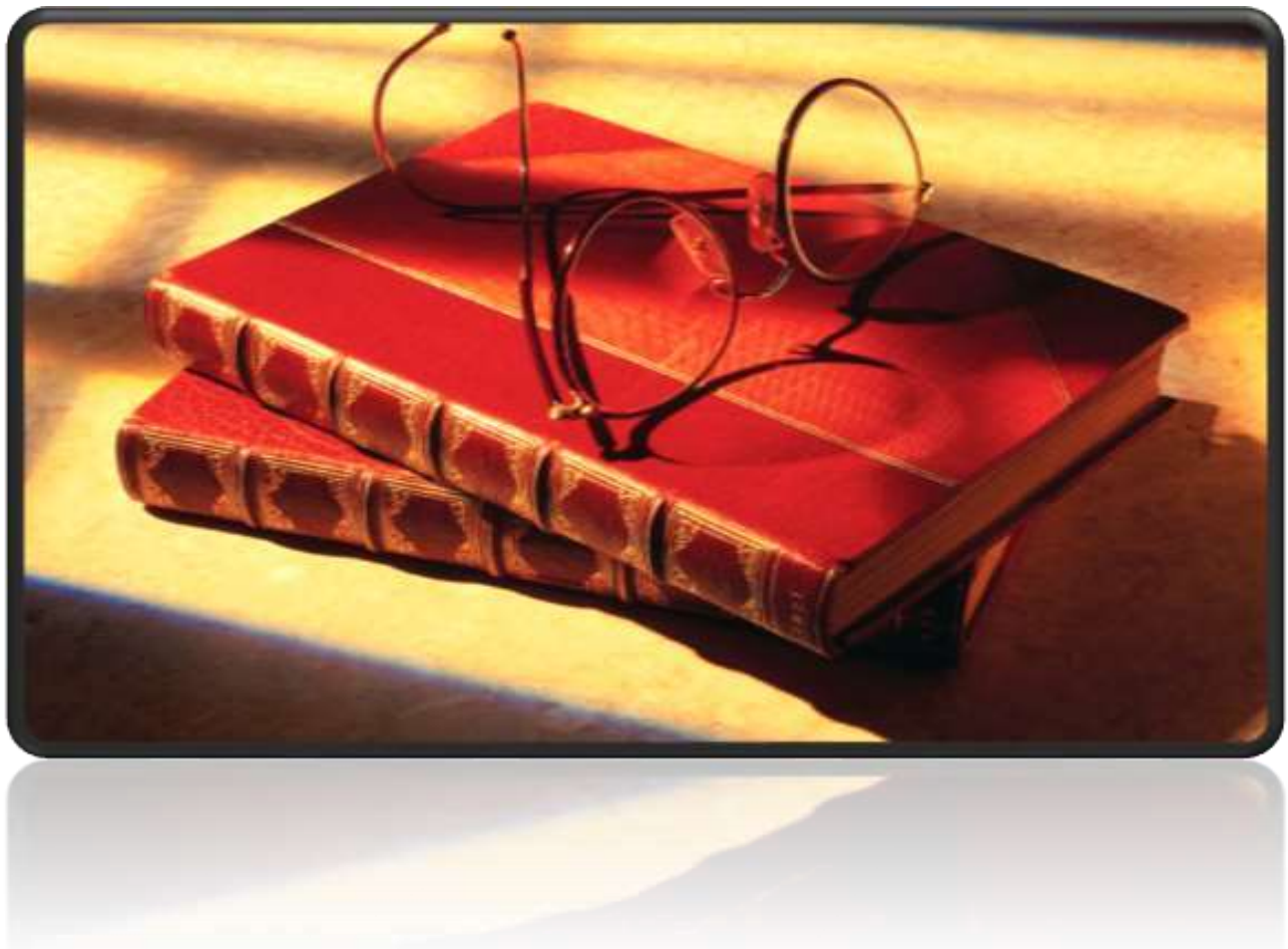


**Advocates for Innovative Schools, Inc.  
Robert Russa Moton Charter School  
EMPLOYEE HANDBOOK**



**2021 – 2022 School Year**

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## I. INTRODUCTION to AIS

### Welcome to AIS

Congratulations on joining the Advocates for Innovative Schools. Inc. (AIS) team as an employee. We welcome you to a group of dedicated educators who are building a reputation for excellence in charter schools. Our future looks bright as we create unique and innovative opportunities for the children of New Orleans, our future citizens, lifelong learners – *our babies!*

As you begin your employment with Robert Russa Moton Charter School (RRMCS), we would like to welcome you to our organization and invite you to read and become familiar with the contents of this Employee Handbook. We hope that you find it full of helpful and valuable information about the policies, benefits, procedures and opportunities available to guide and assist you in performing to the best of your abilities and developing and realizing your potential as one of our valuable employees.

The Advocates for Innovative Schools, Inc. reserves the right to change, modify, eliminate, or deviate from any policy or procedure in this handbook at any time and to hire, transfer, promote, discipline, terminate, and otherwise manage its employees as it deems appropriate, within the parameters of legal contracts and Board policy. Try to familiarize yourself with its contents as soon as possible because it should answer many of your initial and ongoing questions about your employment with AIS/Moton. Policies are spelled out in detail in Part II of this handbook.

While the information outlined in this manual should give you answers to most of the general questions you might have about your job or the school's policies and procedures, it cannot cover every situation that might arise. If you have questions about these guidelines or need further information about any subject, please contact the Principal.

In the back of the handbook you will find a compact of Acknowledgement and Receipt of this handbook to sign and return to the Principal. This documents your acceptance and agreement to follow the policies and procedures as an employee for 2020 - 2021. Formal contracts will follow.

The Board of Directors extends best wishes to you for a wonderful school year.

Sincerely,

*Barbara Crain-Major*

Barbara Crain-Major  
President

## **About This Handbook**

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

AIS is constantly in the process of revising and improving its policies, procedures, and benefits and may decide to change those contained in this handbook over time. When this happens, AIS will make you aware of any changes in future editions of this handbook and/or by web site postings or other communications. Only AIS's Board of Directors can add to, delete, or change any policies, procedures, or benefits contained in this handbook and they can do so at any time without prior notice. Practices and procedures that have been accepted as recent Policy may appear twice.

If any provision in this Employee Handbook is found to be unenforceable and invalid, such a finding will only invalidate that particular provision and will not invalidate the entire Employee Handbook. Each employee is responsible for reading, understanding, and following the guidelines and rules in the Employee Handbook.

This Employee Handbook outlines the framework for a positive, professional environment. Employees are responsible for reading and understanding this Employee Handbook. If anything is unclear, please discuss the matter with the Principal. This handbook applies to faculty and staff at Robert Russa Moton as well as persons working in the Administrative Office. The policies, procedures, and programs outlined in this handbook are designed to serve as guidelines to keep you informed of relevant facts about your employment. They are not intended to create any kind of contractual relationship and are subject to change at the discretion of AIS or Robert R. Moton Charter School with or without notice.

The purpose and function of this Employee Handbook is to help inform staff of their rights and benefits as employees of AIS. Each employee of AIS is responsible for the contents of this Employee Handbook and is encouraged to ask any and all questions pertaining to its contents. Comments and questions should be directed to the Principal or the AIS Board. It is required that each employee keep a copy of the Employee Handbook as a reference throughout the year.

Please note that the contents of this handbook do not subject AIS to any liability for any claim to comply with the rules, policies or goals in this handbook. This handbook supersedes all prior versions of any employee handbook or manual that AIS has issued and may eliminate or modify existing policies.

## **Open Communication Policy**

Robert R. Moton Charter School strives to provide a working environment in which every employee is treated in a fair and just manner. Robert R. Moton Charter School recognizes that issues, concerns, and disputes occasionally arise in the workplace. RRMCS wants all employees to feel comfortable discussing concerns with supervisors, without fear of reprisal. To achieve this goal and foster open communication among all employees, RRMCS has adopted an open communication policy.

## **Expectations for Employees**

AIS depends on employees to create the type of work environment that promotes student achievement. Each individual is expected to do his or her best work every day. Additionally, everyone is required to respect and work cooperatively with the school's administrators.

As a transformed charter school association, AIS has to build a reputation based upon the people who are employed and the students we service. All employees are expected to help build a strong, positive reputation in their work at school and attitudes outside of school. Negative comments about the school, its students, faculty, Board of Directors and community will only ruin the positive reputation we want to build. Loyalty is expected of those who, by becoming employees, commit to the building of the school's reputation. Individual employees who criticize the school in the social media risk disciplinary action or termination for disloyalty and disruption to school operations.

Innovative ideas such as pay-for-performance and supplemental pay are intended to help teachers develop professionally and contribute productively to the school's development. Use this handbook to identify ways to become a contributor to our success.

You will have direct access to the school's Principal at all times during the workday via email. At the Board level, committees of teachers and parents will have many opportunities to give input and ideas on ways to improve our school. Remember, you help create the pleasant and safe working conditions that AIS intends for you. The result will be better performance for the school overall and personal satisfaction for you.

### **What You Can Expect From AIS**

1. AIS believes in creating a stimulating work environment and positive working relationships between all employees. In pursuing this goal, AIS has developed the following employee relations objectives:
2. Provide an exciting, challenging, and rewarding workplace and experience with a primary focus on students' academic achievement and social development.
3. Recruit employees on the basis of experience, training, successful teaching practice, positive attitudes, and strong character without regard to age, sex, race, religion, national origin, disability, veteran status, political belief, sexual orientation, marital status, or familial status.
4. Compensate all employees based upon their experience and credentials.
5. Provide competitive employee salaries and fringe benefits and comfortable and collaborative working conditions.
6. Grant paid time off and holidays, and other paid and unpaid leave to all eligible employees.
7. Provide generous health and welfare benefits to all eligible employees.
8. Handle all complaints with fair, firm, and consistent attention and resolutions.
9. Respect individual rights, responsibilities and privacy with demonstrations of courtesy and consideration.

10. Maintain mutual professional respect in all working relationships.
11. Provide buildings and offices that are attractive, clean, secure, orderly, and safe.
12. Assign employees fairly to areas in which they are certified and highly qualified.
13. Keep all employees informed of the progress of AIS, as well as the overall school goals and objectives.
14. Promote an atmosphere in keeping with AIS's vision, mission, and goals with a primary focus on students' academic achievement and social development.

### **Mission**

The mission of Robert Russa Moton Charter School, in partnership with families and the community, is to create a learning environment that fosters kindness, curiosity, and encourages our students to be lifelong learners.

### **Vision**

All students will leave Moton prepared to be learners and free thinkers in high school, college, and life.

### **Motto**

Wisdom, Understanding and Knowledge are the Keys to Success.

### **Values**

Moton students are **motivated, outstanding, talented, organized, no non-sense learners.**

### **School's Goal**

The school's goal is to allow each child the opportunity to discover the ability to think and to learn, and to manage his/her own learning and growth, thus becoming a "lover of learning," the most satisfying thing life offers us according to many leading authorities on the subject. Love of learning also serves as the educational approach that researchers believe useful in improving the problem of high drop-out rates and academic failure.

## **II. EMPLOYEES' PRIMARY RESPONSIBILITIES**

### **Instructional Duties**

Employees are expected to focus on the education of students for the entire time they are on the work site. Classroom instructional schedules must follow the Louisiana Department of Education Administrators Bulletin 741 mandates for minutes of instruction.

The following suggested minimum time requirements for pre-kindergarten shall be flexibly scheduled to meet the developmental needs of young students.

Teacher-directed activities (whole or small group)	35%
Student-initiated activities (learning center)	35%
Lunch	
Snack and Restroom time	10%
Rest period and/or quiet activities	20%

The following minimum time requirements for kindergarten shall be flexibly scheduled to meet the developmental needs of young students.

Teacher directed activities (indoor and outdoor whole and small group)	40%
Child initiated activities (indoor and outdoor learning centers)	35%
Lunch	
Snack and restroom time	10%
Rest Periods	15%

The following are suggested and required minimum minutes for elementary grades.

<b>Grades 1, 2, 3</b>	<b>Suggested Minimum Minutes Per Week</b>
English Language Arts	825
Mathematics	300
Science and Social Studies	225
Foreign Language	150
	<b>Required Minimum Minutes Per Week</b>
Physical Education	150
Health, Music, Arts and Crafts	150

<b>Grades 4, 5, and 6</b>	<b>Suggested Minimum Minutes Per Week</b>
English Language Arts	600
Mathematics	300
Science	225
Social Studies	225
Foreign Language	150
	<b>Required Minimum Minutes Per Week</b>
Physical Education	150
Health, Music, Arts and Crafts	150

<b>Grades 7, 8 (Six Period Day Option)</b>	<b>Suggested Minimum Minutes Per Week</b>
English Language Arts	550

Mathematics	275
Science	275
Social Studies Grade 7—American Studies Grade 8—Louisiana Studies	275
Foreign Language	150
	<b>Required Minimum Minutes Per Week</b>
Physical Education	150
Health, Music, Arts and Crafts	125
<b>Grades 7, 8 (Seven Period Day Option)</b>	<b>Suggested Minimum Minutes Per Week</b>
English Language Arts	500
Mathematics	250
Science	250
Social Studies Grade 7—American Studies Grade 8—Louisiana Studies	250
Foreign Language	150
	<b>Required Minimum Minutes Per Week</b>
Physical Education	150
Health, Music, Arts and Crafts	250

1. Teachers should integrate reading (skills and comprehension) throughout all content areas.
2. For students in grades 1 through 4 who have been identified as reading below grade level, the minimum time requirements in health, music, and arts and crafts are *suggested* in lieu of *required*.
3. For students in grades 5-8 who have scored below the Mastery level on LEAP 2025 in English Language Arts or Mathematics, the minimum time requirements in health, music, arts and crafts, or electives are *suggested* in lieu of *required*.
4. English as a Second Language may be offered as a part of English Language Arts.
5. For students with specific needs, teachers may increase the weekly time in English Language Arts or Mathematics by reducing instructional time in other subjects, subject to the review and approval of the Principal.

### Non-Instructional Duties

Teachers are expected to perform beginning and dismissal duties each day. Each classroom teacher must escort the students to the assembly area in the rear of the school. Students are to be escorted in a quiet orderly line to the cafeteria or buses for dismissal. Teachers will be assigned to assist with breakfast and lunch duty on a rotating basis. A lunch duty rotation list will be distributed to staff members at the beginning of each semester.



## **Preparation of Staff Training Materials**

AIS believes that meaningful professional development results in higher levels of student achievement. Therefore, the administration will try, as often as possible, to provide teachers with release time to participate in a range of professional activities.

Teachers will be expected to attend presentations or seminars held outside of normal school hours, to provide small-group instruction outside of normal school hours, or to design and execute academic projects. Depending on the project, employees may be eligible for stipends.

## **Hours of Operations and Work Hours**

Robert R. Moton Charter School's building is open each school day from 7:00 a.m. until 7:00 p.m. If access to the building is needed outside of the specified hours, please see the Principal. Special access needs to be scheduled one (1) week in advance.

All exempt (salaried) staff members are asked to sign in with a thumbprint every morning in the Main Office by 7:45 a.m. unless specified otherwise in the staff member's hire letter or by the employee's supervisor. Additionally, at the end of the workday, all employees are required to sign out electronically before leaving the campus.

Employees are responsible for signing in upon arrival. In the case where an employee has not signed in by 9:00 a.m., the Secretary will code the employee as absent and no hours will be counted until the employee clocks in. Employees must sign in according to the time on the office clock.

All non-exempt (hourly) staff members are asked to sign in every morning in the Main Office by 7:45 a.m., unless specified otherwise in the staff member's hire letter or by the employee's supervisor. Hourly staff members are required to take ½ hour, unpaid lunch break each day, and must sign in and out when they take lunch.

All staff members and classroom teachers are asked to stay on campus until 3:45 p.m. unless their hire letter specifies a different end time or a mandatory event has been scheduled.

Once each month during the year, faculty meetings will be held. Staff members should expect to be on campus until 5:00 p.m. on days when there are meetings. Planning periods may be used for curriculum meetings, grade level meetings, cluster meetings and cadre. Attendance at these meetings to plan instruction and develop professionally is required of all teachers and para educators.

All regular full-time staff members are encouraged to attend school events occurring outside of school hours. All regular full-time staff members are required to attend and assist with the Open House and the school wide fund raising activities. One (1) staff member from each grade level team, support services and operations should be present at every PTO meeting and AIS Board Meeting. Teams should coordinate coverage among their members. Attendance is not mandated.

All staff members are expected to be on time for all duties. If an employee is running late, the employee must contact the Principal before the start of his or her workday. The staff member's supervisor will document all tardiness. If an employee is excessively tardy without authorization, he or she will face disciplinary action according to Board policy.

## **Presence in Class**

Employees are required to meet their classes on time each morning. Teachers must remain in the classroom during instructional time and whenever the teacher/staff member has authorized any student to be present in the classroom. **NO STUDENTS ARE TO BE LEFT IN ANY AREA OF CAMPUS UNSUPERVISED!** In emergencies, when an employee must leave the classroom when students are present, he/she must make arrangements with a neighboring colleague to supervise students, or contact the office for assistance.

## **Lesson Plans**

The success of our instructional program is dependent upon effective instructional planning. Lesson plans are developed by teachers to guide instruction.

Effective planning is the key to quality instructional delivery and valid student assessment. It is expected that your lesson plans reflect research based instructional practices designed to meet the varying academic levels and learning styles of your students.

A copy of all lesson plans with weekly assessments and homework sheets attached must be emailed to [owlplans@motonchater.org](mailto:owlplans@motonchater.org) by 5 p.m. every Thursday. A copy of all lessons plans should be kept on the desk and accessible to all visitors.

## **Textbooks**

It is the classroom teacher's responsibility to distribute textbooks to students. Textbook usage and care should be monitored throughout the school year. Establish within your classroom clear expectations for the students regarding the covering and general care of textbooks, daily storage, and their presence in the classroom. The following information must be recorded in each book.

1. Student's full name
2. Room Number
3. Book number

A student who has lost or damaged a textbook will be responsible for replacement before another book is issued.

## **Meetings**

Attendance at regularly scheduled faculty meetings, Professional Learning Community meetings, staff development, and team and department meetings is expected.

The Instructional Support Team and Team Leaders are responsible for facilitating productive meetings that focus on teaching and learning. Meeting agendas, sign in sheets, and minutes are to be submitted following the meeting.

## **Planning Time**

Planning time is valuable time that has been allocated for the very important task of instructional planning, not for leaving the school site. You are expected to use this instructional resource for its designated purpose, to improve teaching and learning in the classroom. (Team meetings should be held to discuss

team culture, homework assignments, and lesson plans/activities.) Planning time should also be used to contact parents. Any person leaving school during his/her planning period must receive prior approval from the Principal and will be required to use PTO.

### **Mailboxes**

Employee mailboxes are located in the Parent Liaison area. Your name will be located above your assigned box. Check your mailboxes before and after school each day. Do not allow items to accumulate in your mailboxes. (Space is limited) Students are not allowed to retrieve items from or place items in the mailboxes of staff members.

Telephone messages will be placed in your mailbox unless the call is an emergency.

U.S. mail pick-up and delivery will be on the counter of the main office.

### **Technology Services**

1. All audio-visual equipment will be distributed from our Information Technology staff.
2. Teachers are expected to integrate these resources into their instructional program.
3. Teachers are expected to develop a classroom management plan that includes clear and explicit rules and procedures for student use of these resources to minimize improper usage, damage, or theft.

### **Visitors**

1. Visitors who support/enhance the instructional programs are always welcome at our school. However, ALL visitors are required to enter through the front entrance. All visitors will be required to sign the visitor log.
2. All visitors will be issued a Visitor's Pass that must be worn at all times. Visitors without a pass should be directed to the Office immediately. Via the intercom, teachers will be informed of visitors reporting to their class.
3. Staff members who plan to have visitors in their class as an instructional resource should submit a request in writing to the Principal at least one week prior to the scheduled visit.
4. PERSONAL VISITORS ARE NOT PERMITTED IN CLASSROOMS DURING THE INSTRUCTIONAL DAY.
5. During certain phases of COVID, no visitors are to be allowed into the building without prior approval.

### **Soliciting Donations**

Any efforts by a staff member to solicit donations for the school, from community persons or organizations, must have the prior written approval of the Principal. Requests should be made in writing on school stationery. Thank you letters must be sent.

### **Money Collected**

1. Absolutely no money collected is to be stored in the classrooms. All monies collected must be turned in to the Assistant Secretary in an envelope with a collection log completely filled out. Issue a receipt for all money received.
2. The money will be counted and you will be given a receipt.
3. Teachers in charge of field trips must keep accurate records of all money turned in by teachers. Issue a receipt and record all transactions.
4. If for any reason a teacher keeps money in his/her classroom and it is stolen or lost, the teacher will be held responsible for the entire amount. Missing money will not cause students to miss the activity for which they paid.
5. The school will not be accountable for personal items or money that is lost or stolen. Please secure your personal property.

### **Dismissal**

1. Dismissal is 3:30 p.m. Monday-Friday. All staff members are assigned to PM duty until 3:45 p.m.
2. It is the classroom teacher's responsibility to escort, in an orderly manner, all students from the classroom to the designated exits.
3. DO NOT LEAVE ANY STUDENTS UNSUPERVISED IN YOUR CLASSROOM.
4. The bell does not dismiss students. Students are to be dismissed by a teacher.
5. Teachers are not authorized to give any student permission to leave the campus during the instructional day.
6. Students should not be dismissed from school prior to the regularly scheduled dismissal time.
7. Any student remaining beyond 3:30 p.m. should be brought to the Main Office.

### **Student Injuries**

State law may hold staff members liable for student injuries sustained during the school day.

1. Therefore, all student injuries, no matter how minor they may appear, must be reported to the Dean of Students, School Nurse, Assistant Secretary and/or Social Worker, and the child's parent/guardian.

2. The supervising teacher must complete a School Accident/Incident Report and submit it to the School Nurse or designee within 30 minutes of the accident.
3. Include a detailed description of the incident, including the names of any witnesses and their statements.
4. You must make every effort to contact the parent. The School Nurse or Data Manager will assist.
5. Employee and visitor student injuries must be reported to the School Nurse and Office immediately.
6. Robert Russa Moton Charter School will follow COVID-19 guidelines established by the Louisiana Department of Health per the Office of Public Health, July 22, 2020.

Students/Teachers/Faculty (persons) with COVID-19 symptoms and/or a positive test who were directed to care for themselves at home may end self-isolation when at least 24 hours have passed since recovery, meaning:

- Fever free without the use of fever-reducing medications, and
- Improvement in symptoms (e.g., cough, shortness of breath), and
- At least 10 days have passed since symptoms first appeared.

Persons with laboratory-confirmed COVID-19 who have not had any symptoms may discontinue self-isolation with at least 10 days have passed since the date of their first positive COVID-19 diagnostic test and have had no subsequent illness.

Persons suspected of having COVID-19 who have been tested and receive a negative test may discontinue isolation precautions provided they feel well.

If the person is sick with non-COVID-19 symptoms, or if the person has tested negative for COVID-19, the person must still be symptom free for 24 hours before returning to school. If the person is tele schooling from home, the person does not have to wait the 24 hours before resuming school duties.

If a person is a close contact (defined as within 6 feet for 15 minutes) or a confirmed positive and requires isolation, that person may return to school after the 14-day isolation period has passed, as long as no symptoms develop.”

Clearance from the school nurse is then needed to return to the building.

### **Staff Lunch Period**

The lunch period for all school site staff is 30 minutes. For employees leaving the campus for lunch, travel and eating time is included in the 30 minutes. Employees are required to sign out prior to leaving the campus and must sign in upon returning to the campus.

### **Classroom Passes/Sign-out Log**

Students must not leave the classroom without a pass for any reason. For middle school grades, the classroom sign-out log must be completed each time a student leaves the classroom.

### **Progress Reports**

In addition to the report card, teachers are required to complete an official Progress Report for each child. Progress reports will be distributed to students in accordance with the RRMCS calendar. Progress reports will be generated from the data that is entered into Power School.

### **Student Attendance**

1. Attendance is very important at Robert R. Moton Charter School. Each student must be in attendance a minimum of 164 days. Suspensions or unexcused absences cannot be made up.
2. When a student is absent he/she is required to bring a note from his/her parent on the day of return. The note must be dated and signed explaining the reason for the absence. If a note is not received, the absence is unexcused.
3. A student that has been absent for five consecutive school days must present a doctor's certificate to the homeroom teacher and must be referred to the School Social Worker.
4. Any student returning from suspension must be accompanied by a parent/guardian and attend a reentry conference.
5. Students arriving after 8:10 must obtain a tardy pass from the Main office before being admitted to class. Send any tardy students without a pass to the front office.
6. Student attendance must be accurately maintained in PowerSchool. Student attendance must be entered daily by 9:00 a.m. (NO EXCEPTIONS!)
7. Send daily counts/attendance slips to front office by 9:00 a.m. daily.

### **Procedures for Reporting Employee Absences**

In the case of an unplanned absence, the employee must contact the Principal or designee as early as possible, but no later than 7:00 a.m. for all employees. If an employee fails to show up for work without reporting to his or her supervisor, he or she will receive a written warning disciplinary action according to Board policy. Failure to correct this action can result in termination.

For all absences longer than three (3) days in length, verification of the reason for the absence must be submitted to the employee's supervisor. If an employee has had more than 3 unplanned absences during the school year, all further absences must be verified to the employee's supervisor regardless if it is only one day in length.

**If an absent employee does not call the supervisor, he or she will be coded as "Absent without leave (AWOL)." No payment will be given for AWOL Days.**

### **School Heading**

All students must be required to include the school's heading on all assignments.

<b>Name</b>	<b>Date</b>	<b>Robert R. Moton Charter School</b>
<b>Class of 2025/1<sup>st</sup> period</b>		<b>Subject/Title</b>

### **General Reminders**

1. The Principal, prior to the distribution, must approve all formal written communication to parents, community members, etc.
2. Follow all guidelines for assessing students. Complete your grade book properly and keep it current. PowerSchool Grade Books must be current as well. Clearly label each recorded grade with category, title of the lesson, and date.
3. Establish and maintain portfolios for every student, including digital. Document student progress or lack thereof in a variety of ways.
4. There is no breakfast time allocated for staff members during the instructional day. No persons should be eating breakfast in the classroom or cafeteria during their duty time or instructional time.
5. Do not eat in your classrooms. This behavior supports insects and rodents.
6. Keep your classrooms clean, organized, and attractive. Word walls, current objectives, current students' work, and the team/class rules must be prominently posted.
7. Keep a log to document formal and informal contacts with your parents, including telephone calls. Indicate topics discussed and resolution of concerns.
8. All thermostats should remain on AUTO!
9. Classrooms should be left orderly with trash collected from students, desks organized and floors cleared.

### **Professional Dress**

Part of Moton Charter School's culture is to show parents, students and the larger community that the work we do during the school day is important and that the employees who do this work are professional.

Therefore, AIS requests that staff members dress professionally when instructing students and on parentteacher conference days. Professional dress is dress that is neat and clean. Flip-flops, ripped jeans

and T-shirts (except Robert R. Moton Charter School T-shirts) are not permitted. Staff should dress modestly. Staff should not wear clothing that is distracting to students. Jeans and spirit shirt may be worn on Fridays at the discretion of the Principal. In the event that this policy is not followed appropriately, the Principal will have authority to exclude the employee from the work place.

Any employee whose dress is deemed inappropriate will be asked to sign out and go home to change clothes. The offending employee will not be compensated for the time away from work.

### **Corporal Punishment**

Staff members should not touch students as a disciplinary measure, unless safety intervention is necessary to protect a child's physical wellbeing, or the wellbeing of another person. In the event of a classroom emergency in which a child needs to be physically restrained, staff members should notify the Principal or designee to the extent possible.

Corporal punishment is prohibited by AIS. Corporal punishment can result in immediate termination. ***Prohibited actions include: hitting a child with one's hand or foot, striking or spanking a child with a ruler, pointer, or other object, taking away a child's chair and requiring him or her to stand for long periods of time, requiring a child to perform a repetitive physical task such as writing the same phrase over and over, and requiring a child to affix something to the body as a symbol of bad behavior such as tape over the mouth.*** Any employee who becomes aware of an incident of corporal punishment must report that incident immediately to the Principal. Parents may not authorize teachers to use corporal punishment.

### **Gift Policy**

Employees are not permitted to accept gifts of any kind of a value exceeding twenty dollars (\$20.00) - including, but not limited to money, gift cards, goods, food, entertainment, or services - directly or indirectly from students or their families. The Principal may make exceptions. Offers of such gifts in excess of \$20.00, even when refused, must be reported to the Principal immediately.

### **Professional Evaluation Process**

Moton evaluates teachers using the Compass program. Our intention is to hire the most qualified people available and to give them the maximum opportunity to succeed and attain professional growth. All staff members are expected to demonstrate progressive expertise in job performance and knowledge.

The Principal is responsible for the performance evaluation of all full-time teachers. He or she will provide assistance and guidance on a regular basis, both informally and formally.

For all non-teaching staff, their respective supervisor will discuss the staff person's performance and establish performance goals based upon the responsibilities and requirements of the position.

Annual performance evaluations are conducted to provide the opportunity to discuss job responsibilities, to identify and correct weaknesses, to recognize strengths and to discuss positive, purposeful approaches for meeting goals. These reviews and evaluations serve as an objective basis from which recommendations for salary adjustments and other personnel decisions may be made.



Evaluations for teaching staff will be conducted by the Principal or designee through regular written informal classroom visits and at least one scheduled formal observation throughout the year. The visits will be conducted for a range of reasons, including observation of student achievement, demonstration or modeling, assistance with guided reading, or observation of practice. The visits may be unannounced. The purpose of this is not to make the staff member feel uncomfortable. To be effective in their roles, members of the school administration require a good sense of the needs of the students and the staff. This will result from administration having a regular presence in the classroom.

Throughout the school year, teachers will have the opportunity to reflect on their own progress through regular grade-level team meetings with the Principal.

Once per year each teacher will have a formal evaluation that will be planned at least five (5) days in advance. Within two (2) weeks of the formal evaluation the teacher who was evaluated will receive a performance evaluation based on the visits and observations of the Principal or designee.

The criteria of the evaluation will be based on AIS's operating values and the employee's job description. These criteria will be circulated during staff pre-service or, if a staff member joins after pre-service has occurred, within two (2) weeks of their first day of work. These criteria are subject to change at any time without notice to the employee.

We expect that staff will carry out their responsibilities fully and to the best of their abilities, and conduct themselves in a manner that best serves AIS's interests. The results of the formal evaluation will be kept in each employee's personnel file. If a staff person's work performance does not meet satisfactory standards, their Manager or supervisor, in conjunction with the Principal may take any of the following steps:

- Identify areas of weakness, counsel and recommend ways to address them within a specified time frame;
- Warn the staff person orally, and if the problem(s) continues, warn the staff person in writing with a copy to the staff person's personnel file; and/or
- Recommend the discharge of the staff person to the Board.

These steps are not to be seen as progressive in nature. The Principal will take the step that is most appropriate under the circumstances. The Principal does not have the authority to fire a staff person. Hiring and firing are solely the responsibility of the Board.

### **III. EMPLOYMENT TERMINATION**

#### **Resignation**

An employee who works with students is requested to give one month's notice to the Principal before leaving the job. In the case of the Principal, he or she is requested to do the same with the Board of Directors. An employee who does not work directly with students is requested to give two weeks' written notice to the Principal.

## **Termination of Employment**

AIS reserves the right to terminate “at-will” employees at any time. No specific reason must be provided. However, poor performance, misconduct, neglect of duty, incompetence, inefficiency, dishonesty, breach of trust, fraud, moral turpitude, or violation of any of policies or procedures are required on all employees.

### **Reasons for Termination**

To ensure orderly operations and provide the best possible work environment, AIS expects employees to follow rules of conduct that protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including immediate termination. While this non-exhaustive list enumerates grounds for termination, this list in no way should be read to limit the contracted status of employees of AIS.

The list includes:

- theft, damage or unauthorized removal or possession of AIS’s property
- theft or loss of funds collected on behalf of a school fund-raising event
- falsification of timekeeping records
- any discriminatory act
- sexual or other unlawful or unwelcome harassment
- possession, distribution, sale, transfer or use of alcohol or illegal drugs while on duty, including operating vehicles or equipment
- any disruptive behavior, including fighting or threatening violence in the workplace
- insubordination or other disrespectful conduct
- using vulgar or profane language on school property
- gambling on the premises
- safety violations including lack of supervision of students
- possession of dangerous or unauthorized materials, such as explosives or firearms
- excessive absenteeism, tardiness or any absence without approval
- leaving the school site for personal business without signing out
- organizing work stoppages or public protests

All AIS employees are employed by contract and may be terminated with or without cause or notice at the end of the contract period. AIS also reserves the right to change the organizational structure of the school and eliminate jobs or job classifications when necessary.

### **Notice of Termination**

Once AIS has decided to terminate a contract employee before the written contract has expired, it must give the employee due process according to the Board’s policy.

### **Protocol**

Employees who leave the service of AIS for any reason will be entitled to all pay that may be due to them with the following qualifications:

1. Employees will receive final compensation for unused sick days.
2. Employees will be advised of their rights under the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA) of their right to continue health care coverage for themselves and their dependents at group rates, but at their own expense, for up to 18 months.
3. Any employee who is terminated or who resigns must return all office property, materials and supplies in such employee's possession to their supervisor.
4. No information or copies of information, including, but not limited to files, memos, computer-stored items, lists or other similar information may be taken by such employee with the express permission of their supervisor.
5. The final date of employment is the final date on which the employee serves his or her duties at Moton Charter School. It should not be construed as the date upon which the employee receives his or her final pay.

### **Severance Pay**

Employees are not entitled to severance pay.

### **Insurance Conversion Privileges**

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

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

### **Conflict Resolution**

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

## **Suggestions**

AIS encourages all employees to bring forward their suggestions and good ideas about how the AIS school can be made a better place to work, and AIS's service to parents, students, and community enhanced. When employees see an opportunity to help achieve our goal of developing "a world class" school, they should talk it over with their supervisor who should be able to help bring the idea to the attention of the people at AIS who will be responsible for possibly implementing it. AIS will value and listen to all suggestions. When a suggestion from an employee has particular merit, AIS provides for special recognition of the individual(s) who had the idea.

## **IV. THE SELECTION PROCESS**

### **Applications**

AIS carefully selects its employees through written applications, certification reviews, personal interviews and reference checks. This selection process helps AIS find and employ people who are concerned with the success of its students; people who are certified and highly qualified in their job assignments; people who can carry on their work with skill and ability; and people who are comfortable with AIS and who can work well with our team.

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

The chairperson of the Academic Committee will annually approve the employment slate of the AIS Charter Schools as presented by the Principal prior to the commencement of each school year.

### **Your Employment**

AIS employees are "at-will" and will not be issued an Employment Contract. However, several administrators may be given a contract that will specify the terms and conditions of the employee's employment in a board-approved job description, AIS's general expectations regarding the employee's performance, and what the employee can expect from AIS.

### **Public Relations**

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

Below are several things employees can do to help leave people with a good impression of AIS. These are the building blocks for our continued success.

- Communicate with parents regularly.
- Speak to and interact with students as they are the most important people in the world. They are!
- Act competently and deal with others in a courteous and respectful manner.
- Communicate pleasantly and respectfully with other employees at all times.
- Follow up on requests and questions promptly, provide businesslike replies to inquiries and requests, and perform all duties in an orderly manner.
- Respond to e-mail and voice mail within 24 hours during the workweek.
- Take great pride in your work and enjoy doing your very best.
- Refrain from any public display of behavior that reflects negatively on the school.

### **Equal Employment Opportunity**

It is the policy of AIS to provide equal employment opportunities to all qualified employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity and expression, national origin, ethnicity, age, disability, marital status, military service status, or any other protected classification. This policy applies to all aspects of the employment experience, including recruitment, hiring, compensation, promotion, transfer, disciplinary action, layoff, return from layoff, Moton Charter Schoolsponsored training, and social and recreational programs. Any and all such employment decisions will be made in a non-discriminatory manner.

AIS complies with the Americans with Disabilities Act and all applicable state and local laws prohibiting discrimination in employment against qualified individuals with disabilities. We will also provide reasonable accommodation for such individuals in accordance with these laws.

### **Immigration and Nationality Act**

In compliance with the Immigration Reform and Control Act of 1986 each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility as requested on the Employment Eligibility Verification Form I-9 within three (3) business days of starting employment. Where indicated, employees will be required to submit documentation establishing continued eligibility for employment.

All offers of employment are contingent on verification of your right to work in the United States. If at any time you cannot verify your right to work in the United States, AIS may be obliged to terminate your employment.

### **Occupational Exposure Policy**

AIS's policy on occupational exposure is consistent with the laws and regulations outlined by the United States Department of Labor's Occupational Safety and Health Administration. Employees exposed to blood or other bodily fluid, in the course of their jobs must exercise universal precautions. Universal precautions are intended to prevent the transmission of blood-borne disease when providing first aid or health care. Such precautions include the use of protective gear, washing hands and any contaminated areas with soap and water, and seeking medical attention for any significant exposure to the blood or bodily fluids of another person. AIS will take steps to limit employee exposure to blood and other potentially infectious bodily fluids pursuant to OSHA. If AIS takes any steps to ascertain whether there are toxic substances in its workplace, employees have a right to access that information per Louisiana State Law.

## **V. HARASSMENT POLICY**

It is the policy of AIS to provide a professional work and learning environment free of harassment that maintains equality, dignity, and respect for all. It shall be a violation of this policy for any student, teacher, administrator or other employee of AIS to harass a student, teacher, administrator, or other employee through conduct or communication.

### **Harassment**

AIS strives to maintain an environment free from discrimination and harassment, where employees treat each other with respect, dignity and courtesy. To this end, AIS considers unacceptable any conduct or comments regarding a person's age, race, color, creed, sex, national origin, sexual orientation, disability, or other protected characteristic that fail to respect the dignity or feelings of the individual. Accordingly, discriminatory conduct or conduct characterized as harassment as defined below is prohibited.

In general, ethnic or racial slurs and other verbal or physical conduct relating to a person's sex, race, color, religion, age, national origin, sexual orientation, disability or other protected characteristic constitute harassment when they unreasonably interfere with a person's work performance or create an intimidating work environment.

Sexual harassment has been defined by federal and state law to include: unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- (3) 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.

The types of conduct prohibited by this policy include, but are not limited to:

1. Any demand for sexual favors that are accompanied by a promise of favorable job treatment or a threat concerning the employee's employment or the terms and conditions thereof.

2. Subtle pressure for sexual favors, including implying or threatening that an applicant's or employee's cooperation of a sexual nature (or refusal thereof) will have any effect on the person's employment or future job opportunities.
3. Repeated offensive or unwelcome sexual flirtations and advances; verbal comments, jokes or innuendo of a sexual nature; words or gesture of a sexual nature used to describe a person or depict a situation; or the display of sexually suggestive objects or pictures.

### **What Does Harassment Look Like?**

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

- Offensive remarks, comments, jokes or slurs pertaining to an individual's race, religion, sex, age, national origin or ancestry, disability, citizenship, veteran status or any other protected status defined by law.
- Offensive sexual remarks, sexual advances, flirtations, or requests for sexual favors regardless of the gender of the individuals involved.
- Offensive physical conduct, including touching, regardless of the gender of the individuals involved, including threats of harm, violence or assault.
- Offensive pictures, drawings or photographs or other communications, including e-mail.
- Threatening reprisals of an employee's refusal to respond to requests for sexual favors or for reporting a violation to this policy.

### **All Other Discrimination and Harassment**

It is AIS's policy that no discriminatory conduct by or against our employees will be tolerated. Harassment of any form is prohibited, including, but not limited to: verbal, physical, or visual harassment of any kind; any form of sexual harassment (see description above); ethnic slurs; and creating or maintaining an intimidating, hostile or offensive environment. Harassment is prohibited in all relationships at the school including, but not limited to relationships between staff members, between staff and students or between staff members and parents/guardians of students.

### **Reporting**

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

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

### **Investigation and Remediation**

If an employee believes that he or she has experienced harassment, or believes that he or she has witnessed harassment, that employee should immediately notify the Principal, or any other managing personnel with whom that employee feels comfortable. If harassment has occurred by the Principal, the employee should immediately notify the President of the Board of Directors.

All reports of harassment will be promptly investigated by the Principal, or his or her designee who is not involved in the alleged harassment, and will be kept confidential to the extent possible.

If an investigation confirms that harassment has occurred, the Principal will take appropriate corrective action, which may, upon a determination by the Principal, include, but not be limited to, an official memorandum in an employee's personnel file or the recommendation for termination of the offending employee. Documentation of the event, the investigation, and the remediation will be kept for at least three (3) years.

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

### **Responsibility**

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

### **Retaliation**

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

### **Standards as to Physical Contact with Students and Other Staff Members**

Under Louisiana Law, a touching is a battery, and illegal, if there is an intentional use of force or violence upon the person of another; or the intentional administration of a poison or other noxious liquid or substance to another. To establish battery, Louisiana courts have held that it is sufficient if the actor intends to inflict an offensive contact without the other's consent. There is no requirement for maliciousness or intent to inflict actual damage. The essential element of a battery is physical contact, whether injurious or merely offensive, and a battery may be committed by touching another through the clothing.



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

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

- Hugs initiated by the student
- Hugs given with permission
- Pats on the shoulder or back
- Hand-shakes
- “High fives” and hand slapping
- Touching shoulders and arms around the shoulder area
- Touching face to check temperature, wipe away a tear, remove hair from face or other similar types of contact for similar purposes
- Patting a student on the knee (grades K through 5 or special needs children)
- Holding hands while walking with small children or special needs children
- Arms around shoulders
- Reasonable self defense
- Reasonable defense of another
- Reasonable restraint of a violent person to protect others or property

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

- Inappropriate or lengthy embraces
- Kisses on the mouth
- Corporal punishment
- Sitting students on one’s lap
- Touching buttocks, chests or genital areas
- Pushing a person or another person’s body part (other than in self-defense, defense of another or property)
- Showing affection in isolated areas
- Wrestling with students or other staff-members
- Bench-pressing another person
- Tickling
- Hugs with bodies pressed together below the waist
- Piggyback rides
- Massage
- Any form of unwanted affection
- Any form of sexual contact

- Poking fingers at another person that results in an offensive contact

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

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

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

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

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

### **Reporting Child Abuse**

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

## **VI. CONDITIONS OF EMPLOYMENT**

### **Criminal Conviction**

All employees are required to notify the Principal within five (5) days of any criminal conviction whether it occurred in or out of the workplace.

## **Background Criminal Check**

Employees of AIS must successfully clear a background criminal check before their contracts are signed for work. If a situation arises where an employee must begin before clearance is received the employee must receive an Emergency Conditional Appointment that has been approved by AIS's Board of Directors. Under a conditional appointment, measures will be taken to ensure that the staff person is supervised on a regular basis to ensure the safety of students.

Employees, who have never been fingerprinted for the Louisiana State Education Department or the NOLA Public Schools, must be fingerprinted at any police precinct, or other state and local criminal justice agencies, Boards of Cooperative Educational Services (BOCES), institution of higher education or another entity arranged or approved by AIS prior to beginning work.

## **Professional Behavior Expectations**

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

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

- Verbal or physical abuse of students or guests
- Endangering the well-being or safety of students, employees or guests
- Theft or embezzlement
- Acts involving dishonesty or breach of trust, such as fraud
- Conviction of a crime or violation of law
- Possession, selling or use of illegal substances while on AIS premises or while on duty
- Violation of the AIS's Drug Free Workplace Policy
- Falsification of AIS records
- Sharing information about or discussing employee salaries or wages
- Abuse, destruction, waste or unauthorized use of equipment, facilities, materials, or programs
- Inappropriate demeanor with parents or other staff members
- Insubordination – refusing to follow the direction of your supervisor or other disrespectful conduct toward your supervisor
- Abusive or vulgar language
- Prolonged lunch or break periods
- Unacceptable job performance
- Altercations with any employee or guest
- Unexcused absenteeism/tardiness
- Sleeping while on duty
- Failure to comply with regulatory requirements or safety rules and regulation
- Traffic violations while operating a vehicle on school errands
- Violation of student, parent, employee or AIS confidentiality

- Failure to provide honest and accurate information to an administrator, supervisor, director or assistant Principal/Principal of AIS
- Possession, use and distribution of dangerous or unauthorized materials, such as explosives, firearms, knives or other dangerous weapons while on duty or on AIS premises
- Fighting, threatening violence, intimidation or harassment toward any individual directly or indirectly associated with AIS
- Smoking on AIS grounds or during hours of work
- Talking on a cell phone or internet surfing during instructional hours
- Attempts to disrupt or undermine the academic program or business interests of AIS or to encourage others to do so
- Any conduct on or off the job which the AIS in its sole discretion believes will adversely affect the image of the AIS
- Other violations of AIS policies

Employees who violate any of these rules or who demonstrate other inappropriate behavior will be subject to appropriate disciplinary action. The severity of the disciplinary action will be based upon circumstances of the infraction and may include termination. AIS reserves the right to suspend any employee and to investigate violations of any of the above workplace behavior.

### **Work Schedule Attendance**

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

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

### **Absence or Lateness**

At times, it may be necessary for employees to be absent from work. Emergencies, illnesses, or pressing personal business that cannot be scheduled outside an employee's work hours may arise. No fault/sick time has been provided for this purpose.

Employees who are unable to report to work, or who will arrive late, should contact the Principal's office and inform him/her of their situation. Employees who know in advance that they will need to be absent should request this time off directly from their supervisor.

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

Employees who are absent because of an illness for three or more successive days may be asked by the Principal to submit written documentation from their doctor stating that they are able to resume normal work duties before they will be allowed to return to work. A note from the doctor may be required for an absence prior to or after a weekend, if a pattern of absences is present.

A consistent pattern of questionable absences can be considered excessive, and may be cause for concern.

In addition, excessive lateness or leaving early without letting the administration know will be considered a “lateness pattern” and may carry the same weight as an absence. Other factors, like the degree and reason for the lateness, will be taken into consideration.

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

Note: Information on the types of leaves offered and their qualification criteria are included in the “Leave” section of this Employee Handbook.

## **VII. EMPLOYMENT POLICIES**

### **Classification of Employees**

Robert R. Moton Charter School recognizes the following classifications of employees for purposes of compensation and eligibility for leave and benefits:

#### **Employment Classifications**

Generally, Robert R. Moton Charter School has two classes of employees: full-time and part-time. Full-time employees are defined as employees who are regularly scheduled to work at least 40 hours a week. Parttime employees are defined as employees who are regularly scheduled to work less than 40 hours per week. An employee’s classification governs his or her eligibility for paid leave, holiday, vacation, and other fringe benefits provided by Robert R. Moton Charter School. An employee shall be notified of his or her classification upon hiring. All decisions about employment classifications will be made in Robert R. Moton Charter School’s sole discretion.

#### **Classifications under the Fair Labor Standards Act (“FLSA”)**

In addition to the employment classifications listed above, all employees of Robert R. Moton Charter School will be classified for purposes of the FLSA. The FLSA recognizes two classes of employees: exempt and nonexempt. Non-exempt employees are employees who are paid hourly, are required to be paid minimum wage, and are eligible for overtime compensation. Exempt employees are employees who, because of their positional duties and responsibilities and level of decision-making authority, are exempt from the overtime provisions. An employee shall be notified of his or her classification upon hiring. All decisions about classifications under the FLSA will be made by Robert R. Moton Charter School in accordance with the FLSA and the applicable regulations.

#### **Regular Employees**

At the time employees are hired, they will be classified according to their position as a 12-month, 11month, or 10-month employee. Employees who are unsure how their position is classified or what their scheduled start and end dates are for the school year should ask their supervisors.

Employees holding the following positions will be classified as 12-month employees:

- CEO
- ✦ Principal
- ✦ Chief Financial Officer

- ✦ Business Manager
- ✦ Facility Supervisor

Employees holding the following positions will be classified as 11-month employees:

- ✦ Assistant Principal
- ✦ School Secretary
- ✦ Custodians

Employees holding the following positions will be classified as 10-month employees:

- ✦ Teacher
- ✦ Librarian/Media Specialist/Computer Technician
- ✦ Instructional Coach
- ✦ Interventionist
- ✦ Nurse
- ✦ Social Worker
- ✦ Counselor
- ✦ Paraprofessional / Teacher Aide

### **Casual Employees**

AIS may hire employees for specific periods of time or for the completion of a specific project. An employee hired under these conditions will be considered a casual employee. The job assignment, work schedule and duration of the position will be determined on an individual basis.

Normally, a casual position will not exceed six months in duration, unless specifically extended by a written agreement. Summer employees, interns and seasonal employees are considered casual employees. A casual employee does not become a regular employee by virtue of being employed longer than the agreed upon specified period.

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

### **Personnel Records and Administration**

The task of handling personnel records and related personnel administration functions at AIS has been assigned to the Administrative Secretary. Questions regarding insurance, wages, and interpretation of policies should be directed to the Business Manager.

### **Personnel Files**

AIS will keep a confidential file on each employee that may include, but is not limited to, the following items: application materials and resume, letters of hire and acceptance, copies of certificates and licenses, performance evaluations, letters of commendation and/or warning letters regarding job performance, records of all disciplinary actions, a signed code of ethics, and documentation required by state or other regulatory agencies.

AIS is committed to the laws and general principles of employee confidentiality as set forth in the Health Insurance Portability and Accountability Act (HIPAA) with regard to the dissemination of private health

information (PHI) of school employees. In order to comply with all rules and regulations, including the ADA, AIS will keep all medical records and all other necessary documents separate. If you have any questions about the school's privacy practices under HIPAA, please see the Business Manager for further information.

Employee files are the sole property of AIS. No employee can access his/her own file without the written permission of the Principal. Whenever a new document is being added to an individual's personnel file, that employee must sign acknowledging that they have seen the new document. The employee is given the opportunity to rebut and respond to any document in writing. The rebuttal and response must be filed with the Principal within fifteen (15) days of the employee signing acknowledging the addition of a document into their personnel file. If the document is found to have any inaccuracies, untruths, or has been put in the file due to malicious behavior, said material will be either amended or removed. If the employee does not get a satisfactory response from the Principal, he or she can follow the grievance policy listed in this manual. All materials associated with the rebuttal and response shall stay in the personnel file.

Any employee may examine his or her personnel file in the presence of the Principal or his or her designee. The employee may take written notes about the contents of the file, and may add comments for inclusion in the file. No personnel file is to be copied or removed from the office where it is kept unless expressly permitted by the Principal.

AIS will only release information on school personnel as consistent with all applicable rules and regulations. When legally mandated to release information on school personnel, Robert R. Moton Charter School will comply without employee notification. If an employee requests AIS to release information to an outside party, that request must be put in writing to the Principal. It is at the sole discretion of the Principal, unless mandated by applicable laws and regulations, if the information is released or not.

### **Change of Personnel Status**

Employees are required to notify the Principal or his or her designee, as soon as possible, of any change in name, family status, address, telephone number, emergency contact or other information affecting personnel data held or used by AIS within two weeks of any change. Any employee not notifying the Principal of any change in the above information within the two-week reporting period could be subject to disciplinary action including termination.

Personnel information will be kept in accordance with all applicable laws and regulations. Louisiana State requires that employee information be kept for five (5) years, FICA requires that wage and tax records be kept for four (4) years, OSHA requires records of occupational injury or illness to be kept for five (5) years after the incident documented, and ERISA requires that retirement plan records be kept for six (6) years.

Keeping your personnel file up-to-date can be important to you with regard to pay, deductions, benefits and other matters. If you have a change in any of the items listed below, please be sure to notify your supervisor, Principal or Assistant Principal in order that it may be forwarded to the Administrative Secretary as soon as possible. The relevant items are as follows:

1. Legal name
2. Home address
3. Home telephone number
4. Person to call in case of emergency

5. Number of dependents
6. Marital status
7. Change of beneficiary
8. Driving record or status of driver's license, if you operate any AIS vehicles
9. Military or draft status
10. Exemptions on your W-4 tax form
11. Training Certificates
12. Professional License

Upon experiencing a family status change, please notify the Administrative Secretary within 31 days for benefit modifications, if necessary.

You may see information that is kept in your own personnel file in the presence of the Business Manager, and you may request and receive copies of all documents you have signed. Please make arrangements with the Business Manager.

### **Medical Records**

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

### **Grievance Procedure**

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

### **Compensation Program**

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

### **Compensation Philosophy**

It is AIS's desire to pay all regular employees' wages and salaries that are competitive with other employers in the marketplace in a way that will be motivational, fair and equitable. Compensation may vary with individual performance and AIS's salary schedule.

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



### **Basis for Determining Pay**

Several factors may influence an employee's rate of pay. Some of the variables AIS considers are the nature and scope of the job, what other employers pay their employees for comparable jobs (external equity), what AIS pays their employees in comparable positions (internal equity), and individual as well as AIS performance. It is AIS's goal to have a current Job Description on hand that broadly defines the job responsibilities. Variables for pay levels include years of experience, longevity at Moton, advanced degrees, and areas of special need.

### **Fringe Benefits**

Employees may be eligible for fringe and other welfare benefits such as health, dental, and life insurance, which are sponsored by Robert R. Moton Charter School. RRMCS maintains the right to alter, amend, or terminate such benefits at any time in its sole discretion. The terms and conditions of eligibility for participation and benefits, entitlement to benefits, and any benefits award shall be governed by the underlying plan documents, insurance policies, and other writings. Nothing in this handbook shall be construed as guaranteeing eligibility or benefits under such plans.

### **Pay Period**

Pay dates are on the published pay schedule. AIS will pay all employees over an annual period based upon the job requirements. Employees who are terminated or who voluntarily separate from employment with AIS will only be paid for the time they are employed by AIS.

AIS employees receive their pay by Direct Deposit. Paper checks will not be issued, under normal circumstances. Employees must present individual authorization forms (available in the Business Manager's office) to the Business Manager. Each employee is responsible for notifying his/her individual bank with any instructions regarding the money deposited by the AIS.

### **Mandatory Deductions from Paycheck**

AIS is required by law to make certain deductions from your paycheck each time one is prepared. These may include federal, state and local income taxes and contributions to Social Security or one of the various State Retirement Systems. These deductions will be itemized on your check stub. The amount of the deductions will depend on your earnings and on the information you furnish on your W-4 form regarding the number of exemptions you claim. If you wish to modify this number, please request a new W-4 form from the Business Manager immediately. Only you may modify your W-4 form. Verbal or written instructions are not sufficient to modify withholding allowances. We advise you to check your pay stub to ensure that it reflects the proper number of withholdings. The W-2 form you receive annually reflects how much of your earnings were deducted for these purposes.

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

### **Exempt Employee Salary Deductions**

AIS will pay exempt employees a salary rather than by the hour. Once an employee's No fault/Sick days have been exhausted or are otherwise unavailable, AIS will deduct pay from an exempt employee's salary under the following circumstances:

- (i.) one or more full days absences for personal reasons;

- (ii.) one or more full days absences for illness, injury, or sickness (after the employee has exhausted paid time off days),
- (iii.) one or more full days disciplinary suspensions; and
- (iv.) partial or full day's absences during an approved family or medial leave.

AIS will not deduct pay from an exempt employee's salary if the employee has a partial day absence. Exempt employees who believe that AIS made an incorrect or improper salary deduction should promptly report the deduction to their supervisors. If AIS incorrectly or improperly made a deduction from an exempt employee's salary, it will reimburse the employee for the deducted pay. AIS reserves the right to terminate employment once absenteeism exceeds paid or unpaid leave available.

### **Effective Date of Compensation Changes**

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

### **Direct Payroll Deposit**

Direct payroll deposit is the automatic deposit of your pay into the financial institution accounts of your choice.

### **Payroll Advance**

It is the policy of AIS not to grant wage or salary advances to any employee.

### **Error in Pay**

Every effort is made to avoid errors in your paycheck. Employees who believe an error has been made should tell the Business Manager immediately. The Business Manager will take steps to research the problem and endeavor to make any necessary corrections by the next regular pay day, if not sooner. Payroll disputes must be resolved before the fiscal year has ended.

### **Overtime Pay**

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

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

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

## **Time Records**

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

No one may record hours worked on another's timesheet. Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of both employees. In the event of an error in recording your time, please report the matter to the supervisor immediately.

## **Wage Garnishments**

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

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

## **Timekeeping and Payroll Policies Record of Time Worked**

Time records for all personnel must be kept for the purposes of fulfilling legal record-keeping requirements. Non-exempt employees must complete time sheets and submit them to their supervisor (i.e. the Principal) at the end of each workweek. Exempt employees must personally sign in and out each time when they arrive at and depart from campus in accordance with Moton Charter School's established procedures. This responsibility cannot be delegated to anyone else. His or her supervisor must approve any changes to an employee's time records.

## **Months Worked During a Year**

Employees of Robert R. Moton Charter School are hired to work a stated number of months per year depending on the job for which they are hired. Generally, employees are hired to work ten, eleven, or twelve months. An employee shall be notified of his or her classification upon hiring. All decisions about employment classifications will be made in Robert R. Moton Charter School's sole discretion.

## **Hours**

Employees are expected to arrive at work at their appointed times and work is to commence immediately. Sign-in time for all employees is 7:45 a.m. In addition, teachers and administrators are required to attend school-related activities such as parent nights and field trips, regardless of whether such events occur during regular school hours.

Employees will be assigned to morning and afternoon duty on a rotating basis.

- Morning Duty 7:50 a.m. – 8:05 a.m.
- Afternoon Duty 3:20 p.m. – 3:45 p.m.

While on duty, all employees must actively monitor student behavior, requiring students to stay in designated areas to maximize effective supervision. Encourage controlled, considerate student behaviors. Remain alert and available constantly circulating among students. No instructional personnel should be sitting or remaining stationary while on duty. Keep your attention focused on the students. If an emergency arises which dictates you're leaving your assigned duty station, please request assistance from your colleagues on duty to monitor your duty areas.

\*If an employee misses clocking in or out at the designated time, a missed punch form must be completed. Time may be docked if documentation is not submitted promptly.

If you cannot report to your assigned duty for any reason, all employees must contact the Principal immediately.

### **Pay Periods**

Employees shall be paid biweekly. Withholdings and deductions will be made for federal and state taxes and other authorized or required deductions such as premiums for health care costs, garnishments, and liens. Please remember pay is a personal matter and should not be discussed with other employees. Any questions concerning salary and wages should only be discussed with the Principal.

### **Overtime**

Occasionally your work schedule may require you to work more hours than you are normally scheduled to work. If you are a non-exempt employee and you work more than 40 hours in any given week, you will receive overtime compensation at the rate of one and one half times your regular hourly rate of pay for each hour worked in excess of 40 in a workweek. Paid time that is not worked, for example, personal leave does not count as time worked for purposes of determining or computing an employee's entitlement to overtime pay. The Principal must authorize all overtime work in advance.

### **Inquiries about Pay**

Robert R. Moton Charter School is committed to compliance with the Fair Labor Standards Act and prohibits any pay practices, including improper deductions, in violation of the Act. If at any time an employee feels that improper deductions have been made from his or her pay or that he or she has not been compensated for all time worked, that employee is expected to immediately contact the Principal.

## **VIII. Personnel Policies**

### **Personnel Evaluation**

Bulletin 1525 – Guidelines for Personnel Evaluation located at Part CIII of Title 28 of the Louisiana Administrative Code requires that certain AIS employees be evaluated in accordance with the following procedures:

### **Professional Development Portfolio**

All instructional and professional staff will create and maintain a Personal Development Portfolio containing the goals and outcomes of the school and the employee's personal plan for meeting those goals and outcomes and for continuous improvement. After an initial meeting between the Principal or direct

supervisor and the employee, at which time mutual goals are reviewed and a professional growth program is developed, the employee will create the Portfolio, and include samples of classroom, school or administrative work, personal reflections, and any other material deemed appropriate as evidence of continuous improvement.

### **Employee Observations**

The Principal or their direct supervisor, using both formal and informal observations, will observe all employees on an ongoing basis. Formal observations will include a pre-observation conference as well as a post-observation conference. First year employees shall have at least two formal observations prior to the three-month review outlined in Section C, below. Prior to the six-month review, described in Section C, at least two additional formal observations will be conducted for first-year employees. Returning staff will have three formal observations prior to the six-month review. Described in Section D, below. Results of formal observations, consisting of the employee's and the Principal's or direct supervisors observations and recommendations, will be put in writing and included within the employee's own Personal Development Portfolio and the school's personnel file. Nothing in this section limits the Principal from conducting other observations of an informal or unannounced nature.

### **Principal Evaluation**

The Principal shall be evaluated by AIS's Chairperson of Principal Evaluation Committee prior to the end of each year's contract based on criteria set forth by job responsibilities. Results shall be in writing and included in the employee's Personal Development Portfolio and personnel file.

### **Response to Observation and Review Findings**

All employees shall have the right to make written objections to the observations or review findings within one week of receipt by stating areas of disagreement. These objections will be attached to the observation and/or evaluation and kept in the employee's personnel file. If a teacher's contract will not be renewed for the next school year, notification to the teacher shall be by letter no later than July 1<sup>st</sup>.

### **Performance Reviews**

Because AIS wants all of its employees to grow and succeed at their jobs, those AIS employees who are not required to be evaluated in accordance with the provisions of Bulletin 1525 – Guidelines for Personnel Evaluation will be evaluated on an annual basis by AIS's Principal or someone appointed by him or her.

### **Compensation Reviews**

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

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

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

### **Eligibility for Benefits**

12-month, 11-month, 10-month full-time employees are eligible to receive benefits in accordance with the provisions of this Employee Handbook. Temporary employees are not eligible for benefits.

### **Medical Benefits**

All 12-month, 11-month, 10-month, full-time employees are eligible for medical insurance. Initial medical benefits forms must be completed prior to your start date. It is the employee's responsibility to complete and return medical benefits forms to their supervisors. The Business Manager will have current rates and information.

AIS will contribute 70% - 80% of full-time employees' medical premium coverage during employment by AIS. Employees are eligible for coverage the first day of the month following 30 days of employment. Eligible employees, who choose not to obtain medical insurance through AIS, must sign a waiver of participation in the benefit programs.

### **Short Term and Long Term Disability Insurance**

AIS does not provide short and long term disability insurance to any full-time employees without cost to the employee. Health policies are available at full cost to the employees for both short and long term disability insurance.

There are no preexisting conditions to prevent an employee from receiving short-term disability insurance payments once enrolled. For preexisting conditions that may affect long term disability payments, contact the benefit provider for further information.

### **Workers' Compensation**

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

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

Employees returning to work after being absent due to a work-related injury must report to their supervisor prior to beginning work and must bring a doctor's clearance for returning to work.

### **Unemployment Compensation**

Depending upon the circumstances, employees may be eligible for Unemployment Compensation upon termination of employment with AIS. The Division of Unemployment Insurance of the State Department of Labor determines eligibility for Unemployment Compensation. AIS pays the entire cost of this insurance program.

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

### **Social Security**

The United States Government operates a system of mandated insurance known as Social Security. As a wage earner, employees may be required by law to contribute a set amount of their weekly wages to the trust fund from which benefits are paid. AIS may be required to deduct this amount from each paycheck an employee receives and to match the employee's contribution dollar for dollar, thereby paying one-half of the cost of the employee's social security. Employees enrolled in the State Retirement System (TRSL, LaSERs, LSERs) are not eligible to contribute to Social Security while they are contributing to the State Retirement System.

An employee's Social Security number is used to record their earnings. Employees are encouraged to protect their Social Security record by ensuring that the name and Social Security number on their pay stub and W-2 Form are correct. Employees may also want to make sure their earnings statement is accurate each year by requesting a Personal Earnings and Benefit Estimate Statement from the U.S. Social Security Administration by calling 1-800-772-1213 or by accessing them on-line at [www.ssa.gov](http://www.ssa.gov).

### **Retirement Plan**

AIS offers participation in a state retirement plan for those employees who are eligible to participate. For more information about the Teachers Retirement System of Louisiana (TRSL), call (225) 925-6446 or visit the website [www.trsl.org](http://www.trsl.org).

### **Paid and Unpaid Leave**

As described below, AIS provides eligible employees with Paid Time Off (No Fault/Sick Days). In some circumstances, leave is unpaid. AIS compensates employees entitled to No Fault/Sick Days, using their base hourly rate, excluding shift premiums and overtime compensation, if any. See Business Office for COVID related No Fault/Sick Days.

## Holidays

AIS recognizes the following holidays for 12-month, 11-month, and 10-month school-based employees according to their scheduled work year:

Independence Day (July 4, 2020)	Winter Break (December 21, 2020 - January 4, 2021)
Labor Day (September 7, 2020)	Martin Luther King Day (January 18, 2021)
Fall Break (October 9-12, 2020)	Mardi Gras (February 12 – 19, 2021)
Election Day (November 3, 2020)	Spring Break (April 1 – 5, 2021)
Thanksgiving Break (November 23-27, 2020)	

All full-time 12-month, 11-month, 10-month employees are eligible to receive holiday pay for scheduled AIS holiday closures as noted above. Part-time employees are not eligible to receive holiday pay.

To qualify for holiday pay, employees must work the last scheduled day before and the first scheduled day after the holiday unless the employee is absent:

- At the Principal or CEO's request/approval
- Due to closure of AIS and/or the AIS schools because of inclement weather
- Due to sickness with a doctor's note verifying need for absence
- Following Jury Duty or Bereavement Leave
- Due to a previously scheduled and approved vacation

Holiday pay for full-time hourly and salaried employees will be equivalent to the pay that employees receive for their normally scheduled hours. Holiday pay will not count toward overtime. The holiday will only be treated as a paid holiday if it falls on a day you are regularly scheduled to work. Employees on leaves of absence for whatever reason will not be eligible for holiday pay.

### **Paid Time Off (No Fault/Sick Days)**

All 11-month and 10-month full-time employees are eligible to earn up to ten (10) days of no fault/sick days during their scheduled work year. All 12-month employees are eligible to earn up to twelve (12) no fault/sick days during their scheduled work year. Temporary employees, workers being paid short or longterm disability insurance, and workers being paid workers' compensation are not eligible to accrue No Fault/Sick Days.

From their date of hire, employees will earn one day of no fault/sick days at the beginning of each month before the last scheduled day of work in the school year, up to 10 paid days off accrued in the year for 11-month, 10-month to 12 days off accrued in the year for 12-month employees.

AIS employees do not have the right to carryover paid days off at the end of the 2019 – 20 school year. AIS will pay employees for any accrued, unused paid days at the end of the fiscal year (June 30<sup>st</sup>), or upon an employee's separation of employment from AIS.

Employees will not take any paid time off days while on FMLA leave or any other unpaid leave of absence.

In the event an employee has exhausted his or her no fault/sick days, any additional time off will be taken without pay.



No Fault/Sick Days may not be taken the last week of the school year, or on scheduled in-service and/or training days, or immediately before or after holidays without supervisor's permission.

Employees should submit requests for use of No Fault/Sick Days (in excess of 5 days) to their supervisor in writing for approval, at least two weeks before the extended No Fault/Sick Days.

### **Bereavement Leave**

AIS understands that the loss of a loved one can be a very difficult and stressful period and provides bereavement leave with pay for such circumstances. In the event of a death in an employee's immediate family, regular full-time employees may take up to three (3) consecutive days of paid bereavement leave. Regular part-time employees may take such leave on a prorated basis.

If you need to take bereavement leave, please notify your Principal promptly so that arrangements can be made to cover your absence. Pay for bereavement leave applies only to regularly scheduled workdays, and does not include holidays, weekends, time not worked, or time when an employee is on other paid leave.

All 12-month, 11-month, 10-month employees will receive up to three working days of leave with pay (not charged to No Fault/Sick Days) upon the death of an immediate family member. Members of the immediate family include the employee's spouse/domestic partner and their relatives including, child, parent, parent-in-law, grandparent, grandparent-in-law, granddaughter, grandson, daughter-in-law, son-in-law, step-parent, brother, sister, brother-in-law, sister-in-law, daughter or son of the employee's spouse.

Bereavement pay will only be made to employees for actual time spent away from work. For example, if the death occurs at a time when work is not scheduled, payment will not be made. If a holiday or part of your vacation occurs on any of the days of absence, you may not receive holiday pay in addition to bereavement pay.

Bereavement pay is a gift from AIS. It is not a benefit and is not to be treated as wages. Employees do not accrue bereavement leave and will not be paid for unused bereavement leave. Newspaper obituaries or funeral programs naming the employee should be presented as documentation for bereavement days.

### **Professional Development Days**

AIS expects all employees to maintain necessary certifications and encourages all employees to attend meetings, conferences, and other educational sessions that provide training and ideas helpful to the development or operation of the school.

Employees should submit written requests to take professional development days to their supervisors for approval. The request shall include a printed or written agenda and/or printed material pertaining to the professional development. AIS requests that employees submit requests to take professional development days at least one week in advance. The granting of request will be solely in the discretion of AIS.

Paid professional development days are a gift from AIS, and are not to be treated as wages. Professional development days do not accrue and cannot be carried over from year to year. AIS will not pay for unused professional development days.

## **Jury Duty**

If you are called to jury duty, you must inform your supervisor as soon as possible and provide a copy of the summons to receive leave for jury duty. Employees will be paid their regular straight-time pay, less any jury stipend. The salary of exempt employees will not be reduced because of jury duty in any week in which work is performed.

## **Military Reserves or National Guard Leave**

Employees who serve in U. S. military organizations or state militia groups may take the necessary time off without pay to fulfill this obligation, and will retain all of their legal rights for continued employment under the Uniformed Services Employment and Reemployment Rights Act (USERRA) and other applicable laws. These employees may apply accrued no fault/sick days to the leave if they wish; however, they are not obliged to do so.

You are expected to notify your supervisor, Principal or Assistant Principal as soon as you are aware of the dates you will be on duty so that arrangements can be made for replacement during this absence.

## **Accepting Other Employment or Going into Business While on Leave**

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

## **General Employee Safety**

AIS is committed to the safety and health of all employees and recognizes the need to comply with regulations governing injury and accident prevention and employee safety. Maintaining a safe work environment, however, requires the continuous cooperation of all employees.

AIS will maintain safety and health practices consistent with the needs of our industry. If you are ever in doubt about how to safely perform a job, it is your responsibility to ask your supervisor, director or assistant Principal for assistance. Any suspected unsafe conditions and all injuries that occur on the job must be reported immediately. Compliance with these safety rules is considered a condition of employment. It is the responsibility of each employee to accept and follow established safety regulations and procedures.

AIS strongly encourages you to communicate with your supervisor, Principal or Assistant Principal regarding safety issues.

## **Family and Medical Leave Act (FMLA)**

Robert R. Moton Charter School adopts this policy in accordance with the Family and Medical Leave Act of 1993; as amended, and the regulations promulgated there under (FMLA). Under the FMLA, eligible employees are entitled to unpaid leave in certain circumstances specified below.

This policy provides a summary of the leave provided under the FMLA, as well as Robert R. Moton Charter School's procedures for requesting and approving leave. This policy does not confer any rights beyond those provided by the FMLA.

### **Employee Eligibility**

Eligible employees are those who have been employed by Robert R. Moton Charter School for at least 12 months and have worked at least 1,250 hours during the 12 months immediately preceding the requested applicable leave.

### **Reasons for Leave**

Under the FMLA, an eligible employee is entitled to take up to 12 weeks of unpaid leave during any 12-month period for one of the following reasons.

#### **Birth of a Child, Placement of a Child, or to Care for the Child**

Eligible employees may take a leave for the birth, adoption, or foster placement of a child and to care for the child after such birth or placement. The leave must be completed within the first 12 months after the child's birth or placement. Family leaves for birth, adoption, or foster placement of a child must be taken in on block of time. Employees may take FMLA leave before the actual placement or adoption of a child if an absence from work is required for the placement for adoption or foster care to proceed (e.g. counseling sessions, consultations with attorneys or doctors, and court appearances).

#### **Leave for the Employee's Serious Health Condition**

An eligible employee may take leave in connection with a serious health condition requiring medical treatment that renders the employee unable to perform the essential functions of his or her position. Generally, a serious health condition is a physical or mental condition that requires (a) hospitalization or (b) ongoing treatment by a health care provider. Ongoing treatment includes:

- (i.) An absence from work in excess of three days during which an employee seeks treatment from his or health care provider at least once;
- (ii.) Any period of incapacity due to pregnancy or for prenatal care;
- (iii.) Any period of incapacity or treatment for such incapacity due to a chronic serious health condition (*i.e.* a condition which requires: periodic treatment by a health care provider over an extended period of time);
- (iv.) Any period of incapacity which is permanent or long-term; and
- (v.) Any period of absence to receive multiple treatments by a health care provider.

Short-term illnesses, such as the common cold or influenza, are generally not serious health conditions covered by the FMLA.

#### **Leave for a Family Member's Serious Health Condition**

Eligible employees may take leave to care for a spouse, child, or parent with a serious health condition requiring medical treatment that renders the family member incapable of participating in his or her regular daily activities.

### **Qualifying Exigency Leave**

Eligible employees may take leave for a “qualifying exigency” arising out of the fact that a covered employee’s spouse, son, daughter, or parent is on, or has been notified of an impending call to, “covered active duty” in the Armed Forces. For the purposes of Qualifying Exigency Leave, “covered active duty” means: (a) for members of a regular component of the Armed Forces, duty during deployment to a foreign country; or (b) for members of the reserve components of the Armed Forces (i.e. U.S. National Guard and Reserves), duty during deployment to a foreign country under a call or order to active duty in a contingency operation.

A “qualifying exigency” is defined in accordance with FMLA regulations and includes the following:

- (i.) Deployment of a covered military member on seven or less days’ notice for a period of seven days from the date of notification.
- (ii.) Military events and other activities related to the active duty or call to active duty of a covered military member.
- (iii.) Certain childcare and related activities arising from the active duty call or call to active duty status of a covered military member if they are necessary due to the circumstances arising from the active duty or call to active duty of the covered military member.
- (iv.) Making or updating financial and legal arrangements to address a covered military member’s absence.
- (v.) Attending counseling (provided by someone other than a health care provider) for oneself, the covered military member, or the child of the covered military member, the need for which arises from the active duty or call to active duty status of the covered military member.
- (vi.) Taking up to five days of leave to spend time with a covered military member who is on short-term temporary, rest and recuperation leave during deployment.
- (vii.) Attending to certain post-deployment activities sponsored by the military for a period of 90 days following the termination of the covered military member’s active duty status.
- (viii.) Addressing issues arising from the death of a covered military member.
- (ix.) Other activities that the organization and the employee agree constitute a qualifying exigency.

### **Military Caregiver Leave**

In addition to the grounds set forth above, an eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered military service member shall be entitled to a maximum of 26 weeks of leave during any 12 month period to care for that service member. This type of leave is known as “military caregiver leave.”

An eligible employee is entitled to up to 26 weeks of leave during any twelve-month period to care for a covered military service member. A “covered service member” is a veteran or current member of the Regular Armed Forces, the National Guard, or the Reserves who is undergoing medical treatment, recuperation, or therapy, or is in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness. Only veterans who were members of the Armed Forces at any time during the 5-year-period preceding the date on which the veteran undergoes medical treatment, recuperation, or therapy are considered “covered service members.” A serious injury or illness is one that was incurred by a service member in the line of duty on active duty that may render the service member medically unfit to

perform the duties of his or her office, grade, rank, or rating. A serious injury or illness also includes a condition that existed before covered active duty and was aggravated during active duty.

This 26-week military caregiver leave period represents the maximum total amount of leave available to a covered employee during any rolling twelve-month period. It may not be taken in addition to any other leave authorized under the FMLA or any Organization policy. In addition, military caregiver leave is a onetime event. It may not be taken more than once to care for a given injury or illness to a given service member.

For purposes of military caregiver leave under this section, a service member's "next of kin" is defined in accordance with FMLA regulations as his or her nearest blood relative, other than his or her spouse, parent, son, or daughter. The Organization reserves the right to confirm next of kin status.

### **Use of Accrued Paid Leave**

Any unused accrued paid leave that is available at the time of the request for FMLA leave must be exhausted by the employee while the employee is on FMLA leave. Such leave will run concurrently with FMLA leave. Except for any paid leave that is applied, an employee is not entitled to any compensation during the FMLA leave.

### **"Instructional Employees" Defined**

Certain rules under the FMLA are only applicable to instructional employees, namely those rules applying to the taking of intermittent leave, leave on a reduced leave schedule, or leave near the end of an academic term. "Instructional Employees" are those whose principal function is to teach and instruct students in a class or a small group, or an individual setting. This term includes teachers and athletic coaches but does not include teacher assistant or aides.

### **Intermittent or Reduced Schedule Leave**

When medically necessary for leaves related to a serious health condition, serious illness or injury, and qualifying exigency arising out of the active duty status or call to active duty of a covered military member, employees may take FMLA leave intermittently or on a part-time schedule. If leave is requested on an intermittent or reduced-schedule basis, the employee may be required to transfer temporarily to an alternative position that is more suitable for recurring periods of absence and/or a part-time schedule.

For teacher and other instructional employees, when intermittent or reduced schedule leave is requested, if the medical leave is foreseeable based on planned medical treatment and the employee is scheduled to be off more than 20% of the working days during the period of the medical leave, Robert R. Moton Charter School may require the employee to elect: (a) to take leave of a particular duration not to exceed the duration of the planned leave, during which the entire period will be counted as FMLA leave; or (b) to transfer to another available alternative position which has equivalent pay and benefits for which the employee is qualified, which better accommodated the employee's intermittent leave. If the instructional employee does not give the required notice of foreseeable FMLA leave to be taken intermittently or on a reduced leave schedule, the employee may be required to take leave of a particular duration, or to transfer temporarily to an alternative position. Alternatively, the employee may be required to delay the taking of leave until the required notice is provided.

Family leaves for birth, adoption, or foster placement of a child must be taken in one block of time (not on an intermittent or part-time basis) and must be completed within one year of the child's birth or placement. Employees may take FMLA leave before the actual placement or adoption of a child if an absence from work is required for the placement for adoption or foster care to proceed (e.g. counseling sessions, consultations with attorneys or doctors, and court appearances).

### **Leave Near End of Academic Term**

If a teacher or other instructional employee begins leave for any reason more than five weeks before the end of an academic term, or school semester, the employee may be required to continue taking leave until the end of the semester if (a) the leave will last at least three weeks, and (b) the employee would return to work during the three-week period before the end of the term.

If a teacher or other instructional employee begins leave during the five-week period before the end of a school semester because of the birth of a child; the placement of a child for adoption or foster care; to care for a spouse, son, daughter, or parent with a serious health condition; or to care for a covered service member, the employer may require the employee to continue taking leave until the end of the semester if (a) the leave will last for more than two weeks, and (b) the employee would return to work during the two-week period before the end of the term.

If a teacher or other instructional employee begins leave during the three-week period before the end of the school semester because of the birth of a child; the placement of a child for adoption or foster care; to care for a spouse, son, daughter, or parent with a serious health condition; or to care for a covered service member, the employee may be required to continue taking leave until the end of the semester if the leave will last more than five working days.

If the employee is required to take leave until the end of the school semester in accordance with the above rules, only the period of leave until the employee is ready and able to return to work shall be charged against the employee's FMLA leave entitlement. The employee's health insurance will be maintained, and the employee will be restored to the same or equivalent job at the conclusion of the leave.

### **Requests for Leave**

Employees must request leave in writing at least 30 days prior to an anticipated leave or, if the leave is unforeseeable, as soon as possible. Employees requesting leave because their spouse, son, daughter, or parent of the employee is on active duty, or because of notification of an impending call or order to active duty in support of a contingency operation, shall provide such notice as is reasonable and practicable under the circumstances. All requests for leave should be submitted to the Administrative Secretary or Principal. Failure to provide prompt notice could delay an employee's leave. Upon receipt of a request for leave, Robert R. Moton Charter School will provide the employee written notice of his or her rights and obligations under the FMLA.

### **Certifications**

Employees who request leave because of their own serious health condition or a family member's serious health condition or to care for a covered service member with a serious injury or illness must provide a medical certification from a health care provider on the applicable form, which may be obtained from the Executive Assistant. Generally, this certification must be returned to the Executive Assistant within 15 days

of the employee's request for leave. Failure to provide a complete or sufficient certification may result in delay or denial of leave.

Employees who request Qualifying Exigency Leave are required to complete a certification form within 15 days of their request for leave and provide a copy of the covered military service member's active duty orders or other documentation issued by the military which indicated that the covered military member is on active duty or has been called to active duty status in support of a contingency operation and the dates; of the covered member's active duty service.

Except for employees requesting Qualifying Exigency Leave or Military Caregiver Leave, Robert R. Moton Charter School may request a review of the certification through a healthcare provider of its choice under certain circumstances. If the first and second medical certifications differ, a third health care provider, designated or approved by both the employee and RRMCS will make a final and binding decision about whether a serious health condition exists.

Except for employees requesting Qualifying Exigency Leave or Military Caregiver Leave, employees who are on leave of absence due to a serious health condition are expected to keep their supervisors informed of their expected date to return to work. Therefore, employees must submit a recertification, which has been completed by their physician, to the Executive Assistant once every 30 days. A copy of the recertification form is attached to this policy. Under certain circumstances, Robert R. Moton Charter School may require recertification on a more frequent basis.

An employee who takes FMLA leave for his or her own serious health condition that lasts more than five days will be required to submit a fitness-for-duty certification, completed by his or her healthcare provider, releasing the employee to return to work. If an employee is on intermittent leave, he or she will not be required to submit a fitness-for-duty certification under this policy.

### **Maintenance of Benefits**

While on a leave of absence provided for under this policy, Robert R. Moton Charter School will continue the employee's group health insurance benefits under the same terms as provided to other employees, for up to a maximum of 12 weeks leave during any one-year period. If the employee's leave extends beyond 12 weeks, the employee will be offered the opportunity to purchase continuing coverage under state and federal COBRA continuation rules. Employees who fail to return to work after expiration of FMLA leave may be required to reimburse Robert R. Moton Charter School for health insurance premiums paid during the leave.

Employees will not accrue paid time off during the period of FMLA leave. Other accumulated fringe benefits such as retirement, shall be preserved at the level accrued as of the commencement of the leave, but shall not be earned or accrue further during any such leave period.

### **Reinstatement**

Subject to certain exceptions permitted by law, Robert R. Moton Charter School will reinstate employees returning from FMLA leave in the same or equivalent position with equivalent benefits, pay, and other terms and conditions of employment.

### **Anti-discrimination and Anti-retaliation**

Robert R. Moton Charter School shall not discriminate or retaliate against any employee because he or she takes FMLA leave for a legitimate, qualifying reason.

### **Reporting Safety Issues**

All student injuries, injuries, potential safety hazards, safety suggestions and health and safety related issues must be reported immediately to your supervisor, Principal or Assistant Principal. If you or another employee is injured, you should contact outside emergency response agencies, if needed. If an injury does not require medical attention, an Employee Report of Injury/Illness Form must still be completed in case medical treatment is needed later and to insure that any existing safety hazards are corrected. The Employee's Claim for Worker's Compensation Benefits Form must be completed in all cases in which an injury requiring medical attention has occurred.

### **Parking**

You are encouraged to use the parking areas designated for our employees. Remember to lock your car every day and park within the specified areas.

Courtesy and common sense in parking will help eliminate student injuries, personal injuries, and damage to your vehicle and to the vehicles of other employees. If you should damage another car while parking or leaving, immediately report the incident, along with the license numbers of both vehicles and any other pertinent information you may have, to your supervisor, Principal or assistant Principal.

AIS cannot be and is not responsible for any loss, theft or damage to your vehicle or any of its contents. Employees are expected to follow city ordinances for proper parking. AIS is not responsible for parking violation fines that result from failure to obey city laws for parking.

### **Safety Rules**

Safety is everybody's business. Safety is to be given primary importance in every aspect of planning and performing all AIS activities. We want to protect you against injury and illness, as well as minimize the potential loss of production. Below are some general safety rules to assist you in making safety a regular part of your work.

- **Trash Disposal**  
Keep sharp objects and dangerous substances out of the trashcan. Items that require special handling should be disposed of in approved containers.
- **Cleaning Up**  
To prevent slips and tripping, clean up spills and pick up debris immediately.
- **Preventing Falls**  
Keep aisles, work places and stairways clean, clear and well lighted. Walk, don't run. Watch your step.
- **Falling Objects**  
Store objects and tools where they won't fall. Do not store heavy objects or glass on high shelves.
- **Work Areas**  
Keep cabinet doors and file and desk drawers closed when not in use. Remove or pad torn, sharp corners, and edges. Keep drawers closed. Open only one drawer at a time.



- **Report Injuries**

Immediately report all injuries, no matter how slight, to your supervisor, Principal or Assistant Principal.

### **Ask Questions**

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

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

### **Weapons**

AIS believes it is important to establish a clear policy that addresses weapons in the workplace. Specifically, AIS prohibits all persons who enter school property from carrying a handgun, firearm, knife, or other prohibited weapon of any kind regardless of whether the person is licensed to carry the weapon or not.

The only exception to this policy will be police officers, security counselors or other persons who have been given written consent by AIS to carry a weapon on the property.

Any employee disregarding this policy will be subject to immediate termination.

### **Fire Prevention**

Know the location of the fire extinguisher(s) in your area and make sure they are kept clear at all times. Notify the Principal if an extinguisher is used or if the seal is broken. Keep in mind that extinguishers that are rated ABC can be used for paper, wood, or electrical fires. Make sure all flammable liquids, such as alcohol, are stored in approved and appropriately labeled safety cans and are not exposed to any ignition source.

### **In Case of Fire**

If you are aware of a fire, you should:

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

## **Emergency Evacuation**

If you are advised to evacuate the building, you should:

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

## **Housekeeping**

Neatness and good housekeeping are signs of efficiency. You are expected to keep your classroom neat and orderly at all times – it is a required safety precaution.

If you spill a liquid, clean it up immediately. Do not leave, materials, or other objects on the floor that may cause others to trip or fall. Keep aisles, stairways, exits, electrical panels, fire extinguishers, and doorways clear at all times. Student book bags and personal belongings must be stored on coat hangers, or in cubicles—not on chair backs.

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

Please report anything that needs repairing or replacing to your supervisor or Assistant Principal immediately.

## **Office Safety**

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

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

## **Security**

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

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

## **Smoking**

In consideration of the reports of the Surgeon General of the United States and in keeping with AIS's intent to provide a safe and healthy work environment, no person shall smoke, chew, or otherwise consume any tobacco or tobacco product while on AIS grounds or any school bus transporting children attending any AIS school. Any person who violates this policy may be subject to disciplinary action up to and including termination and/or a fine not to exceed two hundred dollars. State law prohibits smokers to stand near the school building.

## **Communications**

Successful working conditions and relationships depend upon successful communication. Not only do employees need to stay aware of changes in procedures, policies and general information, employees also need to communicate their ideas, suggestions, personal goals or problems as they affect their work. In addition to the exchanges of information and expressions of ideas and attitudes which occur daily, employees should make certain they are aware of and utilize all AIS methods of communication, including this Employee Handbook, bulletin boards, discussions with the memoranda, staff meetings, newsletters, training sessions, and company e-mail and Internet.

Employees will receive other information booklets, such as their insurance booklets, from time to time. Employees may take these booklets home so that their family may know more about their job and benefits.

In addition, employees may receive letters from AIS. There is no regular schedule for distribution of this information. The function of each letter is to provide employees and their families with interesting news and helpful information that will keep them up-to-date on the events here at Moton.

## **Telecommunication Policy**

AIS provides computer and communication systems to support Moton Charter School's business activities. These systems may include, but are not limited to: PCs, software, telephone, voicemail and electronic mail systems, all centralized computer equipment, networks, and access to the Internet. Each user is personally responsible to ensure that these guidelines are followed. No employee of AIS should use any computers or communications systems for any non-school related business.

All data in AIS's computer and communication systems (including, but not limited to, documents, and other electronic files, email and recorded voicemail messages) are the property of AIS. AIS may inspect and monitor such data at any time. AIS may also monitor usage of the Internet by employees, including reviewing a list of sites accessed by an individual.

No individual should have any expectation of privacy for electronic communications or account information in AIS's system, including, but not limited to, documents, emails or messages marked "private," which may be inaccessible to most users but remain available to AIS. The deletion of a document or message may not prevent AIS from having access to the item or completely eliminate the item from the system. Likewise, no individual should have any expectation of privacy in terms of his or her usage of the Internet. In addition, AIS may restrict access to certain sites that it deems are not necessary for business purposes.

AIS's computer and communication systems may not be used to create, transmit, access, receive, print, download or solicit material that is illegal, unauthorized, inappropriate, derogatory, obscene, sexually explicit or offensive, such as slurs, epithets, or anything that may be construed as harassment or disparagement based on race, color, national origin, citizenship, sex, sexual orientation, disability, age or religious or political beliefs. For example, the display or transmission of sexually explicit images, messages, jokes and cartoons is not allowed.

Similarly, AIS's systems may not be used to lobby, solicit or proselytize others for commercial purposes, causes, outside organizations, chain messages or other non-job-related purposes. Likewise, employees should not download or disseminate copyrighted material, load or execute unlicensed software on AIS's computers or conduct any other activity in violation of applicable law or regulations. Employees are prohibited from intentionally disrupting the network, destroying or altering information, unauthorized interference with private information, and provision of access to unauthorized persons.

Employees assume all risks associated with using the network, including indemnification of the school, if it is sued for damage caused by the employee's actions on or through the network.

Employees should notify their immediate supervisor, or any member of management upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment. AIS has no duty to inform any employee of changes to this policy.

### **Computer Software (Unauthorized Copying)**

AIS does not condone the illegal duplication of software. The copyright law is clear. The copyright holder is given certain exclusive rights, including the right to make and distribute copies. Title 17 of the U.S. Code states that "it is illegal to make or distribute copies of copyrighted material without authorization" (Section 106). The only exception is the users' right to make a backup copy for archival purposes (Section 117).

The law protects the exclusive rights of the copyright holder and does not give users the right to copy software unless the manufacturer does not provide a backup copy. Unauthorized duplication of software is a federal crime. Penalties include fines up to and including \$250,000 and jail terms of up to five years.

Even the users of unlawful copies suffer from their own illegal actions. They receive no documentation, no customer support and no information about product updates.

1. AIS licenses the use of computer software from a variety of outside companies. AIS does not own this software or its related documentation and, unless authorized by the software manufacturer, does not have the right to reproduce it.
2. With regard to use on local area networks or on multiple machines, AIS employees shall use the software only in accordance with the software publisher's license agreement.
3. AIS employees learning of any misuse of software or related documentation within the company must notify the IT Manager immediately.
4. According to the U.S. Copyright Law, illegal reproduction of software can be subject to civil damages and criminal penalties, including fines and imprisonment. AIS employees who make, acquire or use unauthorized copies of computer software shall be disciplined as appropriate under the circumstances. Such discipline may include termination.

### **Computers, Electronic Mail, and Voice Mail Usage Policy**

AIS makes every effort to provide the best available technology to those performing services for AIS. In this regard, AIS has installed, at substantial expense, equipment such as computers, electronic mail, and voice mail. This policy is to advise those who use our business equipment on the subject of access to and disclosure of computer stored information, voice mail messages and electronic mail messages created, sent or received by AIS's employees with the use of AIS's equipment.

This policy also sets forth policies on the proper use of the computer, voice mail, and electronic mail systems provided by AIS.

AIS property, including computers, electronic mail and voice mail, should only be used for conducting company business. Incidental and occasional personal use of company computers and our voice mail and electronic mail systems is permitted, but information and messages stored in these systems will be treated no differently from other business-related information and messages, as described below.

The use of the electronic mail system may not be used to solicit for commercial ventures, religious or political causes, outside organizations, or other non-job related solicitations. Furthermore, the electronic mail system is not to be used to create any offensive or disruptive messages. Among those which are considered offensive, are any messages which contain sexual implications, racial slurs, gender-specific comments, or any other comments that offensively address someone's age, sexual orientation, religious or political beliefs, national origin, or disability. In addition, the electronic mail system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization.

Although AIS provides certain codes to restrict access to computers, voice mail and electronic mail to protect these systems against external parties or entities obtaining unauthorized access, employees should

understand that these systems are intended for business use, and all computer information, voice mail and electronic mail messages are to be considered as company records.

AIS also needs to be able to respond to proper requests resulting from legal proceedings that call for electronically-stored evidence. Therefore, AIS must, and does, maintain the right and the ability to enter into any of these systems and to inspect and review any and all data recorded in those systems. Because AIS reserves the right to obtain access to all voice mail and electronic mail messages left on or transmitted over these systems, employees should not assume that such messages are private and confidential or that AIS or its designated representatives will not have a need to access and review this information. Individuals using AIS's business equipment should also have no expectation that any information stored on their computer - whether the information is contained on a computer hard drive, computer disks or in any other manner – will be private.

AIS has the right to, but does not regularly monitor voice mail or electronic mail messages. AIS will, however, inspect the contents of computers, voice mail or electronic mail in the course of an investigation triggered by indications of unacceptable behavior or as necessary to locate needed information that is not more readily available by some other less intrusive means.

The contents of computers, voice mail, and electronic mail, properly obtained for some legitimate business purpose, may be disclosed by AIS if necessary within or outside of AIS.

Given AIS's right to retrieve and read any electronic mail messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient.

AIS's President will review any request for access to the contents of an individual's computer, voice mail, or electronic mail prior to access being made without the individual's consent.

With respect to electronic mail in particular:

- It is the employees' responsibility to manage the size of their own mailbox. Users whose e-mailboxes exceed the allocated storage limit will be denied further e-mail access until compliance is arranged.

Note: The limit for a mailbox is set at 50MB. Warning will automatically be provided as the mailbox reaches intermediate size to assist in the management of the e-mail storage.

- E-Mails that must be retained should be copied to the local drive or other storage media and once verified as retrievable copies, deleted from the e-mail system.
- The e-mail accounts of terminated employees will immediately be disabled upon termination and then completely deleted from the system one month from the effective date of the termination.
- Files larger than 10 Megabytes will not be transmitted over the e-mail system as an attachment. Transfer of files of this size causes undue interruption to other network transmissions. These files should be placed in a dedicated or Public Drive available for use.

- Transmission of personal messages (especially those with photo attachments) should be limited to hours other than normal working hours.

Any employee who violates this Computer, Electronic Mail and Voice Mail policy may be subject to discipline, up to and including termination.

### **Personal Digital Assistant (PDA) and Cell Phone Use Policy**

AIS will provide a PDA device to the individuals occupying the following positions:

- Principal
- Assistant Principal
- Business Manager (Directors of Operations, IT, HR, Finance, & Security, Procurement Manager, Communications Manager)

AIS will provide a two-way radio to the individuals occupying the following positions:

- Security Counselor
- Head Custodian
- Administrators
- Secretary

The PDA device or cell phone is the property of the AIS and should be cared for. If the device is broken or damaged by the employee, the amount to replace the device will be deducted from the paycheck of that employee.

The PDA device or cell phone should be used for AIS business only. Other AIS personnel for any AIS matter provide this device to you to ensure that you are reachable during business and off-business hours.

The PDA device and cell phone must be returned to AIS upon termination of employment, no matter the reason for leaving AIS. If the device is not returned, its replacement cost will be deducted from the final paycheck.

### **Policy on Internet Use and Software Downloading**

This policy defines the proper employee use of the AIS Internet Access and the procedures for handling software download opportunities.

- While using the Internet, respect the privacy of others and do not intentionally obtain copies, modify files, passwords or data that belong to others. Do not represent yourself as someone else by using another's account. Do not forward personal material without prior consent. Do not use language that is abusive, profane or offensive.
- When using items from the Internet, respect the legal protection provided by copyright licenses to programs, books, articles and data.
- When offered links to material on the Internet, do not follow the links unless you are aware of the origin of the message. Do not download software upgrades or suspect attachments without

contacting the IT department beforehand. Software upgrades often are not adequately tested and can introduce incompatible code making the existing system unstable. Attachments may contain viruses or malicious code that can compromise the security of the in-house system.

- While using the Internet, adhere to existing Federal and State laws regarding electronic communication. This includes regulations re: accessing information without authorization, giving passwords out to others or causing a system to malfunction. These laws carry both civil and criminal penalties.
- Do not access material that is fraudulent, harassing, sexually explicit, or offensive (including offensive material concerning sex, race, color, national origin, religion, age, disability or other characteristic protected by law).

Employees who are in doubt as to the protocol and risks involved in using the Internet or in downloading software upgrades offered on the Internet should contact the IT Manager.

### **Drug-Free Workplace Policy**

AIS is committed to providing a safe workplace and encouraging good worker health. For this reason, AIS strictly prohibits the use, possession, manufacture, distribution, dispensation, or sale of illegal drugs or alcohol on AIS premises, in AIS-supplied vehicles, during working hours, and after working hours at AIS sponsored events.

Additionally, AIS requires its employees to submit to drug and/or alcohol testing in certain circumstances. Specifically, employees may be required to submit to drug and/or alcohol testing in the following circumstances:

#### **Post-offer/Pre-employment Testing**

Certain categories of employees will be required, as a condition of employment, to submit to a postoffer/pre-employment drug and/or alcohol test before beginning their job duties.

#### **Reasonable Suspicion Testing**

AIS will request that an employee be tested if it determines based on a reasonable and articulable belief that the employee is using drugs or alcohol after direct observation of specific, contemporaneous physical, behavioral, or performance indicators of probable use.

Pursuant to this policy, any employee who is convicted under any criminal drug statute is required to inform AIS within five days after the conviction.

Under certain circumstances, AIS will consider continuing the employment of an employee who has violated a substance abuse rule on a one time only basis or of an employee who has volunteered that he/she has a substance abuse problem, provided the employee has entered into an approved treatment or counseling program. A determination of continued employment will be based upon consideration of the rule violated, the specific circumstances involved, as well as the employee's overall work record. A second rule violation will result in automatic employment termination.



Employees who enter into a drug or alcohol treatment or a counseling program may, at the employer's discretion, be required to comply with more stringent testing or other requirements than found in this policy.

We recognize that alcohol abuse and drug use pose a significant threat to our goals. We have established an alcohol and drug-free workplace policy that balances our respect for individuals with the need to maintain an alcohol and drug-free workplace.

Our alcohol and drug-free policy is intended to apply to all employees when they are representing or conducting business on behalf of Robert R. Moton Charter School. Therefore, this policy applies during all working hours. It is a violation of our alcohol and drug-free workplace policy to use, possess, sell, offer, or distribute alcohol, illegal drugs or intoxicants on RRMCS property.

This drug-free workplace policy specifically prohibits all employees from engaging in the following conduct:

- Selling any drug, including alcohol or prescription drugs;
- Using any illegal drugs at any time, including the use of prescription drugs prescribed to someone else, or used contrary to prescribed dosages; or
- Using any other substance, including legal drugs, prescription drugs, alcohol or any other substance, which runs an unnecessary risk of adversely affecting job performance, including absenteeism, tardiness, or safety hazards.

Any employee taking a drug or other medication, whether or not prescribed by a physician, which is known or advertised as affecting or impairing judgment, coordination, or other senses, or which may adversely affect ability to perform work in a safe and productive manner, must notify the Principal prior to starting work. The Principal will decide if the employee can remain at work and what restrictions, if any, are deemed necessary or appropriate.

Robert R. Moton Charter School may conduct searches and inspections of employees and their personal effects, purses, briefcases, bags, vehicles, etc., located on the RRMCS premises. The purpose of such searches and inspections under this policy is to determine whether a person is in possession of alcohol, drugs, or controlled substances. Entry onto Robert R. Moton Charter School premises constitutes consent to such searches and inspections at the time of and as a condition of their initial employment, as well as at the time such searched and/or inspections are discharged. Any person having business with Robert R. Moton Charter School or otherwise seeking access to the RRMCS premises that refuses to submit to a search or is found in possession of alcohol, drugs, or controlled substances may be removed and denied future access to school premises. Searches of such non-employees will be conducted only with the written consent of such persons. When appropriate, any items discovered through such searches or inspections may be taken into custody and may be turned over to the proper law enforcement authorities. All examinations, searches, and inspections will be performed with concern for each employee's personal privacy and confidentiality. Any employee who violates this policy may be subject to disciplinary action, up to and including termination.

### **No Solicitation/Distribution Policy**

It is the policy of AIS not to permit solicitation of staff members for any purpose during working time, or distribution of literature on Robert R. Moton Charter School premises at any time. Loitering in or about the premises after work hours is not permitted.

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

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

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

### **Cash Receipts**

All cash received, with the exception of the cafeteria, must be accounted for and received by the Business Manager, on a daily basis. Numerical teacher's receipt books are provided. No cash should be left in the facility area(s) of the school.

### **Expense Reimbursement**

Employees must have written authorization (by way of a requisition document approved by the Principal) prior to incurring an expense on behalf of AIS. School-based staff reporting to a Principal should send a requisition document to the Principal, who will forward it to the Business Manager. Principals and nonschool based staff should send a requisition document directly to the Business Manager. Any commitment made by an employee without prior approval will be considered a personal expense and not authorized to be paid with school funds. To be reimbursed for all authorized expenses, you must submit an expense report accompanied by receipts and the Principal must approve it. Expense report forms will be made available after a requisition document has been approved. Please submit expense reports within one week of incurring authorized expenses. In order for AIS to keep records and accounting accurate and current, expense reports older than three months old may not be honored.

Subject to prior approval by the Principal as discussed above, the following procedures provide for reimbursement of authorized employee and Board of Directors expenses incurred on behalf of AIS for:

- Food (excluding alcoholic beverages)
- Lodging
- Transportation
- Expenses for AIS meetings and events

All expense reimbursements are contingent on production of actual receipts and filing appropriate forms. Travel expenses will be reimbursed by payment of actual lodging expenses and actual meal expense within the limits approved by the state of Louisiana.

Gratuity for satisfactory service is normally fifteen (15) percent. For individual trips involving unusual circumstances, the Principal may authorize actual reimbursement on a case-by-case basis. Approved travel arrangements for workshops/conferences should be submitted to the Principal at the latest, 35 days before the date of workshop. This is to ensure that all discounted rates are maximized and room availability guaranteed.

Reimbursement for approved travel arrangements that involve the use of an employee's personal vehicle will include mileage reimbursement according to the Internal Revenue Service optional standard mileage rates for business purposes. This reimbursement will cover the cost of oil, gas, and wear and tear associated with the use of an employee's automobile for AIS business purposes. Mileage reimbursement will be made only when approved in advance and only for travel outside of the normal requirements of an employee's position.

### **Tuition Assistance**

AIS offers tuition assistance through the Title I program.

### **Personal Use of AIS Property**

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

### **Relatives**

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

### **Violence in the Workplace Policy**

AIS has adopted a policy prohibiting workplace violence. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, and/or coercion, which involve or affect AIS or which occur on AIS property will not be tolerated.

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

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

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

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

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

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

### **School Bulletin Board Policy**

The Principal is in charge of the school's bulletin boards. Before any item may be posted on a school bulletin board, the school Principal or Assistant Principal must approve the item for posting and place their signature on it. Items posted without the signature of the Principal or Assistant Principal will be removed.

### **Property Searches**

All school property belongs to AIS including, but not limited to, desks, chairs, bookcases, computers, phones, and file cabinets. No person, including any staff member, has any right to privacy with respect to these items or locations. School equipment, including computers, copiers and projectors, should not be used for any personal business without prior approval from the Principal.

Employees also have no expectation of privacy with respect to all communications, including but not limited to telephone, voicemail, e-mail, and Internet use.

AIS is not responsible for loss or damage of any employee's personal property, even if the damage or loss occurs on school grounds.

### **Copyright Policy**

It is the policy of AIS that the entire right, title, and interest of any and all writings and other creations that staff members prepare, create, write or initiate or otherwise develop as part of their own efforts while employed by AIS belongs to AIS. This includes, but is not limited to any development of curriculum. These works are AIS's sole and exclusive property.

### **Whistleblower Policy General**

AIS requires its directors, officers and employees to observe high standards of business and personal ethics, as such personal ethics relate to the organization, in the conduct of their duties and responsibilities. As employees and representatives of AIS, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

This policy is not a vehicle for reporting violations of AIS's applicable human resources policies, problems with co-workers or managers, or for reporting issues related to alleged employment discrimination or sexual or any other form of unlawful harassment, all of which should be dealt with in accordance with AIS's Employee Handbook.

The matters which should be reported under this policy include suspected fraud, theft, embezzlement, accounting or auditing irregularities, bribery, kickbacks, misuse of school assets or suspected regulatory, compliance, or ethics-related issues, concerns or violations.

### **Reporting Responsibility**

It is the responsibility of all directors, officers and employees to report in good faith violations or suspected violations of high business and personal ethical standards, as such personal ethics relate to the organization, and/or applicable legal requirements ("Violations") in accordance with this Whistleblower Policy.

### **No Retaliation**

No Principal, director, officer or employee who in good faith reports a Violation shall suffer harassment, retaliation or adverse employment consequence because of such report. An employee who retaliates against someone who has reported a Violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the Organization prior to seeking resolution outside the Organization. Notwithstanding anything contained herein to the contrary, this Whistleblower Policy is not an employment contract and does not modify the employment relationship between AIS and its employees, nor does it change the fact that employees of AIS are employees at will. Nothing contained herein provides any director, officer, or employee of AIS with any additional rights or causes of action, other than those provided by Section 1107 of the Sarbanes-Oxley Act of 2002.

### **Questions**

Concerns, suggestions or complaints regarding the ethical and legal standards noted above should be addressed directly to the Chairperson of AIS's Legal Committee, who may also serve as your Compliance Officer. To report a concern, please call (504) 390-4642 or send an email to [tlwesq@cox.net](mailto:tlwesq@cox.net), which will automatically forward to the Compliance Officer. Upon receipt of a call or an email, an investigation will be conducted.

### **Hearing/Compliance Officer**

The Hearing Officer is responsible for investigating and resolving all reported Violations and shall advise the Audit Committee and, if the Hearing Officer deems it appropriate, the Principal, of all reported complaints and allegations of Violations. The Hearing Officer is required to report to the full Board of Directors at each regularly scheduled board meeting on compliance activity.

### **Accounting and Auditing Matters**

The Audit Committee of the Board of Directors shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The Compliance Officer shall immediately notify the Audit Committee of any such complaint and work with the committee until the matter is resolved. Promptly upon receipt, the Audit Committee shall evaluate whether a complaint constitutes an accounting complaint and if so shall promptly determine what professional assistance, if any, it needs in order to conduct an investigation. The Audit Committee will be free in its sole discretion to engage outside auditors, counsel or other experts to assist in the investigation and in the analysis of results.

## **Investigations**

The Compliance Officer may delegate the responsibility to investigate a reported Violation, whether relating to accounting and auditing matters or otherwise, to one or more employees of AIS or to any other individual, including persons not employed by AIS, selected by the Compliance Officer; provided that the Compliance Officer may not delegate such responsibility to an employee or other individual who is the subject of the reported Violation or in a manner that would compromise either the identity of an employee who reported the Violation anonymously or the confidentiality of the complaint or resulting investigation. Notwithstanding anything herein to the contrary, the scope, manner and parameters of any investigation of a reported Violation shall be determined by the Audit Committee in its sole discretion and AIS and its employees will cooperate as necessary in connection with any such investigation.

## **Acting in Good Faith**

Anyone filing a complaint concerning a Violation must act in good faith and have reasonable grounds for believing the information disclosed may indicate a violation of such standards. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

## **Confidentiality**

In making a complaint or submission, an employee of AIS may request that such complainant be treated in a confidential manner (including that AIS take reasonable steps to ensure that the identity of the employee making the complaint remains anonymous). AIS takes seriously its responsibility to enforce this Whistleblower Policy and therefore encourages any employee reporting a Violation to identify him or herself so as to facilitate any resulting investigation. Employees may, however, submit complaints on an anonymous basis. Reports of Violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

## **Handling of Reported Violations**

The Compliance Officer will notify the sender and acknowledge receipt of the reported violation or suspected violation within five (5) business days, but only to the extent the sender's identity is disclosed or a return address is provided. All reports will be promptly investigated; the scope of any such investigation being within the sole discretion of the Audit Committee, and appropriate corrective action will be taken if warranted by the investigation.

## **Records**

The Audit Committee will retain on a strictly confidential basis for a period of seven (7) years (or otherwise as required under AIS record retention policies as amended from time to time) all records relating to any complaint and to the investigation and resolution thereof. All such records are confidential to AIS and such records will be considered privileged and confidential.

## **Confidentiality**

Employees of this organization may not release any privileged information about Moton Charter School, its students, its activities, or the activities of its personnel except as normally required by their duties or as expressly permitted by the Principal.

Examples of confidential information include, but are not limited to:

- ✦ Report cards;
- ✦ Standardized test scores;
- ✦ Medical records;
- ✦ Residence and contact information; and ✦ Special Education records.

Only parents and guardians who have custody of their children and personnel mandated by law are allowed to see confidential information. Any applicable law or regulation supersedes a parent or guardian from seeing confidential information (i.e. a restraining order, a court order).

No employee shall publish, disclose, use, or authorize anyone else to publish, disclose, use, or in any way cause to be published, disclosed or used, any private or proprietary information which such employee may in any way acquire, learn, develop, or create by reason of employment with this organization, unless otherwise provided by the Principal. Any document or other material containing such information is required to be returned to the Principal upon an employee's termination or resignation.

If an employee finds it necessary to release privileged information about Moton Charter School, its students, its activities, or the activities of its personnel except as normally required by their duties or as expressly permitted by the Principal, that employee must submit a written request to the Principal. The request must include the information to be released as well as whom the information is being released to in order to be considered. Failure to secure permission before releasing privileged information can result in disciplinary action, including termination.

The obligation for employee confidentiality continues after employment has been terminated.

### **School Supply and Teacher Certification Reimbursements**

Teachers are eligible for reimbursement for school supplies and teacher certification related expenses paid with their personal funds up to \$100 per year. Employees are required to turn in receipts or other proof of expenses to the Chief Operating Officer or his or her designee.

All expenses over \$100, if anticipated in advance, must be approved by the Principal or his or her designee. Requested reimbursement for such expenses must be made in writing to the Principal or his or her designee. Such requests must list each expense, and receipts for each item must be attached to the request.

The final decision on whether to reimburse an employee for any expense is vested with the Principal or Business Manager.

### **Travel Related Reimbursements**

All travel related expense must be approved by the Principal before it occurs. If the trip requires travel by plane, train or a rented vehicle, the staff person must also obtain approval before tickets are purchased or reserved. AIS prefers to reimburse staff for expenses, but will also purchase tickets directly upon request. If a staff person attends professional development or other professional events offsite, then that staff member may submit receipts for reimbursement of meals. Meals are only reimbursed when they are not provided at the event. Meals are only reimbursable when the meal occurs during the professional development or during approved travel times. Staff members must check with the Business Manager or their supervisor for approval of meal related expenses. The guidelines outlined below apply:

- Breakfast will be reimbursed up to \$8 with a receipt. Breakfast is only reimbursed if the professional development begins before 7:50 a.m. or if the staff person has a required overnight stay.
- Lunch is reimbursed up to \$12 with a receipt.
- Dinner is reimbursed up to \$20 with a receipt. In order to be eligible for a dinner reimbursement, the staff member must have a required overnight stay or travel that would not allow the staff person to be home before 8:00 p.m.

- No reimbursements will be made for purchases of drugs/alcohol.

## **IX. STUDENT-RELATED POLICIES**

### **Discipline Policy**

All faculty members and staff of Robert R. Moton Charter School must be familiar with the Advocates for Innovative Schools, Inc. Student Handbook. It contains the student management plan, dress code, and disciplinary actions.

### **Student Medicine Policy**

A parent or guardian requesting that medication be administered to their child during the school day must submit the following in writing during school hours to the Principal:

1. A letter of request and authorization that contains all information required by State Board of Elementary and Secondary Education (SBESE) policy;
2. Written orders for all medications to be given at school, including annual renewals at the beginning of the school year;
3. A written description by physician or dentist of the desired effects and the child-specific potential of adverse side effects;
4. A prescription for all medications to be administered at school, including medications that might ordinarily be available over the counter;
5. A list of all medications that the student is currently receiving at home and school, if that listing is not a violation of confidentiality or contrary to the request of the parent/guardian or student;
6. A list of names and telephone numbers of persons to be notified in case of medication emergency in addition to the parent or guardian and licensed person prescribing the medication;
7. Arrangements for the safe delivery of the medication to and from school in the original labeled container as dispensed by the pharmacist; the medication shall be delivered by a responsible adult; and
8. Unit dose packaging shall be used whenever possible.

Medicine shall be stored in a locked cabinet, closet, or drawer with access only provided to the nurse and the Principal. Medication will be stored only in its originally labeled container as dispensed by the pharmacist and will be stored with a photograph of the child whom will be receiving the medication.

## **X. COMPENSATION**

### **Explanation of Employment Categories**

NONEXEMPT employees are entitled to overtime pay for all hours worked over 40 hours in a workweek under the Fair Labor Standards Act. Non-exempt employees do not receive compensation for their lunchtime and they may not work during lunchtime.

EXEMPT employees are not entitled to overtime pay under the Fair Labor Standards Act.

In addition to the above categories, each employee will belong to one other employment category:

- **REGULAR FULL-TIME** employees are those who are regularly scheduled to work the full-time schedule of 35 hours a week. They receive all mandatory benefits and are generally eligible for all of AIS's discretionary benefits, subject to the terms, conditions and limitations of each benefit program.



- PART-TIME employees are those who are regularly scheduled to work less than 30 hours per week. They receive all legally mandated benefits but are not eligible for AIS's discretionary benefits.
- CASUAL employees are those that are hired without benefits. They will not receive employment discretionary benefits.

Additionally, employees may be hired as eleven month or year round employees. Eleven-month employees include, but are not limited to teachers and program staff. Twelve-month employees include leadership and most administrative staff. The determination is made at the time of hire and indicated in an employee's hire letter.

Consultants will be hired by AIS on a contract basis and will not be employed by AIS. Consultants by definition have a low level of control over school operations and have a contract for a defined duration.

### **Time Reporting Procedure**

All nonexempt employees are responsible for recording the actual time they have worked. Federal and state laws require AIS to keep an accurate record of time worked in order to calculate pay and benefits. AIS is fully committed to complying with all federal, state and local wage and hour laws. If an employee suspects that an error in pay has been made, the employee must immediately bring the issue to his or her supervisor's attention for prompt investigation and any necessary correction will be made. AIS will not tolerate any form of retaliation against employees who make a report concerning payment of wages or cooperate in an investigation of the same. Retaliation is unacceptable, and any form of retaliation in violation of this policy will result in disciplinary action, up to and including discharge.

Time worked is solely the time actually spent on the job performing assigned duties and should not include any time that is spent not working or any time off that is taken during the workday. Nonexempt employees must accurately record the time they begin and end work, the time they begin and end each meal period and the beginning and ending time of any breaks exceeding 15 minutes. The supervisor must approve all overtime work before it is performed.

AIS requires non-exempt employees to complete time records. These signed time sheets are due at the end of every pay period and must be provided to the employee's supervisor. Failure to do so may result in disciplinary action.

Altering, falsifying, tampering with time records or recording time on another employee's time record may result in disciplinary action, up to and including termination.

### **Salary Policy**

Exempt employees are paid their entire salary for every day in which they perform any work. Deductions from an exempt employee's pre-determined salary or charge against an exempt employee's accrued leave may be taken under one of the following circumstances:

1. The employee is absent from work for one or more full days for personal reasons (other than sickness or disability)
2. The employee is absent for one or more full days due to sickness or disability and has exhausted his/her paid leave time under the sick leave policy;
3. The deduction is made to offset any amounts received as payment for jury fees, witness fees, or military pay;
4. the employee is on an unpaid disciplinary suspension imposed in good faith for violating published workplace conduct rules (*e.g.*, rules against workplace harassment or safety rules of major significance);

5. It is the employee's first or last week of employment and he/she is paid a proportionate part of his/her full salary.

AIS makes a good faith effort to comply with this salary policy. If, however, an employee believes an improper deduction has been taken from his/her salary, the employee should contact the Business Manager. The Business Manager will investigate the deduction and provide the employee with its findings. If the Business Manager determines that a deduction was improperly made, the company will reimburse the employee for that deduction.

### **Deductions**

All deductions, voluntary or mandatory, will be made automatically from each employee's paycheck. All deductions will be shown on each individual employee's pay stub. Employees should keep their pay stubs for record keeping purposes.

Deductions that are legally required include:

- ✦ Federal and state income tax
- ✦ FICA (Social Security and Medicare)
- ✦ SDI (state disability)
- ✦ Paid family leave contributions
- ✦ City or local taxes (where applicable)

If an employee wishes to make a change to their W-4 or alter any other deductions, a written request must be submitted to the Business Manager. Changes will be made within ten (10) business days of the written request.

Each employee should expect a W-2 by January 31<sup>st</sup> of every calendar year if the employee worked for AIS during the prior calendar year. If employees are receiving their W-2 by mail, the W-2 will be postmarked by January 31<sup>st</sup> and should be expected shortly after.

AIS reserves the right to take legal action if an employee destroys or takes school property without permission from the Principal, or if they owe any money to the school. If the matter is not addressed to the satisfaction of the employee, he or she should file a complaint with the Grievance Committee.

## **XI. EMPLOYEE CONDUCT AND DISCIPLINE**

### **Attendance**

The overall operation of Robert R. Moton Charter School depends on the presence of all employees. Therefore, all employees are expected to maintain satisfactory attendance and report to work on time every day on all scheduled workdays. Unscheduled absences or late arrivals and early departures must be kept to a minimum. The following rules apply when an employee is required to be absent from work or arrive late:

If the employee is a teacher, he or she is expected to notify the Principal or Assistant Principal at least 24 hours in advance so that a substitute may be scheduled.

- Deidra Bradley, Principal (504) 442-3195
- Terrancenya, Assistant Principal (318) 512-1235

If the employee is not a teacher, he or she is expected to notify the Principal at least one hour before the time he or she is scheduled to begin work.

If advance notice is not possible due to an emergency, all employees are expected to notify the Principal as soon as possible. (If the Principal will be absent from work, he or she must notify the President of the Board of Directors at least 24 hours in advance. If an employee who is assigned to work in the Instructional Support Center will be absent from work, he or she must notify the Principal at least 24 hours in advance.) Any employee who is absent for one work day without notification is deemed to have abandoned his or her job, and may be subject to discipline, up to and including termination.

Employees must provide their supervisor with a doctor's certificate when they are absent for more than two (2) days due to illness or injury. The doctor's certificate must state that the employee is receiving medical care and should indicate the approximate date the employee will return to work.

Absent extenuating circumstances, frequent unscheduled absences, including late arrivals and early departures, are grounds for disciplinary action, up to and including termination. In addition, employees who fail to provide proper notification of late arrivals and unscheduled absences are subject to discipline, up to including termination.

### **Code of Conduct**

Certain rules and regulations regarding employee behavior are necessary for the efficient operation of Robert R. Moton Charter School and for the benefit and protection of the rights of all employees and students. Conduct that interferes with operations brings discredit and/or is offensive to fellow employees, students, or parents will not be tolerated.

The types of misconduct that RRMCS prohibits include, but are not limited to, the following:

- Theft or dishonesty;
- Immoral, indecent, or disorderly conduct;
- Falsifying records;
- Excessive absenteeism and/or tardiness;
- Insubordination or disobedience;
- Reading material during work hours not related to the job;
- Bringing intoxicants, alcoholic beverages or illegal drugs onto RRMCS premises, including the parking lot; drinking alcoholic beverages or consuming illegal drugs on the job; or
- reporting for work with any detectable amount of alcohol or drugs present in one's body;
- Assaults or threats;
- Willful destruction or abuse of property or equipment belonging to RRMCS, other employees, students or others on the school premises;
- Disobeying federal, state, or local safety rules or regulations;
- Gambling, fighting, or horseplay at work;
- The use of abusive or threatening language or action against fellow employees, students, or others conducting business related to RRMCS;
- The use of equipment or supplies of RRMCS on or off the job without proper authorization;
- Violation of any provision of the school or personnel policies;
- Violation of any policy or procedure regarding students;
- Conviction of a crime; and
- Bringing firearms onto the school premises or any school function.

The above list of inappropriate conduct is illustrative only and is not intended to be an exclusive list of misconduct that may warrant immediate termination or other forms of discipline. Nor is this section intended to restrict RRMCS' right to terminate an employee for any lawful reason at its sole discretion.

### **Criminal Proceeding Reporting**

The character and reputation of Robert R. Moton Charter School's employees are important. Accordingly, employees are required to immediately advise the Principal if the employee is arrested during his or her employment or if the employee is the subject of any criminal charges, regardless of the stage of the criminal proceeding, during his or her employment. The employee is also required to advise of the disposition of any such criminal proceeding. These disclosures will not necessarily lead to discipline. Robert R. Moton Charter School will respond to the information on a case-by-case basis. However, failure to make such disclosures will result in discipline, up to and including termination.

### **Dress Code**

Robert R. Moton Charter School requires all employees to present a professional appearance. Accordingly, each employee is required to wear appropriate attire while at the school or when conducting RRMCS business. Employees are encouraged to support the school's uniform policy by wearing the school colors regularly. (White, Gold, plaid, and Khaki) Examples of unacceptable attire include:

- Flip-flop shoes (backless shoes)
- Bare back or spaghetti strap dresses
- Tank tops
- Jeans (unless authorized by the Principal in connection with a school activity)
- Exposed midriff areas
- Short or tight clothing
- Exposed tattoos and body piercings
- Short skirts and dresses
- Shorts

The Principal is responsible for interpreting and enforcing the dress code and grooming policy. Employees may be counseled for inappropriate appearance. In addition, disciplinary action may be imposed for dress that is offensive, excessively distracting, or in direct conflict with this policy.

### **Charter School Property**

All equipment, furniture, and other materials provided by the school are property of Robert R. Moton Charter School. Employees are expected to use all materials with care and store and secure them properly. School property should remain on the premises unless needed by an employee to complete school-related work at another location. Any property taken from the school should be returned immediately.

### **Confidentiality**

The operations, activities, business affairs, and records of Robert R. Moton Charter School are confidential. Employees are required to maintain the confidentiality of such information. No school-related information, including without limitation, documents, files, records (relating to both students and employees), computer files, or similar materials may not be removed from the work premises without permission from the Principal, except in the ordinary course of performing duties on behalf of Robert R. Moton Charter School. In addition, the contents of RRMCS' records or information regarding operations and business affairs may not be disclosed to anyone, except as required for business purpose or by law.

Employees who improperly use or disclose confidential information will be subject to disciplinary action, up to including termination.

### **Personal Telephone Calls**

All employees have access to telephones at school. Absent from emergencies, employee should use telephones for school business only. Personal telephone use is permitted but should be limited during work hours. Employees may not use cell phones during instructional time or while on duty.

### **Social Networking**

Robert R. Moton Charter School prohibits employees' use of electronic equipment such as camera phones, camera PDAs, video equipment, cameras, handheld scanners, and other device capable of capturing, or storing an image to capture images anywhere in its facilities. Employees are prohibited from taking pictures or video of any sort at school, unless for legitimate business purposes and expressly authorized by the Principal. Employees must ask permission from the Principal before photographing anything or anyone at work or at school functions and before transmitting or posting any images taken at school or a school function.

Furthermore, employees are prohibited from blogging, from creating or updating personal web pages, and from using social networking sites during work hours. Employees are prohibited at all times from blogging on behalf of Robert R. Moton Charter School, and any employee who identifies himself as an employee of Robert R. Charter School or who posts any information about RRMCS must affirmatively state that the views expressed in the communication are the employee's alone and that they do not necessarily reflect the views of Robert R. Moton Charter School. In no event may employees post or share any confidential, proprietary, or protected information of RRMCS or its employees. Any statements made by employees on blogs or websites or in other electronic communications or postings must comply with all RRMCS policies including but not limited to the confidentiality, discrimination, and workplace harassment policies.

Employees who become aware of any violations of this policy are expected to immediately inform the Principal. Employees who violate this policy may be subject to disciplinary action, up to and including termination.

## **XII. EMPLOYEE BENEFITS**

### **Leave Policy**

If an employee is out of work on any leave other than a no-fault day or vacation time, they do not accrue vacation or no-fault time.

### **No-fault Days and Sick Days**

AIS provides up ten (10) no fault/sick days for all full-time employees only. The accrual rate for these no fault days and sick days are 1 day per month. No-fault days may be taken for personal reasons. "No-fault" days should be scheduled at least two (2) weeks in advance but absolutely no later than 3:00 PM the previous business day before the leave is taken. A "Leave Request Form" is available at the main office to give this notice. The "Leave Request Form" should be submitted to the employee's direct supervisor. Sick days may be taken if an employee is ill, if an immediate family member is ill or if there is a medical or personal emergency. Immediate family includes an employee's spouse, domestic partner, child, sibling,

grandparent, grandchild, parent/guardian, mother and father-in-law, parent of domestic partner and child of domestic partner.

Sick days do not have to be scheduled in advance, but the school must be notified no later than 7:00 a.m. on the day that the employee will be absent. In this case, the employee must call their Principal's Robert R. Moton Charter School cell phone as soon as she is able but no later than 7:00 a.m. on the day that she will be out. If an employee does not call their Principal by 7:00 a.m. on the day that she is absent, then whether the employee will be paid for that day will be at the discretion of the Principal.

If an exempt staff member needs to take time off that has not been earned, the staff member may request to borrow from future accrued time. A staff member may only be advanced up to two (2) days of unaccrued time in any school year. Once staff members have taken seven (7) no-fault days and three (3) sick days, no further paid, no-fault days or sick days are available, for that calendar year. These days begin to accrue on the first day that an employee works each school year. If an employee must be absent for more days than he or she is eligible to earn, the employee should discuss alternatives with his or her supervisor, including unpaid leaves of absence. The determination about whether to grant unpaid leaves of absence will be made on a case-by-case basis.

No fault days must be used by the last Wednesday in June or by the end of the employee's year of service as outlined in their hire letter. Unused no-fault and sick days will not be carried over to the next school year. If an employee completes their year of service as per their hire letter, and has accrued leave or vacation time that has not been used, they will be paid out for up to ten (10) days of leave at the hourly rate of substitute teachers pay. Additional accrued but unused no-fault and sick leave time is forfeited if not used before the end of the employee's year of service as outlined in the hire letter. Accrued but unused no-fault and sick leave time is not paid out in the event of termination, whether voluntarily or involuntarily.

### **Verification of Absence**

An employee who is absent for three or more days must submit written documentation from a doctor. In addition, the employee's supervisor and/or the Principal may request a physician's note or other verification as to an employee's claimed reason for absence for an absence of any length. Such verification must be made within five (5) working days of absence.

### **Vacation Days**

Eleven-month employees are entitled to school breaks, as outlined in the school calendar. If an employee leaves before the end of the school year they forfeit any unused vacation, no-fault leave, sick or paid holidays.

Twelve-month employees earn vacation time as outlined in their new hire letter. Two (2) weeks are earned in total, at a rate of approximately 1 day per month.

Twelve-month employees may take only one (1) week of vacation time during days that school is in session. Vacation time should be planned to coincide with school breaks. Employees should not plan to take more than five consecutive vacation days while school is in session.

Eleven-month employees are expected to report to work for the July Pre-Service. Eleven-month employees are not expected to work during school breaks, unless there is an in-service scheduled.

### **Hard Block/Critical Days**

Hard Block Days are defined as periods of school operations where it is critical that all staff be in attendance. Generally, staff will not be allowed to take vacation time during critical periods. Critical periods will be identified at the beginning of the school year and may vary based on a staff person's job description.

### **Parental Leave**

Prior to the birth of their child, employees may use their unused no-fault days.

Under AIS's parental leave policy upon the birth or adoption of a child, employees are eligible for a maximum of twelve (12) weeks of leave. For four (4) weeks, employees will earn their full salary, less the amount they are eligible to receive from disability insurance. Employees are eligible to take an additional six (6) weeks of leave without pay.

Employees are required to ask their doctors how long they are eligible for disability insurance after the birth of their child. Employees are also required to ask their doctors whether they are eligible for disability insurance prior to the delivery of their baby.

Upon returning from leave, AIS will make a good faith effort to reinstate the employee in the same position or an equivalent position for which she or he qualifies, with comparable pay, benefits and other terms and conditions of employment, provided such position is funded and available. AIS reserves the right to deny reinstatement to the extent permitted by law.

Benefits during this time will be the same as benefits offered to employees that are temporarily disabled.

Parental leave is concurrent with, not additional to, Family and Medical Leave.

It is the policy of AIS to provide equal treatment to all employees in regard to Parental Leave without regard to race, color, religion, sex, sexual orientation, gender identity and expression, national origin, ethnicity, age, disability, marital status, military service status, or any other protected classification.

### **Jury Duty Excusal**

AIS understands that employees must fulfill their civic responsibilities by serving jury duty when required. The employee is expected to request a deferral of jury duty if their absence would create serious operational difficulties at any time. Regular full-time employees and regular part-time employees will be paid one (1) day's wages during jury service (referenced from [www.laworks.net](http://www.laworks.net)) If an employee is required to serve jury duty beyond the period paid by AIS, he or she may use any available paid time off, such as nofault days.

Employees must show the summons to the Principal as soon as possible so that arrangements can be made to accommodate the Employee's absence. Employees who are excused from jury duty for any day or half day are expected to report for work. Upon completion of jury service, the Employee must submit to their supervisor official proof of the dates of such service. The Employee must also submit all to him or her fees paid by the court for those days for which the employee received his or her regular pay.

### **Discretionary Leave**

Discretionary leave will be permitted on the authority of the Principal. Any employee needing discretionary leave should see the Principal. The Principal will have final authority on all decisions on discretionary leave.

### **XIII. INSURANCE AND RETIREMENT POLICIES**

Eligible employees are provided with a wide range of benefits. Some of these benefits — such as Workers' Compensation, Social Security and Unemployment Insurance — are provided to all employees, as required by law.

Additionally, AIS provides a broad range of benefits to certain employees according to their employee classification. While some benefit programs require contributions from employees, most are fully paid by AIS. AIS reserves the right to alter benefits with appropriate notice.

#### **Discretionary Benefits Include:**

- No-Fault Days
- Paid Holidays
- Medical Insurance
- Vision Insurance    Dental Insurance
- Parental Leave
- Leave Without Pay
- Bereavement Leave
- Life Insurance

#### **Medical and Dental Insurance**

AIS provides a medical insurance plan to each full-time regular employee. Only full-time regular employees are eligible for medical. Benefits begin on the first of the month following the first day of employment. Medical and dental insurance coverage is optional for eligible employees.

Employee co-payment for health care coverage will be required and will vary depending upon the level of coverage selected by the employee (individual, individual plus spouse, individual plus child/children, family, etc.). Employee contributions for health care coverage will be automatically withheld from employee paychecks on a pre-tax basis. More details are available in the Summary Plan Description available from the Business Manager.

Any employee who wishes to decline one or more of the insurance benefits offered by the organization is required to submit such a request in writing to the Business Manager.

#### **Deferred Compensation/Retirement Plan**

AIS offers a deferred compensation program to all salaried, full-time employees. Under this program, employees may opt to defer a portion of their current gross pay and to have those funds invested in accordance with applicable federal and state guidelines. In accordance with federal guidelines, defined compensation is limited to a maximum contribution per year. More details on this plan are available from the Business Manager.

#### **Unemployment Insurance**

All employees are covered under Louisiana State Unemployment Compensation Law. AIS pays the cost of this coverage.



## **COBRA**

Employees and qualified beneficiaries are entitled to elect a temporary extension of AIS's group health insurance coverage (called "continuation coverage") at group rates in certain instances where coverage under the plan would otherwise end. Some of these instances include, but are not limited to, voluntary or involuntary job loss, reduction in the hours worked, transition between jobs, death, divorce, and other life events. The employee must pay their entire premium plus up to an additional 2 percent of the cost for administration fees. Please contact the Business Manager for more information on COBRA.

## **XIV. COMPLAINTS and COMMUNICATIONS**

### **School Contact Information**

The general contact information for AIS is:  
Moton Charter School  
8550 Curran Boulevard  
New Orleans, LA 70127  
Phone: (504) 245-4400

*If you have any questions or comments about anything contained in this Employee Handbook, please contact the school's Chief Executive. If you find any errors or omissions in this Employee Handbook, bring it to the attention of the Chief Executive as soon as possible.*

### **Employee Grievance Policy**

Any employee wishing to formally complain about a procedure, action or directive of another co-worker or supervisor should provide notification as soon as possible. All grievances will be taken seriously. The process for an employee to raise a grievance is as follows:

- The employee brings her or his concern to their supervisor orally or in writing.
  - If the employee is not satisfied with the response, she or he may put the concern in writing and give it to the Principal, or another member of the Board of Directors, who will forward it to a member of the Grievance Committee.
- The Grievance Committee will investigate the concern and respond to the employee in writing. The Grievance Committee will provide the Board of Directors with a report at the next Board of Directors meeting.
- The committee will be composed of at least two (2) people. The Principal will not serve on this committee.

In the event that the complaint involves a procedure, action or directive of the Principal, an employee may file a complaint with the Board of Directors. In such instances, the Board will be the investigator and final arbiter of the complaint. No disciplinary actions shall be taken against any employee who reports harassment or discrimination, unless following investigation, the employee is found to have made the report in bad faith.

## Paycheck Errors

All employees are required to review the check stubs that they receive on payday. It is their responsibility to report errors of overpayment, underpayment, and deductions with mistakes, etc. within two business days. Errors must be reported to the Business Manager in writing, via email. A repayment plan will be devised to correct any payroll errors. Any overpayment that is not reported will be deducted immediately and in full from the next payroll check.

## XV. EMPLOYEE HEALTH and SAFETY: COVID-19 POLICY 2020-2021

### Introduction

The Advocates for Innovative Schools, Inc. has adopted the **Employee Health and Safety: COVID-19 Policy 2020-2021** as a pro-active attempt to prevent and reduce the transmission of Covid-19 among students, employees, parents, families and the community-at-large. All employees are required to frequently check the website for Robert Russa Moton Charter School and the [CDC COVID-19 website](#)<sup>1</sup> for updated information. Additionally, all employees must follow AIS Board policies/procedures and laws/orders from local, state, and federal authorities. **Note:** <sup>1</sup>This document includes “hyperlinks” or direct electronic access to CDC documents and information relied upon to draft key sections of this policy.

**Disclaimer:** This policy is neither written nor intended to be considered a medical information or advice. The purpose is to govern employment-related issues and concerns in the workplace as affected Covid-19 and possible school closings. [Consult your doctor or healthcare providers for medical advice concerning Covid-19 and medical issues.](#)

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### A. ROUTINE CLEANING AND DISINFECTING

It is a policy of Advocates of Innovative Schools, Inc. that employees responsible for cleaning and disinfecting classrooms, offices, the library, the cafeteria and other school facilities, follow the CDC [cleaning and disinfection recommendations](#) for facilities with suspected or confirmed coronavirus disease (Covid-19).

It is required that all employees who clean and disinfect Moton Charter school always wear, face shields, gloves, and gowns appropriate for the chemicals being used when you are cleaning and disinfecting. Additional Personal Protection Equipment (PPE) may be required depending on the setting and disinfectant products being used. For each product you use, consult, and follow the manufacturer’s instructions for use. The following cleaning, sanitizing and safety measures recommended by the CDC are required at Robert Russa Moton Charter School are effective immediately:

- 1) Employees will routinely clean all frequently touched surfaces in the school, such as workstations, keyboards, telephones, handrails, and doorknobs.  
If surfaces are dirty, they will be cleaned using a detergent or soap and water before you disinfect them.  
For disinfection, most common, EPA-registered, household disinfectants should be effective. A list of [products that are EPA-approved for use against the virus that causes COVID-19](#)<sup>external icon</sup> is available on the EPA website. Follow the manufacturer’s instructions for all cleaning and disinfection products (e.g., concentration, application method, and contact time).
- 2) Employees are discouraged from using each other’s phones, desks, offices, or other work tools and equipment, when possible.

- 3) Disposable disinfecting wipes will be provided so that employees can wipe down commonly used surfaces (e.g., doorknobs, keyboards, remote controls, desks, other work tools and equipment) before each use.
- 4) Disinfectants will be stored and used in a responsible and appropriate manner according to the label.
- 5) Bleach or other cleaning and disinfection products will not be mixed together. This can cause fumes that could be very dangerous to breathe in.
- 6) Employees are required to always wear gloves appropriate for the chemicals being used when they are cleaning and disinfecting and that they may need additional PPE based on the setting and product.

## **B. EDUCATING EMPLOYEES ABOUT COVID-19**

Moton School Leaders and Supervisors, working in partnership with the School Nurse, shall continuously inform, educate, and motivate employees, students and parents about this Policy and steps they can take to protect themselves at work and at home. Posters, videos, demonstrations, emails, etc. should be used for to communicate the following instructions from the CDC:

- Wash their hands often with soap and water for at least 20 seconds or to use hand sanitizer with at least 60% alcohol if soap and water are not available. Inform employees that if their hands are visibly dirty, they should use soap and water over hand sanitizer. Key times for employees to clean their hands include:
  - Before and after work shifts
  - Before and after work breaks
  - After blowing their nose, coughing, or sneezing
  - After using the restroom
  - Before eating or preparing food
  - After putting on, touching, or removing cloth face coverings
- Avoid touching their eyes, nose, and mouth with unwashed hands.
- Cover their mouth and nose with a tissue when you cough or sneeze or use the inside of their elbow. Throw used tissues into no-touch trash cans and immediately wash hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer containing at least 60% alcohol. Learn more about [coughing and sneezing](#) etiquette on the CDC website.
- Practice routine cleaning and disinfection of frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs. Dirty surfaces can be cleaned with soap and water prior to disinfection. To disinfect, use [products that meet EPA's criteria for use against SARS-CoV-2external icon](#), the cause of COVID-19, and are appropriate for the surface.
- Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. Clean and disinfect them before and after use.
- Practice social distancing by avoiding [large gatherings](#) and maintaining distance (at least 6 feet) from others when possible.

## **C. FACE COVERINGS ARE REQUIRED**

Robert Russa Moton employees are required to wear a mask or face covering at work unless there is a medical reason or exception approved by school officials.

The CDC recommends wearing a cloth face covering as a measure to contain the wearer’s respiratory droplets and help protect their co-workers and members of the general public.

The [CDC recommends wearing cloth face coverings](#) in public settings where other social distancing measures are difficult to maintain, **especially** in areas of significant community-based transmission. Wearing a cloth face covering, however, does not replace the need to practice social distancing.

#### **D. HYGIENE TIPS AND SUPPORT FOR EMPLOYEES AND VISITORS**

Robert Russa Moton Charter School will provide supplies and materials for employees and visitors to clean their hands and cover their coughs and sneezes by through the following actions:

- Provide tissues and no-touch trash cans.
- Provide soap and water in the workplace.
- Place touchless hand sanitizer stations in multiple locations to encourage hand hygiene.
- Place posters that encourage [hand hygiene](#) to help [stop the spread](#) at the entrance to your workplace and in other workplace areas where they are likely to be seen. This should include signs for non-English speakers, as needed.
- Discourage handshaking. Encourage employees to use other noncontact methods of greeting.
- Direct employees to visit CDC’s [coughing and sneezing etiquette](#) and [clean hands webpage](#) for more information.

#### **E. PRACTICING SOCIAL DISTANCING**

The CDC recommends that workspaces be altered to help workers and others maintain social distancing and physically separate employees and others when possible from each other and from customers, when possible. Some strategies that schools can use are as follows:

- Increase physical space between students by modifying the classroom.
- Increase physical space between employees and others using physical barriers such as hygienic screens using glass, etc.
- Use signs, tape marks, or other visual cues such as decals or colored tape on the floor, placed 6 feet apart, to indicate where to stand when physical barriers are not possible.
- Close or limit access to common areas where employees are likely to congregate and interact.
- Prohibit handshaking.
- Deliver classes and counseling remotely (e.g., phone, video, or web).
- Move the Sign-In Books and Time Clock farther away from the Front Desk to increase the distance between the Staff and persons coming to the office.

#### **F. DAILY IN-PERSON HEALTH CHECKS WILL BE CONDUCTED**

Moton Charter School Leaders and Supervisors, working in partnership with the School Nurse, shall conduct daily in-person/virtual health checks or temperature screening for Covid-19 symptoms as employees and students enter the school building consistent with orders and guidance from local public health authorities and the CDC.

##### **The Screening Process**

Health Checks must be conducted safely and respectfully and according to the CDC “using social distancing, barrier or partition controls, or personal protective equipment (PPE) to protect the Screener.” The Screener(s)

shall be provided appropriate PPE at no cost and trained how to conduct the screening process. Finally, persons conducting health checks should use multiple screening entries into the building.

### **Confidentiality**

To prevent stigma/discrimination and to maintain privacy of each individual’s medical status and history, all screening results shall remain strictly confidential and provided only to the employee or limited school official who has a need to know and a right to know. All cases shall be documented for referrals to medical professionals and other legal/permitted “Contact Tracing” purposes.

### **G. DETECTING COVID-19 SYMPTOMS**

The Center for Disease Control reports that “People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness... [that] may appear 2-14 days after exposure to the virus. The list of COVID-19 symptoms according to the CDC are as follows:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell • Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms and the CDC will continue to update this list the [CDC COVID19 website](#). However, the CDC and other medical experts have reported the presence of the Coronavirus in persons who are PR symptomatic (detected before symptom onset) or asymptomatic (detected but symptoms never develop). Again, consult your doctor or healthcare providers for medical advice concerning Covid-19 and any/all medical issues.

### **H. DETECTING MOTON EMPLOYEES WITH COVID-19 SYMPTOMS**

Robert Russa Moton Charter School employees with symptoms should immediately notify their supervisor, stay home, and take the following actions as recommended by the Center for Disease and Control (CDC):

- Sick employees should follow [CDC-recommended steps](#). Employees should not return to work until the criteria to [discontinue home isolation](#) are met, in consultation with healthcare providers.
- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow [CDC recommended precautions](#).

### **I. SEPARATING EMPLOYEES WITH COVID-19 SYMPTOMS**

Employees who appear to have [symptoms](#) upon arrival at work or who become sick during the day should immediately be separated from other employees, students, parents, and visitors, and sent home.

Moton Charter School Leaders and Supervisors, working in partnership with the School Nurse, shall a plan in place for the safe transport of an employee who comes to school ill or becomes ill while at work. The employee may need to be transported home or to a healthcare provider.

### **J. STAY-AT-HOME REQUIREMENT AND CONTACT TRACING**

Moton School Leaders and Supervisors, working in partnership with the School Nurse, shall determine which students and employees may have been exposed to the coronavirus for “next steps” and

precautions. **Note:** This critically important health and public safety information below (including the “hyperlinks”) is excerpted from CDC Covid-19 documents:

- Co-workers and parents of students taught by the sick employee shall be informed of the possible exposure to COVID-19 in the workplace while maintaining confidentiality as required by the [Americans with Disabilities Act \(ADA\)](#)[external icon](#).
- Most workplaces should follow the [Public Health Recommendations for Community-Related Exposure](#) and instruct potentially exposed employees to stay home for 14 days, telework if possible, and self-monitor for [symptoms](#).
- [Critical infrastructure](#) [external icon](#) workplaces should follow the guidance on [Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19](#). Employers in critical infrastructure also have an obligation to manage potentially exposed workers’ return to work in ways that best protect the health of those workers, their co-workers, and the general public.

### **Concluding Note**

This Employee Handbook is intended to give you a broad summary of the information you should know about AIS. The information in this handbook is general in nature, so when you need any additional details, speak to the Principal or the Assistant Principal who will assist you in obtaining more complete information. Please note that the contents of this handbook is not a legal document or contract of employment and should not be deemed as such, nor does it subject AIS to any liability for any claim to comply with the rules, polices or goals in this handbook. At its sole discretion, AIS may revise this handbook without prior notice. This handbook supersedes all prior versions of any employee handbook or manual that AIS has issued and may eliminate or modify existing policies. We hope this handbook provides you with clear answers to questions that you may have regarding AIS’s policies and procedures. Be sure to familiarize yourself with the contents of this handbook.

## **Employee Acknowledgment Form**

This Employee Handbook describes important information about AIS, and I understand that I should consult the Principal regarding any questions not answered in the handbook. I have entered into my employment relationship with AIS voluntarily and acknowledge that there is no specified length of employment beyond my contract.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur, except regarding AIS’s policy of employment. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it. A copy of this Employee Acknowledgment Form will be on file in the personnel records for the duration of my employment with AIS.

## **Understanding and Acknowledging Receipt of AIS Employee Handbook**

I have received a copy of the AIS Employee Handbook for 2021 - 2022. I understand that the policies and benefits described in it are subject to change at the sole discretion of AIS at any time. I understand that I am responsible for reading the policies and procedures and following them to the best of my ability as an employee of the Advocates for Innovative Schools, Inc.

**EMPLOYEE NAME (please print):** \_\_\_\_\_

**EMPLOYEE SIGNATURE:** \_\_\_\_\_

**POSITION:** \_\_\_\_\_

**DATE:** \_\_\_\_\_