



Providence Hall

Employee Handbook

*Think Critically, Communicate Effectively and Act
Responsibly in an Ever-Changing Global Community*

2017-2018

Employee Handbook

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Introduction

Welcome to Providence Hall!

Thank you for joining the Providence Hall team! We are making great contributions to the education of children and value that you are willing to make a difference in the lives of students at Providence Hall. We sincerely hope that you will find your employment at Providence Hall to be a professionally rewarding experience. We look forward to working together to create opportunities for children becoming successful inquirers and lifelong learners. You have joined an organization that has established an outstanding reputation for inquiry based learning centered on the International Baccalaureate framework. Our employees and staff have created this exceptional learning community and we hope you too can find a sense of pride, commitment and satisfaction in your work here.

As a member of Providence Hall, you will be expected to contribute your talents and energies to help us ensure we are delivering the highest quality education for years to come.

The purpose of this Employee Handbook is to provide most of the answers to the questions you may have about our organization, our benefits program, school policies and procedures. It is your responsibility to read and understand this Employee Handbook. If you do not understand anything in this handbook, please discuss this matter with your campus Director or a Business Manager.

Best wishes for success and happiness here at Providence Hall.

Sincerely,

Providence Hall Administration

About This Handbook

The following pages contain information regarding many of the policies and procedures of Providence Hall, a public charter school (hereby referred to as "School"). This is not an employment contract; either expressed or implied, and is not intended to create contractual obligations of any kind. This handbook is meant to serve as a guide for the employer/employee relationship. It is a handbook that applies to faculty and staff here at Providence Hall.

This handbook contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. If you have any questions concerning eligibility for a particular benefit, or the applicability of a policy or procedure to you, you should address your specific questions to your campus Director or Business Manager.

Neither this handbook nor any other Providence Hall document confers any contractual right, either expressed or implied, to remain employed with Providence Hall. It does not guarantee any fixed terms and conditions of your employment. Your employment with Providence Hall is not for any specific time and may be terminated at will, with or without cause, and without prior notice, by Providence Hall or you may resign for any reason at any time.

Providence Hall values the many talents and abilities of its employees and seeks to foster an open, cooperative and dynamic environment where employees and the school alike can thrive. If you would like further information or have questions about any of the policies and procedures outlined in this handbook, please feel free to bring them to the attention of your school Director or Business Manager.

Our Mission Statement

Think critically, communicate effectively, and act responsibly in an ever-changing global community.

General Provisions

Expectations

We expect that every employee will read, understand and apply the School's policies and procedures outlined in this handbook and in all handbooks, manuals, policies, job descriptions, memos and other correspondence. We expect all employees who do not understand any policy, procedure or day-to-day instruction given to speak to their supervisor immediately for clarification.

At Will Employment

The School does not offer tenured or guaranteed employment. All employment at Providence Hall is "at will." The school employee/employer relationship is an at-will relationship and can be terminated by either party at any time, with or without cause, and with or without notice, including after any evaluation period. In addition, Providence Hall maintains a highly flexible culture. Given the nature of Providence Hall, an employee's position and/or position description may be changed at any given time by his or her supervisor. Any handbooks, manuals, policies and procedures (including this handbook) maintained by the school are not contractual in nature, and therefore may be waived, suspended, amended, deviated from or abolished at the sole discretion of the school at any time. Nothing in the policies of the school or any other School document or statement will be considered as creating continued or guaranteed employment or benefits. The school's policies are subject to change or amendment. Notwithstanding the foregoing, the School will never change the at-will employment status of its employees. No policy or procedure in this handbook or in any document or practice of the School shall be construed to limit the nature of the at-will employment relationship.

Criminal and Educational History

As a condition of their employment, all employees are required to submit to a criminal background check. Because of the nature of employment at Providence Hall, with employees having care or custody over children, arrest or conviction of a crime that involves sexual misconduct, illegal drug or alcohol abuse, dishonesty or the abuse of another person may result in immediate termination of employment. Before any decision is made, the nature of the crime and the circumstances surrounding the conviction will be considered.

Teachers are required to provide proof of Licensing.

Outside and Competing Employment

Subject to Providence Hall's written approval, you may work for other businesses during the course of your employment with Providence Hall; however, you may not (i) accept or perform work of a nature that conflicts or competes in any way with the services of School; (ii) use any Providence Hall resources, including, but not limited to, materials and supplies, intellectual property, computer hardware and software, telephones, facsimile machines, and copiers, for or in connection with any non-School work; (iii) perform any non-School work on School premises; or (iv) perform any non-School work during assigned work hours. Providence Hall will not unreasonably withhold such approval.

Conflict of Interest

Providence Hall and its employees have a duty to avoid real, perceived or potential conflicts of interest. A conflict of interest is defined as an event or transaction where an employee is in a position to influence a decision or have business dealings on behalf of the School that might result in personal gain of the employee, one of his/her relatives. Examples of conflict of interest include, but are not limited to, accepting gifts of any value associated with the procurement or other business dealings, requesting or granting favors, conducting undisclosed or

undeclared business for personal gain. A conflict of interest for personal gain can result from situations where you or a relative receives a bribe, gift, special consideration or kickback as a result of a transaction involving the School.

Providence Hall employees may not transact undisclosed business when a conflict of interest is present. Failure of an employee to declare a conflict of interest in writing to the school Director, business office and/or the Board of Trustees prior to business dealings where a conflict of interest is present may be subject to disciplinary action, up to and including termination of employment and may be subject to criminal prosecution. All Providence Hall employees shall follow applicable laws or administrative rules associated with conflicts of interest.

Although it is not possible to specify every action that might create a conflict of interest, this policy sets forth the actions that most frequently present problems. If you have any question whether an action or proposed course of conduct would create a conflict of interest, you should immediately contact the Director or Business Manager to obtain advice on the issue. The purpose of this policy is to protect you from any conflict of interest that might arise.

Work Product Ownership

Providence Hall retains legal ownership of the product of your work. Employees neither gain nor retain ownership rights to the material provided, purchased or used by them using school funds while employed by the school. They neither gain nor retain ownership rights to the material, intellectual property or work-product created by them in conjunction with any school duty or project during or after employment at the school. The school retains ownership of the work-product created by employees while employed by the school (and thereafter); and may use the results of employees efforts in any manner appropriate including licensing such work product to others with or without remuneration to employees. This includes written and electronic documents, audio and video recordings, system code, and also any concepts, ideas, or other intellectual property developed for Providence Hall, regardless of whether the intellectual property is actually used by Providence Hall. Upon termination or (earlier when requested), employees must return all materials provided to them or purchased by them with school funds during employment. Employees who fail to return all materials and supplies, or who retain the school's intellectual property or work-product upon termination of employment for any reason (any separation) may be subject to criminal charges.

Job Classifications

Employees are classified in one of two major categories: "Exempt" and "Non-exempt."

1. Exempt: exempt employees are generally salaried and fall into one or more of the following three classifications: executive, professional, and administrative . These employees are exempt from the applicable provisions of state employment law and federal law, including the Fair Labor Standards Act (FLSA).
2. Non-exempt: non-exempt employees are generally paid hourly and fall into one of the following three classifications: instructional, administrative or operations. Non-exempt employees are eligible to receive overtime pay in accordance with FLSA. These employees are required to submit a time record for each pay period, approved by the appropriate supervisor, for the purpose of tracking hours worked and calculating compensation. The school employs persons to perform the essential job functions primarily on campus within a defined schedule. Any work that will be performed off campus or outside of regularly scheduled hours must be pre-authorized by the school Principal. No work may be performed outside of scheduled hours. The school does not authorize or require non-exempt employees to perform work at home or at any other location without the express written pre-authorization of the Principal of the school.

This handbook applies to both Exempt and Non-Exempt employees. Employees' job classifications may only be changed by written authorization from the school superintendent/Director.

Employees are also classified within one of the following three statuses:

1. Full-time: any employee that is regularly scheduled to work 30 hours a week or more during the school year. In most cases, regular full-time employees are eligible for standard school benefits, subject to the terms and conditions of benefit plans and plandocuments.
2. Part-time: any employee that is regularly scheduled to work less than 30 hours per week during the school year. Part-time employees are generally not eligible for standard school benefit plans.
3. Temporary, Substitute or On-call (Temporary Worker): any employee that has a predetermined start and end date of employment, is hired for a short-term project, fills in or is on-call; or substitutes for regular full-time or part-time employees and does not have an ongoing set schedule. Temporary, substitute or on-call employees are not eligible for any standard school benefits or any benefits whatsoever other than those legally mandated by law. Temporary, substitute or on-call employees will remain so unless offered permanent employment in writing by the schoolDirector.

Whistle Blower Protection

Providence Hall is committed to maintaining a workplace where employees are free to raise good faith concerns regarding business practices, specifically: (1) reporting suspected violations of law, including but not limited to federal laws and regulations; (2) providing truthful information in connection with an inquiry or investigation by a court, agency, law enforcement, or other governmental body; and (3) identifying potential violations of Providence Hall policy, specifically the policies contained in Providence Hall's Employee Handbook and Policy Manual.

An employee who wishes to report a suspected violation of law or Providence Hall policy may do so confidentially with a written complaint to the School Directors, the Business Office department of Human Resources or the Board President. This may include actual or suspected evidence of fraud, embezzlement or similar impairment of School funds or property, suspicious persons or activities or actual or suspected material or intended fraudulent reporting.

Providence Hall expressly prohibits any form of retaliation, including harassment, intimidation, adverse employment actions, or any other form of retaliation, against employees who raise suspected violations of law, cooperate in inquiries or investigations, or identify potential violations of Providence Hall. Any employee who engages in retaliation will be subject to discipline, up to and including termination.

Any employee who believes that he or she has been subjected to any form of retaliation as a result of reporting a suspected violation of law or policy should immediately report the retaliation to one of the following: the employee's immediate supervisor, Director or Human Resources.

Reports of suspected violations of law or policy and reports of retaliation will be investigated promptly and in a manner intended to protect confidentiality, consistent with a full and fair investigation. Human Resources and the Director will conduct or designate other internal or external parties to conduct the investigations. The investigating parties will notify the concerned individuals of their findings directly.

Immigration Law Compliance

Providence Hall employs only United States citizens and those non-U.S. citizens authorized to work in the United States in compliance with the Immigration Reform and Control Act of 1986. As a condition of employment, all new and former employees rehired must show valid documentation of identity and eligibility to work in the United States. The federal I-9 form will be used for this purpose. Each individual employed by the School will be required to produce, within three (3) days, proof of his/her identity and eligibility to work in the United States. Each individual hired by the School will be required to certify on the appropriate Form I-9 his/her identity and right to work in the United States.

Public Relations

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

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

- Communicate with all stakeholders in a clear, timely, respectful and collaborative manner.
- Act competently and deal with others in a courteous way.
- Communicate pleasantly and respectfully with other employees at all times.
- Follow up on requests and questions promptly, provide businesslike replies to inquiries and requests, and perform all duties in an orderly manner. Respond to email and voice mail within 24 hours during the workweek and face-to-face when possible.
- Take great pride in their work and enjoy doing their very best.

Workplace Attire

A professional appearance is important anytime that you come in contact with parents and visitors. Employees should be well groomed and dressed appropriately for our business and for their position in particular. Providence Hall has a business casual dress environment.

The following items are considered inappropriate working attire for Providence Hall:

- Spaghetti-strapped shirts
- Sleeveless Shirts
- Revealing Clothing
- Short mini skirts
- Sheer Clothing
- T-shirts with inappropriate or offensive gestures or advertising

If Administration occasionally designates "casual days," appropriate guidelines will be provided to you. Consult with your supervisor if you have any questions about appropriate attire.

Use of School Vehicles

The School may purchase vehicles to facilitate its business. All School employees must be expressly authorized in writing to drive school-owned vehicles. Approved employees shall be properly licensed for the type of driving they will perform for the School (Class D driver's license, CDL, with endorsements, etc.). All authorized drivers must purchase and provide a copy of their current Motor Vehicle Report (MVR) report from the Utah Department of Public Safety and successfully pass a Defensive Driver Course (available at risk.utah.gov) at the time of approval and thereafter as requested. All approved drivers must report incidents, accidents or citations without delay to the business office whether occurring in School or personal vehicles without delay. Employees may not use a handheld wireless communication device while operating a moving motor vehicle on a highway in this state unless during a medical emergency, when reporting a safety hazard, criminal activity or to view a global positioning or navigation device or a global positioning or navigation application. A handheld communication device for voice communication may be used. Drivers are required to report maintenance needs, incidents, accidents and vehicle or property damage to their supervisor immediately. Failure to meet or maintain acceptable driving standards may result in loss of driving privileges or disciplinary action up to and including termination of employment.

Mileage Reimbursement

The School will reimburse employees at the business standard mileage rate per IRS requirements for miles traveled by the employee in the employee's car while traveling to and returning from clients, meetings, etc.

Automobile Accident

If you are involved in an automobile accident while on School business (personal or School car) you must report the accident to the Business Office immediately. You should request and obtain a police report and police investigation at the scene of the accident.

If you use your own vehicle, either by authorization or requirement, to carry out the business of the School, you must submit a photocopy of the cover page of your insurance policy covering that vehicle as proof of that insurance. Insurance must be maintained current as a term and condition of continuing employment for that particular position. Personal vehicle insurance policies are primary coverage on all personal vehicles driven on School business.

Personal Property

School does not assume responsibility for any personal property located on its premises, including personal vehicles and items stored in personal vehicles. Employees are to use their own discretion when choosing to bring personal property on premises or into the school and do so at their own risk. Additionally, employees may not bring or display in the school any property that may be viewed as harassment as defined in this handbook and the School's Harassment training curriculum.

Personal Safety

The safety of each employee's health and security is very important to School. Employees are required to report hazardous or dangerous situations and are subject to disciplinary action, up to and including termination of employment for failure to report such situations. The School is willing to make reasonable efforts to address an employee's safety concerns. Employees should remember to use caution and good judgment in all activities and should notify their supervisor or a human resource representative if they believe there is a safety issue that should be addressed.

School policy requires the use of Personal Protective Equipment (PPE). It is expected that all employees working for the School will always take appropriate personal safety measures and precautions to minimize the risk of injury to self and others while performing Essential Job Functions or other duties as required. The school budget provides for such PPE. The School has procured safety materials and supplies for this purpose and stores them in the custodial and maintenance closets and/or storerooms for employee, student, volunteer or visitor use. Employees or others who do not use appropriate PPE put themselves and others at risk of injury or death and violates School policy. An employee's failure to use PPE may result in employee discipline or termination of employment.

School Security

Employees issued keys (and other means of access, including electronic key FOBs) to the school facility for entrances, offices, classrooms, storage rooms, padlocks or cabinetry, whether fixed or not are issued keys upon certain conditions.

Employees must notify the school immediately if issued keys or key FOBs are lost or stolen. Employees may not loan keys or other access devices, including FOB's to any other person. Access to and use of the school is for business purposes only. Personal use of the school or its various facilities and furnishings without prior written consent is prohibited. Employees may not use or provide access to the building for activities that are illegal, or are prohibited by school policy or by school administration. Employees may not make additional copies of keys without express written permission by authorized persons.

Employees are responsible for the activities of any person(s) without regular access whom an employee allows access to the school. Employees are to ensure the security of the building by locking doors, etc. if accessing it

outside of normal business hours. Employees are responsible to secure all access points (regardless of access point(s) used for entry) and arm the alarm system if they are the last to leave. Employees are given access with the express agreement that employees will be held liable for any damage, theft, or vandalism that occurs because of a failure to secure the building or because of others whom the employee allows access to the school.

Any employee who abuses the privilege of accessing the building will be subject to corrective action, up to and including termination of employment, legal action, and criminal liability.

Monitoring and Searches

All property on School grounds is subject to monitoring and review at all times. This includes, but is not limited to, desks, lockers, parcels, vehicles, computers, electronic devices, email and any other electronic transmission using school equipment or services. Reasons for searches and reviews include, but are not limited to, improper and/or unauthorized use of school property, suspected criminal activity, criminal investigation, harassment investigation and improper disclosure of confidential information.

The School retains the right to conduct searches at any time. This includes the right to search individual computers or files, even if protected by a password. Any employee that attempts to obtain or alter a password for the purpose of accessing restricted files will be subject to disciplinary action, up to and including termination.

Safe School Environment

The School strives to provide a safe and nurturing learning environment for students and staff. With regard to providing a safe school environment:

1. Employees are expected to maintain a high ethical and professional standard in interactions with both adults and minors on and off campus. Employees understand that working in a school means that employees serve as a role model for and have care or custody over children. Employees' behavior off campus has an effect on an employee's employment because of the nature of being in the profession of caring for and having custody over children.
2. Employees are prohibited from using physical discipline (including corporal punishment) in any way for the behavior management of students, except insofar as restraint may be necessary, upon reasonable determination, to prevent a student from inflicting harm on themselves or others, in which case a detailed written record of the incident is to be made.
3. Employees must schedule one-on-one counseling sessions or meetings with minors at times and locations that promote accountability, in an open room setting without closed doors, and only if readily observable by others who may be in the room or hallway, and meet accepted standards of propriety. Clear professional boundaries must exist between minors and adults.
4. Employees shall not engage in any form of unlawful, unacceptable or offensive behavior with students, parents/legal guardians, staff or visitors to the school which may include, but is not limited to (a) verbal harassment, such as derogatory comments, jokes, or slurs; (b) visual harassment, such as derogatory or sexually explicit printed material, books, magazines, posters, cards, calendars, cartoons, graffiti, drawings, notes, clothing or gestures, etc.; (c) sexual harassment or other physical conduct or contact of a sexual nature; (d) physical harassment, such as inappropriate touching, hitting, kicking, grabbing or any other form of aggressive, abrasive or harassing physical contact, etc.; (e) other behavior deemed offensive or inappropriate by school administration or generally accepted social standards.
5. Unless the school has a parent or legal guardian's knowledge and consent in the form of a written permission slip, employees shall never drive students in personal vehicles, before, during or after school unless there is a medical emergency requiring immediate medical care. When authorized to do so,

employees will operate personal or school vehicles in accordance with the law, including the use of seat belts for all persons and employees will pass an online Defensive Driver Course provided by Utah State Division of Risk Management at risk.utah.gov. Employees may not use a cellular phone while transporting students.

6. Extra-curricular activities, school programs, or special instruction sessions shall not be conducted by only one adult without additional adult presence and/or must be conducted at times and locations that promote accountability, in an open room setting without closed doors, and only if readily observable by others who may be in the room or hallway, and meet accepted standards of propriety.
7. Employees shall not be alone in locker rooms or other dressing rooms with a single or small group of students without another adult present. Employees may not be present in these areas while students are changing unless student behavioral issues warrant the presence of adults. At least 2 (two) staff members of the same sex (and the same sex of subject students) must be present during these times. Employees may not enter restrooms, locker or dressing rooms of the opposite sex while students are present. School administrators and other staff are available to assist when difficulties arise and employees must seek such assistance when needed.

Violence and Weapons

The School takes threats of violence extremely seriously. Any act or threat of violence by or against any employee, student, customer, supplier, partner or visitor is strictly prohibited. This policy applies to all school employees, whether on or off school property.

Any possession, use or threatened use of weapons is prohibited on school property, or while on school business. This includes knives, illegal possession of firearms, martial arts weapons, or any other object that is used as a weapon. Any employee caught possessing a weapon will be disciplined, up to and including termination.

Employee Communications

Computer, Internet and Email Use

To better serve our students and provide our teachers and other employees with tools to do their jobs, the school makes available to employees access to one or more forms of electronic media and services, including computers, software, e-mail, telephones, voicemail, printers, copiers, fax machines, a central computer network, wireless network hardware and transmission devices or service, online services, third-party contracted services and hardware, intranet, Internet and the World Wide Web. These electronic media and services are collectively referred to as the Network.

All employees must know that the resources of the Network provided by the School are the school's property and their purpose is to facilitate and support the school's operations. All users have the responsibility to use the Network in a professional, ethical, and lawful manner.

To ensure that all employees are responsible, the following policies and disclosures have been established for using the school's Network. No policy can lay down rules to cover every possible situation. Rather, the Network use policies are designed to express the school philosophy and set forth general principles when using the Network. This Agreement supersedes any previous verbal or written Computer Use Policy and Agreement documents or Network usage documents.

Prohibited Communications and Use

Employees may not knowingly or intentionally transmit or receive material on the Network in violation of law or school policy or any communication that is:

- Discriminatory, harassing or hateful;

- Derogatory to any individual or group;
- Obscene, indecent, sexually explicit or pornographic;
- Defamatory or threatening, including threatening or disruptive to the Network itself;
- In violation of any license governing the use of software;
- Engaged in for any purpose that is illegal or contrary to the School policy or business interests;
- Political lobbying or product advertisement; or
- An unauthorized release of personal or confidential information of others.

Staff and students may not post or transmit photographs, videos or other works of students or staff on the Internet or through communication channels (photographed or recorded at the school, in association with the school, or at school events of any kind) or other electronic files of any kind without the express written permission of the school and those person(s), parent(s)/ legal guardians or staff members who are the subject, or are incidental participants, involved or contained in electronic file(s). Photographs, videos or other works of students for the purpose of student academic assignments may be published only after express written permission of parents or legal guardians is obtained.

Personal Use

The Network and its resources are provided by the School are primarily for school business use to assist employees in the performance of their jobs. *Limited* or incidental use of the Network for personal, non-business purposes is authorized, and all such use should be done in a manner that does not negatively affect the systems' use for their business purposes. However, employees are expected to demonstrate a sense of responsibility and not abuse this privilege. Any personal device brought on campus, in the building or used on the Network is subject to all aspects of the school's Network policy including searches and that no expectation of privacy exists on personal devices brought on school property. Under no circumstance does a personal use of the Network void or otherwise inhibit enforcement of all provisions of school policy and this agreement. Permission for personal use of the Network may be revoked at any time.

Access to Employee Communications

Electronic information created and/or communicated by an employee using the Network is generally not reviewed by the school. However, the following conditions are extant and used at the school's discretion at any time, with or without cause and without notice:

The School does routinely gather logs for many electronic activities and records applicable data to monitor employee communications directly, e.g., telephone numbers dialed, call length and time, and time, sites accessed, computer screen sharing or monitoring, for the following purposes:

- Cost analysis;
- Resource allocation;
- Optimum technical management of information resources; and
- Detecting patterns of use that indicate employees are violating company policies or engaging in illegal activity.

The School reserves the right, at its discretion, to review any employee's electronic files and messages and use of the Network to the extent necessary to ensure electronic media and services are being used in compliance with the law, this policy and other school policies. All information or data generated, stored or transmitted from any source on or through the school's Network is the property of the school.

Staff and student files, disks, documents, etc., which have been used or created with school electronic resources are not considered private. Staff and students shall have no expectation of privacy in hardware or software, files, disks, documents, websites, blogs, transmissions or any other electronic medium that are created, stored, downloaded, accessed and/or used in any form on the Network or other computer components owned or on the

premises of the school. Electronic mail transmissions while using the school network or device are not private. Accordingly, if they have sensitive information to transmit, they should use other means.

Software

To prevent computer viruses from being transmitted through the company's computer system, unauthorized downloading of any software is strictly prohibited. Only software registered through the School may be downloaded. Employees should contact the Network Administrator if they have any questions.

Security/Appropriate Use

Employees must respect the confidentiality of other individuals' electronic communications. Except in cases in which explicit authorization has been granted by company management, employees are prohibited from engaging in, or attempting to engage in:

- Monitoring or intercepting the files or electronic communications of other employees or third parties, except by those authorized by the Network Administrator and the Director or Director for purposes outlined in section four of this Agreement;
- "Hacking" or obtaining access to systems or accounts they are not authorized to use;
- Using other people's log-ins or passwords; and
- Breaching, testing, or monitoring computer or network security measures.

No e-mail or other electronic communications can be sent that attempt to hide the identity of the sender or represent the sender as someone else.

Electronic media and services should not be used in a manner that is likely to cause network congestion or significantly hamper the ability of other people to access and use the system.

Anyone obtaining electronic access to other companies' or individuals' materials must respect all copyrights and cannot copy, retrieve, modify or forward copyrighted materials except as permitted by law or the copyright owner.

Staff may not intentionally harm or destroy school data, the Network, or Network performance. This includes, but is not limited to, creation and introduction of computer viruses, unauthorized access to restricted systems or programs, or using the school Network to illegally access other systems.

Employee's Liability

Employees are liable for school equipment (including computers) assigned to them or that they take off campus. Employees will be financially responsible to replace or repair equipment that is stolen, lost, or damaged while in employee's care, subject to the following exceptions:

- Damage occurs because of normal wear or from appropriate use during the regular tasks associated with Employee's job;
- Damage or loss is caused by negligence on the part of the School;
- Damage or loss occurs from events outside Employee's control;
- In event of theft by a third party outside Employee's control, Employee shall replace equipment with any awarded insurance claim.

Employee is responsible for the first five hundred dollars (\$500) or ten percent, whichever is greater, of the cost to repair or replace damaged or lost equipment resulting from each incident of damage or loss, except:

- If damage is caused by a third party to whom Employee permitted access to or use of equipment, then employee shall be fully financially responsible for repair or replacement;
- If damage is caused by Employee's gross negligence or malicious conduct, then Employee shall be fully financially responsible for repair or replacement.

Cost for replacement or repair will equal a reasonable bid from a reputable third party that meets the school's needs, all as determined by the School. The School will arrange and pay for replacement or repair, and Employee will reimburse the School according to Employee's responsibility outlined in this Agreement. Reimbursement can be in one lump sum within 30 days of repair or replacement, or by payroll deduction of the Employee's full financial responsibility according to this Agreement.

Participation in Social-Networking, Media and Online Forums

In general, the School respects an employee's decision to use social networking on personal time. Employees shall have no expectation of privacy, including public access by all members of the school family, Administration and staff, when they use social media because of the public nature of these types of services. Employees must exercise care to ensure that they are not viewed as representatives of the school and that they do not imply that they are speaking on behalf of the school. Employees who maintain a presence on Social Networking sites or services can be disciplined by the school, up to and including termination of employment if their Social Networking activities interfere with their ability to fulfill their role as an educator having care or custody over children, including being a role model to youth (see Rule R277-515. Utah Educator Standards). While the school does not seek to prohibit an individual from expressing their beliefs or opinions, or to interfere with an employee's personal life, their career choice as a role model with care or custody over children warrants a level of propriety and decency personally that if compromised publically, may result in disciplinary action up to and including termination of employment.

Employees must understand that they are role models for minor children. Employees of the School who participate in Social Networking personally may not "Friend" students or former students who are minors. With the express written permission by the school Director: Teachers may establish purposeful, professional, (exclusively educational) Educational Social Networking (ESN) sites or profiles for the use of students and school Administrators. Teachers shall only allow students to access ESN sites if the site is completely professional and only contains information for instructional purposes. Teachers shall "Friend" the school Principal and/or Board members and may not "Unfriend" (or Unfriend equivalent) the Principal and/or Board members while they are employed at the School and the ESN site remains active. Teachers shall not disclose anyone's personal information, discuss or post photos of students, colleagues, Administration or the Board on Social Networking sites without the direct written permission of parents or legal guardians AND the school Principal. Employees, including teachers may not allow students to access their personal Social Network profile, information or site.

Employees must remember that any messages or information sent on any school-provided equipment on any electronic computer or service network are identifiable and attributable to the School.

The School recognizes that participation in some forums or social networks might be important to the performance of an employee's job. For instance, an employee might find a helpful idea for academic lessons by consulting members of a news group devoted to education. Employee participation in such forums is a personal choice of the individual and all commentary is authored by the individual and is not official statements of the School. Commentary made by employees on such forums should always reflect positively on the School.

Violations

Any employee who abuses the privilege of access to computers, e-mail or the Internet in violation of this policy will be subject to corrective action, including possible termination of employment, legal action, and criminal liability.

Every employee is responsible for using Providence Hall computer system, including, without limitation, its electronic mail (e-mail) system and the Internet, properly and in accordance with this policy. Any questions about this policy should be addressed to the Business Office.

Employment Policies and Procedures

Equal Opportunity Employment

Providence Hall, in accordance with Title VII, prohibits employment discrimination based on color, race, religion, sex and national origin. The school does not discriminate against any employee or applicant for employment because of veteran status, physical or mental disability in regard to any position for which the employee or employment applicant otherwise meets minimum qualifications. The school complies with Title IX of the Educational Amendments of 1972, which prohibits sex discrimination, and with Title VI of the Civil Rights Act of 1964. Further information about the applicability of Federal Equal Opportunity Laws may be found in the Americans with Disabilities Act, the Equal Pay Act, the Age Discrimination in Employment Act and other state or federal employment laws.

Providence Hall does not discriminate on the basis of gender in compensation or benefits for women and men who perform jobs that require equal skill, effort, and responsibility and which are performed under similar conditions.

Employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of the campus Director or the Director of Operations or the Business Manager. Employees can raise legitimate concerns and make good faith reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

Disability Accommodation

Providence Hall is committed to complying with all applicable provisions of federal, state and local laws prohibiting discrimination on the basis of disability. It is Providence Hall's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with this policy of nondiscrimination, Providence Hall will provide reasonable accommodations to a qualified individual with a disability who has made Providence Hall aware of his or her disability, provided that such accommodation does not constitute an undue hardship on Providence Hall. Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact the Director or the Business Manager. Providence Hall encourages individuals with disabilities to come forward and request reasonable accommodation.

Consistent with the non-discrimination in employment policy, all students of Providence Hall are admitted, are accorded rights and privileges, and have access to programs and activities made available to them at Providence Hall in a non-discriminatory manner. Providence Hall does not discriminate in the administration of its educational policies, enrollment policies, and athletic and other school-administered programs. All testing and evaluation materials and procedures used for the purpose of evaluation, testing, and/or for placement of children with disabilities are selected and administered so as not to be discriminating.

Anti- Harassment

It is the policy of Providence Hall to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, age, disability, marital status, citizenship or any other characteristic protected by law. Providence Hall prohibits any such discrimination or harassment. It is our mission to provide a professional work and learning environment free of harassment that maintains equality, dignity, and respect for all. It shall be a violation of this policy for any student, teacher, administrator or other employee of Providence Hall to harass a student, teacher, administrator, or other employee through conduct or communication. This policy applies to all applicants and employees, whether related to conduct engaged by fellow employees or someone not directly connected to Providence Hall (e.g., an outside vendor, consultant, or customer). Conduct

prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

What is Harassment?

Harassment can take many forms. As used in this employee handbook, harassment includes but is not limited to:

- Offensive remarks, comments, jokes or slurs pertaining to an individual's race, religion, sex, age, national origin or ancestry, disability, citizenship, veteran status or any other protected status defined by law.
- Offensive sexual remarks, sexual advances, flirtations, or requests for sexual favors regardless of the gender of the individuals involved.
- Offensive physical conduct, including touching, regardless of the gender of the individuals involved, including threats of harm, violence or assault.
- Offensive pictures, drawings or photographs or other communications, including e-mail.
- Threatening reprisals of an employee's refusal to respond to requests for sexual favors or for reporting a violation to this policy.
- Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature, regardless of gender, when:
 - Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
 - Submission to, or rejection of, such conduct by an individual is used as a basis of employment decisions affecting such individual.
 - Such conduct has the purpose or effect of substantially interfering with the individual's work performance or creating an intimidating, hostile or offensive working environment.

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

Reporting

Providence Hall encourages reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been the victim of such conduct should discuss their concerns with the campus Director or a Business Manager. In addition, Providence Hall encourages individuals who believe they are being subjected to such conduct promptly to advise the offender that his or her behavior is unwelcome and request that it be stopped. Often this request alone will resolve the problem. Providence Hall recognizes, however, that an individual may prefer to handle the matter through informal or formal complaint procedures. Every effort will be made to keep reports confidential as possible, although it is understood that an investigation will normally require the involvement of third parties. Providence Hall is serious about enforcing its policy against harassment. However, Providence Hall cannot resolve a harassment problem that they are not made aware of or know about. Therefore, employees are responsible for bringing any such problems to Providence Hall's attention so it can take the necessary steps in order to correct the problems.

Investigation/Complaint Procedure

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

Informal Procedure: If for any reason an individual does not wish to address the offender directly, or if such action does not successfully end the offensive conduct, the individual should notify his/her campus Director or Business Manager who may, if the individual so requests, talk to the alleged offender on the individual's behalf. In addition, there may be instances in which an individual seeks only to discuss matters with one of the Providence Hall designated representatives, and such discussion is encouraged. An individual reporting harassment, discrimination or retaliation should be aware; however, that Providence Hall may decide it is necessary to take action to address

such conduct beyond an informal discussion. This decision will be discussed with the individual. The best course of action in any case will depend on many factors and, therefore, the informal procedure will remain flexible. Moreover, the informal procedure is not a required first step for the reporting individual.

Formal Procedure: As noted above, individuals who believe they have been victims of conduct prohibited by this policy statement or believe they have witnessed such conduct should discuss their concerns with the campus Director or the Business Manager. Providence Hall encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be most effective method of resolving actual or perceived incidents of harassment.

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. Confidentiality will be maintained throughout the investigative process to the extent consistent with adequate investigation and appropriate corrective action. Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay or termination, as Providence Hall believes appropriate under the circumstances. If a party to a complaint does not agree with its resolution, that party may appeal to the Board of Trustees.

Retaliation

Retaliation against an individual for representing harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

Conclusion

This policy was developed to ensure that all employees work in an environment free from harassment, discrimination and retaliation. Providence Hall will make every reasonable effort to ensure that all concerned are familiar with these policies and aware that any complaint in violation of such policies will be investigated and resolved appropriately. Any employee who has any questions or concerns about these policies should talk with their campus Director or the Business Manager. Finally, these policies should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or work-related social activities or discussions. In other words, no one should make the mistake of engaging in discrimination or exclusion in order to avoid allegations of harassment. The law and the policies of Providence Hall prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges and perquisites of employment. The prohibitions against harassment, discrimination and retaliation are intended to complement and further those policies, not to form the basis of an exception to them.

Employee Communication and Relations

Providence Hall seeks to deal openly and directly with its employees and believes that communication between employees and management is critical to solving problems. Providence Hall's philosophy is that the persons(s) most able to solve problems are the persons involved in a given situation. It is best to address problems with the person(s) with whom the problem or perceived problem exists. Co-workers that may have a problem with another employee or employees should attempt to resolve the problem themselves. If a resolution is not apparent, both employees should approach their supervisor(s) who will work with the employees to facilitate a resolution. In these instances, the decision of the supervisor is final.

Employees that have a problem with a supervisor should first go to the supervisor and state the problem. If a resolution cannot be agreed upon, the employee should present his or her problem, in writing, to his or her supervisor, the business office or the campus Director or Business Manager.

Complaints

Providence Hall subscribes to the open door policy. You may bring a particular complaint to your supervisor for resolution. When matters cannot be handled on an informal basis, the School has established a formal procedure for a fair review of any work related controversy, dispute or misunderstanding. One or more employees may bring a complaint concerning any work-related problem where the complaint has not been satisfactorily resolved in an informal manner.

- Step 1- the complaint must be submitted in writing to the supervisor or Department Head within three (3) working days of the incident. A written request for a meeting must be submitted simultaneously. Generally, a meeting will be held within three (3) working days of the employee's request depending upon scheduling availability. Witnesses will be allowed as necessary. If the problem is not resolved during this meeting the supervisor, Department Head or designee will give the employee a written resolution within three (3) working days. If the employee is not satisfied, the employee may proceed to step 2.
- Step 2- if the complaint is not satisfied after Step 1, the employee may submit a written request for review of the complaint and Step 2 solution to the campus Director or the Business Manager. Such a request must be made within three (3) working days following the receipt of the Step 1 resolution. The campus Director and Business Manager or appointed representative will review the complaint, propose solutions and may call a further meeting to explore the problem. This meeting is to be attended by the employee concerned, the employee's immediate supervisor, and any other employee of Providence Hall whom the aggrieved employee chooses. The campus Director or appointed representative will render the final decision within ten (10) working days after receiving the Step 2 request, assuming scheduling availability. The decision will be given to the employee in writing and will become part of the employee's personnel file.

Drug and Alcohol Policy

Providence Hall is committed to providing a safe and productive workplace for its employees. In keeping with this commitment, the following rules regarding alcohol and drugs of abuse have been established for all staff members, regardless of position, including both regular and temporary employees. It is a violation of this policy for any employee, board member, critical contracted service provider, or volunteer to engage in the unlawful manufacture, dispensation, possession or use of a controlled substance on personal time, at the School, or on School events or activities, including being under the influence or impaired at the School, while engaging in School business on or off campus, or in any manner that violates state or federal drug statutes.

- The manufacture, distribution, possession, sale, or purchase of controlled substances of abuse on Providence Hall property is prohibited.
- Being under the influence of illegal drugs, alcohol, or substances of abuse on Providence Hall property is prohibited.
- Working while under the influence of prescription drugs that impair performance is prohibited.

Employees using or possessing alcohol or illegal drugs on school property or while at work or who report to work under the influence of alcohol or illegal drugs will be subject to disciplinary action, up to and including immediate termination of employment.

All employees, board members, volunteers, critical contracted service providers and final candidates for highly sensitive positions are subject to drug and alcohol testing for illegal drugs or for establishing impairment and/or the use of alcohol while at work or at or on Providence Hall events, meeting or activities. All persons may be subject to one or more of the following tests at any time:

- Reasonable Suspicion drug and/or alcohol testing.
- Post-Accident or Critical Incident drug and/or alcohol testing.
- Pre-Employment drug and/or alcohol testing applies to final candidates for highly sensitive positions, including all student transportation positions.
- Return-to-Duty drug and/or alcohol testing for persons who have completed a treatment, counseling or education program.
- Follow-up drug and/or alcohol testing is conducted on an unannounced basis and applies to any person who has previously failed a test for drugs and/or alcohol.

A drug and/or alcohol test may be administered (by a contracted Medical Review Officer {MRO} service provider) to employees, board members, volunteers, critical contracted service providers and final candidates for highly sensitive positions, including all student transportation positions once the applicant has received a conditional offer of employment.

A drug and/or alcohol test may be administered to a person when a supervisor or the Director/business manager concludes that it is more likely than not the person has engaged in conduct that violates this policy, establishing Reasonable Suspicion of drug and/or alcohol use. This may be based on direct observations and/or the presence of physical symptoms, a pattern of abnormal or erratic behavior, a tip from a reliable and credible source or sources regarding a person's violation of this policy or that a person may have tampered with a previous drug and/or alcohol test.

Providence Hall may place employees tested under this policy on paid or unpaid administrative leave pending the results and review of the drug and/or alcohol test. Board members and volunteers may be temporarily relieved from service during testing periods.

Smoking

The use of tobacco products is not permitted anywhere on Providence Hall grounds, on or at Providence Hall events or in Providence Hall vehicles.

Non-Disclosure/Confidentiality

Employment at the school requires access to information that is confidential or otherwise considered by the federal government, state government, school, community, parents, guardians or students to be privileged and confidential (Confidential Information). Confidential Information may be received and maintained by staff under a *promise of confidentiality* to perform many Essential Job Functions while employed at the school.

Maintaining the confidential nature of Confidential Information is an important responsibility of the user of the information. Staff members who access Confidential Information undertake this responsibility as a condition of employment. Employees who aid, abet or participate in a data breach of Confidential Information of any kind shall be subject to termination of employment, personal liability and criminal charges.

This Agreement shall govern the conditions of disclosure by the school of certain Confidential Information including but not limited to student names, student information, Individualized Special Education Plans (IEP's), school records, staff information, staff records, financial information, data, trade secrets and any and all intellectual property relating to the school, its operations, staff and student body. With regard to Confidential Information, employees must agree and promise:

1. To safeguard the Confidential Information against disclosure to others with the same degree of care as I would with my own information of a similar nature.
2. Not to disclose Confidential Information to others, without the express written permission of the school.

3. That the secrecy obligations with respect to the Confidential Information shall continue indefinitely, regardless of active, ongoing, continued or terminated employment.

New Employee Orientation

Orientation is a formal welcoming process that is designed to make the new employee feel comfortable, informed about Providence Hall, and prepared for their position. New employee orientation is conducted by the campus Principals, Curriculum Directors, and the Business Managers. It includes an overview of Providence Hall history, an explanation of the Providence Hall vision and mission, as well as Providence Hall policies and procedures. They will receive a copy of the Employee Handbook, Providence Hall Policy manual, and are required to read it and ask clarifying questions. The employee must sign a receipt and acknowledgement of employee handbook and policy manual. Employees are also presented with all codes, keys and procedures needed to navigate within the workplace.

Personnel Files

Providence Hall keeps personnel files on each of its employees. They include the following: job application, job description, resume, records of participation in training events, salary history, records of disciplinary action and documents related to employee performance reviews, coaching and mentoring. These files are Providence Hall property, confidential in nature and are managed by the Business Office. Employee personnel files will not be copied or be removed from the premises unless there is a legitimate business need to do so.

All employees may view their file by contacting the Business Office for an appointment during regular business hours. No employee may view the contents of his or her personnel file without a representative from the Business Office present or alter or remove any document in his or her personnel file.

Reporting Personal Information Changes

It is the responsibility of the employee to promptly notify the Business Office of any change in their name, address, telephone number, marital status, citizenship, tax withholding allowances, emergency contact information, insurance beneficiary, or dependent insurance coverage and any other related information for employment, payroll or benefit administration purposes. Accurate and correct information is vital for benefits and insurance coverage, records and other Providence Hall files.

Emergency Closing and Severe Weather

Unless notified by your supervisor, you are to report to work on all regularly scheduled days, regardless of weather conditions. If you are unable to report to work due to weather conditions, you must notify your supervisor as soon as possible.

In the event that the school closes due to severe weather conditions or another reason, you will not be required to report to work. Full time salaried employees will be paid for that day and it will not be counted as a vacation day. Hourly and/or part-time employees will not be compensated on days when the school is closed due to severe weather or other conditions. Every effort will be made to contact employees in the event of closure due to weather directly and through local media.

Employee Performance and Employee Discipline

Employee Performance Reviews

Providence Hall regular full-time and regular part-time employees are subject to a performance reviews at least once a year. Campus Directors and Curriculum Directors may conduct informal performance reviews and goal setting sessions more often if they choose.

The reviews will focus on job-related strengths and weaknesses, including peer relations as well as overall fit with the school. Goals and improvement plans will be established each review period and progress will be measured

periodically and at a minimum, the next annual review. Employees are encouraged to discuss their job performance with their supervisors and Directors informally on a day-to-day basis.

Providence Hall directly links wage and salary increases with performance. Providence Hall is most interested in providing opportunity for advancement within Providence Hall if opportunity for advancement becomes available. Your performance review and goal setting sessions may or may not have a direct effect on any changes in your compensation. For this reason among others, it is important to prepare for these reviews carefully, and participate in them fully. Providence Hall may demote an employee, which is a reduction in responsibility usually accompanied by a reduction in salary or wages.

Employees will have the opportunity to thoroughly review all performance reviews. All performance reviews and responses become part of the employee's personnel file.

Corrective Actions

Corrective actions may be taken at the discretion of management and include any of the following:

- Verbal counseling with you, which will be confirmed in writing by the supervisor for your personnel file.
- Written warning, which will be placed in your file.
- Suspension, which will be confirmed in writing for your personnel file. Suspension is normally used to remove an employee from an organization premises during an investigation, or as a disciplinary action. This may be paid or unpaid. If you are suspended, it will be documented in your personnel file.
- Discharge, which will be documented in your file.

The corrective action process will not always commence with a verbal counseling or include every step. The above actions are not to be seen as a process in which one step always follows another. Some acts, particularly those that are intentional or serious, warrant more severe action on the first or subsequent offense. Consideration will be given to the seriousness of the offense, your intent and motivation to change the performance, and the environment in which the first offense took place.

Physical Contact with Students and Others

Under Utah Law, a touching is a battery, and illegal, if there is an intentional use of force or violence upon the person of another; or the intentional administration of a poison or other noxious liquid or substance to another. To establish battery, Utah courts have held that it is sufficient if the actor intends to inflict an offensive contact without the other's consent. There is no requirement for maliciousness or intent to inflict actual damage. The essential element of a battery is physical, whether injurious or merely offensive, and a battery may be committed by touching another through clothing. It is the policy of Providence Hall that no teacher or staff member will use corporal punishment against a student. This prohibition includes spanking, slapping, pinching, hitting or the use of any other physical force as retaliation or correction for inappropriate behavior. While the use of appropriate touching is a part of daily life and is important for student development, a teacher and staff member must ensure that they do not exceed appropriate behavior. If a child or staff member specifically requests that he or she not be touched, then that request must be honored without question. If the child or other staff member has not requested that they not be touched, then the following forms of touching are considered appropriate:

- Side hugs initiated by the student
- Pats on the shoulder or back
- Hand-shakes
- "High-fives" and hand slapping
- Touching shoulders and arms around the shoulder area

- Touching face to check temperature, wipe away a tear, and remove hair from face or other similar types of contact for similar purposes
- Patting a student on the knee (grades K through 5)
- Sitting students on one's lap (grades K-1) for purposes of comforting the student
- Holding hands while walking with small children or children with significant disabilities
- Arms around shoulders
- Reasonable self defense
- Reasonable defense of another
- Reasonable restraint of a violent person to protect others or property

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

- Inappropriate or lengthy embraces
- Kisses on the mouth
- Corporal punishment
- Sitting students on one's lap (grades 3-12)
- Touching buttocks, chests or genital areas
- Pushing a person or another person's body part (other than in self-defense, defense of another or property)
- Showing affection in isolated areas
- Wrestling with students or other staff members
- Bench-pressing another person
- Tickling
- Massages
- Any form of unwanted affection
- Any form of sexual contact
- Poking fingers at another person that results in an offensive contact

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

Consequently an attempt to violate this policy or placing another person in reasonable apprehension that they will be victim of one of the acts prohibited under this policy is also prohibited. A reasonable apprehension normally includes an overt act, but words alone may be sufficient to violate this policy if the words uttered were such that under the circumstances it could be reasonably assumed that physical contact would be attempted. Violation of this policy could subject the teacher or staff member to discipline to include termination for cause. The victim may also choose to bring civil or criminal charges against the violator. This policy must necessarily be somewhat flexible. Sometimes, especially when dealing with younger children or children with a disability, touching is more appropriate. A touch for the purpose of helping (i.e.: cleaning up a small child after a bathroom incident) may be appropriate in limited circumstances although clearly inappropriate in more general circumstances. An accidental touch is never inappropriate provided it is a true accident. It is impossible to define each and every instance when touching is appropriate. Teachers and staff members should apply the rules of commonsense in the circumstances they find themselves.

Reporting Child Abuse

Pursuant to Utah Code under 53A-6-502 and 62A-4a-409.

Confidentiality to Access Children's Records

All information contained in student's records, including information contained in an electronic database, is confidential and maintained in accordance with the Family Educational Rights and Privacy Act. These records are the property of Providence Hall, whose responsibility it is to secure the information against loss, defacements, tampering or use by unauthorized persons. Please do not speak about children in hallways or public areas. The information about children is confidential and must not be discussed in the outside community. No child's files are to be taken off premises unless granted permission by the school Directors.

Only teachers, administrative and office personnel are permitted to review children's files. When a file is requested from the front office, it must be signed out and returned the same day. Files may not be copied without express authorization from the school Director or their designee. If a file is needed by 8 am the following morning, you must request this file the day before, no later than 2:30 pm and that file will be pulled and ready for you when you arrive the following day. Please do not remove any materials from any students file. If you request a student's file, you will be responsible for its contents.

Liability

The effective teacher is concerned for the welfare of students and takes measures to insure their welfare. Nevertheless, it is well to be aware of the possible consequences of negligence.

The teacher is legally responsible to act in a reasonable and prudent manner at all times. Specifically the teacher must do the following:

1. Never leave students unsupervised. Leaving a classroom without another responsible adult present is leaving students unsupervised.
2. Require students to conduct themselves in an orderly, safe manner and administer such disciplinary actions as are reasonable and proper in any situation involving student misconduct.
3. Report any unsafe condition in the room or on campus to the Director so that it may be corrected.
4. Strictly adhere to all stated policy of Providence Hall.

Failure by teachers to meet their responsibilities may have severe consequences, e.g. revocation of their license, criminal charges, etc. Providence Hall and its employees are covered for liability by The Utah State Risk Management Fund. Please see the Legal Liability Protection for Charter School Employees for more information

Attendance

Attendance/Punctuality

The presence or absence of each employee is of critical importance to the successful operation of Providence Hall. Therefore, Providence Hall expects all of its employees to be on time, ready to begin work at the beginning of their day, and to work the full allotted time they are assigned each day. Providence Hall reserves the right to assign employees to jobs other than their usual assignment when necessary, provided the employee is capable of performing the essential functions of the alternate assignment. Employees are not allowed to perform work (for pay) at home or away from Providence Hall unless specifically authorized for each occurrence by their Director.

If you are consistently late or excessively absent, Providence Hall's ability to teach students is affected and an unfair burden is placed on other employees. Therefore, unless an absence is permitted or excused under Providence Hall's holiday, PTO or other policies, employees are responsible for being at work and arriving on time. If employees are going to be late or absent, it is their responsibility to call the supervisor as soon as possible, preferably in advance of lateness and in all circumstances no later than one hour after the start of the workday.

Teachers are responsible for making arrangements of their substitute through Kelly Services. If an absence continues for several days, employees must keep their supervisor informed and updated with absence information throughout the duration of the absence.

An employee who is absent for reasons other than those permitted or excused by Providence Hall's holiday, vacation, or leave policies, or who fails to provide notice as required, will be subject to appropriate disciplinary action, up to and including termination of employment.

Job Abandonment

Employees of Providence Hall that are absent for more than a week without notifying a direct supervisor are considered to have voluntarily abandoned their employment with Providence Hall and Providence Hall will consider their abandonment as a resignation. The effective date of termination will be the last day that the employee reported for work. If an employee abandons a job, he or she will not be entitled to any further compensation, including policy approved vacation days, unless required by law.

Wage and Salary Procedures

Basis for Determining Pay

Several factors may influence your rate of pay. Some of the items Providence Hall considers are the nature and scope of your job, what other employers pay their employees for comparable jobs (external equity), what Providence Hall pays their employees in comparable positions (internal equity), and individual as well as Providence Hall performance. It is Providence Hall's goal to have a current Job Description on hand that broadly defines your job responsibilities.

Wage or Salary Increases

Each employee's hourly wage or annual salary will be reviewed at least once each year. The Employee's review date will usually be conducted on or about the end of the school or fiscal year. Such reviews may be conducted more frequently for a newly created position, or based on a recent promotion.

Salary or wage increases are based on merit including such factors such as the performance of essential job functions, work ethic, attitude and promotion. All salary increases are at the discretion of the school director and the Providence Hall Board of Trustees and subject to continued government funding. Salary or wages may also be adjusted downward due to job restructuring, job duty changes, and job transfers, adverse business economic conditions, including decreased local, state or federal funding.

Timekeeping

Non-exempt employees are required by law and School policy to use or maintain an accurate time sheet (or electronic equivalent). Employees log time-in, time-out and record any non-compensated breaks. It is strictly forbidden for an employee to clock (or otherwise log or sign) another employee in or out. Employees may not change time after it is recorded or tamper with anyone's time records. Falsifying time records is a serious matter subject to disciplinary action, up to and including termination of employment.

Authorized personnel will review time records each week. Any changes to an employee's time record must be approved by his/her supervisor. Questions regarding the timekeeping system or time cards should be directed to the Business Office.

Overtime Pay

It is understood that both exempt and non-exempt employees may be required to work extra hours to accommodate certain deadlines or job requirements. If extended hours are required of non-exempt employees by Providence Hall (evidenced by written pre-authorization only), the employee will be compensated in accordance with the law. Non-exempt employees are to be paid time and one-half (1.5) for work time that exceeds 40 hours

during a scheduled workweek. Employees asked to work overtime are expected to do so. Employees who work overtime without first obtaining proper written approval may be subject to disciplinary action, up to and including termination of employment. Exempt employees are not eligible for overtime pay.

The calculation of overtime hours will not include holiday, sick leave, vacation days, or leave of any kind during a given scheduled workweek.

Paydays/Paycheck Stubs

All employees are paid on the 10th and 25th day of each month. When a regular pay date falls on a weekend or holiday, employees will be paid on the last business day before the holiday or weekend. When a regular pay date falls during a scheduled break from school (Spring Break, Winter Break, Summer Break, etc.), employees will be paid on the regular pay date explained above. Most full-time administrative staff and teachers are paid year-round as defined in individual Compensation Agreements. Most other employees are paid in applicable pay periods when hours are accrued within that period. No expectation of compensation should be made for employees who do not accrue hours within a pay period.

The law requires that Providence Hall withhold (deduct) local (as applicable), state and federal payroll-related taxes from all employees' paychecks. Additionally, employees may elect for Providence Hall to deduct local, state and/or federal income taxes and other employee benefit premiums, pre or post tax retirement or other elected legally allowable deferrals (deductions). Each employee will receive a payroll report (paystub) detailing deductions with each paycheck or direct deposit. Each employee has the responsibility to review paystubs for accuracy regarding compensation, reimbursements and deductions for employee medical benefits, medical savings accounts, retirement plans, garnishments, income taxes and any other compensation or deduction for each paycheck received during their employment with Providence Hall. Providence Hall reserves the right to make paycheck corrections as appropriate and to supply the employee with supporting documentation. Providence Hall shall not be held liable for errors not identified timely by the employee other than to rectify compensation or deductions to correct accounting records. Providence Hall does not reimburse or loan School funds to employees for the cost of income tax withholding errors not identified timely by employees. Payroll checks will not be released prior to the set pay schedule for any reason, nor will they be released to anyone other than the employee.

Pay Check Offsets

Providence Hall may deduct offsets for paycheck or benefit calculation errors, lost, damaged or stolen School property or equipment as well as court-mandated or otherwise legally required offsets, such as garnishments. Employees are provided paystubs detailing payroll deductions for each pay period and are required to review these promptly for deduction accuracy and to detect errors.

Providence Hall will pay exempt employees a salary rather than by the hour. Once an employee's PTO (paid time off) days have been exhausted or are otherwise unavailable, Providence Hall will deduct pay from an exempt employee's salary under the following circumstances: (i) one or more full days absences for personal reasons; (ii) one or more full day absences for illness, injury, or sickness, (iii) one or more full day disciplinary suspensions; and (iv) partial or full day absences during an approved family or medical leave. Providence Hall will not deduct pay from an exempt employee's salary if the employee has a partial day absence. Exempt employees who believe that Providence Hall made an incorrect or improper salary deductions should promptly report the deduction to the Business Office. If Providence Hall incorrectly or improperly made a deduction from an exempt employee's salary, it will reimburse the employee for the deducted pay.

Effective Date of Compensation Changes

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

Wage Garnishment

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

Benefits and Time Off

Group Benefits

The School provides benefits information to all eligible employees. The Plan Documents and Benefits Guides and Literature explain each benefit in detail, including costs, and the language of the plans' documents governs the application of each plan. Employee benefits may be modified or terminated; or new plans added at any time by Providence Hall, benefits providers, or as required by law per the terms of the plan and/or at Providence Hall's discretion. Eligible employees may have to pay for part or all of the cost of benefit plans. Employees are required to read and understand School-offered benefit program materials to determine for themselves what benefits are best suited for them. Employees must contact the Business Office if they have any questions.

Benefits Eligibility

Full-time employees (scheduled and working more than 30 hours per week) that have successfully completed 30 days of eligible employment are eligible for employee benefits. Part-time employees (scheduled and working less than 30 hours per week) are not eligible for employee benefits. Temporary, probationary, on-call and substitute employees are not eligible for any employee benefits.

Initial Benefits and Enrollment Period

Employees have until the end of the initial enrollment period (as defined in Plan Documents) to submit all benefit enrollment forms for enrollment in employee benefit plans. Employees who do not submit all forms within the initial enrollment period will forfeit eligibility for enrollment in benefit plans at that time and will be required to submit new benefits enrollment forms at the School's next open enrollment period. Employees may contact the business office at any time to obtain benefits eligibility, enrollment, plan information or enrollment forms at any time.

Medical Insurance

Medical insurance is available for eligible employees and their qualified dependents. Refer to the providers' Benefits Guide summaries for details regarding coverage, eligibility, waiting periods and cost. Eligible employees and their dependents may become eligible to participate or make enrollment changes outside of the annual open enrollment period if they experience a Qualifying Event as outlined in and governed by Plan Documents and provider Policy. If you are enrolled in a plan and become no longer eligible through a Qualifying Event, you may be able to continue coverage at employee's expense through the Consolidated Omnibus Budget Reconciliation Act (COBRA).

Retirement Plan

Eligible Employees will be given the option to enroll in the School's retirement program as outlined in the Summary Plan Description. All full-time employees working more than 1000 hours in one calendar year are eligible to participate in the School's retirement plan in accordance with the provisions of the law and the Plan Document.

Tuition Reimbursement

Providence Hall encourages its employees to further their education. The school's tuition reimbursement plan is set up to cover part of the costs of education that further the employee's education in a field related to his or her job. All courses must be approved by the school and offered by an accredited training facility or institution. To qualify for tuition reimbursement, an employee must complete the following steps: (i) gain permission from a

direct supervisor for a specific course or field of study, (ii) successfully complete the course, with a grade not less than a "B" and (iii) submit an expense report with the cost of the class and any applicable materials.

The amount of money budgeted for the tuition reimbursement program will vary year by year. The amount available for a given year will be determined through the following formula. 1% of the previous school year's audited net income. So for example, if the previous school year's audited net income was \$400,000.00, then the budget for reimbursement would be \$4,000.00. Once the funds in this budget are exhausted, no further money will be made available for tuition reimbursement.

Further qualifying factors include:

- The teacher or staff member must be a full-time salaried employee.
- The employee must be in good standing at the beginning of the course and must remain in good standing until the ending date of the course. They may not be on probation or involved in any type of disciplinary action resulting from misconduct or poor performance.
- The school Director has the right to determine if completion of the desired course of study, class or conference, etc. will provide a direct and clear benefit to the school. If the school Director finds there would be no such benefit to the school, then tuition or fees paid for the course will not be reimbursed.
- The employee must provide a written plan explaining how they will share knowledge gained through the completion of the course or how they will provide a benefit to the school via completion of this course or class.
- Reimbursement will only be provided when the employee provides proof of satisfactory completion of the course/class as well as proof of payment for said course or class.
- The school will only reimburse tuition or fees associated with the course itself. Reimbursement will not be provided for expenses associated with: food, lodging, travel, etc.
- The annual Tuition Reimbursement allocation will be divided among participating employees by the Director; however, the amount of tuition reimbursement available to an individual employee will be capped at \$500.00 per school year. The tuition reimbursement program is not permanent and may be reviewed, altered, or discontinued at any time.

Worker's Compensation

School requires that all employees report job-related accidents or injuries to a supervisor immediately, whether the accident occurred on or off school premises. Failure to report an injury, regardless of how minor, could result in difficulty or denial of the employee's claim by the insurer. Employees are required to assist supervisors with completion of the First Report of Injury form within 3-5 working days of the accident or injury.

Worker's compensation insurance only covers work-related injuries and illnesses. The insurer under their policies, terms and conditions administers workers' compensation claims and the insurer pays claims. Employees are expected to return to work immediately upon release by their doctor.

(COBRA) Continuation of Benefits

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives eligible employees and their qualified beneficiaries the opportunity to continue health coverage under Providence Hall's health plan, when a "qualifying event" would normally result in the loss of eligibility. A Qualifying Event may include resignation, termination, leave of absence, altered work schedule, death, etc. Under COBRA, if an eligible individual elects to continue insurance, that individual pays the full cost of coverage at Providence Hall's group rate, plus an administrative fee. Details of COBRA coverage and how to apply for it will be provided as required by law. Providence Hall or our carrier provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under Providence Hall health insurance plan. The notice contains important information about the employee's rights and obligations.

Under COBRA, employees may be allowed to continue their health insurance benefits, at the employee's expense, for up to 18 months after experiencing a qualifying event as outlined below. Longer periods of coverage may be available dependent upon the qualifying event.

To qualify for COBRA continuation coverage, an employee must have a qualifying event that causes the employee to lose group health coverage. The following are qualifying events for:

Employees:

- Voluntary or involuntary termination of employment for reasons other than gross misconduct
- Reduction in numbers of hours worked

Spouses

- Loss of coverage by the employee because of one of the qualifying events listed above
- Covered employee becomes eligible for Medicare
- Divorce or legal separation of the covered employee
- Death of the covered employee

Dependent Children

- Loss of coverage because of any of the qualifying events listed for spouses
- Loss of status as a dependent child under the plan rules

Unemployment Benefits

The Utah Department of Workforce Services administers unemployment benefits on behalf of the School. As defined in law, employees (including substitute teachers) not working during regular off-session days are not eligible for unemployment benefits. See Utah Administrative Rule R994-405-801 to 808 Services in Education Institutions.

Personal Leave

Eligible employees who are scheduled to work 30 or more hours per week during the school year receive 12 days per year. Eligible part time certified teachers receive 6 days per year. Full time hourly employees receive 12 days per year. This allowance can be used to offset required teaching or on-campus time missed due to an illness or personal matter. Should the employee not use leave days, they will be allowed to carry over a total of 5 days to the next school year. If they have more than 5 days of leave saved up, the additional days will be paid out to the employee at the end of the school year at a rate of \$80.00 per day. An employee may only accumulate up to 17 total leave days total. Annually Employees will only be able to cash out 8 or rollover up to 5.

The following guidelines are designed for the proper use of personal leave:

1. If you are unable to report to work, you must phone your supervisor or have someone call for you as early as possible. This procedure allows your supervisor to rearrange the work schedule or contact a substitute.
2. If you must leave the school before the closing time, inform your supervisor.
3. If you foresee the need to take sick leave (e.g. non-emergency surgery, doctor appointments), tell your supervisor as soon as possible so plans may be made to cover your duties in your absence.
4. In case of an extended absence, you should consult other sections of this handbook and your insurance plan booklet to see whether you are eligible for short-term disability or long-term disability leave.
5. Unused leave in excess of 5 days cannot be carried over and must be cashed out. If an employee has days they choose to cash out, the employee will be paid for those days on the last regular June paycheck. For those 5 days that an employee may roll over to the next school year, a teacher may elect whether to keep their days,, informing the business manager/operations manager of their election.
6. Employees will not be paid out any personal days in the event of resignation or termination for cause.

7. If you are eligible for leave, you may use the leave to care for your sick or injured dependents on the same terms that apply to use for your own illnesses or injuries.
8. Employees must request leave days off in advance and must receive confirmation from their immediate supervisor. The employee will be expected to leave substitute plans.
9. Request for leave may be denied based on the number of employees already scheduled to be off as well as availability of staff/substitutes.
10. A limited number of employees will be granted personal leave that is adjacent with a scheduled holiday or school break. Those days will be granted on a first come basis at the discretion of the administrator/supervisor.
11. Leave will not be granted during any professional development trainings.
12. Additional leave may be granted at the discretion of the employee's supervisor, however it will be unpaid leave.

Donation of PTO

Providence Hall recognizes that employees may have a family emergency or a personal crisis that causes a severe impact to them resulting in a need for additional time off in excess of their available paid time off. To address this need all eligible employees will be allowed to donate leave time from their unused balance to their co-workers in need in accordance with the policy outlined below. This policy is strictly voluntary.

Eligibility

Employees who donate leave time must be employed with Providence Hall for a minimum of 6 months.

Guidelines

Employees who would like to make a request to receive donated leave time from their co-workers must have a situation that meets the following criteria:

- Family Health Related Emergency- Critical or catastrophic illness or injury of the employee or an immediate family member that poses a threat to life and/or requires inpatient or hospice health care. Immediate family member is defined as by spouse, child, parent or other relationship in which the employee is the legal guardian or caretaker.
- Other Personal Crisis- A personal crisis of a severe nature that directly impacts the employee. This may include a natural disaster impacting the employee's primary residence such as a fire or severe storm.

Employees who donate leave time from their unused balance must adhere to the following requirements:

- Donation minimum- 4 hours
- Donation maximum- 40 hours or no more than 50% of your current balance.

Note: Employees who donate time must have sufficient time in their balance and will not be permitted to exhaust their balances due to the fact that they may experience their own need for time off. Employees cannot borrow against future leave time to donate.

- Employees who receive donated leave time may receive no more than 40 hours within a 12-month period.
- Employees who are currently on an approved leave of absence cannot donate leave time.

Procedure

- Employees who would like to make a request to receive donated leave time are required to complete a Donation of Leave Time Request Form which includes authorization to present their request to the employees of Providence Hall for the sole purpose of soliciting donations.
- Employees who wish to donate leave time to a co-worker in need must complete a Donation of leave Time Form.
- All forms should be returned to the Business Office before leave is taken.

Approval

- Requests for donations of leave time must be approved by the campus Director.
- If the recipient employee has available leave time in their balance, this time will be used prior to any donated leave time. Donated leave time may only be used for time off related to the approved request. Leave time donated that is in excess of the time off needed will be returned to the donor.

Record Keeping

The school Business Office keeps a record of leave days used and donated. Each employee is responsible for verifying his/her pay stub to make sure the correct amount of hours appear.

FMLA

Eligible employees may take up to 12 workweeks of unpaid, job protected leave under the Family and Medical Leave Act ("FMLA") in a 12-month period for specified family and medical reasons. Additional information about this policy may be obtained from the Business Office.

Employee Eligibility

To be eligible for FMLA leave, you must have:

- Worked for Providence Hall for at least 12 months; and
- Worked at least 1250 hours for Providence Hall during those 12 months.

Conditions Triggering Leave

FMLA leave may be taken for any of the following reasons:

1. The birth of an employee's child and to care for the newborn child;
2. The placement and care for a newly adopted or recently placed foster child;
3. To care for a spouse, child, or parent (but not parent-in-law) who has a serious health condition; or
4. An employee's own serious health condition that renders the employee unable to perform one or more of the essential functions of his or her job.

Duration of Leave

Eligible employees may receive up to 12 workweeks of unpaid leave during a "rolling" 12-month period, measured backward from the date of any FMLA leave. FMLA leave for the birth or placement of a child for adoption or foster are must be completed within 12 months of the birth or placement.

Use of Accrued Paid Leave

Any unused paid leave that is available at the time of the request for the FMLA leave will be applied concurrently and at the beginning of the leave. Except for any paid leave that is applied, an employee is not entitled to any compensation during the FMLA leave.

Intermittent Leave

Employees may request intermittent leave or reduced schedule leave to care for a family member with a serious health condition or if you have a serious health condition that warrants such a request.

Notice and Medical Certification

When seeking FMLA leave, employees must provide:

- Thirty (30) days of advance notice of the need to take FMLA leave, if the need is foreseeable, or notice as soon as practicable in the case of an unforeseeable leave;
- Medical certification supporting the need for leave due to a serious health condition affecting you or an immediate family member must be returned before your leave begins, or if not possible, within 15 days of Providence Hall's request to provide the certification. If you fail to do so, Providence Hall may delay the

commencement of your leave or withdraw any designation of FMLA leave, in which case your leave of absence would be unauthorized, subjecting you to discipline up to and including termination. Second to third opinions and periodic recertification may also be required;

- Periodic reports as deemed appropriate during the leave regarding your status and intent to return to work; and
- Medical certification of fitness for duty before returning to work if the leave was due to your serious health condition.

Failure to comply with the foregoing requirements may result in delay or denial of leave.

Maintenance of Benefits

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

Other accumulated fringe benefits such as retirement, service credits and the like, shall be preserved at the level accrued as of commencement of the leave, but shall not be earned or accrue further during any such leave period.

Reinstatement

Subject to certain exceptions permitted by law, Providence Hall will restore employees to their original and equivalent positions upon return from FMLA leave. If, due to medical circumstances, you are no longer able to perform your original job, Providence Hall will attempt to transfer you to alternate suitable work, if available.

Definitions

For purposes of this policy:

- A child is defined as a natural, adopted, or foster child, a stepchild or a legal ward;
- A parent is defined as the employee's or his/her spouse's natural, adoptive, or foster parent, stepparent, or legal guardian.
- A serious health condition is defined as a disabling physical or mental illness, injury, impairment, or condition involving a) inpatient care in a hospital, nursing home, or hospice; or b) outpatient care requiring continuing treatment or supervision from a health care professional.

Holidays

Providence Hall recognizes the following holidays for all school employees except 12-month administrators:

- Labor Day (September 4th 2017)
- Fall Break (October 19th, 20th, 23rd, 2017)
- Thanksgiving Recess (November 22nd-24th 2017)
- Winter Recess (December 18th-January 1st 2018)
- Martin Luther King, Jr. Day (January 15th 2018)
- Presidents Day (February 19th 2018)
- Spring Recess (April 2nd-6th 2018)
- Memorial Day (May 28th 2018)

Providence Hall recognizes the following paid holidays for 12-month school based administrators:

- Labor Day (September 4th 2017)
- Fall Break (October 19th, 20th, 23rd, 2017)
- Thanksgiving Recess (November 22nd-24th 2017)
- Winter Recess (December 18th-January 1st 2018)
- Martin Luther King, Jr. Day (January 15th 2018)
- Presidents Day (February 19th 2018)
- Spring Recess (April 2nd-6th 2018)
- Memorial Day (May 28th 2018)
- Independence Day (July 4th, 2018)
- Pioneer Day (July 24th 2018)

Providence Hall recognizes the following paid holidays for 12-month Maintenance Staff:

- Labor Day (September 4th 2017)
- Thanksgiving Recess (November 22nd-24th 2017)
- Winter Recess (December 18th-January 1st 2018)
- Martin Luther King, Jr. Day (January 15th 2018)
- Presidents Day (February 19th 2018)
- Memorial Day (May 28th 2018)
- Independence Day (July 4th 2018)
- Pioneer Day (July 24th 2018)

Bereavement Leave

A full-time employee of the School may request a leave of absence with pay for a maximum of three (3) consecutive working days upon the death of a member of his or her immediate family. Members of the immediate family are defined as: father, mother, spouse, child, sister, brother, grandmother, grandfather, father-in-law, or mother-in-law. Proof of death may be required.

Jury Duty

Employees summoned for jury duty will be allowed the necessary time off from work to perform this civic responsibility. Employees must give School 15 days advance notice. School will pay such employees the difference between their regular salary and any jury duty fees received for up to five days of jury duty per school year. Employees will be expected to report to work during all regular hours if their presence is not required in a jury room or court. School may require the employee to supply documentation from the court affirming the employee's jury duty service and compensation. Employees or their supervisor may ask the court to excuse an employee from jury duty if an absence would cause serious operational difficulty for the school.

Witness Duty

Employees who receive a subpoena to testify in court may be granted time off to serve as a witness for that purpose. Employees must give School 15 days advance notice. School will pay such employees regular wages if the case involves the School, and the employee is not plaintiff to the suit. Employees are not compensated if the case does not involve the school and will use PTO hours (if available) for this absence. Employees will be expected to report to work during all regular hours if their presence is not required in a jury room or court. School may require the employee to supply documentation from the court affirming the employee's witness duty service.

Voting Leave

If an employee cannot vote because of scheduled work hours conflict with the hours of the polls, the employee is allowed up to two hours paid leave (at the regular rate) to vote in a state or federal election.

Military Duty

Leaves for military service and reinstatement after performing military service will be provided in accordance with the requirements of law (as applicable to the School at the time the leave was granted only) as defined in the Uniformed Services Employment and Reemployment Rights Act (USERRA). Employees who are absent from work in order to attend an annual encampment in a recognized reserve branch of the armed forces of the United States will receive an unpaid leave of absence of up to a maximum of two weeks per year. Employees must provide 30 days advance notice unless an emergency or classified situation dictates otherwise, upon which evidence must be provided to the School.

Subject to the law and the Plan Documents, terms and conditions of the various plans, medical benefit plans may continue for the full period of military leave. Employees who do not return to employment with the School after an approved military leave may be required to reimburse the School for all benefit plan premiums or contributions paid by the School for the employee's elected benefit plans.

Separation of Employment

Resignation and Employment Termination

Termination of employment is an inevitable part of personnel activity within any organization and many of the reasons for termination are routine. Below are a few examples of some of the most common circumstances under which employment is terminated:

- Resignation- voluntary employment termination initiated by an employee that must be in writing.
- Termination- involuntary employment termination initiated by Providence Hall.
- Layoff - involuntary employment termination initiated by Providence Hall for non-disciplinary reasons.
- Reduction in Force- involuntary employment termination initiated by Providence Hall for budgetary reasons.

When a non-exempt employee intends to terminate his/her employment, he/she out of courtesy will provide Providence Hall at least two (2) weeks written notice. Exempt employees shall give at least four (4) weeks written notice.

Since employment with Providence Hall is based on mutual consent, both the employee and Providence Hall have the right to terminate employment at all, with or without cause.

Any employee who terminates employment with Providence Hall shall return all files, records, keys, and any other materials that are property of Providence Hall. No final settlement of an employee's pay will be made until all items are returned in appropriate condition. The cost of replacing non-returned items will be deducted from the employee's final paycheck. Furthermore, any outstanding financial obligations owed to Providence Hall will also be deducted from the employee's final check.

Employee's benefits will be affected by employment termination in the following manner. Some benefits may be continued at the employer's expense (See Continuation of Benefits, COBRA), if the employee elects to do so. The employee will be notified of the benefits that may be continued and of the terms, conditions, and limitations.

Exit Interviews

In a termination or voluntary resignation situation, Providence Hall's Business Office likes to conduct an exit interview to discuss an employee's reasons for leaving and any other impressions that the employee may have about Providence Hall. During the exit interview, employees can provide insights into areas for improvement that Providence Hall can make. Every attempt will be made to keep all information confidential.

Return of Property

Property issued/purchased for you, such as, but not limited to, computer equipment, keys, communication device, and petty cash must be returned to Providence Hall at the time of employee's separation of employment from Providence Hall. Employees will be responsible for any lost or damaged items. The value of any property issued and not returned may be deducted from the employee's paycheck. Employees may be required to sign a wage deduction authorization form for this purpose.

Employment References

Providence Hall may at its discretion, provide employment references for former employees. Providence Hall will provide dates of employment and positions held and any other relevant information related to the employee's time as an employee of Providence Hall.

Appendix A

RECEIPT AND ACKNOWLEDGEMENT OF EMPLOYEE HANDBOOK AND POLICY MANUAL

I hereby certify that I have read and fully understand the contents of this Employee Handbook and Policy Manual. I also acknowledge that I have been given the opportunity to discuss any policies contained in this handbook with a School official. I agree to abide by the policies set forth in this handbook and understand that compliance with School's rules and regulations is necessary for continued employment. I understand that the School is an at-will employer, and that either the School or I may terminate my employment at any time, for any reason, or for no reason, with or without notice. My signature below certifies my knowledge, acceptance and adherence to the school's policies, rules and regulations and my understanding of the at-will nature of employment.

I acknowledge that the school reserves the right to modify or amend its policies at any time, without prior notice at the discretion of the school's administration or governing board. Any revised editions of this handbook supersede and replace any and all information in handbooks previous to such revisions. These policies do not create any promises or contractual obligations between the School and its employees.

Dated this _____ day of _____ 20 _____.

Employee Name

Employee Signature