



Environmental
Charter Schools

EMPLOYEE HANDBOOK

2019-2020

Last Revised: 7/9/2019

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Welcome to Environmental Charter Schools!

We are pleased you have chosen to join our team and we look forward to working together with you to implement our mission, vision, and core values to create opportunities for our students to be successful. We sincerely hope that you will find your employment at Environmental Charter Schools to be a professionally rewarding experience.

Since its inception in 2000, Environmental Charter Schools has been providing students with a unique learning experience that utilizes environmental service learning to inspire students to find authentic meaning in their studies. The result is students who are prepared for college, motivated to continue their learning, and inspired to positively contribute to their community.

Our Best Practices to achieve these results include:

- Interdisciplinary Curriculum & Authentic Assessment
- Collaboration with Partners
- Environmental and Experiential Learning
- Relevant & Engaging Instruction
- Small Learning Communities

Please take the time to read carefully through the Environmental Charter Schools Employee Handbook. This Handbook summarizes the Environmental Charter Schools' (hereinafter referred to as "ECS") personnel policies applicable to all employees. Please review these policies carefully. If you have any questions about the policies outlined in this Handbook, or if you have any other personnel-related questions, whether or not related to policies specifically addressed in this Handbook, please consult the Human Resources team. Once you have reviewed this Handbook, please sign the employee acknowledgement form at the end of this Handbook and provide it to the Human Resources team. This signed acknowledgement demonstrates to ECS that you have read, understand and agree to comply with the policies outlined in the Handbook.

ENVIRONMENTAL CHARTER SCHOOLS

Chief Executive Officer/Executive Director and Governing Board

Environmental Charter Schools (ECS) is led by its Chief Executive Officer / Executive Director, Farnaz Golshani-Flechner and Governing Board which consists of Officers (President, Vice President, Treasurer, Secretary) and Members. The Board serves as the governing body for Environmental Charter Schools.

Mission Statement

Reimagine public education in low-income communities of color to prepare conscious, critical thinkers who are equipped to graduate from college and create a more equitable and sustainable world.

Core Values

JUSTICE

We examine bias, racism and prejudice. We deliver culturally-responsive curricula. We succeed when students' race and class cease to predict their level of achievement.

COMMUNITY

We care. We collaborate. We respect the rights and voices of our stakeholders.

CURIOSITY

We question. We explore. We innovate.



SUSTAINABILITY

We think globally and act locally. We adapt. We encourage systems thinking to create a sustainable future.

LEADERSHIP

We listen. We think critically. We advocate. We shift public discourse. We are our own superheroes.

List of Important Contacts and ECS Schools

Environmental Charter Schools – Home Office (ECS)
2625 Manhattan Beach Blvd, Suite 100, Redondo Beach, CA 90278
Phone (310) 214-3408 Fax (424) 456-7439

Environmental Charter High School (ECHS)
16315 Grevillea Avenue, Lawndale, CA 90260
Phone (310) 214-3400 Fax (310) 214-3410

Environmental Charter Middle School - Gardena (ECMSG)
816 W. 165th Place, Gardena, CA 90247
Phone (310) 425-1605 Fax (310) 217-1096

Environmental Charter Middle School - Inglewood (ECMSI)
3600 W. Imperial Hwy, Inglewood, CA 90303
Phone (310) 793-0157 Fax (310) 680-9843

Accounting - accounting@ecsonline.com

Human Resources - human_resources@ecsonline.org - (310) 214-3408 x2

Payroll – payroll@ecsonline.org

Technology Support - helpdesk@ecsonline.org

To report child abuse in Los Angeles County, California, contact the Child Protection Hotline 24 hours a day, 7 days a week:

Toll-free within California, phone (800) 540-4000

If calling from outside of California, phone (213) 639-4500



Introduction to ECS

Welcome to ECS. We sincerely hope that you will find this to be a fulfilling and inspiring place to work, with colleagues and managers who are congenial and cooperative. In joining us, you have become an integral part of our providing quality education for children. Our constant endeavor is to maintain a team of well-trained, enthusiastic employees working together for the success of our school. In order to achieve our objectives, we:

1. Treat each of you as individuals, with respect and dignity in everyday work situations;
2. Hire, promote and compensate solely on the basis of merit without regard to race, color, religion, sex age, marital status, physical handicap, medical condition or national origin;
3. Encourage every employee to take an active interest in their job and to contribute their best efforts and abilities so that we are successful;
4. Provide a pleasant place to work; and
5. Encourage you to discuss freely all ideas that could improve working conditions, policies and practices.

As an ECS Employee, our guiding principles must reflect those stated in our Mission Statement: Reimagine public education in low-income communities of color to prepare conscious, critical thinkers who are equipped to graduate from college and create a more equitable and sustainable world.

As educators and administrators, we model the behaviors we wish our students to learn. We model appreciation for individual and group differences by treating all of our students, parents, and colleagues with respect. We model a desire to contribute to a diverse community by our willingness to work as a professional team to ensure and support that diversity in an open admission policy, in our curriculum, and in our human relationships. We model competency to adapt and lead by always striving towards increased competency in our profession, by our willingness to be flexible and adaptive, and by providing productive leadership whenever called upon to do so.

This handbook is intended as a resource for specific information pertaining to employment. An understanding of professionalism on our part as people involved in education is assumed, and so it is not specified in this publication.

ECS reserves the right to modify or eliminate any policies or practices contained in this handbook. If changes are made, we will notify employees in advance whenever possible.



SECTION ONE

EMPLOYEE POLICIES

Equal Opportunity Policy

The Governing Board of ECS (“The Board”) is determined to provide employees and job applicants a safe, positive environment where they are assured of full and equal employment access and opportunities, protection from harassment or intimidation, and freedom from any fear of reprisal or retribution for asserting their employment rights in accordance with law. ECS is an equal opportunity employer and makes employment decisions on the basis of merit. We want to have the best available person in every job. ECS policy prohibits unlawful discrimination based on race, color, creed, religion (all aspects of religious beliefs, observance or practice, including religious dress or grooming practices), marital status, registered domestic partner status, age, national origin or ancestry, immigration status, citizenship, sexual orientation, physical or mental disability, medical condition (including cancer or a record or history of cancer, and genetic characteristics), sex (including pregnancy, childbirth, breastfeeding, or related medical condition), genetic characteristics or information, gender (including gender identity or gender expression), military status, veteran status, or any other consideration made unlawful by federal, state or local laws. All such discrimination is unlawful.

ECS also prohibits discrimination against any employee (including supervisors, co-workers and volunteers) or job applicant in compensation, terms, conditions, and other privileges of employment and the taking of any adverse employment action, including, but not limited to, termination or the denial of employment, promotion, job assignment, or training, against an employee or job applicant based on any of the categories listed above.

Prohibited discrimination on the basis of religious creed includes discrimination based on an employee's or job applicant's religious belief or observance, including religious dress or grooming practices. In accordance with Government Code 12940, prohibited discrimination on the basis of religious creed also includes ECS's failure or refusal to use reasonable means to accommodate an employee's or job applicant's religious belief, observance, or practice which conflicts with an employment requirement. However, ECS shall not accommodate an employee's religious dress practice or religious grooming practice if it requires segregation of the individual from other employees or the public or if it would result in a violation of this policy or any law prohibiting discrimination.

Prohibited sex discrimination includes discrimination based on an employee's or job applicant's pregnancy, childbirth, breastfeeding, or any related medical condition. Harassment consists of unwelcome verbal, physical, or visual conduct that is based on any of the prohibited categories of discrimination listed above and that is so severe or pervasive that it adversely affects an individual's employment opportunities, has the purpose or effect of unreasonably interfering with the individual's work performance, or creates an intimidating, hostile, or offensive work environment.

ECS also prohibits retaliation against any school employee or job applicant who opposes any discriminatory employment practice by EDS or its employee, agent, or representative or who complains, testifies, assists, or in any way participates in the ECS's complaint procedures pursuant to this policy. No employee or job applicant who requests an accommodation for any protected characteristic listed in this policy shall be subjected to any punishment or sanction, regardless of whether the request was granted. (Government Code 12940)

Complaints concerning employment discrimination, harassment, or retaliation shall immediately be investigated in accordance with procedures specified in the Uniform Complaint Policy and Procedures. . The



Board has designated the Office of Human Resources as its coordinator for nondiscrimination in employment. Any supervisory or management employee who observes or has knowledge of an incident of prohibited discrimination or harassment shall report the incident to the Office of Human Resources as soon as practical after the incident. All other employees are encouraged to report such incidents to their supervisor immediately. ECS shall protect any employee who does report such incidents from retaliation.

The Board shall use all appropriate means to reinforce the ECS's nondiscrimination policy. Training and information shall be provided to employees about how to recognize harassment and discrimination, how to respond appropriately, and components of the ECS's policies and regulations regarding discrimination. The Board shall regularly review ECS's employment practices and, as necessary, shall take action to ensure compliance with nondiscrimination laws.

Any ECS employee who engages in prohibited discrimination, harassment, or retaliation or who aids, abets, incites, compels, or coerces another to engage or attempt to engage in such behavior in violation of this policy shall be subject to disciplinary action, up to and including dismissal.

Statement of At-will Employment Status

Employment at ECS is employment at-will. Employment at-will may be terminated with or without cause at any time by the employee or ECS. Nothing in this Handbook or in any document or statement shall limit the right to terminate employment at-will. No administrator or employee of ECS has any authority to enter into an agreement for employment for any guaranteed specified period of time or to make an agreement for employment other than at-will. Only the Executive Director (ED) and Principals of ECS have the authority to make any such agreement and then only in writing.

Integration Clause and the Right to Revise

This Employee Handbook contains the employment policies and practices of ECS in effect at the time of publication. All previously issued handbooks and any inconsistent policy statements or memoranda are superseded.

ECS reserves the right to revise, modify, delete or add to any and all policies, procedures, work rules or benefits stated in this handbook or in any other document, except for the policy of at-will employment. However, any such changes must be in writing and must be signed by the Executive Director or the Principal of ECS. No oral statement or representations can in any way change or alter the provisions of this handbook.

Nothing in this employee handbook, or in any other personnel document, including benefit plan descriptions, creates, or is intended to create a promise or representation of continued employment for any employee.

Educational Verification

Newly hired certificated employees must provide official transcripts or submit to an educational verification search to verify units earned and degrees/credentials received. These requirements must be completed prior to beginning employment, and the information must be submitted to Human Resources, prior to beginning employment. Individuals whose educational background does not meet the requirements of the job will not be considered for employment.

Returning certificated / non-certificated employees are responsible for keeping required certificates, credentials, licenses and registrations current and in good standing, for paying the costs associated with renewal, and for providing the Home Office with verification of renewal. Failure to provide these updated documents to ECS may result in suspension without pay until such time as the necessary documentation has been provided, or termination of employment.

Criminal Background Checks

As a condition of employment, all applicants are required to submit to a live scan criminal background check as part of the application process. ECS will not employ a person who has been convicted of a violent or



serious felony, or a person who would be prohibited from employment by a public school because of his or her conviction for any crime, unless an applicable exception applies. Individuals who refuse to submit to a criminal history review will not be offered employment. Conviction of a crime before or during employment may result in denial of employment or in termination of current employment, at the discretion of ECS. All fingerprint and background information must be completed and cleared by the Department of Justice (DOJ) within 10 calendar days of job acceptance. Failure to complete this process will delay the employee's ability to begin work.

Subsequent Arrest Notification Service

All employees are subject to "Subsequent Arrest Notification Service" by the DOJ once they have been fingerprinted. Any time an employee is arrested or convicted of a crime after his or her initial background clearance for the school, the DOJ will notify ECS by sending a subsequent arrest notification. Human Resources will evaluate the new information and determine whether it justifies suspension or termination of the individual's employment.

Mandated Reporting of Child Abuse

Every employee who works directly with children has a legal duty to understand the requirements to report suspected child abuse. ECS requires each employee to adhere to the Child Abuse and Neglect Reporting Act (Penal Code sections 11164-11174.3). Each employee who has knowledge of or observes a child in the employee's professional capacity or within the scope of employment when the employee knows or reasonably suspects has been the victim of child abuse shall report the known or suspected instance of child abuse to a child protective agency immediately or as soon as practically possible by telephone. Each employee then shall prepare and send a written report to the child protective agency within 36 hours of receiving the information concerning the incident.

No child abuse report will be made without the knowledge of the Executive Director or Principal. By reporting the suspicion or knowledge of child abuse quickly to the Executive Director or Principal and the appropriate authorities, the child is protected from further injury and our School and the employee are protected against civil and criminal liability for failing to report such instances. Reports of suspected child abuse must remain confidential.

California Penal Code 11165.7 includes but is not limited to defining a mandated reporter as one of the following:

- A teacher,
- An instructional aide,
- A teacher's aide or teacher's assistant employed by any public or private school,
- A classified employee of any public school,
- An administrative officer or supervisor of child welfare and attendance, or a certificated pupil personnel employee of any public or private school.
- An administrator or employee of a public or private organization whose duties require direct contact and supervision of children.

California Penal Code 11166 States "...a mandated reporter shall make a report to an agency specified in Section 11165.9 whenever the mandated reporter, in their professional capacity or within the scope of their employment, has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect. The mandated reporter shall make an initial report by telephone to the agency immediately or as soon as is practicably possible, and shall prepare and send, fax, or electronically transmit a written follow-up report within 36 hours of receiving the information concerning the incident."

California Penal Code 11172 subdivision (e) gives mandated reporters who report suspected cases of child abuse absolute immunity, both civilly and criminally, for making such reports. However, any person who fails to report an instance of child abuse as required by the Child Abuse Reporting Act is guilty of a misdemeanor with a punishment not to exceed six months or \$1,000 or both.



Mandated Reporter Training

All ECS employees are required to complete the Mandated Reporter Training Course within 6 weeks of the start of each school year. Employees who do not comply may be required to take PTO until proof of completion is in hand.

Tuberculosis Testing

California State Law (Health & Safety Code section 121525) requires that all employees in public schools submit evidence of being free of active tuberculosis. Employees must provide proof that is dated no earlier than 60 days prior to their start date of a physician-signed risk assessment form stating that no risk factors are present OR proof of a negative tuberculosis skin test result OR physician-signed negative chest x-ray, and must be repeated once every four years. It is the employee's responsibility and condition of employment to provide Human Resources with an updated TB skin test.

Working with Volunteers

Community volunteers in our schools enrich the educational program and strengthen our schools' relationships with homes, businesses, public agencies and private institutions. The presence of volunteers in the classroom and on school grounds also enhances supervision of students and contributes to school safety.

All volunteers must complete an onboarding process with human resources department which includes criminal backgrounds check and Tuberculosis Testing prior to working with our students and/or staff.

ECS prohibits harassment of any volunteer on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, immigration status, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status.

As appropriate, the Human Resources Department or designee shall provide volunteers with information about school goals, programs, and practices and an orientation or other training related to their specific responsibilities. Employees who supervise volunteers shall ensure that volunteers are assigned meaningful responsibilities that utilize their skills and expertise and maximize their contribution to the educational program.

Volunteers shall act in accordance with ECS policies, regulations, and school rules. The Human Resources or designee shall be responsible for investigating and resolving complaints regarding volunteers.

ADA Policy

It is the policy of ECS to comply with the Americans with Disabilities Act (ADA) as well as applicable state and local laws relating to disability issues. We will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability. We will also reasonably accommodate all employees or applicants with disabilities who are otherwise qualified to safely perform the essential duties of the job unless any such accommodations would impose an undue hardship on ECS.

Applicants and employees are assured that all information regarding a disability shall be kept completely confidential except that:

- Supervisors and managers may be informed regarding restrictions on work or duties of disabled employees and any accommodations that have been made;
- If the condition requires emergency treatment, first aid and safety personnel may be informed; and
- Government officials investigating compliance with federal laws may need to be informed in certain circumstances.



- All employees with responsibilities which may require knowledge of disabilities will be advised that they are to treat that knowledge with confidentiality.

Any applicant or employee who requires a reasonable accommodation in order to perform the essential functions of the job should contact ECS's Office of Human Resources or their supervisor and request such an accommodation. The individual with the disability should specify what accommodation is needed to perform the job. ECS will conduct an investigation to identify the barriers that make it difficult for the applicant or employee to have an equal opportunity to perform their job. ECS will engage in an interactive process with the employee to identify possible accommodations, if any, that will help eliminate the limitation. If the accommodation is reasonable and will not impose an undue hardship, ECS will make the accommodation.

Diversity in the Workplace

We strive to maintain a work environment which supports diversity for all employees. We ask our employees to respect meaningful differences and be aware that people from diverse backgrounds add vitality, creativity, ideas and growth to an organization. Acceptance and appreciation of other cultures and ideas are valuable contributions to a productive working environment. We are proud of our diverse workforce and place great value on diversity of our employees.

Genetic Information Nondiscrimination Act of 2008 (GINA)

ECS will not use genetic information to make decisions about health insurance or employment; we will not request, require, or purchase any applicant's or an employee's genetic information. If you feel that you are or have been subjected to any kind of harassment, coercion or intimidation by anyone, whether by one of your co-workers, a student, parent or vendor, or a member of our management, we encourage you to file a complaint with your supervisor. However, if your complaint involves your supervisor, or you are not satisfied with your supervisor's response, or if for any reason you do not wish to bring the problem to your supervisor's attention, you may present your concern to the Director or any other manager immediately. The Director will assist you in preparing any written documentation necessary. Appropriate action will be taken to deter any future discrimination, and whatever action is taken will be made known to you. ECS will not retaliate against you for filing a complaint and will not knowingly permit retaliation by management, employees or your co-workers.

Your complaint should be specific and should include the names of the individuals involved and the names of any witnesses. ECS will promptly undertake an effective, thorough and objective investigation and attempt to resolve the situation. If ECS determines that unlawful discrimination has occurred, effective remedial action will be taken commensurate with the severity of the offense. Appropriate action will be taken to deter any future discrimination, and whatever action is taken will be made known to you. ECS will not retaliate against you for filing a complaint and will not knowingly permit retaliation by management, employees or your co-workers.

Gender Transition Policy

An employee beginning the transition process should contact the Office of Human Resources and be prepared to speak about their intentions, needs and concerns. ECS is committed to providing an appropriate environment for employees undergoing gender transition. Harassment based upon sex and/or gender identity is prohibited and covered by the company's Unlawful Harassment Policy. Human Resources can provide assistance regarding gender transition issues pursuant to the property's Workplace Gender Transition Guidelines, including name and ID changes, dress code and insurance and leave benefits. If you have questions concerning your rights or responsibilities as an employee or manager, please contact Human Resources.

Gender Transition Resources and Guidelines

Throughout this process, the employee's internal resource is the Office of Human Resources. The employee and Human Resources shall meet to set the name and gender which shall be listed on employment records,



and when the change will occur. Human Resources also shall coordinate other changes relating to name, including any changes in the HR database and any issuance of a new email address.

Guidelines

Appearance and Dress Code Standards:

The employee in transition is permitted to dress consistently with their gender identity and it is expected that appropriate work attire will be worn.

Facilities Usage

The employee and Human Resources shall meet to discuss appropriate facilities usage arrangements, including as appropriate, bathrooms and changing rooms.

Complaint Procedures

Because some people have not been exposed to gender transition, co-workers may make mistakes, such as referring to the employee in gender transition by the wrong name or pronouns. Employees in transition should feel comfortable kindly correcting a co-worker who makes a mistake or in the alternative may contact Human Resources for assistance. Transitioning employees should be prepared to help educate their manager, Human Resources and others in order to understand clearly what their needs may be.

Any employee concerns or complaints, including those by the employee in transition, co-workers, managers, vendors, customers or others, are to be referred to Human Resources or other appropriate person as set forth by the Unlawful Harassment policy. Discrimination/harassment based upon sex and/or gender identity is prohibited and covered by ECS's Unlawful Harassment policy.

External Resources

- Human Rights Campaign Foundation – www.hrc.org/workplace/transgender
- Transgender at Work – www.tgender.net/taw
- National Center for Transgender Equality – www.nctequality.org
- Out & Equal Workplace Advocates – www.outandequal.org
- Harry Benjamin International Gender Dysphoria Association – www.hbigda.org

Immigration Compliance

ECS is committed to full compliance with the federal immigration laws and will not knowingly hire or continue to employ anyone who does not have the legal right to work in the United States. In compliance with the requirements set forth in the Immigration Reform and Control Act of 1986 ("IRCA"), all offers of employment are contingent upon an applicant's ability to satisfy requirements regarding proof of identity and the lawful right to be employed in the United States.

Falsification of any documents required for verification of employment eligibility constitutes grounds for denial of employment to any applicant or, for employees, disciplinary action up to and including termination from employment, regardless of when discovered.

Employee Status

Every member of the team is designated as a "certificated" or "classified" employee. Employees at ECS are classified as full-time non-exempt, part-time non-exempt, temporary, or exempt:

Full-Time Non-exempt Employees

Full-time non-exempt employees are those who are normally scheduled to work and who do work a schedule of 40 or more hours per week.

Part-Time Non-exempt Employees



Part-time non-exempt employees are those who are scheduled to and do work less than 30 hours per week. Part-time non-exempt employees may be assigned a work schedule in advance or may work on an as-needed basis.

Temporary Employees

Temporary employees are those who are employed for short-term assignments. Short-term assignments will generally be periods of 90 days or less. Temporary employees are not eligible for benefits, except as required by applicable law, and may be classified as exempt or non-exempt on the basis of job duties and compensation. The status of a temporary employee may change only if the employee is notified of the change in status, in writing, by the Home Office.

Exempt Employees

Exempt employees are those whose job assignments meet the federal and state requirements for overtime exemption. Exempt employees are compensated on a salary basis and are not eligible for overtime pay. Generally, executive, administrative, professional (including faculty), and certain outside sales employees are overtime exempt. Your manager will inform you if your status is exempt.

Certificated Teachers, Counselors, And Psychologists

Certificated employees are those who are required to hold a professional education certificate, credential, or license including but not limited to administrative, teaching, counseling or Pupil Personnel Services credential. This category also includes employees in administrative, teaching, counseling or Pupil Personnel Services who are not legally required to have a professional education certificate or a credential.

Unlawful Harassment

ECS' policy is to provide a work and school environment without sexual discrimination or harassment. Employee-to-employee, employee-to-student and student-to-employee sexual misconduct is especially serious and will be addressed severely. Fraternization by ECS personnel with students outside the school environment may create the perception of inappropriate conduct or may lead to allegations or instances of sexual harassment or child abuse.

On ECS premises or on ECS time, no ECS employee, student or third party may engage in sexual conduct or other discriminatory or harassing conduct as defined below. ECS will investigate all reports of violations of this policy and will take steps to stop violations, prevent recurrence, and remedy effects of violations as appropriate.

- **Prohibited Sexual Conduct** On ECS time or on ECS premises, employees, students and third parties (including agents and patrons) are prohibited from sexually offensive conduct and sexual discrimination, including but not limited to the following:
 - Sexual advances requests for sexual favors and sexually motivated physical conduct;
 - Subtle pressure for sexual activity;
 - Inappropriate or unwelcome touching, patting, pinching, blocking or brushing against another's body;
 - Foul or obscene language or gestures;
 - Display of sexually offensive or suggestive posters, pictures or objects; Sexually offensive verbal harassment including remarks, questions, teasing, slurs and innuendo;
 - Inappropriate jokes or comments about gender-specific traits;
 - Viewing, printing or transmitting sexually offensive material on a ECS computer; and
 - Conduct that is demeaning or derisive, including, but not limited to, conduct in connection with a person's gender or other protected classification.
 - All employees have the right to be free from unlawful harassment while in the employ of ECS. If you have been harassed by a co-worker, supervisor, agent, vendor or customer



you must promptly report the facts of the incident (s) and name (s) of the individual (s) involved to the appropriate parties.

- **Prohibited Conduct Based on race, age, sex, or any other protected classification under applicable law** On ECS time or on ECS premises, employees, students and third parties (including agents and patrons) are prohibited from engaging in the following conduct if the offensiveness or inappropriateness is based on race, age, sex, or any other protected classification under applicable law:
 - Display of offensive posters, pictures or objects;
 - Offensive verbal harassment including remarks, questions, teasing, slurs and innuendo;
 - Inappropriate jokes or comments about traits or characteristics;
 - Viewing, printing or transmitting offensive material on a ECS computer and conduct that is demeaning or derisive, including, but not limited to, conduct in connection with a person's race, age, sex, or any other protected classification under applicable law.

- **Additional Prohibited Conduct for Employees and Students:** ECS employees and ECS students (except student-age employees who are also students at ECS) are prohibited from having any kind of romantic interaction with each other.

- **Retaliation is Prohibited:** ECS prohibits retaliation against any person who reports violations of this policy or participates in processes under this policy. Retaliation includes, but is not limited to intimidation, reprisal and harassment, or adverse employment action.

- **Duty to Report & Confidentiality:**
 - Every employee has a duty to report violations of this policy. Any employee aware of a violation of this policy must immediately report to the appropriate ECS official as designated below. An employee who is aware of a violation and fails to report the violation of this policy is subject to disciplinary action.
 - ECS officials will respect the confidentiality of reporters and those against whom reports are made as much as possible consistent with the ECS' legal obligations and the need to investigate violations of this policy and take appropriate remedial action.
 - Reporters and those participating in ECS' investigations will not be subject to unlawful retaliation by ECS.
 - Persons who knowingly file a false report are subject to discipline, up to and including termination of employment.

- **Reports about Employee Violations:** If you are aware of a violation of this policy by an employee, report immediately to the Executive Director, Principal.

- **Reports about Third-Party Violations:** If you are aware of a violation of this policy by a third party (a visiting speaker, vendor, patron, etc.), report immediately to the Executive Director, Principal.

- **Reports about Student Violations:** If you are aware of a violation of this policy by a student against an employee, report immediately to the Executive Director, Principal.

- **Investigation & Remedy**
 - The designated ECS official will promptly investigate as appropriate upon receiving a report alleging violation of this policy. The designated ECS official will take steps as



necessary to protect the reporter and other students or employees pending completion of an investigation from unlawful retaliation.

- o The ECS official will consider the context and surrounding circumstances to determine whether this policy has been violated and to determine any remedy. If this policy has been violated, the ECS official will take appropriate action based upon the results of the investigation, including employment termination if necessary.
- **Employee Fraternalization with Students**
 - o No employee is authorized to meet alone with a student unless it is necessary in the performance of professional duties during school hours on school premises, i.e. counseling, disciplining, instructing, administrative tasks. If an employee assists a group of students with a school assignment during non-school hours, it must be on school premises unless the employee has written permission from the Executive Director or Principal to meet elsewhere.
 - o Employees are prohibited from being in any private residence with or engaging in any non-school social activity of any kind with students from the attendance school in which the employee works without the prior written permission of the Executive Director. Employee shall write an e-mail to Executive Director informing them of the place and purpose of the social activity. The Executive Director will issue approval via e-mail to provide documentation of the approval. Part-time ECS employees under the age of 19 who are students of ECS schools are exempt from this policy's prohibition of social activity with students. The provisions of this policy dealing with student harassment govern conduct of such part-time employees who are also students.
 - o School social activities shall, whenever possible, be conducted on school premises. When it is necessary to hold school activities off school premises during non-school hours, employees must obtain prior written approval from the school Executive Director or Principal.
 - o Nothing in this policy shall preclude an employee from engaging in activities dictated solely by family, community or church relationships.
- **Providing Transportation to Students**
 - o No employee has authority to provide transportation in a private vehicle to any student unless the Executive Director or Principal gives express written permission. ECS employees who receive written permission to provide transportation shall not travel alone with a student unless the written permission expressly authorizes the employee to do so.
 - o No employee shall transport students other than as authorized in this section unless it is necessary for student safety.
 - o An employee who knows of an apparent violation of this or the previous section shall promptly report to the Executive Director or Principal.
 - o Nothing in this policy shall preclude an employee from transporting the employee's child to or from school, from participating in that child's car pool, or from taking appropriate, prudent measures for student safety.
- **Dissemination of Policy**
 - o ECS and site administrators shall take appropriate actions to reinforce this policy, including:
 - o Provide annual staff in-service;
 - o Provide for all students to receive a copy of and to discuss this policy in a classroom setting in age appropriate ways, early in each school year;



- o Distribute a summary of this policy in Employee Handbooks, and notifications sent to students homes at the beginning of each school year or in Student Handbooks.

- **Questions**

- o If you have questions about this policy, please contact the Human Resources Department.

Employee Agreement Renewal

Employment agreements are renewed annually and are based on the employee's satisfactory performance as well as ECS' business related needs. Factors contributing to satisfactory performance and evaluation process..

1. Effective and appropriate communication with students, parents and the community
2. Collaborative work on school committees
3. Continuing professional development (e.g. seminars, training courses and conferences)
4. Commitment to being a positive and contributing member of the ECS community
5. Professional behavior (e.g. punctuality, consistent attendance, attending to responsibilities)
6. Compliance with ECS' policies and procedures as set forth in this manual and as announced or distributed by the Executive Director and Principal
7. Achievement of specific goals and objectives outlined by the Executive Director or Principal and agreed upon at the beginning of the academic year
8. Effective teaching strategies
9. Teaching philosophy in agreement with that of ECS
10. Effective classroom or work area management

Evaluation

Employee performance evaluations will be conducted by the employees' supervisor at the discretion of their supervisor. As part of these reviews, employees and their supervisor will assess their accomplishments and set new performance goals for the coming period. Performance reviews do not result in automatic salary adjustments. Salary increases are based on overall job performance, including the achievement of individual performance goals, and the ECS's budget.

Continued Employment

Continued employment is contingent upon several factors, including but not limited to the current state of finances, staffing needs, employee evaluations and the terms of the employee's contract with the School, if any. Continuing employment is at the discretion of the ECS Leadership and the Board of Directors.

Personnel Records

The Human Resources Office is responsible for maintaining personnel records and performing human resource functions at the school. Questions regarding insurance, benefits, or wages should be referred to Human Resources.

ECS is required by law to keep current all employees' names and addresses. If you have a change, please make the change directly in your personal Paycom account. The only changes that cannot be made in Paycom and you must provide to Human Resources are:

- Legal name
- Form I9

Your Personnel File

An employee has the right to inspect his or her personnel file at reasonable times, at a reasonable place, and on reasonable advance notice to the Home Office, in accordance with Labor Code section 1198.5. Employees



will not be released from their duties for this purpose. The right to inspect an employee's personnel file does not apply to:

- (1) Records relating to the investigation of a possible criminal offense;
- (2) Letters of reference; or
- (3) Ratings, reports, or records that were:
 - (A) Obtained prior to the employee's employment;
 - (B) Prepared by identifiable examination committee members;
 - (C) Obtained in connection with a promotional examination.

Employee References

All requests for references must be directed to the Human Resources Department. No other administrator or employee is authorized to release references for current or former employees. ECS' policy as to references for employees who have left ECS is to disclose only the dates of employment and the title of the last position held. If you authorize disclosure in writing, ECS will also provide a prospective employer with the information on the amount of salary or wage you last earned. Any additional information regarding a current or former employee will be released only upon obtaining a signed release form.

Open-Door Policy

Suggestions for improving ECS are always welcome. At some time, you may have a complaint, suggestion or question about your job, your working conditions or the treatment you are receiving. Your good-faith complaints, questions and suggestions also are of concern to ECS. We ask that you take your concerns first to your manager, following these steps:

1. Within 24 hours of the occurrence, bring the situation to the attention of an administrator who will then investigate and attempt to provide a solution or explanation.
2. If the problem is not resolved, you may present the problem in writing to the ED who will attempt to reach a final resolution.

This procedure, which we believe is important for both you and ECS, cannot result in every problem being resolved to your satisfaction. However, ECS values your input and you shall feel free to raise issues of concern, in good faith, without the fear of retaliation.

Conflicts of Interest

Situations of actual or potential conflict of interest are to be avoided by all employees. All employees of ECS are prohibited from romantic involvement with ECS parents or ECS students. Situations of actual or potential conflict of interest are to be avoided by all employees. Personal or romantic involvement with a supplier or subordinate employee of ECS, which impairs an employees' ability to exercise good judgment on behalf of ECS, creates an actual or potential conflict of interest. Manager-subordinate romantic or personal relationships also can lead to administrative problems, possible claims of sexual harassment and morale problems.

An employee involved in any of the types of relationships or situations described in this policy shall immediately and fully disclose the relevant circumstances to the Executive Director for a determination as to whether a potential or actual conflict exists. If an actual or potential conflict is determined to exist, ECS may take whatever corrective action appears appropriate according to the circumstances.

Gifts

Improper personal gain may result not only where an employee or relative has a significant ownership interest in a company with which the School does business but also when an employee or relative receives



any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealing involving ECS. The receipt of occasional flowers, candy or gifts worth less than \$100.00 from clients, customers, or vendors fall outside the intent of this policy and acceptance of such items is permissible. However, employees must obtain written approval from Human Resources before accepting any item worth in excess of \$100.00 from clients, customers, or vendors.

Termination Procedures

Whether voluntary or involuntary, the departure of employees from ECS community is honored in the following manner. As soon as it has been determined that an employee is not returning to ECS, the ED or Principal and the employee begin the process of informing the community of the departure. Because the students’ and community’s adjustment to the loss of a teacher is paramount in this communication, its timing is extremely important and must, whenever possible, be concluded in a respectful manner by the Employee or ECS providing at least two (2) weeks notice well before the end of the school year.

Involuntary Termination

Violation of ECS policies and rules may warrant disciplinary action. Discipline may include verbal warnings, written warnings, or termination. The system is not formal and ECS may, in its sole discretion, utilize whatever form of discipline is deemed appropriate under the circumstances, up to and including termination of employment.

Voluntary Termination

An employee who voluntarily resigns their employment or fails to report to work for 2 consecutively scheduled workdays without notice to, or approval from the Executive Director or Principal, will voluntarily terminate employment with ECS. All ECS owned property must be returned immediately upon termination of employment.



SECTION TWO

BENEFITS

Holidays

School will be closed to observe the following holidays:

New Year's Day
Martin Luther King, Jr. Birthday
President's Day
Memorial Day
Fourth of July
Labor Day
Veteran's Day
Thanksgiving and the day after
Christmas Eve
Christmas
New Year's Eve

If a holiday falls on a weekend day, it is usually observed on the preceding Friday or the following Monday. Please refer to school academic calendar for dates.

Religious Holidays

An employee may request to use their paid time off to attend religious services and/or observe religious holidays. ECS will attempt to make reasonable accommodations of the requests of the Employee based upon the needs of ECS. Employees should notify ECS at least (2) weeks in advance of such holiday.

Winter Break & Spring Break

ECS is closed for one week for Spring Break, and up to three weeks during Winter Break. Please refer to the school academic calendar for dates. Exempt and non-exempt full-time 12 month employees are expected to return to work one week before winter break is over to ensure school is in preparation for spring session.

Time Off Policies

12 Month Full-Time Employees (Exempt, Non-Exempt)

Paid Time Off (PTO)

ECS grants paid time off (PTO) to eligible employees to allow them flexibility to meet both their work and professional needs. PTO may be used for any reason, including taking time off to rest and relax away from work, to recover from illness or an accident or to address other personal needs, such as doctor or dentist appointments.

Eligibility

Exempt and non-exempt full-time 12 month employees are eligible to accrue PTO. Active service begins with an employee's first day of work and continues thereafter unless interrupted by an absence without pay, a leave of absence, or termination of employment. Part-time and temporary employees are not eligible to accrue PTO.



Accrual

Such time shall be vested and may accrue from year to year up to a maximum of 30 days. If an employee reaches this cap, personal time off must be used before further time is accrued.

<u>Years of Service</u>	<u>Accrual per Month</u>	<u>Annual Accrual</u>	<u>Max PTO in Bank</u>
Year 1-4	.83	10 days (80 hours)	30 days
Year 5-9	1.25	15 days (120 hours)	30 days
Year 10+	1.66	20 days (160 hours)	30 days

Scheduling

PTO requests must be submitted in Paycom at least two weeks in advance of the planned absence. All PTO requests are approved at the discretion of the employee’s supervisor.

11 Month Full-Time Employees (Exempt, Non-Exempt)

Sick Days

Full-time 11 month employees receive ten (10) sick days off throughout the school year for periods of temporary absence due to illness or injury. Days are deducted either as a partial day or as a full day. Partial day deduction are absences that are 4 (four) or more hours but less than 8 (eight) hours.

Accrual

Employees accrue sick days at a rate of ten (10) days per year, or 7.28 hours per month. Unused sick days can be “carried over” and used in subsequent years.

However, if employment with ECS is terminated by the Employee or ECS for any reason, the employee **shall not be entitled to payment for any unused sick days unless the criteria below are met:**

ECS will re-purchase any “carried over” but unused sick leave as follows:

- If the Employee is still employed at the end of 15 years from the date of their original hire date and has been continuously employed by ECS, then the employee has the right but not the obligation to have up to 50% of their accrued but unused sick leave re-purchased by ECS at a value equal to 50% of the average daily pay rate for the Employee during their employment with ECS.
- If the Employee is still employed at the end of 20 years from the date of their original hire date and has been continuously employed by ECS, then the employee has the right but not the obligation to have up to 75% of their accrued but unused sick leave re-purchased by ECS at a value equal to 75% of the average daily pay rate for the Employee during their employment with ECS.
- If the Employee is still employed at the end of 25 years from the date of their original hire date and has been continuously employed by ECS, then the employee has the right but not the obligation to have up to 100% of their accrued but unused sick leave re-purchased by ECS at a value equal to 100% of the average daily pay rate for the Employee during their employment with ECS.
- Eligible Employees accrue sick leave at a rate of ten (10) days per year. Unused sick leave can be “carried over” and used in subsequent years.



- Up to 10 days of any accrued but unused sick leave may be donated to another employee for their personal use, but not repurchase by ECS.

Certification by your healthcare provider is required for absences of four or more consecutive work days or for intermittent absences due to the same reason. A health care provider's certification is also required prior to reinstatement after one of those absences and as otherwise required by the school. It is your responsibility to apply for any disability benefits for which you may be eligible as a result of illness or disability, including California State Disability Insurance, worker's compensation, and/or any short-term disability insurance benefits for which you may qualify.

Sick leave may not be used during holidays, vacation, or hours of work outside and employee's regular schedule. Your sick leave benefits will be fully integrated with other benefits available to you so that at no time will you be paid more than your regular compensation. If sick leave is misused, sick pay will not be awarded and you may be disciplined and even discharged. Employees will not accrue sick leave during unpaid leaves of absence.

Part-Time Non-Exempt Employees

Paid Sick Leave (Healthy Workplace Healthy Family Act 2014)

An employee, hired after July 1, 2015 that works in California for 30 or more days within one year from the beginning of employment is entitled to three days, or twenty four (24) hours of paid sick leave per year.

Paid Sick Leave Use

An employee may use accrued paid sick days beginning on the 90th day of employment.

Employees can use paid sick time for any of the following conditions:

Existing health condition or preventative care for themselves, or a family member (child, parent, spouse or registered domestic partner, grandparent, grandchild or sibling).

Victim of domestic violence, sexual assault or stalking

Procedure

Employee must provide notice as soon as possible to Principal, or supervisor. Sick time request must be entered in Paycom the day of, or once the employee returns back to work.

Accrual

Employer Policy Lump-Sum Method: Employee accrue 24 hours, or three days of sick leave at the beginning of employment, or January 1st of each calendar year.

Employees are not able to carry over unused sick days, however will get three new sick days at the beginning of the following year.

Time Off Around Holidays and Vacations

It is expected that employees work their last scheduled workday preceding the holiday or start of a vacation period and also work their first scheduled workday following the holiday or completion of vacation period unless prior approval has been granted or a verified illness or emergency prevented the employee from working the full scheduled workday(s).

Planned Full Day Absences

All absent requests must be submitted into Paycom at least two weeks in advance of the planned absence.



All absences are approved at the discretion of the employee's supervisor, with preference given to employees who take the following steps:

- Submit an absence request in Paycom, (2) weeks before the planned absence.
- No other Employee has requested the same days off (subject to the discretion of your supervisor)
- Secure a substitute teacher and sub plans are provided or other coverage was secured as necessary
- Planned leave is limited to three (3) consecutive days, also subject to the discretion of your supervisor. Please note that planned leave beyond three (3) days may be granted pursuant to the leave provisions included herein.

Unplanned Absences for all Employees except Teachers

When an unplanned absence occurs due to illness or other serious emergency, whenever possible, the employee should notify the main office, their direct supervisor and Human Resources to ensure proper coverage of your position in your absence. Absence needs to be entered in Paycom by the employee.

Unplanned Teacher Absences

When an unplanned teacher absence occurs, arrange for a substitute teacher via the ECS Substitute Roster or via other sub pools. In addition, please report your unplanned absence to the main office so the office can facilitate the proper substitute coverage. When leaving this message indicate whether you found sub coverage and all details necessary. Be sure to leave your unplanned absences as phone message first. Of course you can email this information as well and any detailed instructions but a phone call to the main office is necessary first so your office team is prepared upon opening the office for the days challenges.

Certification by your healthcare provider is required for absences of four or more consecutive work days or for intermittent absences due to the same reason. A health care provider's certification is also required prior to reinstatement after one of those absences and as otherwise required by the school. It is your responsibility to apply for any disability benefits for which you may be eligible as a result of illness or disability, including California State Disability Insurance, worker's compensation, and/or any short-term disability insurance benefits for which you may qualify.

Sick leave may not be used during holidays, vacation, or hours of work outside and employee's regular schedule. Your sick leave benefits will be fully integrated with other benefits available to you so that at no time will you be paid more than your regular compensation. If sick leave is misused, sick pay will not be awarded and you may be disciplined and even discharged. Employees will not accrue sick leave during unpaid leaves of absence.

It is the employee's responsibility to submit the absence information required for absence in Paycom. In addition, teachers are expected to arrange for a substitute teacher in their absence. If a teacher is unable to contact a substitute, they shall contact the main office and Human Resources.

Leaves of Absence

ECS may grant an **unpaid** leave of absence to employees in certain circumstances. You shall notify the Executive Director or Principal in writing as soon as you become aware that you may need a leave of absence. ECS will consider your request in accordance with applicable law and ECS' leave policies. You will be notified whether your leave request is granted or denied. If you are granted leave, you must comply with the terms and conditions of the leave, including keeping in touch with the Executive Director or Principal during your leave, and giving prompt notice if there is any change in your return date.

You must not accept other employment or apply for unemployment insurance while you are on a leave of absence. Acceptance of other employment while on leave will be treated as a voluntary resignation from



employment at ECS. Benefits, such as vacation and holidays, will not accrue while you are on a leave of absence. Upon return from a leave of absence, you will be credited with the full employment status that existed prior to the start of the leave.

ECS may suspend or proceed with any counseling, performance review, or disciplinary action, including discharge, that was contemplated prior to any Employee's request for or receipt of a leave of absence or that has come to ECS' attention during the leave. If any action is suspended during the leave of absence, ECS reserves the right to proceed with the action upon the Employee's return. Requesting or receiving a leave of absence in no way relieves Employees of their obligation while on the job to perform their job responsibilities capably and up to ECS' expectations and to observe all ECS policies, rules and procedures.

ECS does not continue to pay premiums for health insurance coverage for employees on leaves of absence other than those covered under the Family Medical Leave Act or under the California Family Act. However, you may self-pay the premiums under the provisions of COBRA. Human Resources can give you additional information on this subject.

Civil Air Patrol Leave

Employees who are members of the California Wing of the Civil Air Patrol are eligible for 10 days of unpaid leave per year.

To be eligible the employee must have worked for ECS for at least 90 days immediately prior to taking leave; the employee must be a volunteer member of the California Wing of the civilian auxiliary of the U.S. Air Force (commonly known as the Civil Air Patrol); and the employee has been duly directed and authorized to respond to an emergency operational mission, (within or outside of the state) of the California Wing of the Civil Air Patrol.

Civil Air Patrol leave for a single emergency operational mission shall not exceed three days, unless an extension of time is granted by the governmental agency that authorized the emergency operational mission and the extension of the leave is approved by the employer.

Employees are permitted to use available Sick Leave when taking Civil Air Patrol Leave.

Employee are required to provide the employer with "as much notice as possible" of the proposed leave dates.

ECS may require the employee to submit certification from the Civil Air Patrol authority of the need for time off.

Crime Victim's Leave

ECS will provide time off to an employee to attend judicial proceedings related to a crime, if that employee is a victim of a crime, an immediate family member (defined here as spouse, domestic partner, child, stepchild, sibling, stepsibling, mother, stepmother, father or stepfather) of a victim, a registered domestic partner of a victim, or the child of a registered domestic partner of a victim. ECS requires when feasible, in advance of taking leave, the employee provide their supervisor with a copy of the notice of each scheduled proceeding that is provided to the victim by the agency responsible for providing notice. If advance notice is not possible, the employee is required to provide ECS with a notice within a reasonable time of the proceeding.

Crime Victim's Leave is unpaid. Rather than taking unpaid leave, an employee may use accrued Paid Time Off or Sick Leave.

Domestic Violence and Sexual Assault Victim Leave

If an employee or an employee's family member (defined here as spouse, domestic partner, child, stepchild, sibling, stepsibling, mother, stepmother, father or stepfather) is the victim of domestic violence, sexual assault or stalking, time off may be necessary to ensure the health, safety, or welfare of the employee or their child. This may include time off to:



- obtain or attempt to obtain any relief, including, but not limited to, a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of the associate or associate's child;
- seek medical attention for the associate's injuries;
- obtain services from a domestic violence shelter, program, or rape crisis center;
- obtain psychological counseling;
- participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault, or stalking, including temporary or permanent relocation.

Domestic Violence and Sexual Assault Victim Leave is unpaid. Rather than taking unpaid leave, an employee may use accrued Sick Leave. Exempt employees who work during a workweek when they take this leave will receive their full salary for that week.

When possible, reasonable advance notice of the intention to take time off is required. When an unscheduled absence occurs, the associate, within a reasonable time after the absence, must provide one of the following to Human Resources:

- a police report indicating that the associate was a victim of domestic violence, sexual assault, or criminal stalking;
- a court order protecting or separating the associate from the perpetrator of an act of domestic violence, sexual assault, or criminal stalking, or other evidence from the court or prosecuting attorney that the associate appeared in court; or
- documentation from a licensed medical professional, domestic violence counselor, sexual assault counselor, licensed health care provider, or counselor that the associate was undergoing treatment for physical or mental injuries or abuse resulting in victimization from an act of domestic violence, sexual assault, or criminal stalking.

Emergency Duty and Training Leave

If you are a Civil Service volunteer such as a firefighter, a reserve peace officer, emergency rescue personnel or a member of a disaster medical response team sponsored or requested by the state, you are eligible for unlimited unpaid leave for the duration of your deployment. You are also allowed up to fourteen (14) days per calendar year for required training.

Pregnancy-Related Disability Leave

Pregnancy, childbirth or related medical conditions will be treated like any other disability, and an employee on leave will be eligible for temporary disability benefits in the same amount and degree as any other employee on leave.

Pregnancy disability leaves are with pay after the third year of service with ECS with a limit up to 8 weeks contingent to State Disability Insurance (SDI). ECS will offer integration benefits (LSDI) to pay the difference in salary between SDI and employee full pay. You may also utilize accrued vacation time and any other accrued paid time off during the leave. There is a seven day waiting period when you file for SDI where you cannot receive any payment from ECS with the exception of paid Sick Days. It will be up to the discretion of the employee if they want to use their available sick days during the seven day waiting period. All of those payments will be integrated with any state disability or other wage reimbursement benefits that you may receive. At no time will you receive a greater total payment than your regular compensation.

Procedure

All employees shall advise the Executive Director or Principal of their intent to take pregnancy disability leave as soon as possible. The individual shall make an appointment with t Human Resources, or Executive Director so that the Human Resources, or Executive Director may explain the following:



- Employees who need to take pregnancy disability must provide at least verbal notice sufficient to notify ECS that the employee needs to take a pregnancy disability leave and/or transfer. The verbal notice shall include the anticipated timing and duration of the leave or transfer. If the need for the leave or transfer is foreseeable, employees must provide at least 30 days' advance before the pregnancy disability leave. Employees must consult with the Executive Director or Principal regarding the scheduling of any planned medical treatment or supervision so as to minimize disruption to the operations of ECS. Any such scheduling is subject to the approval of the health care provider of the employee. If 30 days' advance is not possible, notice must be given as soon as practicable.
- If requested by the employee and recommended by the employee's physician, the employee's work assignment may be changed as required to protect the health and safety of the employee and her child.
- Requests for transfers of job duties will be reasonably accommodated as long as the requirements of the job can be met and security rights of others are not breached.
- Temporary transfers due to health considerations will be granted where possible. However, the employee will receive the pay that accompanies the job, as is the case with any other temporary transfer due to temporary health reasons.
- Pregnancy leave usually will begin when ordered by the employee's physician. The employee must provide ECS with a certification from a health care provider. The certification indicating disability shall contain:
 - The date on which the employee became disabled due to pregnancy;
 - The probable duration of the period or periods of disability; and
 - A statement that, due to the disability, the employee is unable to perform one or more of the essential functions of her position without undue risk to herself, the successful completion of her pregnancy, or to other persons.
- Leave returns will be allowed only when the employee's physicians sends a release.
- Duration of the leave will be determined by the advice of the employee's health care provider. Disabled employees may take up to four months without certification. Part-time employees are entitled to leave on a pro-rata basis. The four months of leave includes any period of time for actual disability caused by the employee's pregnancy, childbirth or related medical condition. This includes leave for severe morning sickness and for prenatal care.

Leave does not need to be taken in one continuous period of time and may be taken intermittently, as needed.

Under most circumstances, upon submission of a medical certification that an employee is able to return to work from a pregnancy disability leave, an employee will be reinstated to her same position held at the time the leave began or to an equivalent position, if available. An employee returning from a pregnancy disability leave has no greater right to reinstatement than if the



employee had been continuously employed rather than on leave. For example, if the employee on pregnancy disability leave would have been laid off or terminated had she not gone on leave, or if the employee's position has been eliminated or filled in order to avoid undermining ECS' ability to operate safely and efficiently during the leave, and there are no equivalent or comparable positions available, then the employee would not be entitled to reinstatement.

Military Leave

California's military leave law, found at Military & Veterans Code section 389 *et seq.* and the Uniformed Services Employment and Replacement Rights Act ("USERRA"), found at 38 U.S.C. Section 4301 *et seq.* ensure that employees are not adversely affected in their employment after taking leave for military service. Employees who serve in the military and are entitled to military leave of absence without pay from ECS.

Any employee who requires a leave of absence due to a military leave or duty requirement must provide written notice of the military leave to the Executive Director unless prevented from doing so by military necessity or if providing the written notice would be impossible or unreasonable. ECS will re-employ any individuals returning from military leave unless ECS' circumstances have changed to make reemployment unreasonable, or retraining or accommodating the individual would pose an undue hardship on ECS or the returning employee's employment prior to the military leave was for a brief, non-recurring period and there was no reasonable expectation that the employment would continue indefinitely or for a significant period. Any additional questions regarding military leave shall be directed to the Executive Director or Principal.

Occupational Disability Leave

You will be eligible for an unpaid occupational disability leave of absence if you are unable to perform the essential job duties of your position due to a work-related serious health condition.

A leave of absence for an occupational disability shall be extended for the duration of the disability unless terminated earlier as the result of business realities or business necessity. Such leave will be considered part of your entitlement to leave under the Family and Medical Leave Act (FMLA) and the California Family Rights Act (CFRA).

Jury Duty or Witness Leave

ECS grants unpaid leave to any employee who is called for jury duty or subpoenaed to be a witness in a court proceeding. In the event that an employee is subpoenaed to be a witness, ECS requires that the employee furnish a copy of the subpoena to the Executive Director. Employees who receive a juror summons shall contact the Principal or Human Resources immediately. All employees serving jury duty will be required to furnish a copy of the jury summons and documentation provided by the court for each day served as a juror.

Time Off for Voting

If you do not have sufficient time outside your scheduled working hours to vote in a statewide election you may, without loss of pay, take up to two hours of working time off to vote. Such time must be at the beginning or end of a regular working shift, unless otherwise mutually agreed between you and your administrator. You must notify your manager at least two working days in advance to arrange a voting time.

School Activities

Any employee who is the parent or guardian of a child who has been suspended from school will be allowed time off, if requested, to appear at the school in connection with that suspension. Any time off granted will be unpaid, and the employee must give reasonable notice to the Principal or Human Resources of the request. Employees who are the parent or guardian of a child in Kindergarten through grade 12 may have up to forty hours per school year for the purpose of participating in



school activities. This time off will be unpaid. Moreover, you will be limited to no more than eight hours off for this purpose in any one calendar month of the school year and ECS will require that you use unpaid leave time for this purpose. Additionally, ECS requires that employees seeking to utilize this time off will provide documentation from the school as proof to ECS that the employee participated in the school activity on the specific date and at a specific time.

Spousal Military Deployment Leave

An employee who works more than twenty (20) hours per week whose spouse is a member of the Armed Forces, National Guard or Reserves who has been deployed during a period of military conflict is qualified for as many as 10 days of unpaid leave when their spouse/domestic partner is on leave from military deployment.

Requests for leave must be presented to your department manager at least two (2) days of receiving official notice that your spouse will be on leave from deployment when you wish to take leave. You must also provide your department manager with written documentation certifying your spouse will be on leave from deployment.

Time off for Bone Marrow or Organ Donation

You may be eligible for paid time off to donate an organ or bone marrow to another person.

In accordance with this policy, employees are permitted to take up to 30 days of paid leave to donate an organ to another person or up to 5 days of paid leave to donate bone marrow to another person once in any one-year period. (The one-year period will be a rolling one-year period, measured from the date on which the employee last took leave for bone marrow or organ donation).

If you wish to take advantage of this important benefit, you must:

- Notify ECS about your intent to take time off at least one week before you are scheduled to take time off;
- Submit written documentation to Human Resources certifying that you are making an organ or bone marrow donation and that there is a medical necessity for the donation; and
- Submit written documentation to Human Resources indicating the amount of time off you are requesting.

If you are taking time off for bone marrow donation, you are required to use five (5) days of any unused but accrued sick leave benefits during your leave. If you are taking time off for organ donation, you are required to use two weeks (10) days of any unused but accrued sick leave benefits during your leave. The remaining time off, up to a maximum of thirty (30) days, will be paid by ECS. Upon return from your leave, you will be restored to your same position.

Your time off under this policy does not run concurrently with any entitlement to leave under the Family Medical Rights Act ("FMLA") and/or the California Family Rights Act ("CFRA").

As a matter of Company policy, ECS will not retaliate against an employee for requesting or taking time off to donate an organ or bone marrow.

Family and Medical Leave

About Our Family and Medical Leave Policy

In compliance with the Family and Medical Leave Act ("FMLA"), as amended, and the California Family Rights Act ("CFRA"), you may be eligible for time off under our Family and Medical Leave policy.



The actual amount of time off that you may take will depend upon the reason for the leave and the amount of family and medical leave which you have already taken in the twelve month period immediately preceding your requested time off. Most family leave is limited to 12 weeks per year. Military Service Member Caregiver Leave (as defined) may be as much as 26 weeks.

All questions regarding leave entitlement and compensation while out on an approved family or medical leave must be directed to Human Resources.

Eligibility Requirements

To be eligible for a family leave, you must:

- Have at least one (1) year of service;
- Have worked at least 1250 hours during the 12 months immediately prior to the date requested for leave; and
- Be employed at a worksite which employs 50 or more employees within 75 miles of your worksite.

Permissible Uses of Family and Medical Leave

Our Family Leave policy offers you the time off for any one of several qualifying reasons, as authorized by law. During your employment, you may be eligible for leave under this policy for one or more of these reasons.

- **Family Leave** is available for the following reasons: (1) the birth of a child; (2) the adoption of a child; (3) the placement of a child in your home for foster care;
- **Medical Leave** is available for the following reasons: (1) you are needed to care for a parent, spouse (defined by the place of celebration), registered domestic partner, or child who is suffering from a serious health condition; or (2) you are unable to perform your essential job duties due to a serious health condition which is unrelated to your pregnancy or as a result of your having suffered a work related injury. (**NOTE:** If you need time off due to your pregnancy, childbirth or a related medical condition, or because you suffered a work related accident or injury, please consult our leave policies on pregnancy-related disability leave and occupational disability leave.)
- As used in this policy, the term “serious health condition” means any illness, injury, impairment, or physical or mental condition involving either an overnight stay in a medical care facility or continuing treatment by a health care provider for a condition that prevents an employee (or qualified relative under this policy) from performing their job functions or from participating in school or other daily activities. As used in this policy, the term “continuing treatment” means a period of incapacity of more than 3 consecutive calendar days or incapacity of any duration which is due to pregnancy or a chronic condition.
- **Qualifying Exigency Leave** is available for the following reasons: when there is a “Qualifying Exigency” arising out of the fact that your spouse, registered domestic partner, child, or parent is in the National Guard, Reserves, or any member of the Armed Forces who is on active duty or ordered to active duty in support of a contingency operation. For purposes of this policy, a “Qualifying Exigency” includes: (1) short-notice deployment, (2) military events and related activities, (3) childcare and school activities, (4) financial and legal arrangements, (5) counseling, (6) rest and recuperation, and (7) post-deployment activities.
- **Military Caregiver Leave** is available for the following reasons: you are needed to care for your spouse, registered domestic partner, son, daughter, parent, or next of kin who is a member of the Armed Forces, National Guard, Reserves or a Veteran (defined as a person who served in the active military, Naval, or Air Service, and who was discharged or released there from under conditions other than dishonorable). This leave is available only when the service member has suffered a serious injury or illness while in the line of



duty and is undergoing medical treatment, recuperation, or therapy. This includes both inpatient and outpatient treatment or if the service member is on the temporary disability retired list. For purposes of this policy, a “serious injury or illness” incurred in the line of duty on active duty is one renders the service member medically unfit to perform the duties of their office, grade, rank, or rating. For purposes of this policy, a “serious injury or illness” for a Veteran is one that manifested itself before or after the member became a Veteran and which occurred any time during the five years preceding the date of treatment.

Requests for Family Leave

All requests for time off under this policy (or extensions) should be submitted to the Office of Human Resources.

Where your need for time off under this policy is foreseeable, you must provide *at least* 30 days advance notice. When the leave is not foreseeable or it is not possible to supply a full 30 days advance notice, you must provide advance notice of your need for leave as soon as practicable. This means that you should notify ECS of your need for time off as soon as you become aware that you will need to apply for this benefit.

You must provide complete and sufficient information to enable ECS to evaluate whether the requested time off qualifies for leave under this policy. Please be sure to indicate if leave is being sought for a reason which ECS has previously approved or certified.

Certification of the Need for Leave

All requests for a medically related leave under this policy must be accompanied by the appropriate medical “Certification” form. This form may be obtained from Human Resources. It should be submitted to your health care provider (in the case of Medical Leave or Military Caregiver Leave) or the appropriate military personnel (in the case of qualifying exigency leave) and returned within 15 days. In most cases, we will not process your leave request until you return the completed medical certification. Please be aware that until the leave is officially approved, any time off may be deemed an unexcused absence. For extended absences, you may be required to submit periodic re-certifications of your need for leave.

If ECS has any concerns over the medical certification you have submitted, ECS may ask you to cooperate in obtaining a second or third medical opinion. Where a second or third medical opinion is requested, the cost of the examination will be paid by ECS.

Scheduling of Leave

If you are requesting baby bonding leave following a birth, adoption or foster placement, you must complete this leave within one (1) year of the birth, adoption or foster placement. Leave may be taken intermittently or on a reduced leave schedule, where medically necessary.

Intermittent leave is when the leave is taken in increments, rather than all at once. A reduced leave schedule is where the leave is taken by reducing the number of hours you work daily or weekly, rather than being off entirely. Intermittent leave, reduced leave schedules and leaves which are foreseeable must be scheduled so as not to unduly disrupt ECS’s operations. Bonding leave may be taken intermittently or on a reduced schedule only if ECS agrees and in amounts approved by ECS.

If you need to take leave intermittently or on a reduced schedule basis, ECS reserves the right to temporarily transfer you to an alternative position with equivalent pay and benefits while taking the leave.

**Maximum Duration of Family Leave**

All leaves under this policy will be counted as part of your annual entitlement to leave under the FMLA and/or the CFRA (where applicable). The maximum leave available for these purposes is 12 weeks during any 12-month period. Baby Bonding leave may be taken in two-week increments, and in increments of less than two weeks on two occasions. (NOTE: for Pregnancy Related Disability Leave, see our policy on Pregnancy Leave, which has special treatment under the CFRA).

When calculating the 12 week maximum, any other disability leave or family leave taken during the 12-month period immediately preceding your leave request will be included. The “12-month period” will be measured on the basis of a rolling 12-month period measured backward from the date your leave commences.

If both parents are employed by ECS, they may take a maximum combined total of 12 workweeks of FMLA/CFRA bonding leave in a 12-month period.

Military Caregiver Leave also will be counted as part of your annual allotment of Family and Medical Leave. However, the maximum leave available for Military Caregiver Leave purposes is 26 weeks during a single 12-month period. When calculating the 26 week maximum, any other approved leave under this policy taken during the 12-month period will be included in determining how much leave time you have available. No more than a total of 26 workweeks of Military Caregiver Leave may be taken in any single 12-month period and, during that period, no more than 12 workweeks may be taken for other caregiver leaves. The “single 12-month period” for Military Caregiver Leave will be measured from the first day of your leave and ends 12 months later.

Where a married couple is employed by ECS, they may take a maximum combined total of 26 workweeks of leave during the “single 12-month period” for Military Caregiver Leave.

Where both members of a married couple employed by ECS request Family and Medical Leave at the same time, ECS may require that the leave be taken at different times if the business needs of ECS so require.

Outside Employment

Leaves of absence put a strain on ECS and are viewed as an important benefit. When you are on an approved leave, you may not work elsewhere. This includes volunteer work or other work where you may not be compensated. Outside employment during your leave will result in immediate termination.

Use of Paid Time Off

Generally, approved time off under this policy will be *unpaid*. However, you may use any unused earned PTO or paid sick leave to supplement your income while out on an approved family or medical leave under this policy. Similarly, ECS may require that you utilize unused vacation and sick leave while out on an approved family or medical leave of absence.

Continuation of Health Insurance

Generally, during any leave under this policy, ECS will continue its normal contribution toward your health insurance premium for a maximum of 12 weeks during the applicable 12 month leave year. (NOTE: for Pregnancy Related Disability Leave, see our policy on Pregnancy Leave, which has special treatment under the CFRA).



In the case of Military Caregiver Leave, ECS will continue its normal contribution toward your health insurance premium for a maximum of 26 weeks during that FMLA leave taken during the applicable single 12-month period.

You are required to continue to make your normal premium contribution during the entire leave of absence. Any insurance payment for which you are responsible must be made to the Human Resources department by the 1st of each month in which a premium is due. Failure to make such payment will result in the cancellation of your insurance.

If your request for leave under this policy is due to your having suffered a work-related illness or injury and your need for time off exceeds the twelve week maximum for Family and Medical Leave under this policy, ECS will continue its normal contribution towards your health insurance premiums for a maximum of 6 months. Should this occur, you will be offered the opportunity to continue your group medical insurance under COBRA, in which case you would be responsible to pay the entire cost of our discounted group premium. Should that occur, you will receive written instructions from Human Resources.

We would appreciate as much advance notice as possible if you decide not to return to work upon the conclusion of your leave. Please note that if you do elect to resign your employment, you may be required to reimburse ECS for all health insurance premiums paid by ECS during your leave.

Other Benefits Cease Accruing

During an approved leave under this policy, all benefits cease to accrue. In addition, you will not be eligible to accrue additional sick time, or PTO for periods of unpaid leave. However, your leave of absence will not be deemed a break in your length of service.

Reinstatement

When you are able to return to work, you should give ECS at least two (2) weeks prior notice. This is important so that your return to work is properly scheduled. Upon your return, a doctor's certificate stating that you are physically able to return to your normal duties will be required.

In most cases, ECS will reinstate you to your former (or equivalent) job with equivalent pay, benefits, and other employment terms upon the conclusion of your approved leave. Reinstatement will be without loss of any employment benefit that accrued as of the date your leave commenced.

However, by law you have no greater right to reinstatement or to other benefits of employment than if you had continued to work during your leave. This means that you may not be reinstated if, for example, your job was eliminated for legitimate business reasons while you were out on leave. Also, ECS may not be able to guarantee reinstatement to those who are salaried employees who rank among the highest paid ten percent of all employees within a 75 mile radius and reinstatement would cause substantial and grievous economic injury.

If you are unable to return to work due to a disability after being out for the maximum period authorized by this policy, you may be entitled to additional time off under our disability accommodation or work related injury policies. Please consult the Office of Human Resources to discuss your personal situation and whether ECS can reasonably accommodate your need for additional time off and/or a scheduling adjustment. At that juncture, decisions about additional time off and reinstatement will be made on a case by case basis.

ECS Responsibilities

Within five business days of determining whether you qualify for leave under this policy, ECS will notify you of its determination.



If you are eligible for leave under this policy, you will be told of any additional information required for to complete the application, as well as your rights and responsibilities. At that time, you will also be told whether the time off will count against your annual entitlement to leave under applicable federal and state family leave laws and how that calculation will be made.

If ECS determines that you are not eligible for leave under this policy, we will provide you with the reason why we have made this determination.

ECS supports your legal right to ask for and use Family and Medical Leave as described in this policy. ECS shall not interfere with, restrain, or deny you your rights under the FMLA/CFRA or discharge or discriminate against you for opposing any perceived violations of or participating in any proceeding relating to the Family and Medical Leave statutes. It is our goal to provide you with the time off you are entitled to take under this policy, as authorized by law. If, for any reason, you believe that you have not been afforded your full rights under the FMLA or CFRA, or that your rights under these laws have been violated, we encourage you to immediately report your concern in writing to Human Resources, setting forth the details of your concern. Human Resources shall immediately investigate the matter. If ECS determines a violation has occurred, effective remedial action will be taken and any employee determined to be responsible for the violation will be subject to appropriate disciplinary action, up to and including termination.

If you believe that this procedure has not resolved your complaint or you do not wish to utilize this procedure, it is your right to file a complaint with the U.S. Department of Labor or file a private lawsuit. The FMLA does not affect any other laws prohibiting discrimination or supersede any other law or agreement which provides greater Family or Medical Leave rights. For more information, contact the U. S. Department of Labor at the phone number listed on ECS's FMLA poster or by checking the Federal Government listings in the telephone directory.

Insurance Coverage

Group Medical Insurance (medical, dental, vision and life and death)

Employees hired before August 1, 2016

ECS makes contributions towards the cost of all benefits chosen by the employee, including group medical insurance (medical, dental, vision and life and death) for full-time employees, their families and/or domestic partner. See employee agreement language for specific benefits provisions. Employees may purchase medical insurance for their spouse, dependents or domestic partner through this plan. This policy is subject to change in the future.

See Human Resources for additional information on health care benefits. The employee's contribution for dependent coverage will be automatically deducted from their paycheck pursuant to a written authorization from the employee to ECS.

Employees hired after August 1, 2016

As of 8/1/16 new hires are covered 100% for medical, dental, vision, and life and death when selecting the benefits below:

- Medical HMO
- Dental HMO
- Vision
- Life and Life AD&D

If an employee selects a difference level coverage they are responsible for paying the difference in cost.



If an employee chooses to cover their dependent(s) through ECS, the maximum allowance is \$7,700 per year for employee and will be deducted from their paycheck.

Opt Out of Medical Insurance Stipend Option (full-time employees)

Employees who choose to decline coverage will receive a two thousand dollar stipend. The employee must demonstrate that they have eligible group coverage pursuant to the Affordable Care Act (ACA) to Human Resources Department.

Additional Insurance Protection

Workers' Compensation Insurance

ECS, in accordance with state law, provides insurance coverage for employees in case of work-related injury. The workers' compensation benefits provided to injured employees may include:

- Medical care.
- Cash benefits, tax free, to replace lost wages.
- Vocational rehabilitation to help qualified injured employees return to suitable employment.

To ensure that you receive any workers' compensation benefits to which you may be entitled, you will need to:

1. Immediately report any work-related injury to Human Resources, or Principal.
2. Seek medical treatment and follow-up care if required.
3. Complete necessary workers compensation paperwork and return it to Human Resources.
4. Provide ECS with a certification from your healthcare provider regarding the need for workers' compensation disability leave and your ability to return to work from the leave.

Under most circumstances, upon submission of a medical certification that an employee is able to return to work from a workers' compensation leave of four months or less, the employee will be reinstated to their same position held at the time the leave began or to an equivalent position, if available. An employee returning from a workers' compensation leave has no greater right to reinstatement than if the employee had been continuously employed rather than on leave. For example, if the employee on workers' compensation leave would have been laid off had they not gone on leave, or if the employee's position has been eliminated or filled in order to avoid undermining ECS' ability to operate safely and efficiently during leave, and there are no equivalent or comparable positions available, then the employee would not be entitled to reinstatement.

Under most circumstances, upon submission of a medical certification that an employee is able to return to work from a workers' compensation leave of more than four months, the employee will be offered the same position held at the time the leave began, if available. If the same position is not available, an employee's return to work will depend on job openings existing at the time of their scheduled return. An employee's return will depend on their qualifications for any existing openings. If, after returning from a workers' compensation disability leave, an employee is unable to perform the essential functions of their job because of a physical or mental disability, ECS' obligations to the employee may include reasonable accommodation, as governed by the Americans with Disabilities Act (ADA).

Workers' compensation disability leaves are without pay. However, you may utilize accrued vacation time and any other accrued paid time off during the leave. All of those payments will be coordinated with any state disability, workers' compensation, or other wage reimbursement benefits for which you may be eligible. At no time will you receive a greater total payment than your regular compensation.

State Disability Insurance (S.D.I.)



This state-operated plan pays the employee directly if he or she is out of work due to a non-occupational illness or injury and is not receiving a salary or sick leave benefit. The protection is provided through employee contributions (the S.D.I. deductions on your payroll check stub). Applications for S.D.I. benefits are available from the California Employment Development Department or the Home Office.

State Unemployment Insurance

This program provides income to employees who are out of work through no fault of their own. The premiums are paid for entirely by ECS. Eligibility for benefits is determined by state statutes and regulations.

Continuation of Benefits

If you are on an extended leave or if you leave ECS, you may be eligible to continue your medical insurance benefits pursuant to federal law (COBRA). Please contact the Human Resources for details.

Miscellaneous Programs

Employee Development Programs

ECS provides an Employee Development Program for its full-time Employees to enable ECS to acquire needed competence in designated curriculum areas and to promote and support teaching effectiveness and Employee professional activities. All Employees are eligible for program awards, which may be used for seminars, training courses and conference.

Applications are proposed by the Employee. Approval will be based upon availability of funds, needs of the school and value of the program. Recipients are expected to be available as a resource to other staff in their development area.

Salary Programs

Rating-in of New Employees

When an employee is hired, salary is determined by the Executive Director or Principal using a rating-in salary scale approved by ECS Board of Directors. The determination of placement on the rating-in scale is at the discretion of the Executive Director or Principal and takes into consideration prior experience and education. Promotions from within ECS are assessed as if they are new applicants, using the rating-in scale.

Review of Salaries

The Board of Directors convenes to review competitive compensation information. This information will be taken into consideration by the Board in determining any salary scale changes.

Credentialed Teachers

Please refer to the current year credentialed teachers salary schedule and contract for salary information.

Classified and Administrative Staff

Please refer to your employee agreement language for salary information.



SECTION THREE

OPERATIONAL POLICIES AND PROCEDURES

Hours of Work

The Schools offices opens at 7:30AM. Teachers and office employees are expected to be on campus from 7:30AM until 4:30PM, and after school for meetings with students and parents, administration, and other staff members. Employees in other departments should verify work schedule with their direct supervisor. All Employees may be required to attend certain meetings, including all weekly department and grade level meetings and all weekly staff and professional development. There will also be regular meetings involving each Employee's team, grade level and special meetings on administrative issues. Your supervisor will coordinate these meetings and ensure that employees receive timely notice. Employees are also expected to attend ECS sponsored parent meetings and certain school events for example, but not limited to: Back to School Night; Admission Open Houses; Prospective Parent Night; and, school sponsored activities/events.

Work Schedule

Check with Principal, or supervisor for your work schedule.

Employees who require time away from campus during the day must advise the Principal or designee of the anticipated departure time and return time and the reason requiring time off campus (personal, School related etc.).

Breaks and Meal Periods (Non-Exempt Full Time, Part Time, or Temporary Employees)

Meal Periods

Nonexempt employees who work more than five (5) hours in a workday are provided with an unpaid, duty-free meal period of at least 30 minutes, to begin by no later than the end of the fifth hour of work (i.e., by 4 hours and 59 minutes into an employee's shift). If an employee works more than 10 hours, a second unpaid meal period of at least 30 minutes, duty-free, is provided to begin by no later than the end of the tenth hour worked.

Employees are required to accurately enter the time the meal period(s) begins and ends on time cards.

Employees may complete written meal period waivers each academic year for the following: (1) for a first meal period when the shifts will last more than five hours and will be completed in six hours or less, or, (2) for a second meal period if they will more than ten hours, but less than twelve hours and did not waive the first meal period for such shifts.

If for any reason an employee believes they are unable to take or does not take a meal period as provided, a supervisor should be notified as soon as possible and within the pay period in which such event occurs and an employee must complete the meal period exception report. When required by law, the employer will issue meal period premiums.

Rest Breaks

Nonexempt employees are permitted an authorized to take duty-free rest breaks of net, 10 minutes during the workday, one for each four hour period of work, or major fraction thereof. Rest breaks are paid and are not entered on time cards.

There is no rest break for a shift of 3.5 hours or less. For a shift of 3.5 to six hours, there is one (1) rest break; for a shift of six (6) hours and up to 10 hours in a workday, there is a second rest break; for a shift of more than 10 hours and up to 14 hours in a workday, there is a third rest break; and so on. Rest breaks should be taken in the middle of each four hour period of work insofar as



practicable. For example, a person working an 8-hour shift, would have one rest break in the middle of the first 4 hours of work and a second rest break in the middle of the second 4 hours of work. If for any reason an employee believes they are unable to take or does not take a rest break, as permitted and authorized, a supervisor should be notified as soon as possible and within the pay period in which such event occurs. When required by law, the employee will issue rest period premiums.

Both Meal Periods and Rest Breaks

Meal periods and rest breaks are completely duty-free; this means that, during meal periods and rest breaks, employees are relieved of all duty, are not subject to call or on-duty, have turned off all radios, or other similar work-communication devices, and are free to leave the premises.

No supervisor is authorized to instruct or encourage an employee to skip a meal period or rest break, to take a short one, or to take a late one, or to interrupt meal and rest periods (absent rate, true emergencies), and employees should report any such issues to Human Resources.

Meal periods cannot be combined with or added to rest breaks, and neither meal periods nor rest breaks are to be used to cover a late arrival or to leave early.

Rest Periods for Nursing Mothers

ECS recognizes that employees who are nursing mothers may require time during the workday to express breast milk. ECS will therefore, provide a reasonable amount of break time to accommodate an employee desiring to express breast milk. We will provide a place, other than a bathroom, that is shielded from view and free from intrusion. The break time shall, if possible, run concurrently with any rest period the employee is already provided. If it is necessary for an employee to take additional break time that does not run concurrently with the authorized rest period, the additional time will be unpaid.

Direct Deposit Procedures

ECS offers the advantage of direct deposit of paychecks and encourages the use of this benefit. With direct deposit, your paycheck is automatically deposited in the bank account of your choice and you receive a pay stub detailing your pay and itemized deductions. To start or stop direct deposits, please complete and return the form that is available from Human Resources and Accounting/Payroll.

Payday and Work Week

Employees are paid bi-monthly on the 15th and the last business day of each month. If the 15th lands on a weekend, payroll will be processed the prior Friday. Work week begin on Sunday and end on Saturday. Employees may log into the Paycom online system to view the annual payday calendar for any variations from the normal schedule.

Pay Advances

ECS does not permit advances against paychecks, against unaccrued vacation or sick leave.

Overtime

When business needs cannot be met during regular working hours, hourly staff may be required to work overtime. All overtime work must be authorized in advance by the Principal, or supervisor. Working overtime without prior authorization may result in disciplinary action.

Non-exempt employees will be paid one and one-half times their regular rate for all hours worked over forty (40) in a workweek, eight (8) hours in a workday or the first eight (8) hours on the seventh consecutive day of work in a workweek. Non-exempt employees will be paid two (2) times their regular rate for all hours worked in excess of twelve (12) in a workday or in excess of eight (8) on the seventh consecutive day of work in a workweek. Paid time off including time off for holidays and leaves of absence (disability leave, personal leave, etc.) are not considered hours worked for the purpose of computing overtime.



There shall be no pyramiding of overtime. When more than one overtime premium can be applied to the same working time (for example, an employee works in excess of eight (8) hours on a particular workday and the employee's hours also total more than forty (40) hours for that workweek) only one computation, whichever is of greater benefit to the employee, shall be used to compute overtime pay.

Exempt Employees are expected to work as much of each workday as is necessary to complete their job. Exempt employees are not entitled to overtime pay.

Payroll Deductions

The stub on each payroll check shows your gross earnings for the monthly pay period minus those deductions required by law in addition to those authorized by the employee. It also shows the cumulative totals of your gross pay and deductions for the calendar year to date.

We are required by law to deduct the following from your pay:

- Federal Income Tax
- State Income Tax
- Social Security Contributions (FICA)
- State Disability Insurance Premium (SDI)

As annual report is prepared each year showing the earnings including the deductions made from each individual's pay. This report (W-2) is for tax purposes and the employee's permanent record. The (W-2) will be provided to employees no later than January 31.

Stipends

Stipends are assigned for extra assignments beyond the employee agreements, or job description. Stipends are negotiated between employee and supervisor. Hourly employees are not eligible for stipends.

Stipends are subject to state and federal withholdings, as well as STRS and PERS deductions. Stipends are issued separately from regular salary.

- *For teachers/instructional coaches who participate in **in-person** trainings and conferences:*
 - If the PD falls within their contract year (including weekends and holidays)
 - No additional pay will be provided (teachers/instructional coaches are exempt employees)
 - If the PD falls outside of their contract year
 - A flat rate of \$200-\$300/day will be paid, depending on the number of hours
- *For teachers/instructional coaches who participate in **online** trainings and conferences:*
 - If the PD falls within their contract year (including weekends and holidays)
 - No additional pay will be provided (teachers/instructional coaches are exempt employees)
 - If the PD falls outside of their contract year
 - \$150/day will be paid
- *Outdoor education trips:*
 - Teachers/instructional coaches will receive a flat rate of \$125/day
 - Non-exempt hourly employees will receive an hourly wage. Please see [Guidelines for Hourly Employees who participate in School Sponsored Trips](#) for further information



Wage Garnishments

ECS is required by law to recognize certain court orders, liens, and wage assignments. When ECS receives a notice of pending garnishment or wage assignment, the Home Office will notify the employee of this change to their paycheck.

National Board Certification

Teachers seeking National Board Certification (NBCT) may apply to ECS to receive grant money toward their NBCT fees. If a teacher receives such a grant award, he or she must remain at ECS for three years following certification and subject to terms in the subsequent MOU. In the event that the teacher receiving grant money toward their fees doesn't continue to work at ECS for three years, such teacher will reimburse the school for all fees at the pro-rated amount in their final paycheck(s). In addition, if the teacher shall withdraw from the certification process, the teacher will reimburse the school for all monies paid within two months. If the teacher does not certify in one year, all recertification fees are the responsibility of the teacher. The teacher is expected to continue the process for as many years as needed to complete certification.

Outside Employment

ECS discourages full-time employees from holding additional jobs outside ECS during ECS calendar year. However, if the position does not interfere with required school work hours, ECS will not prohibit such employment. Outside jobs must not be held if they will interfere or conflict with the interest of ECS or performance of contracted duties.

Hiring of Relatives

It is the policy of ECS not to hire a relative or spouse of any employee if they are in the same line of supervision or if there is a potential conflict of interest. This policy shall not be applied to employees who have relatives working for ECS on the effective date of the Employee Handbook.

Safety Procedures

In our ongoing attempt to provide and maintain safe working conditions for all employees, we strive to comply with all applicable health and safety laws and regulations. School site employees, please refer to your Safe Schools Plan to review your responsibilities to ensure students are safe, their health is protected and promoted, and their physical and emotional needs are met.

All employees are responsible for practicing safe work habits to assure the safety of themselves and their fellow employees, to report immediately any health or safety hazards to the, Principal or Executive Director and to keep their work area free of dirt, paper or other material which could create a health or safety hazard.

Employees are expected to uphold accident prevention by following these safety guidelines:

- Observe known or posted safety rules.
- Report an injury immediately to the Principal or Human Resources. Every work area has access to a first aid kit and professional treatment is available when needed.
- Avoid activities which may present a hazard to the safety or welfare of yourself or others.

Housekeeping

We strive to provide a clean, orderly and comfortable working environment for all employees. Your comments and suggestions for improving all or any part of your working environment are encouraged and shall be communicated to the Principal.

**No Smoking Rule**

ECS will comply with all state and city smoking regulations. Employees may not smoke on campus.

Parking

Please do not park in spaces specifically reserved for other personnel or visitors. Employees may park in parking spaces provided at each campus, however, please note that ECS cannot assume liability for theft or damage to your car or personal belongings. Notwithstanding, if your personal vehicle sustains damage while parked on a street near an ECS campus, ECS will provide reimbursement of up to a maximum of \$250 per incident.

Operation of Vehicles

The use of ECS-owned or ECS-leased vehicles and rental of vehicles for ECS business are limited to authorized employees. These vehicles must only be used in work-related activities and may not be used for personal business or activities without the express prior approval of the Principal or Office Manager.

Employees authorized to drive ECS-owned or ECS-leased vehicles or to rent vehicles for use in conducting ECS business must possess pass a background check and receive clearance from Human Resources. In the event that the license status or driving record of any Employee whose job responsibilities include driving becomes unacceptable to management or ECS' insurance carrier, that Employee may be restricted from driving, reassigned, suspended, or terminated, at management's discretion. Employees who have or accumulate more than four (4) points as reported to the CA Department of Motor Vehicles in a three-year (3) period shall be restricted from driving a motor vehicle on school business.

Before driving an ECS-owned vehicle, the following must occur:

1. A valid driver's license must be submitted to Human Resources for a Department of Motor Vehicles background check.
2. Successful completion of our online Defensive Driving course.

Upon completion of these requirements, check in with the Campus Engineer at your school site for additional procedures to request use of a school van.

Certain Employees may drive their own personal vehicles while conducting ECS business. These Employees must maintain adequate personal automobile liability insurance. Employees doing so shall promptly submit an expense report detailing the number of miles driven on ECS business. ECS will pay mileage reimbursement in accordance with applicable reimbursement rates. Employees are expected to observe the above policies while on ECS business, even if driving their own personal vehicles.

Off Campus Activities

Sports and other types of Activities (including overnight and overseas field trips)

ECS has established a set of field trip procedures, applicable to all employees, to govern all off-campus activities which include any students. At no time shall a student be a passenger in an employee's personal car. All Employees are expected to comply strictly with these procedures as outlined in Paycom. Please refer to "Documents and Tasks."

Solicitation and Distribution of Literature

ECS has established rules, applicable to all employees, to govern solicitation and distribution of written material during working time and entry onto the premises and work areas. All Employees are expected to comply strictly with these rules.



- No employee shall solicit or promote support for any cause or organization during his or her working time or during the working time of the Employee(s) at whom the activity is directed;
- No Employee shall distribute or circulate any written or printed material in work areas at any time, during his or her working time, or during the working time of the Employee(s) at whom the activity is directed; and
- Non-Employees will not be permitted to solicit or to distribute written material for any purpose on ECS property, except when required under California or federal law.

As used in this policy, "working time" includes all time for which an Employee is paid and/or is scheduled to be performing services for ECS; it does not include break periods, meal periods, or periods in which an Employee is not, and is not scheduled to be, performing services or work for ECS.

Purchase Orders

Before ordering any supplies or purchases, please check with the Principal or supervisor to ensure there is an appropriate budget allocation remaining. All requests for supplies and purchases for ECS must have prior written approval. Please submit a purchase request to Principal, or designee for approval.

Reimbursement for Expenses

Within budget guidelines provided, employees are reimbursed for expenses. An expense record form must be completed and submitted to the Executive Director with receipts attached. No receipts, no reimbursement, no exceptions.

All reimbursements must be submitted within 30 days of the transaction. Receipts must be dated within 30 days. If this is a mileage reimbursement, then the date of the trip must be within 30 days of the reimbursement date of submission.

In order to use a School check for a purchase, a check request form must be completed with the exact amount and the name of the store or supplier provided. Check requests shall be submitted to the Executive Director no later than two (2) days before the check is needed. Prior approval from the Executive Director is required before any check can be processed.

Travel Policy

All travel expenses (i.e., hotel, flight, mileage, food) shall be paid by the employee or the site directly. We encourage you to use your own credit card and seek reimbursement to allow for flexibility in your travel plans. However, in the event that you cannot use a personal credit card, the school principal may allow use of the school credit card to book conference registration, flights, and hotel reservations provided booking is finalized one month in advance. In this event, no changes should be made to the booking once it is finalized.

Prior to purchase, a Purchase Order that has been approved by the Principal must be submitted to ECS Accounting that includes conference registration costs, flight, hotel, and projected food and mileage costs.

For either employee reimbursement or use of the employee credit card for travel, the following purchasing limitations apply:

Hotel: Lodging costs may be up to \$200 per night during the length of the conference. Lodging costs will be reimbursed after completion of the stay.

Flight: Flights must be booked at least two weeks in advance of departure. Employee can submit a Reimbursement Form immediately after the flight has been completed.

Mileage: Employees will be reimbursed at the current Federal mileage rate.

Food: Employee will be reimbursed up to \$35 for food per day with itemized receipts.



Reimbursements including original receipts should be submitted to ECS Accounting within 30 days following the conference.

Cancellation of Reservations

- If a trip must be cancelled or changed, the traveler must make every effort to cancel/change any travel reservations. Fees incurred as a result of cancelling/changing a trip will be covered if the cancellation/change was work related or due to unforeseen circumstances out of the control of the traveler. A business justification must be submitted and approved by the appropriate administrator (e.g., your principal, the Executive Director).
- Travelers who are unable to honor a reservation shall be responsible for canceling the reservation in compliance with the cancellation terms established by the hotel, airline, conference, etc. The traveler must return any refundable deposits to ECS.
- Charges or lost refunds resulting from failure to cancel reservations, registrations, etc. shall not be reimbursed unless the traveler can show that such failure was the result of circumstances beyond the traveler's control. The traveler shall refund ECS for any prepaid reservations, registrations, etc. that are non-refundable or any charges incurred as a result of the cancellation unless he or she can show that the cancellation / change was work related or due to unforeseen circumstances of the traveler.
- The traveler shall be responsible for promptly returning for a refund any unused or partially used transportation tickets.

Mail

Incoming

All Employees shall check their mailbox, voicemail and email daily. Employees are expected to return calls to parents within a 24 hour period.

Outgoing

Mail shall be placed in the outgoing mailbox located in the Main Office. All personal mail must have a stamp on it; postage is not available at ECS for personal mailings.

Use of School Telephones

Incoming Calls

Messages will be delivered to individual mailboxes. Teaching Staff will not be contacted during class except for emergencies or by prior request. Personal telephone calls shall be kept to a minimum.

Outgoing Calls

All employees are asked to keep personal calls brief and to a minimum.

Personal Letters, Published Article, & Public Affairs

When writing personal letters or articles to be published or when participating in ECS functions, fundraisers, or public relations, employees are cautioned to avoid embarrassing situations which would reflect negatively on the employee or ECS. Personal letters must not be written on ECS letterhead for obvious reasons. Endorsements, testimonials, publications or participation in public relations must be approved by the Executive Director or Principal if ECS could be associated with the activity.

Employer Property

Desks, computers, printers and other teaching and office support equipment are ECS property and must be maintained according to ECS rules and regulations. They must be kept clean and are to be used for work-related purposes. ECS reserves the right to inspect all ECS property to ensure compliance with its rules and regulations, without notice to the employee and/or in the employee's absence. Current or terminated employees are prohibited from removing, destroying, or otherwise tampering with school property, including



the removal of ECS data or information from ECS property. Violations to this policy will be investigated and could result in legal action.

Voicemail and/or electronic mail (email) are to be used for business purposes only. ECS reserves the right to listen to voicemail messages and to access email messages to ensure compliance with this rule, without notice to the employee and/or in the employee's absence.

It may be necessary to assign and/or change "passwords" and personal codes for E-mail, Internet and computer access. These items are to be used for ECS business and they remain the property of ECS. ECS may keep a record of all passwords/codes used and/or may be able to override any such password system. For more detailed information regarding E-mail, Internet and computer access please consult ECS' **Computer Usage Policy** and **Software Policy**.

Prior authorization must be obtained before any ECS property may be removed from the premises.

For security reasons, employees shall not leave personal belongings of value in the workplace. Any personal property used for an employee's job duties that becomes damaged or lost will be the responsibility of the employee. ECS assumes no responsibility or liability for the use of personal items on campus. (Personal items are subject to inspection and search, with or without notice, with or without the employee's prior consent.)

Terminated employees shall remove any personal items at the time they leave ECS. Personal items left in the workplace by previous employees are subject to disposal if not claimed at the time of the employee's termination.

Fitness For Duty Policy

A Fitness for Duty Evaluation (FDE) will be only required when the Environmental Charter Schools (ECS) has a reasonable belief based on objective that evidence, that:

- An employee's ability to perform one or more essential job functions may be mentally impaired by medical condition; or
- An employee poses a direct threat to their safety or that of others due to a medical condition.

Procedure

When an employee's responsible administrator or manager reasonably believes an employee should undergo a Fitness for Duty Evaluation, the following procedures shall be observed:

1. The principal, manager or designee shall review the employee's job description to identify the essential job functions of the position.
2. The principal or designee shall observe and document and/or obtain evidence of specific behaviors, conduct, actions or activities, or evidence from a health care professional that indicates, in the opinion of the administrator or manager that:
 - a. The employee cannot perform one or more essential job functions; and/or
 - b. The employee poses a direct threat to students, staff, property or him/herself.
3. The principal, manager or designee or manager shall forward a request to the ED that the employee undergo a FDE. The principal, manager or designee shall also forward all supporting documentation to the ED. The ED shall review the request and documentation, along with the employee's job description, the essential job functions, and any other relevant information.
4. The ED shall make a recommendation regarding the request for a FDE. The ED shall review the request and the recommendation and issue a decision. If the request is denied, the ED will suggest alternative strategies to address the issues of concern.
5. If the ED approves the request for FDE, and their or their designee shall select a physician from the ECS's Medical Provider network to perform the medical evaluation.



6. The ED, Principal or Designee shall notify the employee in writing that the Environmental Charter Schools has arranged for the employee to undergo a FDE. The notice shall include:
 - a. The nature of the evaluation;
 - b. The specific reason(s) for the evaluation;
 - c. The date and time of the evaluation;
 - d. Assurance that the evaluation will be at the ECS's expense.
7. Prior to the scheduled evaluation, ECS shall provide the physician will:
 - a. A copy of the employee's job description identifying the essential job functions;
 - b. Relevant documentation giving rise to the need for a FDE;
 - c. Any additional information needed to familiarize the doctor with the employee's job duties and workplace.
 - d. An information sheet describing the requirements of reasonable accommodation and defining the term "direct threat".
 - e. Information provided by the employee's own physician concerning appropriate reasonable accommodation.
8. Following the evaluation, the physician shall provide to ECS a report detailing his /her findings. The report shall indicate whether the employee is able to perform the essential functions of the job with reasonable accommodations and, if not, the specific reasons for the doctor's conclusions. A copy of the report will be provided to the employee. The report shall be treated as a confidential medical record.
9. If the physician concludes that reasonable accommodation is necessary, ECS reasonable accommodation procedures shall be followed.
10. If the employee is not deemed fit for duty, ECS shall review the results in light of requirements of Section 504 of the 1973 Rehabilitation Act and prohibitions against disability discrimination contained in the California Fair Employment and Housing Act and Section 44942 of the Education Code.

Prior to taking any disciplinary action the ECS shall consider possible options that may be available based on the Medical Provider report conclusions.

ECS Key Policy

Purpose

The campus key policy has been established as a basis for a key issue and maintenance system for the campus.

Issue of Campus Keys

All employees of Environmental Charter Schools are eligible to hold keys for areas to which they need access on a daily basis to perform their jobs. All requests for permanently issued keys should be made through the Director of Operations. Requests for temporary keys must have definite issue and return dates and include the proper authorized signature before they will be processed. Once processed, keys must be picked up in person *by the key holder* at the office of the Campus Engineer.

Return of Campus Keys

All keys must be returned by the key holder to Human Resources upon termination of employment. Any keys not currently used by the school employee should also be returned to reduce the number of keys in circulation.

Transfer/Loan of Keys

Employees must sign for keys issued to them and should not receive or take into possession any campus keys that have not been formally issued to them by the Campus Engineer.

**Lost Keys**

Lost or stolen keys present an immediate security risk to the entire campus and must be *immediately* reported to the Campus Engineer within 24-hours.

A fee of \$25.00 shall be assessed on the second incident for each lost key. Fees shall be collected by the Front Office *prior* to the issuance of replacement keys. Issuance of replacement keys may be denied to individuals who have repeatedly lost keys due to carelessness. Refunds for keys found after the fine is assessed may or may not be returned depending upon whether re-keying costs have been incurred.

Key Duplication

Key holders **MUST NOT** duplicate any keys issued to them. Disciplinary action may result for unauthorized key duplication.

Worn or Broken Keys

A replacement for a worn or broken key will be provided at no charge in exchange for the defective key. All pieces of the key must be returned to the Campus Engineer. All re-keying or installation of new locks must be requested through Campus Engineer.

Keys for Service Personnel

Short-term contracted vendors to the campus will not be issued permanent keys to the ECS campuses. Keys will be made available for daily check out from the Main Office. In the event a vendor needs after-hours access to a part of the campus, arrangements can be made through the Campus Engineer.

Employee Property

An employee's personal property, including, but not limited to, lockers, packages, purses and backpacks, may be inspected upon reasonable suspicion of unauthorized possession of ECS property. Any personal property used for an employee's job duties that becomes damaged or lost will be the responsibility of the employee, except if that employee received prior approval by the Executive Director, Principal, or designee ECS assumes no responsibility or liability for the use of personal items on campus.

ECS Green Policy

It is the policy of the Environmental Charter School (ECS) to continue to actively seek opportunities to institute workplace practices and purchases that are energy efficient, reduce waste, and minimize detrimental environmental impacts, without reducing safety or workplace quality. Please refer to "Documents and Tasks" in Paycom for the full ECS Green Policy.

Press/Media Inquiries

Employees are advised to refer all press or media inquiries to the Development Manager. Use of images of students, parents or employees for any purpose requires the written authorization of each person in the photograph or video. For information about Photograph or Video Release Authorization, please see the Development Manager.

ECS Electronic Communication Policy

ECS provides access to and use of assets and electronic communications systems for business/school purposes. Access is provided to facilitate authorized communications and collaboration among ECS employees and with outside parties including students, contractors, suppliers, customers and government agencies. Users are obliged to use the ECS's Electronic Communications Policy in a responsible, effective and lawful manner. Please refer to "Documents and Tasks" in Paycom for the full ECS Electronic Communication Policy.

Computer Usage Policy

ECS provides the academic community at its sites with computer systems to support instruction and research. Access to these computer systems is a privilege offered to the following:



- ECS faculty,
- ECS staff,
- ECS administration,
- ECS students,
- ECS parents,
- Certain authorized individuals performing work for institutes and affiliates of ECS, and,
- Individuals affiliated with ECS (collectively, “Users”)

ECS may revoke this privilege and/or take other disciplinary action against any individual who fails to comply with the ECS Computer Usage Policy set forth herein and as it may be amended from time to time (the “Computer Usage Policy”). Please refer to “Documents and Tasks” in Paycom for the full Computer Usage Policy. Employees should refrain from using their personal computers for school business. If you require a computer for school business, please speak with your supervisor.

Software Policy

The purpose of this policy (the “Software Policy”) is to: (1) establish standards of conduct with respect to software acquisition, copying, transfer and use, (2) apprise each ECS user (“User”) of the seriousness of software misuse, and (3) set forth procedures for such misuse. Please refer to “Documents and Tasks” in Paycom for the full Software Policy.

ECS Cell Phone Policy

- Cellular telephones are provided specifically to carry out official ECS business when other means of communication are not readily available. Cellular telephones may not be used for routine personal communications other than the exceptions below.
- Cellular telephones are not to be used when a less costly alternative is readily available, unless as otherwise necessary for safety or emergency circumstances.
- Personal use of ECS cellular telephones should be limited. Whenever possible, such calls should be made or received by alternative means.
- Cellular telephone conversations involving ECS information of a confidential nature should be minimal and avoided whenever possible.
- Cellular telephones are not to be loaned to others.
- Employees issued a cellular telephone are responsible for its safe keeping at all times. Defective, lost or stolen cellular telephones are to be reported immediately to the Human Resources who will in turn notify the service provider.
- Cellular telephones and accessories issued to employees who work 11 months or less must be returned to Human Resources at the conclusion of the school year, activity or as otherwise specified.
- Exiting employees must surrender ECS provided devices and any accessories, before their departure. ECS provided cell phone numbers will stay with the ECS.
- Cell Phone use while driving any ECS vehicle is prohibited. Employees are reminded that use of communication devices must be hands-free while driving any vehicle, in compliance with State Law.
- Employees provided ECS cell phones are expected to carry the device and keep it charged and available for use during their normal work hours.
- Any charges incurred for the convenience of the employee (e.g. non business related Wireless Web or Roaming Charges) are the sole responsibility of the employee. Services not covered by ECS rate plans are charged at higher rates; these include ring tones, games, directory assistance, and other “convenience” applications. ECS reserves the right to charge employees for these costs.
- Employees who have valid, work-related reasons to make international calls are instructed to contact Human Resources for participation in an appropriate rate plan to minimize costs to ECS.
- ECS reserves the right to review and question employee use of ECS provided devices. Employees who abuse cellular and/or communication privileges are subject to charges, discipline, and/or surrender of their ECS –provided device.



Data & Recovery Policy

ECS will provide and maintain a cloud-based backup server. Routine backups will occur daily

- Full backups will store all files specified within ECS's backup policy, regardless of when they were last modified or stored.
- Differential-incremental backups will store all files that have changes since the last successful incremental or full-backup.
- All backups will be stored in a secure area accessible to designated staff.

Files that ECS will back up include, but are not limited to: Please note that this only applies to data that is essential to the day-to-day operation of ECS.

- Documents
- Spreadsheets
- Databases
- ECS digital camera pictures
- ECS graphic design work
- PDF files

File ECS will not back up include, but are not limited to: Please note that your personal data will not be stored on the backup server. These personal files greatly increase the costs of our backups and will slow down your computer performance.

- Music
- Movies
- Digital camera pictures
- Graphic design work
- Downloaded programs or games
- Saved game data

In some instances, such as certain virus infections, the only software repair option available for your computer may be to reformat the hard drive. Reformatting the hard drive means completely erasing all data on your computer and performing a clean install of the operating system. In any instance where your computer is going to be reformatted by ECS, you should try to back up all of your important data to a CD, external hard drive or other media before dropping off your computer.

ECS is not able to migrate or otherwise back up any currently installed applications or system settings to the reformatted operating system. You are responsible for re-installing all programs that were not pre-installed in the computer.

Student Purchased Instructional Materials Policy

Per the student parent handbook, ECS strongly encourages ECS teachers provide all literature materials to students. ECS teachers cannot require students to purchase literature materials.

Controversial Material Policy

Where a teacher is choosing material that may be considered controversial, he or she must send a note home to parents three weeks prior to using the proposed material describing the controversial material, highlighting controversial topics, and if applicable referencing the California Department of Education's web page that identifies the literature as "State Approved". The note shall include a tear off portion for parents to select from the following options: a) to have their student watch the material in class, b) to have the student watch/read the material at home with a parent or c) to elect alternative materials to support the same instructional objectives; and to elect how their student will acquire the necessary materials.



If movies/videos rated R are to be used either in full or as excerpts to support learning, the teacher is to secure parent permission for all students prior to showing the movie.

Standard of Conduct

Prohibited Conduct

The following conduct is prohibited and will not be tolerated by ECS. This list of prohibited conduct is illustrative only; other types of conduct injurious to security, personal safety, employee welfare and ECS' operations also may be prohibited.

- Falsification of employment records, employment information or other ECS School records.
- Recording the work time of another employee or allowing any other employee to record your time, or allowing falsification of any time card, either your own or another employee's.
- Theft, deliberate or careless damage or destruction of any ECS property or the property of any employee, student or visitor.
- Removing or borrowing ECS property without prior authorization.
- Unauthorized use of ECS equipment, time, materials, or facilities.
- Possessing, distributing, selling, transferring, or using (or being under the influence of) alcohol or illegal drugs in the workplace or on work time.
- Provoking a fight or fighting during working hours or on ECS property.
- Participating in inappropriate horseplay or practical jokes on ECS school time or on ECS premises.
- Carrying firearms or any other dangerous weapons on ECS premises at any time.
- Engaging in criminal conduct whether or not related to job performance.
- Causing, creating or participating in a disruption of any kind during working hours on ECS property.
- Insubordination, including, but not limited to, failure or refusal to follow the instructions of your immediate supervisor or member of management, or the use of abusive or threatening language toward your immediate supervisor or member of management.
- Using abusive language at any time on ECS premises.
- Failure to notify ECS when unable to report to work.
- Unreported absence of two (2) consecutive scheduled workdays.
- Failure to obtain permission to leave work for any reason during normal working hours.
- Failure to observe working schedules, including rest and lunch periods.
- Failure to provide a physician's certificate when requested or required to do so.
- Sleeping or malingering on the job.
- Working overtime without authorization when requested or required to do so.
- Wearing extreme, unprofessional or inappropriate styles of dress while working. For further clarification regarding appropriate dress, speak with the Executive Director or Principal.
- Violation of any safety, health, security or ECS School policies, rules or procedures.
- Committing a fraudulent act or a breach of trust under any circumstances.
- Unlawful harassment.

Although employment may be terminated at will by either the employee or ECS at any time, without following any formal system of discipline or warning, ECS may exercise its discretion to utilize forms of discipline that are less severe than termination. Examples of less severe forms of discipline include verbal warnings, written warnings, demotions and suspensions. While one or more of these forms of discipline may be taken in connection with a particular employee, no formal order or procedures are necessary.

This statement of prohibited conduct does not alter ECS' policy of at-will employment. Either you or ECS remains free to terminate the employment relationship at any time, with or without reason.

**Off-Duty Conduct**

While ECS does not seek to interfere with off-duty and personal conduct of its employees, certain types of off-duty conduct may interfere with ECS' legitimate business interests.

Employees are expected to conduct their personal affairs in a manner that does not adversely affect ECS' integrity, reputation or credibility. Illegal off-duty conduct on the part of an employee that adversely affects ECS' legitimate business interests or the employee's ability to perform his or her job will not be tolerated.

Dress Code

Although ECS has no employee dress code, there are some guidelines that need to be followed. Our goal is to represent, at all times, a professional, mature demeanor to our students, our parents, and the public. Consequently, short skirts, dresses and shorts, bare midriffs, cleavage, see through, low necklines, inappropriately tight or "sagging" clothing, t-shirts (other than ECS related t-shirts), torn or soiled clothing, and shoes that are unsafe for working with children are not suitable attire for employees. The Executive Director or Principal reserves the right to determine what appropriate professional dress attire at ECS is.

Drug and Alcohol-Free Workplace

The Board believes that the maintenance of a drug- and alcohol-free workplace is essential to staff and student safety and to help ensure a productive and safe work and learning environment. An employee shall not unlawfully manufacture, distribute, dispense, possess, or use any controlled substance in the workplace.

Employees are prohibited from being under the influence of controlled substances or alcohol while on duty. For purposes of this policy, on duty means while an employee is on duty during both instructional and non-instructional time in the classroom or workplace, at extracurricular or co-curricular activities, or while transporting students or otherwise supervising them. Under the influence means that the employee's capabilities are adversely or negatively affected, impaired, or diminished to an extent that impacts the employee's ability to safely and effectively perform their job.

Employees are required to notify Human Resources of any criminal drug and alcohol statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

In accordance with law, Human Resources or designee shall take appropriate disciplinary action, up to and including termination, against an employee for violating the terms of this policy and/or shall require the employee to satisfactorily participate in and complete a drug assistance or rehabilitation program approved by a federal, state, or local public health or law enforcement agency or other appropriate agency.

ECS shall take whatever steps it deems necessary to ensure illegal drugs or alcohol do not enter or affect the workplace, including, but not limited to:

- drug and alcohol testing of employees;
- observing the actions of employees; and
- counseling and disciplining employees.

If ECS has a reasonable suspicion, (e.g. based upon direct observation of drug use or possession and/or the physical symptoms of being under the influence, a pattern of abnormal conduct, erratic behavior, or involvement in an accident, conviction for a drug or alcohol-related offense, or information provided by reliable or credible sources or independently corroborated) that an employee has violated this policy, an investigation will be conducted. As part of that investigation the employee will be required to take a blood test at ECS's expense for evaluation, consistent with any requirements imposed by state law. Any employee who refuses to submit to a test, switches or adulterates a urine sample, or otherwise fails to cooperate fully with the administration of a test will be subject to immediate discharge.



If you have a problem with drug or alcohol abuse or dependency, please contact your manager, the Office of Human Resources or the Executive Director. ECS will make its best efforts to reasonably accommodate employees who wish to voluntarily enter and participate in an alcohol or drug rehabilitation program, provided that the accommodation does not create an undue hardship for ECS. ECS will also make reasonable efforts to safeguard the privacy of any employee who has enrolled in an alcohol or drug rehabilitation program. However, ECS also reserves the right to take disciplinary action, up to and including termination, against any employee who, because of their current use of alcohol or drugs, is unable to perform their job duties, or cannot perform the duties in a manner which would not endanger their own health or safety or the health or safety of others or whose behavior has violated ECS policy or otherwise created personnel issues.

Confidential Information

Employee and staff are in daily contact with and have access to confidential and privileged information about students, their families, faculty, staff, other employees, and business dealings of ECS. To protect the privacy and integrity of ECS, its faculty, the students and their families, it is imperative that such information never be divulged or otherwise improperly used by faculty or staff members. Employees are responsible for safeguarding confidential information obtained during their employment with ECS. Any breach of this policy will not be tolerated and may result in termination.

Information about ECS, its Employees, students, suppliers, and vendors is to be kept confidential and divulged only to individuals within ECS with both a need to receive and authorization to receive the information. If in doubt as to whether information shall be divulged, err in favor of not divulging information and discuss the situation with your manager.

All records and files maintained by ECS are confidential and remain the property of ECS. Records and files are not to be disclosed to any outside party without the express permission of the Executive Director. Confidential information includes, but is not limited to: financial records; personnel and payroll records regarding current and former Employees; the identity of, contact information for, and any other information on students, vendors, and suppliers; programs, trade secrets, and any other documents or information regarding ECS' operations, procedures, or practices. Confidential information may not be removed from ECS premises without express authorization.

Confidential information obtained during or through employment with ECS may not be used by any Employee for the purpose of furthering current or future outside employment or activities or for obtaining personal gain or profit. ECS reserves the right to seek all legal or equitable remedies to prevent impermissible use of confidential information or to recover damages incurred as a result of the impermissible use of confidential information. Employees may be required to enter into written confidentiality agreements confirming their understanding of ECS' confidentiality policies.

To protect the privacy and integrity of ECS, its faculty, the students and their families, it is imperative that such information never be divulged or otherwise improperly used by Employees. Employees are responsible for safeguarding confidential information obtained during their employment with ECS. Any breach of this policy will not be tolerated and may result in termination.



Acknowledgment of Receipt

I have received my copy of ECS’ employee handbook. I understand and agree that it is my responsibility to read and familiarize myself with the policies and procedures contained in the handbook. I also acknowledge that it is my responsibility to ask for clarification if I do not understand any of the policies included in the Employee Handbook.

I understand that except for employment at-will status, any and all policies or practices can be changed at any time by ECS. ECS reserves the right to change my hours, wages and working conditions at any time. I understand and agree, that other than the Executive Director or Principal of ECS, no manager, administrator or representative of ECS has authority to enter into any agreement, express or implied, for employment other than at-will; only the Executive Director or Principal of ECS has the authority to make any such agreement and then only in writing and signed by the Executive Director or Principal of ECS.

I understand and agree that nothing in the employee handbook creates or is intended to create a promise or representation of continued employment and that employment at ECS is employment at-will; employment may be terminated at the will of either ECS or me. My signature below certifies that I understand that the foregoing agreement on at-will status is the sole and entire agreement between ECS and me concerning the duration of my employment and the circumstances under which my employment may be terminated. It supersedes all prior agreements, understandings and representations concerning my employment with ECS.

Employee’s Signature _____ Date
_____/_____/_____

Employee’s Name (print) _____