upon which the leave would begin and end.

BEREAVEMENT POLICY

Full-time employees are entitled to take as many as three consecutive days off, with pay, to attend to a family death. Bereavement days are outside the sick/personal day policy. For these purposes, family is defined as parent, stepparent, child, stepchild, sibling, stepsibling, spouse, domestic partner, mother-in-law, father-in-law, sister-in-law, brother-in-law, grandchild, or grandparent.

E---MAIL AND INTERNET POLICY

Equitas Academy's computer systems, including email and other computer applications, are intended for use by employees engaged in administrative or educational work. Employees who use these systems for inappropriate use (including personal communications, social media, gambling, "chat room" communications, instant messaging, participating in online auctions, or other activities that require attention to be diverted from School business for more than a moment, etc.) are subject to discipline, including and up to termination. Equitas Academy reserves the right, without employee notice and permission, to access, review, use and disclose all e-mail messages and monitor all Internet activity to ensure that usage is in compliance with the law and Equitas Academy's policies. Users of the Equitas Academy's computer system have no right to privacy in messages either sent or received or content viewed and used. Employees may not download any file, software, upgrade or other material from any web-site, email or install any software on our computer systems without prior written approval from Equitas Academy.

The use of obscene, inappropriate, or harassing language when sending email messages is prohibited. Similarly, employees may not use the Internet, including social media, to send, access, display, download or print pornographic or sexually explicit materials, derogatory, racial or religious messages, or other material that a reasonable person would find offensive or inappropriate. Examples of forbidden transmissions include sexually-explicit or X-rated messages, cartoons, or jokes; unwelcome propositions or love letters; ethnic or racial slurs; or any other message that can be construed to be harassment or disparagement of others based on their gender, gender identity, race, sexual orientation, age, national origin, disability, or religious or other personal basis. Such conduct may be grounds for discipline, up to and including termination.

Employees may not use email or internet for any purpose that is allegedly contrary to Equitas Academy's interests.

See also the [Equitas Academy Employee Computer Use Policy](#).

MEDIA POLICY

Equitas Academy strives to build the reputation of this growing institution. At the same time, the School needs to speak to external constituents with a consistent voice. To ensure the quality and consistency of information disseminated to media sources, the following policy

shall be enforced:

All media contacts regarding the School are to be handled exclusively by the CEO, or her designee, regardless of who the media representative is or whom he or she represents.

All press releases or other promotional materials must be approved in writing by the CEO or her designee prior to dissemination.

SOCIAL MEDIA POLICY

In light of the explosive growth and popularity of social media technology in today's society, Equitas Academy has developed the following policy to establish rules and guidelines regarding the appropriate use of social media by employees.

This policy applies to situations when you: (1) make a post to a social media platform that is related to Equitas Academy; (2) engage in social media activities during working hours; (3) use School equipment or resources while engaging in social media activities; (4) use your School e-mail address to make a post to a social media platform; (5) post in a manner that reveals your affiliation with Equitas Academy; or (6) interact with School students or parents/guardians of School students (regarding School-related business) on the Internet and on social media sites. For the purposes of this policy, the phrase "social media" refers to the use of a website or other electronic application to connect with other people, including, but not limited to, Facebook, Twitter, Pinterest, LinkedIn, YouTube, and MySpace, as well as related web-based media, such as blogs, wikis, and any other form of user-generated media or web-based discussion forums. Social media may be accessed through a variety of electronic devices, including computers, cell phones, smart phones, PDAs, tablets, and other similar devices.

This policy is intended to supplement, not replace, Equitas Academy's other policies, rules, and standards of conduct. For example, School policies on confidentiality, use of School equipment, professionalism, employee references and background checks, workplace violence, unlawful harassment, and other rules of conduct are not affected by this policy.

You are required to comply with all School policies whenever your social media activities may involve or implicate Equitas Academy in any way, including, but not limited to, the policies contained in this Handbook.

Standards of Conduct

You are required to comply with the following rules and guidelines when participating in social media activities that are governed by this policy:

- Comply with the law at all times. Do not post any information or engage in any social media activity that may violate applicable local, state, or federal laws or regulations.
- Do not engage in any discriminatory, harassing, or retaliatory behavior in violation of School policy.
- Respect copyright, fair use, and financial disclosure rules and regulations. Identify all

copyrighted or borrowed material with proper citations and/or links.

- Maintain the confidentiality of Equitas Academy's trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how, and technology. Do not post internal reports, policies, procedures, or other internal business-related confidential communications. This prohibition applies both during and after your employment with Equitas Academy.
- Do not post confidential information (as defined in this Handbook) about Equitas Academy, its employees, or its students. Remember that most student information is protected by the Family Educational Rights and Privacy Act, including any and all information that might identify the student. Publicizing student work and accomplishments is permitted only if appropriate consents are obtained.
- While it is acceptable to engage in limited and incidental social media activities at work, such social media activities may not interfere with your job duties or responsibilities. Do not use your School-authorized e-mail address to register on social media websites, blogs, or other online tools utilized for personal use.
- Be knowledgeable about and comply with Equitas Academy's background check procedures. Do not "research" job candidates on the Internet or social media websites without prior approval from the Vice President of Talent and Strategy.
- Be knowledgeable about and comply with Equitas Academy's reference policy. Do not provide employment references for current or former employees, regardless of the substance of such comments, without prior approval from the COO.
- When posting about fellow employees, students, parents, vendors, customers, suppliers, or other people who work on behalf of Equitas Academy, avoid posting statements, photographs, video, or audio that could be reasonably viewed as malicious, obscene, threatening, or intimidating, that disparage employees, students, parents, vendors, customers, suppliers, or other people who work on behalf of Equitas Academy, or that might constitute harassment or bullying.
- Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Never post any information or rumors that you know to be false about Equitas Academy, fellow employees, students, parents, vendors, customers, suppliers, people working on behalf of Equitas Academy, or competitors.
- Express only your personal opinions. Never represent yourself as a spokesperson for Equitas Academy unless authorized to do so. If you publish social media content that may be related to your work or subjects associated with Equitas Academy, make it clear that you are not speaking on behalf of Equitas Academy and that your views do not represent those of Equitas Academy, fellow employees, students, parents, vendors, customers, suppliers, or other people working on behalf of Equitas Academy. It is best to use a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of Equitas Academy."
- Never be false or misleading with respect to your professional credentials.

Creating and Using School Social Media

Employees are only permitted to communicate and connect with students on social media that is owned and operated by Equitas Academy.

Employees are only permitted to communicate and connect with students' parents or guardians regarding School-related matters on social media that is owned and operated by Equitas Academy.

All communications with parents or guardians regarding School-related matters on non-School or personal social media may result in disciplinary action, up to and including termination.

Any communication whatsoever with students on non-School or personal social media may result in disciplinary action, up to and including termination. The Operations Department, in addition to the COO and members of the administration, are responsible for approving requests for School social media, monitoring School social media for inappropriate and unprofessional content, and maintaining the social media account information (including, but not limited to, username and password).

Equitas Academy has final approval over all content and reserves the right to close the social media at any time, with or without notice. Any inappropriate or unprofessional communications may result in disciplinary action, up to and including termination. To set up social media that is owned and operated by Equitas Academy in compliance with this policy, employees must adhere to the following procedures:

- Request and obtain permission to create School social media from the Chief Operating Officer (COO)
- Contact the IT Department to set up the social media. Provide the IT Department with the username and password that you would like assigned to the account. If you change the username and/or password, you must immediately update this information with the IT Department. Failure to do so may result in disciplinary action, up to and including termination. Any social media created and/or used in violation of this policy may result in disciplinary action, up to and including termination.

Access

Employees are reminded that Equitas Academy's various electronic communications systems, including, but not limited to, its electronic devices, computers, telephones, e-mail accounts, video conferencing, voice mail, facsimiles, internal and external networks, computers, cell phones, smart phones, PDAs, tablets, and other similar devices, are the property of Equitas Academy. All communications and information transmitted by, received from, or stored in these systems are School records. As a result, Equitas Academy may, and does, monitor its employees' use of these electronic communication systems, including for social media activities, from time to time. Equitas Academy may monitor such activities randomly, periodically, and/or in situations when there is reason to believe that someone associated with Equitas Academy has engaged in a violation of this, or any other, School policy. As a result, employees do not have a reasonable expectation of privacy in their use of or access to Equitas

Academy's various electronic communications systems.

Discipline

Any violation of this Social Media Policy may result in disciplinary action, up to and including immediate termination.

Retaliation Is Prohibited

Equitas Academy prohibits retaliation against any employee for reporting a possible violation of this policy or for cooperating in an investigation of a potential violation of this policy. Any employee who retaliates against another employee for reporting a possible violation of this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

In the event you have any questions about whether a particular social media activity may involve or implicate Equitas Academy, or may violate this policy, please contact the COO. Social media is in a state of constant evolution, and Equitas Academy recognizes that there will likely be events or issues that are not addressed in these guidelines. Thus, each School employee is responsible for using good judgment and seeking guidance, clarification, or authorization before engaging in social media activities that may implicate this policy.

OUTSIDE EMPLOYMENT

Outside employment must not conflict in any way with staff responsibilities within the School. Employees may not conduct outside work or use school property, equipment or facilities in connection with outside work while on school time.

**ACKNOWLEDGMENT OF RECEIPT OF EQUITAS ACADEMY CHARTER SCHOOL
EMPLOYEE HANDBOOK AND AGREEMENT FOR EMPLOYMENT AT-WILL**

ALL EMPLOYEES MUST READ THIS EMPLOYEE HANDBOOK AND FILL OUT AND RETURN THIS PORTION TO THE COO WITHIN ONE WEEK OF RECEIPT.

I have received a copy of the School's Employee Handbook. I understand that it is my responsibility to carefully read and understand its contents and I agree to follow the policies stated therein. Unless specified otherwise in an agreement between me and the School, I agree that the School and I both have the right to terminate my employment at any time, with or without notice, and with or without cause. I further understand that transfers, demotions, suspensions, employee discipline, and changes in the terms and conditions of employment may be administered at the sole and absolute discretion of the School. Unless specified otherwise in an agreement between me and the School, I understand that I am an at-will employee. I understand that these conditions of my employment may not be modified orally and may only be modified in a writing signed by the Chief Executive Officer of the School and me.

I understand that nothing in the Handbook is intended, nor should be construed, as a limitation of my right and the School's right to terminate the employment relationship at any time, with or without notice, and with or without cause, or the School's absolute right to transfer, demote, suspend, administer discipline, and change the terms and conditions of employment at its sole discretion. I understand that nothing in the Handbook is intended, nor should be construed, to create an implied or express contract of employment contrary to this express at-will agreement or to the School's absolute right to transfer, demote, suspend, administer discipline, and change the terms and conditions of employment at its sole discretion. I understand that the School reserves the right to depart from and modify the policies stated in the Handbook at its sole discretion, with the exception of my at-will status and the School's absolute right to transfer, demote, suspend, administer discipline, and change the terms and conditions of employment. The foregoing constitutes the entire terms of the agreement between me and the School regarding the duration and at-will nature of my employment and the School's absolute right to transfer, demote, suspend, administer discipline, and change the terms and conditions of employment at its sole discretion.

Signature _____

Date _____

Print or Type Name _____