

# AMERICAN LEADERSHIP ACADEMY



## Employee Handbook

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## **Welcome to American Leadership Academy**

Thank you for joining the American Leadership team! You have the opportunity to make a great contribution to further enrich the education of children, and I sincerely hope that you will find your employment at ALA to be a professionally rewarding experience. We look forward to working together to create opportunities that will allow our students to become successful lifelong learners and leaders. You have joined an organization that has established an outstanding reputation for excellence. Credit for this goes to everyone involved in this organization and we hope that you too, will find satisfaction and take pride in your work.

This Employee Handbook should provide answers to most of the questions you may have about our benefit programs, policies, and procedures. You are responsible for reading and understanding this Employee Handbook. If anything is unclear, please discuss the matter with your administrator or a member of Human Resources. I extend to you my personal best wishes for your success and happiness at American Leadership Academy.

Rich Morley  
Executive Director



## **INTRODUCTION**

American Leadership Academy (ALA) is a K-12 public charter school located in Spanish Fork, Utah. It was founded in 2005, and is supported by federal, state and public funding. ALA exists to provide up to 1,825 students with a challenging, innovative, and result-oriented education based on the belief that parental partnership is critical to student success. Students at ALA learn the values and principles of leadership, character development, accountability, respect, and physical well-being with academic excellence as ALA's primary focus. The faculty and staff are vested in the students they serve.

ALA offers a wide range of programs to its students. Our offerings include a comprehensive academic program, a full-scale fine arts program, and participation in the UHSAA with many different sports being offered. ALA strives to prepare young lives for a lifetime of intellectual curiosity, integrity, self-actualization, and service. ALA and its staff are expected to positively affect the families of their students and the community at large.

### **ALA Mission Statement**

American Leadership Academy partners with families to provide comprehensive educational experiences, character development through leadership and individualized student learning for college and career readiness.

### **ALA Vision Statement**

ALA envisions itself as promoting a thriving community of learning that strives to advance all students on grade level and honors and maintains its mission in all that it does. Together ALA and its staff will build a scholarly, creative, and exciting environment which students will want to experience, a place that will attract the most highly skilled and committed educators and community members. Accountability and personal responsibility will be embraced by all constituents, particularly the teachers, who will be given the support they need to fulfill their teaching assignments and become master teachers.

## **BOARD OF TRUSTEES**

Utah law grants a charter school's Board of Trustees the power to govern and oversee school management. The Board is the policy-making body within American Leadership Academy and has overall responsibility for the financial stability of the school.

## **INTENTIONS**

This handbook has been written to serve as the guide to clarify the employer/employee relationship. This handbook applies to faculty and staff at ALA. In addition, certain individuals who are not employees of ALA, but who nevertheless work on the premises, are expected to comply with the terms and conditions of this handbook to the extent that the handbook sets standards of conduct for individuals who work on the premises.

There are several things that are important to keep in mind about this handbook. First, it 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. For that reason, if you have any questions concerning eligibility for a particular benefit, or the applicability of a policy or practice as it applies to you, you should address your specific questions to your administrator or the Human Resources Department. You are responsible for reading, understanding, and complying with the provisions of this Manual. Our objective is to provide you with a work environment that is constructive to both personal and professional growth.

**The employee signature at the end of this Handbook certifies that the employee accepts the provisions of this Handbook as a component of said employee's employment and that the employee has received a physical or electronic copy of this Handbook.**

## **SECTION 1**

### **1.1 Employment Applications**

We rely upon the accuracy of information contained in the employment application and the accuracy of other data presented throughout the hiring process and during employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

### **1.2 Open Communication Policy**

We want to hear from you. ALA strongly encourages employee participation in decisions affecting them and their daily professional responsibilities. We truly believe that our greatest strength lies in our employees and our ability to work together. To this end, we encourage you to engage in open communications about all aspects of our organization. Employees are encouraged to openly discuss with their administrator any problems or suggestions so appropriate action may be taken. If your administrator cannot be of assistance, the Executive Director is available for consultation and guidance. ALA is interested in all employees' success and happiness. We, therefore, welcome the opportunity to help employees whenever feasible.

## **SECTION 2**

### **YOUR EMPLOYMENT**

#### **2.1 At Will Employment**

As provided in the Employee Acknowledgement and Agreement provided with this Handbook, nothing in this Handbook creates or is intended to create a promise or representation of continued employment with American Leadership Academy. Utah is an “employment-at-will” state, meaning all employees may be terminated at any time and for any reason. Similarly, employment with American Leadership Academy is voluntarily entered into, and employees are free to resign at any time.

Only the Executive Director or Board of Trustees has the authority to alter this arrangement, to enter into an agreement for employment for a specified period of time, or to make any agreement contrary to this policy, and any such agreement must be in writing and must be signed by the Executive Director. In addition, ALA maintains a highly flexible culture. Given the entrepreneurial nature of ALA, an employee’s position and/or position description may be changed at any given time by his or her administrator. Nothing in this manual is intended to change this policy. However, ALA will not discharge an employee who has legitimately invoked the Whistleblower Protection Policy; for exercising their right to vote or to their political affiliation; for answering the call for military duty; for exercising their right of association; answering the call to jury duty; or for receiving an order for wage garnishment.

#### **2.2 Criminal History and Educational History**

As a condition of their employment, all employees are required to submit to a criminal history review. A criminal history review through the Utah Department of Public Safety and Corrections, Office of State Police, Bureau of Criminal Identification, shall be administered. The criminal history review shall include a fingerprint check and simultaneous FBI check. Individuals who refuse to submit to a criminal history review or whose criminal history review reveals that they have been convicted of a crime or have violated the law may not be offered employment and/or may be subject to termination. Individuals whose criminal history review reveals that they have been convicted of a felony will not be offered employment and/or will be terminated. Teachers are required to provide official transcripts to verify units earned/degree received or in-service hours if this information is unavailable through CACTUS. These requirements must be completed prior to beginning employment, and the information must be submitted to Human Resources. Individuals whose educational background differs from that of the job description may not be considered for employment.

#### **2.3 Conflict of Interest and Outside Employment Statement**

Just as ALA expects the highest personal conduct from our students, we expect you to conduct business according to the highest ethical standards of conduct. Employees are expected to devote their best efforts to the interests of ALA. Business dealings that appear to create a conflict between the interests of ALA and an employee are unacceptable. ALA recognizes your right to engage in activities outside of your employment which are of a private nature and unrelated to

our business. However, you must disclose any possible conflicts so that ALA may assess and prevent potential conflicts of interest from arising. Please disclose actual or potential conflicts of interest, in writing, to your administrator. A potential or actual conflict of interest occurs whenever an employee is in a position to influence a decision that may result in a personal gain for the employee or an immediate family member (i.e., spouse or significant other, children, parents, siblings) as a result of the ALA business dealings.

Although it is not possible to specify every action that might create a conflict of interest, this policy sets forth the ones 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 your administrator to obtain advice on the issue. The purpose of this policy is to protect you from any conflict of interest that might arise.

Raising student achievement is hard work! From time to time ALA might ask you to work beyond your normally scheduled hours. ALA asks that employees perform this work when requested.

## **2.4 Immigration Law Compliance**

ALA 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.

Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with ALA within the past three years or if their previous I-9 is no longer retained or valid.

## **2.5 Work Product Ownership**

Please be aware that ALA retains legal ownership of the product of your work. No work product created while employed by ALA can be claimed, construed, or presented as property of the individual, even after employment by ALA has been terminated or the relevant project completed. This includes written and electronic documents, audio and video recordings, system code, and also any concepts, ideas, or other intellectual property developed for ALA, regardless of whether the intellectual property is actually used by ALA. Although it is acceptable for you to display and/or discuss a portion or the whole of certain work product as an example in certain situations (e.g., on a resume), please bear in mind that information classified as confidential must remain so even after the end of employment, and that supplying certain other entities with certain types of information may constitute a conflict of interest. In any event, it must always be made clear that work product is the sole and exclusive property of ALA.

## **2.6 Public Relations**

The success of ALA depends upon the quality of the relationships between ALA, its employees, students, parents and the general public. The public impression of ALA and its interest in ALA will be formed, in part, by ALA employees. ALA employees are ambassadors. The more

goodwill an employee promotes, the more employees, students, parents and the general public will respect and appreciate ALA.

Below are several things we expect employees to do to help leave people with a good impression of ALA. These are building blocks for our continued success.

- Communicate with parents regularly.
- Act competently and deal with others in a courteous and respectful manner.
- Communicate pleasantly and respectfully with other employees at all times.
- Respond to e-mail and voice mail with 24 hours during the workweek.
- Take great pride in your work and enjoy doing your very best.

## **2.7 Whistleblower Policy**

ALA is committed to maintaining a workplace where employees are free to raise good faith concerns regarding the 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 ALA policy, specifically the policies contained in the ALA Employee Handbook. An employee who wishes to report a suspected violation of law or ALA policy may do so confidentially by contacting the School Principal, Executive Director or Human Resources. *Refer to Policy 2030 for further information.*

## **SECTION 3**

### **EMPLOYMENT POLICIES & PROCEDURES**

#### **3.1 Equal Employment Opportunity**

Equal Employment Opportunity is a fundamental principle at ALA, where employment is based upon personal capabilities and qualifications without discrimination because of race, color, religion, sex, national origin, age, disability, political affiliation or belief or any beneficiary of any program financially assisted under Title 1 of the Workforce Investment Act of 1998 (WIA). Discrimination is not made on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or on the basis of his/her participation in any Utah Department of Labor program or activity veteran status, genetic predisposition or carrier status, pregnancy or any other protected characteristic as established by law. This policy of Equal Employment Opportunity applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, termination and all other terms and conditions of employment.

#### **3.2 Harassment**

It is the policy of ALA 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. ALA 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 ALA 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 in by fellow employees or someone not directly connected to ALA (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. *Please refer to Policy 2020 for further information.*

### **3.3 Substance Abuse Policy**

ALA 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. The rules apply during working hours to all employees of ALA while they are on school premises or elsewhere on ALA business.

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

So that there is no question about what these rules signify, please note the following definitions:

Company property/ALA Property: All Company owned or leased property used by employees.

Controlled substance of abuse: Any substance listed in Schedules I-V of Section 202 of the Controlled Substance Act, as amended.

Drug: Any chemical substance that produces physical, mental, emotional, or behavioral change in the user.

Drug paraphernalia: Equipment, a product, or material that is used or intended for use in concealing an illegal drug, or otherwise introducing into the human body an illegal drug or controlled substance.

Illegal drug:

- a. Any drug or derivative thereof whose use, possession, sale, transfer, attempted sale or transfer, manufacture, or storage is illegal or regulated under any federal, state, or local law or regulation.
- b. Any drug, including – but not limited to – a prescription drug, used for any reason other than that prescribed by a physician.
- c. Inhalants used illegally.

Under the influence:

A state of not having the normal use of mental or physical faculties resulting from the voluntary introduction into the body of an alcoholic beverage, drug, or substance of abuse.

Consistent with the rules listed above, any of the following actions constitutes a violation of the ALA policy on drugs and may subject an employee to disciplinary action, up to and including immediate termination.

Using, selling, purchasing, transferring, manufacturing, or storing an illegal drug or drug paraphernalia, or attempting to or assisting another to do so, while in the course of employment.

Working or reporting to work, conducting business or being on ALA property while under the influence of an illegal drug or alcohol, or in an impaired condition.

### **3.4 Smoking**

The use of tobacco products or e-cigarettes are not permitted anywhere on ALA premises or in school vehicles.

### **3.5 Personnel Data Changes**

It is the responsibility of each employee to promptly notify the Human Resources Department of any changes in personnel data such as:

- Mailing address,
- Telephone numbers,
- Name change, a marriage license and/or court document must be provided.

An employee's personnel data should be accurate and current at all times. The USOE should also be notified with any personnel data changes in order to update CACTUS information.

## **SECTION 4**

### **PERFORMANCE**

#### **4.1 Employee Performance Review and Planning Sessions**

It is the purpose of ALA to improve the performance of all employees. Administrators will conduct performance reviews with all teachers annually and other full-time and regular part-time employees as needed. Administrators may conduct informal performance reviews and goal setting sessions more often if they choose.

Performance reviews are designed for the administrator and the employee to discuss his/her current job tasks, encourage and recognize attributes, and discuss positive, purposeful approaches for meeting work-related goals. Together, employee and administrator discuss ways in which the employee can accomplish goals or learn new skills. The goal setting sessions are

designed for the employee and his/her administrator to make and agree on new goals, skills, and areas for improvement.

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.

#### **4.2 Corrective Action**

ALA holds each of its employees to certain work rules and standards of conduct. When an employee deviates from these rules and standards, ALA expects the employee's administrator to take corrective action.

Corrective action is progressive. That is, the action taken in response to a rule infraction or violation of standards typically follows a pattern increasing in seriousness until the infraction or violation is corrected.

The usual sequence of corrective actions includes an oral warning, a written warning, probation, and finally termination of employment. In deciding which initial corrective action would be appropriate, an administrator will consider the seriousness of the infraction, the circumstances surrounding the matter, and the employee's previous record.

Though committed to a progressive approach to corrective action, ALA considers certain rule infractions and violations of standards as grounds for immediate termination of employment. These include but are not limited to: theft in any form, falsification of records, drug abuse, any misconduct concerning a child/student, vandalism or destruction of company property, or untruthfulness about personal work history, skills, or training.

#### **4.3 Discipline**

All employees are expected to meet ALA standards of work performance. Work performance encompasses many factors, including attendance, punctuality, personal conduct, job proficiency and general compliance with ALA policies and procedures. If an employee does not meet these standards, ALA may or may not, at sole discretion, take corrective action, other than immediate dismissal. The intent of corrective action is to formally document problems while providing the employee with a reasonable time within which to improve performance. The process is designed to encourage development by providing employees with guidance in areas that need improvement such as poor work performance, attendance problems, personal conduct, general compliance with ALA policies and procedures and/or other disciplinary problems.

Warnings: The administrator should discuss any problem and present a warning to the employee that clearly identifies the problem and outlines a course of corrective action within a specific time frame. The employee should clearly understand both the corrective action and the consequence (i.e., termination) if the problem is not corrected or recurs. The employee should acknowledge receipt of the warning and include any additional comments of his or her own before signing it. A record of the discussion and the employee's comments should be placed in

the employee's file. Employees who have had formal written warnings may not be eligible for salary increases, bonus awards, promotions, or leaves of absence during the warning period.

Corrective action may include any of a variety of actions depending upon the circumstances and severity of the particular situation. 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 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 options 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, and your intent and motivation to change the performance that took place.

#### **4.4 Standards of Conduct**

The work rules and standards of conduct for ALA are important, and ALA regards them seriously. All employees are urged to become familiar with these rules and standards. In addition, employees are expected to follow the rules and standards in doing their own jobs and conducting ALA business. Please note that any employee who deviates from these rules and standards will be subject to corrective action, up to and including termination of employment. While not intended to list all the forms of behavior that are considered unacceptable in the workplace, the following are examples of rule infractions or misconduct that may result in disciplinary action, including termination of employment.

- Working under the influence of alcohol or illegal drugs.
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace.
- Insubordination or other disrespectful conduct;
- Sexual or other unlawful or unwelcome harassment.
- Using company equipment for purposes other than business (i.e. playing games on computers or personal Internet usage);
- Violation of ALA policies or procedures.
- Unsatisfactory performance or conduct.
- Negligence or any careless action which may endanger the health, safety or well-being of another person.
- Engaging in criminal conduct or acts of violence at any time or making threats of violence toward anyone on school premises or when representing ALA.

- Insubordination or refusing to obey instructions properly issued by your supervisor pertaining to your work, refusal to help out on a special assignment or refusing to cooperate.
- Engaging in an act of sabotage, negligently causing the destruction or damage of school property, or the property of fellow employees.
- Theft or unauthorized possession of school property or the property of fellow employees; unauthorized possession or removal of any school property from the premises without prior permission from management, unauthorized use of school equipment or property for personal reasons.
- Spreading malicious gossip and/or rumors; engaging in behavior which creates discord and lack of harmony; interfering with another employee on the job; restricting work output or encouraging others to do the same.
- Immoral conduct.
- Excessive use of telephones or electronic devices for non-business related activities including but not limited to personal calls, text messaging, social networking, etc.
- Leaving work before the end of a workday without approval of your supervisor.
- Failure to report an absence or unauthorized or excessive absences or lateness.
- Speeding or careless driving of school vehicles.
- Falsifying your timesheet or records of attendance or altering another employee's timesheet.
- Obscene or abusive language toward any employee, student or parent.
- Sharing or disseminating personal, sensitive, or confidential information about an employee, student, or parent. No employee will disclose confidential information unless legal requirements demand such information be revealed.
- Any other act or omission which impairs or restricts the ability of ALA to provide a safe and healthy environment for employees and students.

#### **4.5 Physical Contact with Students and Other Staff Members**

It is the policy of ALA that no teacher or staff member will use corporal punishment against a student. This prohibition includes spanking, slapping, pinching, hitting or the use of any other physical force as retaliation or correction for inappropriate behavior. While the use of appropriate touching is part of daily life and is important for student development, a teacher and staff member must ensure that they do not exceed appropriate behavior. If a child or other staff member specifically requests that he or she not be touched, then that request must be honored without question. If the child or other staff member has not requested that they not be touched, then the following forms of touching are considered appropriate:

- Brief hugs initiated by the student
- Brief hugs given with permission
- Pats on the shoulder or back
- Hand-shakes
- "High fives" and hand slapping

- Touching shoulders and arms around the shoulder area
- Patting a student on the knee (grades K through 5)
- Sitting students on one's lap (grades K-2 ) for purposes of comforting
- 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
- Kissing
- Corporal punishment
- Sitting students on one's lap (grades 3-12)
- Touching buttocks, chests or private 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
- Tickling
- Massages
- Any form of unwanted affection
- Any form of sexual contact

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

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 which would 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 accident) may be appropriate in limited circumstances although clearly inappropriate in more general circumstances. An accidental touch

is never inappropriate provided it is a true accident. It is impossible to define each and every instance when touching is inappropriate. Teachers and staff members should apply the rules of common sense in the circumstance they find themselves.

#### **4.6 Reporting Child Abuse**

The purpose of child abuse reporting legislation is to protect the best interests of children, offer protective services to prevent harm to children, stabilize the home environment, preserve family life whenever possible, and encourage cooperation among the states in dealing with the problem of child abuse.

##### **Duty to Notify**

Any person, official, or institution that fails to report a child abuse or neglect case is guilty of a class B misdemeanor.

Steps to be taken:

- Determine whether there is reason to believe abuse or neglect has occurred. Gathering information is allowable to the extent necessary to determine whether a reportable circumstance exists.
- Make verbal report of abuse or neglect to principal so that they are informed of potential follow up from Division of Family Services.
- Principal is to inform the Executive Director
- Person making observation of abuse or neglect is responsible to contact the Division of Family Services; if immediate danger is evident, contact the nearest law enforcement agency.

*Refer to Policy 2010 for further information.*

#### **4.7 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 (FERPA). These records are the property of ALA, 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 Executive Director. Only teachers, administrative and office personnel are permitted to review the student files.

##### **Liability:**

The effective teacher is concerned for the welfare of students and takes measures to ensure 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 employee 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 principal so that it may be corrected.
4. Students should not be released early from your class or allowed to leave to visit another classroom.
5. Strictly adhere to all stated Policies of the school.

Failure by teachers to meet their responsibilities may have severe consequences, e.g., revocation of their license, criminal charges, etc... Additionally teachers may be held legally liable for negligence in the performances of their duties.

## **SECTION 5**

### **ATTENDANCE**

#### **5.1 Attendance/Punctuality**

The presence or absence of each employee is of critical importance to the successful operation of ALA. Therefore, ALA 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. ALA 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 ALA unless specifically authorized for each occurrence by their administrator. Hourly employees are not to work before or to continue working after their scheduled hours unless specifically authorized for each occurrence, by their administrator. Hourly employees are not allowed to perform work while on scheduled nonpaid lunch break, unless specifically assigned by the supervisor.

Employees violating these rules may be subject to disciplinary action up to and including termination.

#### **5.2 Absence With/Without Notice**

From time to time, it may be necessary for employees to be absent from work. ALA is aware that emergencies, illnesses, or pressing personal business that cannot be scheduled outside an employee's work hours may arise. Paid time off (PTO) has been provided for this purpose.

Employees who are unable to call in themselves because of an illness, emergency or for some other reason, should be sure to have someone call for them. A consistent pattern of questionable absences can be considered excessive, may be cause for concern and possible termination. In addition, excessive lateness or leaving early without informing administration will be considered a "lateness pattern" and may carry the same weight as an absence. Other factors, like the degree and reason for the lateness, will be taken into consideration. Three consecutive days of no call/no

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

## SECTION 6

### WAGE SALARY AND CONTRACT POLICIES

#### 6.1 Employment Period of Educators

The term "Educator" means any professional person who is employed by the school to perform educational services requiring certification by the Utah State Board of Education and holds a valid certificate for his/her position. Educators are granted continued employment for each succeeding year under the conditions outlined below unless terminated for cause, unsatisfactory performance or reduction in force.

- a. Letter of Intent. The educator must submit each year a letter of intent indicating his/her decision to continue employment with ALA for the next school year. The letter of intent must be submitted within one week of receiving it. An educator who does not inform ALA of his/her decision by that date will be deemed to have notified the school that he/she will not be returning.
- b. Before the end of the school year a contract for the upcoming school year will be offered to all returning educators. The educator must submit his/her signed contract within one week of receiving it. An educator who does not inform ALA of his/her decision by that time will be deemed to have notified the school that he/she will not be returning.
- c. Penalty for Termination after submitting signed contract. Educators choosing to terminate their obligation to return after submitting a signed contract for the upcoming contract year are subject to a penalty of one thousand dollars (\$1000.00).
- d. Penalty for Early Termination. Educators choosing to terminate their obligation to their contract prior to the end of the contract term are subject to a penalty of one thousand dollars (\$1000.00). Educators who give the school thirty days written notice before terminating their contract during the contract term will have the penalty reduced to five hundred dollars (\$500.00). The penalty for early termination may be appealed to the Director.
- e. Educators who are terminated without cause during their contracted year will receive \$1000.00 severance pay.

#### 6.2 Timekeeping

**Hourly Employees:** Accurately recording time worked is the responsibility of every hourly employee. Time worked is the time actually spent on a job performing assigned duties. ALA does not pay for extended breaks or time spent on personal matters. Employees should not work past their scheduled hours.

Authorized personnel will review time records bi-monthly. Any changes to an employee's work schedule must be approved by his/her supervisor and an explanation logged in timekeeper.

### **6.3 Paydays**

Hourly employees are paid bi-monthly on the 5<sup>th</sup> and 20<sup>th</sup> of each month with the pay period ending on the 15<sup>th</sup> and the last day of each month.

All salaried employees are paid on the 30<sup>th</sup> of each month. In the event that the 30<sup>th</sup> falls on a Saturday the employees will be paid on the Friday and if the 30<sup>th</sup> falls on a Sunday they will be paid on the Monday.

Salaried employees will be paid through direct deposit of funds to savings or checking accounts at their bank of choice. To activate direct deposit, a Direct Deposit Authorization form may be obtained from Human Resources.

### **6.4 Salary Deductions**

Once a salaried employee's PTO (paid time off) days have been exhausted or are otherwise unavailable, ALA will deduct the equivalent amount of the employee's daily salary rate. This is calculated by taking the employee's total salary and dividing it by the number of contracted days. Employees who believe that ALA has made an incorrect or improper salary deduction should promptly report the deduction to Human Resources.

### **6.5 Wage Garnishment**

When an employee's wages are garnished by court order, ALA is legally bound to withhold the amount indicated in the garnishment order from the employee's paycheck.

### **6.6 Unemployment**

Once an employee files for unemployment their contracted days will be paid out and all benefits will end.

## **SECTION 7**

### **BENEFITS AND TIME OFF**

#### **7.1 Group Benefits**

ALA offers participation in the Utah State Retirement (URS) plan for those employees who are eligible to participate.

ALA offers a medical benefits program for its eligible full-time employees. ALA strives to provide the best, most equitable and cost-effective benefits for employees in recognition of the influence employment benefits have on the economic and personal welfare of our employees. Paid in various benefit forms on the employees behalf, the total cost to provide the benefit

program described in this Handbook, and other documents is a significant supplement to your pay and should be viewed as additional compensation.

ALA reserves the right to design plan provisions and to add, eliminate, or in other ways modify any discretionary benefits described in this Handbook or elsewhere when it is deemed in the organization's best interest to do so. These benefits are subject to change depending on management decision and resources.

You will be provided with summary plan descriptions upon eligibility and enrollment. ALA reserves the right to amend or modify, in whole or in part, any of the provisions of the benefit plans.

For more complete information regarding any of our benefit programs, please contact Human Resources.

## **7.2 Paid Time off (PTO)**

Paid time off (PTO) provides eligible salary staff members with an entitlement of days away from work with pay. PTO days may be used for vacation, personal time, illness or time off to care for family or dependents. Your supervisor uses his/her discretion to approve PTO requests.

Temporary employees, hourly employees, and workers being paid workers' compensation are not eligible to receive or accrue PTO days.

PTO may not be taken the last week of the school year, or on scheduled training days, or immediately before or after holidays without supervisor's permission.

### **Employee Benefit Years 1-3:**

Full time eligible employees year one (1) to three (3), receive five (5) personal days which can be used as sick days when necessary.

See Human Resources for any other work configuration; part time, three-quarter time, etc.

**Employee Benefit Years 3+ years:** Sick and personal days for full time eligible salaried employees, beginning year four (4), will total ten (10) days, five (5) rollover days and five (5) personal days.

### **Exercise of Rollover Benefit:**

Full time eligible salaried employees must complete three (3) full time consecutive eligible years of employment in order to qualify for the Rollover Benefit. Salaried employees with any formation of sick days remaining at the end of the school year will be able to carry the days into the following year.

Example: An employee using 4 of the 5 rollover days would be allowed to carry the remaining day over into the following year.

Accumulation of rollover days are allowable up to ten (10) days at which time the basic benefit will reinstate. Each rollover day is equivalent to \$70 pay out upon retirement.

If a teacher is unable to work on any scheduled day, it is the teacher's responsibility to notify the substitute teacher coordinator by 7:30 a.m. in order to facilitate a replacement or substitute. The employee must also submit a Substitute Request Form. If the teacher has a zero (0) period class, he/she needs to contact his/her administrator.

### **Days off**

All eligible salaried employees must submit the proper paperwork to the appropriate administrative office in the Jr. High building for each day or partial day taken. This applies for **any reason** that you will be absent. The absentee form needs to be filled out if the absence is for school business or personnel reasons **and even if you are not needing a substitute.**

0-2 hours equals .25 day

4-6 hours equals .75 day

2-4 hours equals .50 day

6-8 hours equals 1.0 day

If an employee is taking a planned personal day, the employee should notify their administrator and the substitute teacher coordinator at least five (5) days in advance.

A consistent pattern of questionable absences can be considered excessive, and may be cause for concern. In addition, excessive lateness or leaving early without informing administration will be considered a "lateness pattern" and may carry the same weight as an absence. Other factors, like the degree and reason for the lateness, will be taken into consideration.

### **PTO Exceptions**

- In the event an employee has exhausted his/her PTO, any additional time off must be approved by your supervisor and will be taken without pay.
- Any employee who misses three consecutive days of work without notice to their supervisor may be considered to have voluntarily quit their job.
- Earned PTO cannot be taken before it is accrued and approved.

### **7.3 Donation of PTO**

ALA 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 PTO time from their unused balance to their co-workers in need in accordance with the policy outlined below.

- This policy is strictly voluntary.
- Employees who donate sick/personal time must be employed with ALA for a minimum of 6 months.
- Employees who would like to make a request to receive donated sick/personal time from their co-workers must have a situation that meets the following criteria;

1. 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.
  2. 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 sick/personal time from their unused balance 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 personal need for time off. Employees cannot donate more than 5 days or 50% of their current balance of available days.
  - Employees who receive donated sick/personal time may receive no more than 5 total days in a 12 month period.
  - If the recipient employee has available PTO time in their balance, this time will be used prior to any donated PTO time.

#### **7.4 Bereavement**

Bereavement leave, for eligible employees, may be approved up to seven (7) days a year with full pay for child or spouse. Bereavement leave may be approved up to three (3) days a year with full pay if the deceased person is related to the employee as follows: father, mother, brother, sister, or corresponding in-law, as approved by the ALA Executive Director. Bereavement leave may be approved up to two (2) days a year with full pay for grandparents. Bereavement leave may be approved up to two (2) additional days for traveling more than 500 miles from your home. (The additional days need approval through the Human Resource office).

#### **7.5 Jury Duty**

ALA encourages and expects all employees to fulfill their civic responsibility by serving jury duty when required. ALA employees summoned for jury duty will be granted a leave of absence for the period of time required for such jury duty. The leave of absence will be granted without loss of PTO or any other benefit. If employee is present at court and has not been picked to serve trial he/she must turn in hours served from the clerk of court to their supervisor. Any employee summoned for jury duty must provide his/her supervisor with an authentic summons, subpoena, or notice for such duty and upon returning to work must present proof of jury duty service. Employees are expected to return to work if they are excused for jury duty during their regular working hours.

#### **7.6 Military Duty**

Regular employees requiring a leave of absence for service in the uniformed services are provided leave and will be re-employed at the end of the leave. Policies governing this leave are structured according to the Uniformed Services Leave and Re-employment Act and applicable state regulations. The policy covers those employees who enter active military duty voluntarily and extends to Reservists or National Guard members who are called to limited active duty or extended training duty, including regularly scheduled annual training and military summer camp

training. Military leaves are without pay unless you elect to utilize PTO days earned before commencement of the leave.

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

Eligible employees may take up to 12 work weeks of unpaid, job protected leave under the Family and Medical Leave Act in a 12-month period for specified family and medical reasons. To be eligible for FMLA leave, you must have worked for ALA for at least 12 months.

*Refer to Policy 2060 for further information.*

## **SECTION 8 SEPARATION OF EMPLOYMENT**

### **8.1 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.
- Termination – involuntary employment termination initiated by ALA.
- Layoff/Non-Renewal – involuntary employment termination initiated by ALA for non-disciplinary reasons.
- Surplus-involuntary employment termination initiated by ALA for budgetary reasons.

When an hourly employee intends to terminate his/her employment, he/she shall give ALA at least two (2) weeks written notice. Salaried employees shall give at least four (4) weeks written notice.

Any employee who terminates employment with ALA shall return all files, records, keys, and any other materials that are property of ALA. Any materials that are bought with ALA State or local funds are property of ALA. 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 ALA will also be deducted from the employee's final check.

### **8.2 Non-Renewal**

At the time designated by the School Calendar, an administrator may recommend Non-Renewal of an employment offer effective at the end of the current school year. The reasons for non-renewal cannot be based on an employee's exercise of Constitutional rights, or based unlawfully on an employee's race, color, religion, sex, national origin, disability, or age.

Reasons for a recommendation of Non-Renewal must be based on one of the following:

- Deficiencies pointed out in observation reports, appraisals or evaluations, supplemental memoranda, or other communication.

- Failure to fulfill duties or responsibilities.
- Incompetency or inefficiency in the performance of required or assigned duties.
- Inability to maintain discipline in the classroom or at assigned school-related functions.
- Insubordination or failure to comply with official directives.
- Failure to comply with policies or administrative regulations.
- Conducting personal business during school hours when it results in neglect of duties.
- Reduction in Force (RIF) because of financial exigency or program change.
- Drunkenness or excessive use of alcoholic beverages; illegal use of drugs, hallucinogens, or other substances.
- The possession, use, or being under the influence of alcohol, alcoholic beverages, or drugs and narcotics while on school property, working in the scope of the employee's duties, or attending any school or school sponsored activity.
- Conviction of a felony or any crime.
- Failure by an employee to report his or her indictment, conviction, or deferred adjudication for any felony or any crime.
- Failure to meet the schools standards of professional conduct.
- Failure to comply with reasonable requirements regarding advanced coursework or professional improvement and growth.
- Disability, not otherwise protected by law, which impairs performance of required duties.
- Immorality which is conduct the school determines is not in conformity with the accepted moral standards of the community. Immorality is not confined to sexual matters, but includes conduct inconsistent with rectitude, or indicative of corruption, indecency, or depravity.
- Any activity, school-connected or otherwise, because of the publicity given it, or knowledge of it among students, faculty, community, impairs or diminishes the employee's effectiveness at the school.
- Reasons specified in individual employment offer letters reflecting special conditions of employment such as but not limited to, failure to fulfill requirements for certification.
- Failure to maintain an effective working relationship, or maintain good rapport, with parents, the community, or colleagues.
- A significant lack of student progress.
- Assault on an employee or student.
- Falsification of records or other documents related to the schools activities.
- Falsification of required information on an employment application.
- Misrepresentation of facts to a supervisor.
- Any attempt to encourage or coerce a child to withhold information from the child's parent.

## SECTION 9

### EMPLOYEE COMMUNICATIONS

#### 9.1 Social Media

Social media technology can serve as a powerful tool to enhance education, communication and learning. This technology can provide both educational and professional benefits.

The school is committed to ensuring that all ALA stakeholders who utilize social media technology for professional purposes, including staff and students, do so in a safe and responsible manner. ALA strives to create professional social media environments that mirror the academically supportive environments of our school.

*Refer to Policy Electronic Communication/Social Networking 2130 for further information*

#### 9.2 Computer Email and Internet Use

The computers that you use at work and the E-mail system are the property of ALA and have been provided for use in conducting ALA business. All communications and information transmitted by, received from, created or stored in its computer system (whether through word processing programs, E-mail, the Internet or otherwise) are ALA records and property of ALA. The computer system is to be used for ALA purposes only. Employees may, however, use ALA technology resources for the following incidental personal uses so long as such use does not interfere with the employee's duties, is not done for pecuniary gain, does not conflict with ALA business, and does not violate any ALA policy: (1) To send and receive necessary and occasional personal communications; (2) To prepare and store incidental personal data (such as personal calendars, personal address lists, and similar incidental personal data) in a reasonable manner; (3) To use the telephone system for brief and necessary personal calls; and (4) To access the Internet for brief personal searches and inquiries during meal times or other breaks, or outside of work hours, provided that employees adhere to all other usage policies.

#### No Expectation of Privacy

Although ALA does not wish to examine personal information, from time to time ALA may need to access its technology resources. ALA has the right, but not the duty, to monitor any and all of the aspects of its computer system, including, without limitation, reviewing documents created and stored on its computer system, deleting any matter stored in its system (including, without limitation, its E-mail and word processing systems), monitoring sites visited by employees on the Internet, monitoring chat and news groups, reviewing material downloaded or uploaded by users to the Internet, and reviewing E-mail sent and received by users. Further, ALA may exercise its right to monitor its computer system for any reason and without the permission of any employee. Employee use of ALA computer system constitutes consent to all the terms and conditions of this policy.

Even if employees use a password to access the computer system (or any aspect thereof), the confidentiality of any message stored in, created, received, or sent from ALA computers is not assured. Use of passwords or other security measures does not in any way diminish ALA's right

to monitor and access materials on its system, or create any privacy rights of employees in the messages and files on the system. Any password used by employees must be revealed to ALA as files may need to be accessed by ALA in an employee's absence or for any other reason that ALA in its discretion deems appropriate. Further, employees should be aware that deletion of any E-mail messages or files will not truly eliminate the messages from the system. All E-mail messages and other files may be stored on a central back-up system in the normal course of data management.

**Therefore, employees should not have an expectation of privacy in anything they create, store, send or receive on the computer system.**

Notwithstanding the foregoing, even though ALA has the right to retrieve, read and delete any information created, sent, received or stored on its computer system, E-mail messages should still be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any E-mail messages that are not sent to them or by them. Any exception to this policy must receive the prior approval of a supervisor.

### **Professional Use of Computer System Required**

Employees are reminded to be courteous to other users of the system and always to conduct themselves in a professional manner. E-mails, in particular, are sometimes misdirected or forwarded and may be viewed by persons other than the intended recipient. Users should write E-mail communications with no less care, judgment and responsibility than they would use for letters or internal memoranda written on ALA letterhead. Because E-Mail and computer files may be subject to discovery in litigation, employees are expected to avoid making statements in E-mail or computer files that would not reflect favorably on the employee or ALA if disclosed in litigation or otherwise. Finally, employees may not send unsolicited e-mail to persons with whom they do not have a prior relationship absent the express permission of their administrator.

### **Offensive and Inappropriate Material**

ALA policy against discrimination and harassment, sexual or otherwise, applies fully to ALA's computer system, and any violation of that policy is grounds for discipline up to and including discharge. Therefore, no E-mail messages should be created, sent, or received if they contain intimidating, hostile, or offensive material concerning race, color, religion, sex, age, national origin, disability or any other classification protected by law. Further, material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or unlawful, inappropriate, offensive (including offensive material concerning sex, race, color, national origin, religion, age, disability, or other characteristic protected by law) may not be downloaded from the Internet or displayed or stored in ALA's computers. Employees encountering or receiving this kind of material should immediately report the incident to the Human Resources Department. ALA may (but is not required) to use software to identify inappropriate or sexually explicit Internet sites. Such sites may be blocked from access by ALA networks. Notwithstanding the foregoing, ALA is not responsible for material viewed or downloaded by users from the Internet. The Internet is a worldwide network of computers that contains millions of pages of information. Users are cautioned that many of these pages include

offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. In addition, having an e-mail address on the Internet may lead to receipt of unsolicited e-mail containing offensive content. Users accessing the Internet do so at their own risk. Employees who encounter inappropriate or sexually explicit material while browsing on the Internet should immediately disconnect from the site, regardless of whether the site was subject to ALA blocking software.

### **Solicitations**

ALA's computer system (including, without limitation, its E-Mail system) may not be used to solicit for political causes, commercial enterprises, outside organizations, or other non-job related solicitations. Approval from administration is required before anyone can post any information on commercial on-line systems or the Internet.

### **Licenses and Fees**

Employees may not agree to a license or download any material over the Internet for which a registration fee is charged without first obtaining the express written permission from administration.

### **Games and Entertainment Software**

Employees may not use an ALA Internet connection to download games or other entertainment software, or to play games over the Internet. Employees must consult their immediate supervisor and obtain approval before transmitting any information which may be considered confidential or proprietary.

### **Copyrights and Trademarks**

ALA computer system may not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization from administration. Employees, if uncertain about whether certain information is copyrighted, proprietary, or otherwise inappropriate for transfer, should resolve all doubts in favor of not transferring the information and consult administration.

### **Maintenance and Security of System**

Employees must not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, engaging in online chat groups, printing excessive copies of documents, or otherwise creating unnecessary network traffic. Because audio, video and picture files require significant storage space, files of this or any other sort may not be downloaded unless they are business-related. In addition, employees should routinely delete outdated or otherwise unnecessary E-mails and computer files. These deletions will help keep the system running smoothly and effectively, as well as minimize maintenance costs.

To ensure security and to avoid the spread of viruses, employees accessing the Internet through a computer attached to the ALA network must do so through an approved Internet firewall. Accessing the Internet directly by modem is strictly prohibited unless the computer you are using is not connected to ALA's network. In addition, files obtained from sources outside ALA, including disks brought from files attached to e-mail; and files provided by customers or vendors may contain dangerous computer viruses that may damage ALA's computer network. Employees should never download files from the Internet, accept e-mail attachments from outsiders, or use disks from non-ALA sources. If you suspect that a virus has been introduced into ALA's network, notify technology personnel immediately.

Violations of this policy will be taken seriously and may result in disciplinary action, including possible termination.

### **9.3 Employer Information and School Property**

The protection of ALA business information, property and all other ALA assets are vital to the interests and success of ALA. No ALA related information or property, including without limitation, documents, files, records, computer files, equipment, office supplies or similar materials (except in the ordinary course of performing duties on behalf of ALA) may, therefore, be removed from ALA premises or disclosed without permission from the Executive Director.

All property and supplies bought with school funds belong to ALA. This includes all items bought through fundraising efforts, student fees and donations or bought for individual school programs or any extra-curricular program.

In addition, when an employee leaves ALA, the employee must return to ALA all ALA related information and property that the employee has in his/her possession, including, but not limited to, computer equipment, keys, communication devices, supplies, files, books, and any other items owned by ALA at the time of employee's separation of employment from ALA. **This includes all items purchased with school funds.** Employees will be responsible for any lost or damaged items. Violation of this policy is a serious offense and will result in appropriate disciplinary or legal action.

### **9.4 Internal Investigations and Searches**

From time to time ALA may conduct internal investigations pertaining to security, auditing, or work-related matters. Employees are required to cooperate fully with and assist in these investigations if required to do so. Whenever necessary, in ALA's discretion, employees' work areas (i.e. desks, file cabinets, lockers, etc.) and personal belongings (i.e. brief cases, handbags, etc.) may be subject to a search without notice. Employees are required to cooperate. Because even a routine search for ALA property might result in the discovery of an employee's personal possessions, all employees are encouraged to refrain from bringing into the workplace any item of personal property that they do not wish to reveal to ALA. ALA will generally try to obtain an employee's consent before conducting a search of work areas and personal belongings, but it may not always be able to do so.

## **9.5 Safety**

The management of ALA is committed to providing the resources and manpower necessary to develop, implement, and administer a safety program for the protection of its employees. All management personnel and employees are expected to meet their responsibilities to make the safety program effective and productive. Periodic reviews of our safety program will be conducted by management to maintain its effectiveness. All accidents, injuries, potential safety hazards, safety suggestions and health and safety related issues must be reported immediately to your administrator, to the Facilities Manager. Injuries requiring medical attention should be reported to Human Resources.

### **Safety Rules**

1. No smoking.
2. Horseplay and fighting will not be tolerated in the workplace.
3. Possession of unauthorized firearms, alcoholic beverages, illegal drugs, or unauthorized medically prescribed drugs will not be tolerated in the workplace. Inform your administrator if you are required to take medication during work hours. Written medical evidence stating that the medication will not adversely affect your decision making or physical ability may be required, particularly if you drive a vehicle on company business.
4. Report all work related injuries to your administrator immediately.
5. Immediately report accidents, near accidents, and property damage to your administrator regardless of severity.
6. Operate equipment only if you are trained and authorized to do so.
7. If you do not understand your job assignment, ask your administrator for help or clarification.
8. Inspect your workstation for potential hazards and ensure that the equipment is in safe operating condition before using it. If your work creates a potential hazard then report it immediately.
9. If there is any doubt concerning the safety work method to be used, consult your administrator. Follow recommended work procedures outlined for the job including safe work methods.
10. Maintain an orderly environment. Store all equipment in a designated place.
11. Report any smoke, fire, or unusual odors to your supervisor.
12. Use proper lifting techniques. For objects exceeding 50 pounds in weight, specific methods for safe lifting should be determined by your immediate supervisor.
13. Never attempt to catch a falling object.
14. Comply with all state and local traffic laws, signs, signals, markers, and persons designated to direct traffic. Fasten seat belts before driving any motor vehicle.
15. Know and follow departmental rules regarding first aid, emergency procedures, evacuation routes, and fire department notification.
16. Assist and cooperate with all safety investigations and inspections and assist in implementing safety procedures as requested.
17. Use common sense.

Employees who do not comply with these safety rules may be subject to disciplinary action and may be considered undesirable for continued employment with ALA.

## **9.6 Fee and Cash Collection**

No staff member, other than specifically authorized individuals, are permitted to accept cash and/or checks. All school events, for which money is collected, must be approved by your administrator and the Finance Office. Teaching staff and individual students may be approved to accept money at school events, but are not permitted to collect money for fundraisers, field trips or for fees without prior approval from the Finance Office. All financial transactions should be coordinated through the Finance Office. Cash and/or checks should not be stored or locked in staff offices or desks. **All monies must be counted by two employees and turned into the Finance Office within 24 hours of collection.** Money collected on a week-end must be turned in by 8:30 am of the next school day. Contact the Finance Office for more information. Teachers and staff are not permitted to conduct personal sales or fundraising (such as Avon, bath/beauty products, etc.)

## **9.7 Building Security**

All employees who are issued keys to the office are responsible for their safekeeping. These employees will sign a Building Key Disbursement form upon receiving the key. If said key is lost the employee will be charged \$200.00 for its replacement. **Employees are not allowed to give their keys to students for any reason.** The last employee, or a designated employee, who leaves the school at the end of the business day assumes the responsibility to ensure that all doors are securely locked and lights turned off with the exception of the lights normally left on for security purposes. Employees are responsible to make sure their thermostats are set on appropriate evening and/or weekend setting,

## **9.8 Supplies; Expenditures; Obligating the Company**

Only authorized persons may purchase supplies in the name of ALA. No employee whose regular duties do not include purchasing shall incur any expense on behalf of ALA or bind ALA by any promise or representation without written approval.

## **9.9 Expense Reimbursement**

Expenses incurred by an employee must have **prior** approval by administration **before** being purchased. A reimbursement form will need to be filled out and include any receipts or supporting documentation. All completed purchase orders and reimbursement request forms should be turned into the Finance Office.

## **9.10 Parking**

All Employees must fill out paperwork to receive a parking permit and display the permit in their vehicle.

## **9.11 Public Image**

ALA requires their employee's to dress appropriately in professional or business casual attire when working or meeting with parents or students. All work attire, whether traditional or casual, should be reflective of a professional, dignified appearance.

## 9.12 Work Attire Guidelines

- Pick clothing that is comfortable yet communicates a professional attitude.
- Fitted leggings are not pants and should not be worn as.
- All men's shirts should have collars and tucked in with a belt.
- Clothing must be clean, pressed or wrinkle free, and without holes or frayed areas.
- Body piercing is not permitted with the exception of earrings for women. Men are not permitted to wear earrings. Tattoos must be covered.
- Hairstyles and beards should project a professional appearance, neatly trimmed, and well-groomed.
- Clothing should fit appropriately. Clothes that are excessively baggy or tight are not permitted.
- Jewelry, make-up, and perfume/cologne should be in good taste.
- Low tops showing cleavage and tight short skirts or dresses are not appropriate.
- Employees assigned to Physical Education classes may wear warm-ups, but may not wear such clothing in the regular classroom.
- Employee grooming and dress may not disturb, interfere with, or distract from the educational setting.

If clothing fails to meet ALA employee standards, as determined by administration, the employee will be asked not to wear the inappropriate item again. If the problem persists, progressive disciplinary action will be applied. Any questions should be directed to administration.

### **Inappropriate Items for Men**

1. T-shirts
2. Tank tops
3. Denim
4. Sweatshirts
5. Shirt tails untucked
6. Sweatpants/warm-ups
7. Shorts
8. Jeans
9. Sandals/Slides
10. Hats

### **Appropriate Items for Men**

1. Suit
2. Sports coat and blazer
3. Vest
4. Tie
5. Dress shirt
6. Polo shirt

### **Inappropriate Items for Women**

1. T-shirts
2. Tank tops/sleeveless tops
3. Spaghetti straps/revealing tops
4. Sweatshirts
5. Denim
6. Sweatpants/warm-ups
7. Shorts
8. Jeans
9. Short skirts
10. Flip flops

### **Appropriate Items for Women**

1. Suit set
2. Jacket/blazer
3. Skirt
4. Dress
5. Blouse
6. Polo shirt

- |                               |                               |
|-------------------------------|-------------------------------|
| 7. Sweater                    | 7. Sweater                    |
| 8. Dress slacks               | 8. Dress slacks               |
| 9. Khakis/Dockers             | 9. Casual pants (not denim)   |
| 10. Dress Shoes               | 10. Dress shoes/boots         |
| 11. Loafers                   | 11. Loafers/Sandals           |
| 12. Gym shoes (Teachers only) | 12. Gym shoes (Teachers only) |

### 9.13 Nepotism

ALA permits the employment of qualified relatives of employees, of the employee's household or immediate family as long as such employment does not, in the opinion of ALA, create actual conflicts of interest.

Utah Code 52-3-1(2)(b) states that “No public officer may directly supervise an appointee who is a relative when the salary, wages, pay, or compensation of the relative will be paid from public funds.” Utah Code 52-3-1(1) defines relative as: a father, mother, husband, wife, son, daughter, sister, brother, grandfather, grandmother, uncle, aunt, nephew, niece, grandson, granddaughter, first cousin, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, or daughter-in-law.

ALA will use sound judgment in the placement of related employees in accordance with the following guidelines:

- “Directly supervised” means supervision by anyone within the chain of command, particularly in regards to overseeing day-to-day activities. In other words, “directly supervised” is not limited to supervision by an immediate supervisor. Thus, hiring a relative of anyone in the chain of command—from the Director (who is ultimately responsible for the appointment of all personnel) to the immediate supervisor over the position—could violate nepotism laws.
- Individuals who are related by blood, spouse, or reside in the same household are permitted to work in the same department, provided no direct reporting or administrator to subordinate relationship exists. That is, no employee is permitted to work within "the chain of command" when one relative's work responsibilities, salary, hours, career progress, benefits, or other terms and conditions of employment could be influenced by the other relative.
- Related employees may have no influence over the wages, hours, benefits, career progress and other terms and conditions of the other related staff members.
- Employees who marry while employed, or become part of the same household are treated in accordance with these guidelines. That is, if in the opinion of ALA, a conflict arises as a result of the relationship, one of the employees may be transferred at the earliest practicable time.

## SECTION 10

### EMPLOYEE RESPONSIBILITIES

The presence or absence of each employee is of critical importance to the successful operation of ALA. Therefore, ALA 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.

Educators with a full or part-time contract will be fully obligated to attend faculty meetings, collaboration meetings, required trainings and parent/teacher conference.

Employees are expected to check their ALA email account each day school is in session and at least once per week during summer break. Employees are expected to respond to all professional and parent/guardian emails with 24 hours.

#### 10.1 Teacher Responsibilities

- a. Days: Teachers are expected to work all contract days as outlined on the ALA calendar along with any additional professional development days requested by ALA administration.
- b. Hours: Secondary teachers are expected to work from 7:30 am to 3:45 pm. Elementary teachers are expected to work 7:45 am to 4:00 pm. Teachers are to be available for consultation with students and parents before and after school. Variances to this schedule must be approved by the Principal and Business Administrator in advance. Teachers with class times before 8:00 am and/or after 3:20 pm must establish parent/student consultation times with the Principal.
- c. Communication: Teachers are expected to communicate with each class weekly, through email or Parent Link, to make parents and students aware of upcoming assignments and assessments. Teachers are also expected to make personal contact with student's parent or guardian at least twice annually or once per semester. This can be done through a phone call, Google chat, or another online conference software, in person, at Parent Teacher conference, or through personal email conversation. The focus of this contact should be to talk about mastery of standards, support available from the teacher or school, and the support needed from the parent/guardian. The communication should share something positive to the parent/guardian about their student and not present a problem without a solution. At the first of each month Teachers need to communicate with every parent whose student has fallen below a C- in the Secondary or below a Tier 2 in the Elementary.
- d. Discipline: It shall be the responsibility of all educators to cooperate with and assist the principal in the discipline of the school, not only in their own rooms, but in the halls, lavatories, lunchroom, at assemblies, on the playground, or any other place where students are under the supervision of the school. Educators will perform duties in this regard when assigned by the principal. Principals will support teachers in reasonable actions taken while assisting in school discipline and will administer additional disciplinary measures when deemed necessary.

- e. Co-Curricular and Extra-Curricular Activities: Educators shall assist with co-curricular and extra-curricular activities as assigned by the principal. These extra-duty loads of the school shall be assigned as equitably as possible in order that no educator shall be compelled to carry an excessive burden of responsibility in this regard.
- f. Non-Teaching Duties: The responsibility of an educator encompasses the total education of students which requires that educators also be assigned non-teaching duties by the principal.
- g. Preparation Time: Preparation time is a valuable component of the educational process. It should be understood that the time set aside for preparation purposes is to be used toward the improvement of the teaching process. The time is to be used in correcting assignments, creating lesson plans and doing other activities which are related to his/her teaching duties.
- h. All Educators are required to fill out an end of year check out form. Failure to do so may result in the June paycheck being held.

ALA reserves the right to modify teacher's schedules, class enrollment, or teacher duties without cause and without notice. Examples are, but not limited to, hall monitoring, playground supervision, crossing guard, cafeteria duty, or change in instructional assignment.

### **10.2 Preparation Time**

Teachers may receive prep periods throughout the day. This time is to be used for educational purposes such as: lesson enhancement activities, data collection and analysis, parent, student or school related communication or reports. Personal business, shopping online, gaming, or other such activities are inappropriate on school time. Teachers need approval if leaving the school during prep time and must sign out.

### **10.3 Professional Learning Communities (PLC's)**

PLC's have been established and times set aside by the administration. Teachers are expected to attend and participate in PLC's as scheduled.

### **10.4 Miscellaneous**

ALA reserves the right to modify employee schedules and duties without cause and without notice.

ALA employees should not bring family members with them on tour, fieldtrip, or activity if the employee costs are being supplied by school funds. If an employee wants to bring a family member along, they would need to obtain prior approval through school administration and the family member would need to pay for any costs associated with the tour, fieldtrip, or activity.

ALA reserves the right to alter or amend this Handbook at any time. Employees are invited to periodically review the most current version of the Handbook online for changes. Subsequent versions of the Handbook may be distributed to employees or be available online.

Employees should report any concerns about the operation of the policies set forth in this Handbook to their administrator. If there is a conflict with their administrator, employees should contact the Director or the Human Resource Specialist in the Administration Building. If there is a conflict with the Director or the Human Resource Specialist, employees should contact a member of the ALA Board of Trustees (See Grievance Policy). Contact information for Board of Trustees members can be located at <http://www.americanleadership.net>. Appropriate reporting of concerns, wrongdoing, harassment, and other matters which are critical to the Mission and Vision of ALA, are very important to ALA. ALA desires to create an atmosphere where reporting can be done without fear of retaliation.

ALA provides reasonable accommodation for qualified persons with disabilities. Information about the Americans with Disabilities Act can be obtained from the Human Resource Specialist.

## **EMPLOYEE ACKNOWLEDGEMENT**

I hereby certify that I have received a copy of the American Leadership Academy Employee Handbook. I have been given an opportunity to read this Handbook and agree to read it thoroughly. I agree that if there is any policy or provision in the Handbook that I do not understand, I will seek clarification from my supervisor or from Human Resources. I understand that nothing contained in the Handbook may be construed as creating a promise of future benefits or a binding contract with ALA for benefits or for any other purpose. I also understand that these policies and procedures are continually evaluated and may be amended, modified or terminated at any time.

Dated: \_\_\_\_\_

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_