



The New America School School Employee Handbook

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EMPLOYMENT WITH THE NEW AMERICA SCHOOL IS AT-WILL. EITHER THE EMPLOYEE OR MANAGEMENT HAS THE RIGHT TO TERMINATE THE EMPLOYMENT AT ANY TIME, FOR ANY REASON OR NO REASON.

THE LANGUAGE USED IN THIS HANDBOOK AND ANY VERBAL STATEMENTS BY MANAGEMENT ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESS OR IMPLIED, NOR IS THERE A GUARANTEE OF EMPLOYMENT FOR ANY SPECIFIC DURATION.

NO REPRESENTATIVE OF THE NEW AMERICA SCHOOL, OTHER THAN THE SUPERINTENDENT OF THE ORGANIZATION, HAS AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE SUPERINTENDENT AND THE EMPLOYEE.

THE CONTENTS OF THIS HANDBOOK ARE SUMMARY GUIDELINES FOR EMPLOYEES AND THEREFORE ARE NOT ALL INCLUSIVE. THIS HANDBOOK SUPERSEDES ALL PREVIOUSLY ISSUED EDITIONS. EXCEPT FOR THE AT-WILL NATURE OF THE EMPLOYMENT, THE ORGANIZATION RESERVES THE RIGHT TO SUSPEND, TERMINATE, INTERPRET OR CHANGE ANY OR ALL OF THE GUIDELINES MENTIONED, ALONG WITH ANY OTHER PROCEDURES, PRACTICES, BENEFITS OR OTHER PROGRAMS OF THE NEW AMERICA SCHOOL. THESE CHANGES MAY OCCUR AT ANY TIME, WITH OR WITHOUT NOTICE.

THIS DOCUMENT CONTAINS INFORMATION THAT IS RELEVANT TO/WITH ALL PARTIES, ORGANIZATIONS, COMPANIES AND PROGRAMS ASSOCIATED WITH THE NEW AMERICA SCHOOL IN SITUATIONS OF EMPLOYMENT.

The New America School Mission Statement:

To empower new immigrants with the educational tools and support they need to maximize their potential, succeed and live their American Dream.

You are a very important part of the New America School because, no matter what your job is, others will depend on you. And the better we work together, the more we may progress together.

This handbook is your personal copy to help you get answers when you have questions about The New America School.

This handbook probably won't answer every question. So, when you can't find the answers in this book, please consider your supervisor as your prime source for information about The New America School and your position here with us.

As a member of our team, you are a part of an organization well known for promoting educational opportunities to an underserved and very important group of students in Colorado. We are very proud of our programs and our history of success in the community. We are confident you can help continue to build on our flourishing reputation.

That's why we are glad to have you with us.

Regards,

Dominic DiFelice, Superintendent

The New America School

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EMPLOYMENT:

Equal Employment Opportunity: The New America School is dedicated to the principles of equal employment opportunity in any term, condition, or privilege of employment. We do not discriminate against applicants or employees on the basis of age, race, sex, color, religion, sexual orientation, veteran status, national origin, disability, or any other status protected by state or local law.

Management intends to make reasonable accommodation for qualified individuals with a known disability unless doing so would result in an undue hardship to the New America School. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

The New America School prohibits retaliation against an employee for filing a complaint under this policy or for assisting in a complaint investigation. If you perceive retaliation for making a complaint or your participation in the investigation, please follow the complaint procedure outlined below. The situation will be promptly investigated.

Unlawful EEO Harassment: The New America School is committed to maintaining a positive working environment free of unlawful harassment and which is sensitive to the diversity of its employees. In doing so, the New America School prohibits sexual harassment and harassment because of age, race, sex, color, religion, national origin, sexual orientation, disability or any other legally protected status.

Unlawful harassment includes verbal or physical conduct that has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. Actions based on an individual's race, color, national origin, religion, sexual orientation, disability, or any other legally protected characteristic will not be tolerated. Prohibited behavior includes but is not limited to the following:

- Written form such as cartoons, e-mail, posters, drawings, or photographs.
- Verbal conduct such as epithets, derogatory comments, slurs, or jokes.
- Physical conduct such as assault, or blocking an individual's movements.

This policy applies to all employees including managers, supervisors, co-workers, and non-employees such as customers, clients, vendors, consultants, etc.

Sexual Harassment: Because sexual harassment raises issues that are to some extent unique in comparison to other harassment, the New America School believes it warrants separate emphasis.

The New America School strongly opposes sexual harassment and inappropriate sexual conduct. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- Submission to such conduct is made explicitly or implicitly a term or condition of employment.
- Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment.

Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

All employees are expected to conduct themselves in a professional and businesslike manner at all times. Inappropriate sexual conduct that could lead to a claim of sexual harassment is expressly prohibited by this policy. Such conduct includes, but is not limited to, sexually implicit or explicit communications whether in:

- Written form, such as cartoons, posters, calendars, notes, letters, e-mail.
- Verbal form, such as comments, jokes, foul or obscene language of a sexual nature, gossiping or questions about another's sex life, or repeated unwanted requests for dates.
- Physical gestures and other nonverbal behavior, such as unwelcome touching, grabbing, fondling, kissing, massaging, and brushing up against another's body.

EEO/Harassment Complaint Procedure: If you believe there has been a violation of the EEO policy or harassment based on the protected classes outlined above, including sexual harassment, please use the following complaint procedure. The New America School expects employees to make a timely complaint to enable management to promptly investigate and correct any behavior that may be in violation of this policy.

Report the incident to: Any principal, the Superintendent, or any other management staff. Management or the Superintendent will promptly investigate the matter and take appropriate corrective action. Your complaint will be kept as confidential as practicable. If you feel you cannot go to either of these individuals with your complaint, you should report the incident to human resources.

Complaints will receive attention and the situation will be investigated. If management determines that an employee's behavior is in violation of this policy, appropriate disciplinary action will be taken against the offending employee, up to and including termination of employment.

Anti-Violence: The New America School strives to maintain a work environment free from intimidation, threats, or violent acts. This includes, but is not limited to: intimidating, threatening or hostile behaviors; physical/verbal abuse; vandalism; arson; sabotage; use of weapons; carrying weapons onto our premises; or any other act, which in management's opinion, is inappropriate to the workplace. In addition, bizarre or offensive comments regarding violent events and/or behavior are not tolerated.

Any behavior listed above should be immediately reported to a supervisor. Complaints will receive attention and the situation will be investigated. Based on the results of the inquiry, action will be taken which management believes is appropriate. Employees should directly and

immediately contact law enforcement personnel if they believe there is an imminent threat to the safety and health of employees or property.

If there is a reasonable suspicion that an employee has engaged in conduct listed above, New America reserves the right to conduct without notice searches and inspections of employees, employees' personal belongings or employer-provided materials/equipment. This includes, but is not limited to, such things as vehicles, purses, bags, backpacks, lunch containers, lockers, desks, personal computer files and file drawers.

Prohibited Contact with Students: Employees of the New America School are prohibited from contacting students outside of school for any purpose other than to contact students for legitimate school-related business. Teacher-student relationships of a sexual or romantic nature are strictly prohibited and will result in immediate dismissal and, where appropriate, reporting to law enforcement authorities. Inappropriate behavior regarding communications with students will not be tolerated, including contacting students via telephone, text-messaging, email, instant messaging or in-person meetings.

Problem Solving: Employees who disagree or are dissatisfied with a New America School practice should promptly discuss the matter with their immediate supervisor, where appropriate. This discussion should be held within 3-5 days of the incident, or in a timely basis. Discussions held in a timely manner will enhance our ability to resolve concerns while fresh in everyone's mind. The majority of misunderstandings can be resolved at this level.

If the solution offered is not satisfactory, or if it is inappropriate to go to the supervisor, then employees are encouraged to take the problem to Human Resources. If the problem still cannot be resolved, employees may submit a written complaint or explanation of the problem/concern to the Superintendent or Chief of Business Operations for review and final decision.

Principal and Assistant Principal Qualifications: All principals and assistant principals are required to meet the following qualifications to be employed with The New America School:

- All new administrators must have principal certification
- All administrators currently with The New America School without certification will be given 2 years from their hire date to obtain principal certification

Teacher Licensure Requirements: All teachers are required to meet the following qualifications to be employed with The New America School:

- All teachers must be highly qualified as defined by the NCLB.
- All new non-licensed teachers will be given 2 years from their hire date to obtain a state teaching license.
- All non-licensed teachers returning to The New America School will be given 2 years from August 1, 2007 to obtain a state teaching license.
- All non-licensed teachers must have their statement of eligibility from CDE until they have received their license.

Counselor Requirements: All counselors are required to meet the following qualifications to be employed with The New America School:

- All Counselors will be required to have professional services qualifications; they do not need to have a teaching certificate.

ESL Requirements: All teachers must be endorsed in ESL. If a teacher is not endorsed upon their hire date, they have two years to obtain their endorsement.

If a teacher does not have their teaching certificate and their ESL endorsement, they will have two years from their hire date to obtain their teaching certificate then two years to obtain their ESL endorsement.

GENERAL EMPLOYEE INFORMATION

Employee Status: For administrative purposes, the New America School classifies employees as follows:

Full Time Employee 12 months - an employee who is normally scheduled to work at least 40 hours per week, 12 months per year. Full time employees are eligible for New America School benefits as outlined in this handbook. The following are considered 12 month full time employees: Principals, Assistant Principals, Dean of Students, Office Managers, Lead Secretaries and Office Staff.

Full Time Employee 11 calendar months - an employee who is normally scheduled to work at least 34 hours per week, 11 calendar months per year. Full time employees are eligible for New America School benefits as outlined in this handbook. The following are considered 11 calendar month full time employees: Teachers, Certified Counselors, and Non-Certified Counselors, and Staff on Special Assignment.

Full Time Employee 11 calendar months, 40 hours- an employee who is normally scheduled to work at least 40 hours per week, 11 calendar months per year. Full time employees are eligible for New America School benefits as outlined in this handbook. The following are considered 11 calendar month full time employees: Campus Security Monitors.

Part Time Employee - an employee who is normally scheduled to work less than a 40-hour workweek. Part time employees working 24 hours per week or more are eligible to participate in New America School benefits as outlined in this handbook on a pro rata basis. Part time employees working less than 24 hours per week are not eligible to participate in New America School benefits.

Temporary Employee - an employee who is hired in a job established for a temporary period or for a specific assignment or group of assignments. Temporary employees normally are not eligible for participation in New America School benefits.

Exempt Employee - an employee who is not eligible for overtime pay. The following employees are considered exempt employees: Principals, Assistant Principals, Teachers, Certified Counselors, Non-Certified Counselors, and Staff on Special Assignment.

Non-exempt Employee – an employee eligible for overtime pay. Non-exempt employees are eligible for paid overtime at one and one-half times their regular rate of pay for all hours worked in excess of 40 hours per workweek. All other staff members are considered non-exempt.

The above does not constitute a guarantee of work or status for any period of time and does not change the at-will employment relationship. All employees, regardless of classification, are considered to be employed “at will” and may quit or be terminated at any time and for any lawful reason. Direct any questions regarding your employment classification to the Human Resource Department. Any overtime hours must be scheduled and approved by the Superintendent or their designee in advance.

Long-Term Substitutes: Any substitute that is employed for an employee’s pre-approved unpaid leave will automatically be classified as a long-term substitute. Any substitute that is employed as a substitute for the same teacher for two weeks or longer will be classified as a long-term substitute after the second week.

Paydays: The New America School works with Paychex to administer all paychecks to employees. Pay dates are the last working day of each month. The pay period is the 23rd to the 22nd of the following month. For example, for the month of February you will be paid for work completed January 23 through February 22 on February 28.

Direct Deposit: The New America School has made direct deposit mandatory for all employees. The requirement will alleviate problems of people not getting their check while out on break, leave, vacation, inclement weather, etc. Appendix A – Direct Deposit form.

Salary Cap: The New America School will cap all new teachers at a step 7 for teaching experience. For hard to fill areas of emphasis, i.e. math and science, the cap for new hires will be step 9. Any credit over and above a B.A. will be given after review of transcripts by the Human Resources Department and the Chief of Business Operations. Credits must meet the needs of The New America School in order to be considered for salary level placement. See Appendix B - 2008-2009 Salary Schedule.

Time Sheets: All non-exempt employees must complete New America School timesheets which serve as the basis for calculating your pay and tracking employee use of vacation/discretionary time off. Ask your supervisor or Human Resources for instructions on completing your time sheets.

Time sheets are due into the payroll office no later than the 23rd of each month. Time sheets should be submitted to the employee’s supervisor for approval. All New America School employees are paid on the last working day of each month. Employees should review their pay information monthly to ensure accuracy.

Exempt staff members do not need to fill out a timesheet.

Time Off: If an employee plans on missing work for vacation or use of sick time, a 3 part Staff Absence Request form must be used to request the potential time off. See Appendix C – Staff Absence Request/Notification Form.

Hourly rate for full-time 12 month employees: Employees who work a partial pay period will be paid their hourly rate for the duration of that time period. This will be calculated by taking their annual salary and dividing it by 2080 hours. During partial pay periods employees (exempt as well as non-exempt) will complete a New America School timesheet and follow the procedures outlined above.

Hours of Work: The New America School is normally open for business Monday through Thursday, from 7:30 a.m. to 10:00 p.m. The school offices will be open Fridays through the October count and one week after the count. Starting two weeks after the October count, the offices will be open on Fridays from 8:00 a.m. to 12:00 p.m. Starting and ending times of your shift may change from time to time according to the needs of the New America School or program that you work with.

Principals, Assistant Principals, Dean of Students, Office Staff and Campus Security Monitors are required to work 40 hours per week.

Teachers will have the following bell schedule for the school year:

- 1450 minutes per week (+/- 50 minutes)
- 60 minutes per day of prep time
- 30 minutes for lunch
- Teachers arrive 15 minutes before and 15 minutes after the completion of their bell schedule.
- The bell schedule provides the opportunity for students to have 1080 hours of instruction
- Classes are scheduled to provide 720 hours of FTE status
- For the 148 instructional days, the Teacher's workday is 8.5 hours
- For the remaining 18 days (2 Parent-Teacher Conferences, 11 for Friday In-Service, and 5 for pre-school workdays/prep), the Teacher's workday is 7 hours. This generates an average workday of 8.33 hours and a total of 1384 hours per year.

Counselors will have the following schedule for the school year:

- Counselors will work 8.5 hours per day during the 148 student contact days and the 13 pre-school/end of school days.
- 30 minutes for lunch
- Counselors are to arrive 15 minutes before and 15 minutes after the completion of their bell schedule.
- For the remaining 13 days (2 Parent-Teacher Conferences and 11 for Friday In-Service), the Counselor's workday is 7 hours. This generates an average workday of 8.33 hours and a total of 1459.5 hours per year.

See Appendix D – Metro Calendar & Gypsum Calendar.

Overtime: From time to time, for non-exempt employees, your supervisor may require you to work overtime. In these instances, you are given as much advance notice as practical.

For non-exempt employees, hours worked in excess of forty (40) hours per workweek are paid at one and one-half (1 1/2) times the employee's regular hourly rate. The established workweek begins at 12:01 a.m. on Sunday and ends at 12:00 midnight on Saturday.

For purposes of calculating overtime payments, only hours actually worked are counted. Consequently, hours paid but not worked, e.g., vacation and sick are not counted.

Employee Loans/Advances: Personal loans or advances in pay are not extended.

Social Security/Public Employees Retirement Association (PERA): Each pay period a portion of your salary along with a contribution provided by the New America School is set aside for PERA benefits. This program is intended to provide you and your family with security for retirement benefits, disability payments, financial assistance for dependents or disabled persons, lump sum death payments, Medicare and survivor's benefits. Specific information about personal or family situations is available through your local office of the Social Security Administration or your PERA office. See Appendix E - PERA forms.

Garnishments: If The New America School receives a court or government ordered garnishment, The New America School will comply. By court action, a creditor can require The New America School to withhold a certain amount/percentage of the employee's pay. If garnishments or similar proceedings are instituted against an employee, The New America School will deduct the required amount from the employee's paycheck. Garnishment actions are conducted in compliance with appropriate Federal and State laws. The New America School will charge the allowable administration fee based on the current governmental fee.

TRAVEL AND EXPENSES:

Expense Reports: Please use the proper expense report form given to you by your supervisor. Expense reports must be turned in on a monthly basis. Any reimbursements turned in after 60 days of the occurrence will not be paid. Expense reports/credit card reports without proper documentation are not accepted as complete. You are required to show proof of purchase with a full receipt along with all expense reports. See Appendix F - the NAS Expense form.

Business Travel: Employees who must travel for business purposes are reimbursed for travel expenses, lodging and meals. Employees are not reimbursed for alcoholic beverages. The U.S. General Services Administration (GSA) normal rates and charges for a particular geographic area prevail when auditing travel vouchers. Employees are reimbursed for the coach fare when travel is by common carrier. See Appendix G - U.S. General Services Administration Per Diem Rates. Travel advances may be approved when it is expected an employee may be incurring significant cash expenses. An accounting of the travel advance, with original receipts must be submitted to the accounting office within one week of an employee's return.

Employees authorized to travel by personal car for business purposes are normally reimbursed at the Internal Revenue Service's allowable rate per mile. Tolls and parking fees are also reimbursable. Employees are responsible for moving violations incurred while they are driving a New America School-owned vehicle or personal vehicle for business. Parking violations are also the employee's responsibility.

If you are involved in an accident while on business travel, immediately report the accident to your supervisor. If you use a vehicle owned, leased or rented by New America, you may not use that vehicle for personal reasons without advance approval.

Employees whose travels plans have been approved are responsible for making their own travel arrangements. Employees utilizing flight travel must keep all boarding passes for documentation and as additional receipt of travel.

Employees should contact their supervisor for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other business travel issues.

All business travel must be approved in advance by the Superintendent or their designee. All travel advances must be approved by the Superintendent.

LEAVES OF ABSENCE

Bereavement Leave: Upon the death of a member of your immediate family, you may arrange through your supervisor for compassionate leave. All employees are eligible to receive up to three (3) days of bereavement leave with pay per occurrence.

Immediate family includes mother, father, mother-in-law, father-in-law, spouse, child, stepchild, brother, sister and grandparents. Also, this leave is granted in the event of an employee's or spouse's miscarriage.

Jury & Witness Duty: Employees summoned to jury duty receive regular pay for up to a maximum of 15 working days per calendar year. Employees are also permitted to retain the allowance they receive from the court for such service.

If an employee is summoned to appear in court as a witness, employees are granted unpaid time off.

When excused from jury duty during regular work hours, employees should report to work promptly.

Family Medical Leave Act (FMLA): The New America School grants leaves of absence for the following reasons for eligible employees:

Medical Leave

1. An employee's serious health condition or pregnancy disability

Family Leave

2. Father's attendance at birth of child
3. Parent's care of newborn, if completed within twelve (12) months following birth of child
4. Placement of a child with employee for adoption or foster care
5. Serious health condition of employee's child under 18 years, or older child if disabled
6. Serious health condition of employee's spouse or parent

To be eligible for family and/or medical leave, an employee must be employed at least 12 months and have worked at least 1,250 hours during the 12 months preceding the commencement of leave.

Whenever possible, you must notify Human Resources at least 30 days prior to the leave. Employees should submit a request for a leave of absence in writing to either their immediate supervisor and/or to Human Resources, stating the reason for the leave, the starting date and the planned date for return to work. Appropriate certification for any serious health conditions is also required. The New America School may ask for or require a second medical opinion at the organization's expense. Documentation confirming family relationship, adoption or foster care may be required. If notification and appropriate certification are not provided in a timely manner, approval for leave may be denied. Continued absence after denial of leave may result in disciplinary action.

The maximum time allowed for family and/or medical leave is a total of 12 weeks in the 12-month period as defined by The New America School. The New America School uses the 12-month period measured forward from the first day of an employee's leave. Although most leaves of absence would be taken in a single block of time, an intermittent leave of absence or reduced leave schedule also may be granted where medically required or in cases where both The New America School and the employee agree.

Employees taking intermittent leave or a reduced schedule may be required to temporarily transfer to another job with equivalent pay and benefits that better accommodate that type of leave.

If an employee is currently covered by The New America School medical, dental and/or vision insurance plans, these benefits continue for employees on FMLA leave. Employees must continue to pay their portion of any dependent insurance premium while on leave. If the employee is able but does not return to work after the expiration of their leave, the employee will be required to reimburse The New America School for payment of insurance premiums during the family and/or medical leave. Employees returning from leave must work at least 30 days otherwise, NAS expects reimbursement for insurance premiums paid by NAS while the employee is on leave.

Under a medical leave of absence, employees must use any vacation or discretionary leave at the beginning of leave. Once those hours expire, the leave will be unpaid. If collecting worker's compensation disability payments, an employee may not use vacation or discretionary leave. Any time off and taken for the purposes allowed under the FMLA will run concurrently with the employee's FMLA leave.

As with other types of unpaid leaves, applicable leave time will not accrue during the unpaid leave. However, employment benefits accrued by the employee up to the day on which the family or medical leave of absence begins are retained.

Employees on leave must contact Human Resources at least two days before their first day of return. If the leave is for an employee's own serious health condition, the employee may be required to bring medical certification verifying their ability to return to work. Failure to return to work on the day after the expiration of leave may result in termination of employment.

Employees who return to work from family or medical leave of absence will be returned to their same job or an equivalent position subject to the requirements of FMLA.

Employees not eligible for a Medical or Family Medical Leave of absence may apply for an unpaid leave of absence. The New America School reserves the right to grant or deny any such leave of absence in its sole discretion, on a case by case basis. Employees must use any accrued but unused leave time if applicable. The New America School will require the employee to reimburse the school for any and all insurance premiums while on leave. Arrangements may be made for employees participating in the flexible spending account. Failure to reimburse the school for insurance premiums may result in cancellation of insurance coverage.

Employees who have been on leave for the full 12 weeks and wish to extend their leave of absence must request the additional leave. The New America School is not required to hold an employee's position open beyond the twelve weeks. An employee on an extended leave will be required to reimburse the company for any insurance premiums that were paid for by the company. Any additional insurance premiums will be the responsibility of the employee. See Appendix H - FMLA Specific Notice form.

Military Service member FMLA: The Family and Medical Leave Act was amended in January 2008 to provide eligible employees working for covered employers leave rights related to military service. This policy supplements current FMLA policy. Except as mentioned in this section, a Military Service member's FMLA leave follows the existing FMLA policy.

1. Eligible employees are entitled to up to 12 weeks of leave because of "any qualifying exigency" arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty, or has been notified of an impending call to active duty status, in support of a contingency operation. Examples of qualifying exigency leave could include: arranging for childcare, attending pre-deployment briefings, attending family support meetings.

2. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered military service member who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to 26 weeks of leave in a single 12-month period to care for the military service member. This military caregiver leave is available during "a single 12-month period" during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave.

Military Leave: New America will grant a military leave of absence if you are absent from work because you are serving in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). You must give your supervisor advance notice of upcoming military service, unless military necessity prevents advance notice or it is otherwise impossible or unreasonable. Employees in the United States uniformed services may request ten (10) days of leave annually for reserve duty with written orders from their military branch.

This time is granted in addition to earned discretionary time (if applicable).

If you are inducted into a branch of the U.S. Armed Forces for an extended period, upon returning to the New America School after separation from military service, you may be reinstated in accordance with the provisions of the Law.

If you have questions about military leave, contact human resources for more information.

Time off for Voting: Management encourages employees to vote and may, where necessary and reasonable to do so, allow up to 2 hours prior to the start of work or at the end of an

employee's work-day to do so. This request must be made to the principal of the employee's school at least two weeks prior to voting day.

For more information regarding leaves of absence, please see human resources.

Incident Weather: In the event of inclement weather, the decision to close the school will be the decision of the Superintendent or Chief of Business Operations. The schools will only be closed if the sponsoring district is closed. If the school is open and you do not report for work you will be charged with discretionary leave or leave without pay if discretionary time is not available.

GENERAL

Drugs and Alcohol: The New America School strictly prohibits the possession, purchase, or consumption (use) or sale of a controlled substance or alcohol on New America School premises or while conducting New America School business. Employees may not use, possess, distribute, sell or be under the influence of alcohol or illegal drugs while on New America premises. You may use legally prescribed drugs on the job only if they do not impair your ability to perform the essential functions of your job effectively and safely without endangering yourself or others.

If you are suspected of being under the influence of drugs or alcohol we may require you to take an immediate drug or alcohol test. Refusing the test will subject you to immediate discharge. See Appendix I - Drug Free Workplace

Professional Development: Any Professional Development and Training will have to be approved by the Principal before attending. System Professional Development will be charged to the school on a pro-rated basis.

For school-based Professional Development to be approved, the following criteria must be met: 1.) Funds must be in the approved school Professional Development budget; 2.) Conferences, workshops and in-service days, as approved by the Principal, will be reimbursed within the available school budget; 3.) If the Professional Development is Principal-directed, the courses will be reimbursed to a maximum of \$300.00; 4.) Principals will track and monitor all staff expenditures in the Professional Development category and ensure equity of opportunity for all staff members. See Appendix J - Conference Request Form, which is also available on the NAS website.

Attendance and Punctuality: Regular attendance and punctuality are critical to our Organization. Your attendance and punctuality are considered, along with your work performance, in decisions regarding renewal and pay raises. Absenteeism or tardiness that is excessive in the judgment of the Organization will not be tolerated.

If you are going to be absent or late, let your supervisor know as soon as possible before the start of your shift. If your supervisor is not available, contact Human Resources. Leaving messages with other employees or on voice mail is not acceptable.

Unless under extreme circumstances, failure to call in when absent for three consecutive days will be considered job abandonment and you may be terminated.

Attendance at In-Service Days: All scheduled In-Service days are MANDATORY. The New America School views in-service days as a critical aspect to a successful school year. Only unforeseen emergencies such as the illness of a child or the teacher's own illness are acceptable absences. Failure to attend in-service days may result in a teacher's termination.

In-Service days are for team building exercises and professional development.

Outside Employment: It is the policy of The New America School to allow its employees to engage in outside work or hold other jobs, subject to certain restrictions as outlined below.

The New America School requires that employees' activities and conduct away from the job not compete or conflict with or compromise its interests, or adversely affect job performance and the ability to fulfill all responsibilities to The New America School. (See Conflict of Interest below). This prohibition extends to the unauthorized use of any New America School tools or equipment and the unauthorized use or application of any confidential trade information or techniques. In addition, employees should not solicit or conduct any outside business during paid working time.

All employees, including part-time employees, must obtain prior approval from the Superintendent or Chief of Business Operations before undertaking any outside employment or other work activity. Principals and Assistant Principals are expected to devote all of their working energies to the performance of their duties at The New America School and, therefore, may not be eligible to accept paid outside positions.

Employees are cautioned to consider carefully the demands that additional work activity will create before requesting permission to seek or accept outside employment. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours. If outside work activity causes or contributes to job-related problems, it must be discontinued.

Employee requests for permission to accept outside employment, including self-employment, should be submitted in writing to the employee's supervisor. The request should include any pertinent information about the outside employer, the nature of the job, the hours of employment, and potential conflicts with the primary job. The supervisor should then forward the request to the Human Resources Department, recommending either approval or disapproval. The Human Resources Department will forward the request to the Superintendent and/or Chief of Business Operations who will then make the final decision.

In evaluating requests for outside work, supervisors, the Human Resources Department and the Superintendent and/or Chief of Business Operations will consider whether the proposed employment:

- (a) May reduce the employee's efficiency in working for The New America School;
- (b) Involves working for an organization that competes with The New America School or does a significant amount of business with The New America School, such as major contractors, suppliers, and customers; or
- (c) May adversely affect The New America School's image.

Employees who have accepted outside employment may not use paid discretionary time to work on the outside job. Fraudulent use of discretionary time will result in disciplinary action up to and including termination.

Confidential Information: Employees handling confidential information are responsible for its security. Extreme care must be exercised to ensure that it is safeguarded to protect the New America School. The New America School's business affairs should not be discussed with

anyone outside the New America School, except when required in the normal course of business. Trade secrets and proprietary information are unique assets of the New America School. This includes, but is not limited to, information concerning the New America School and any charter or contract schools falling under its umbrella.

The disclosure of this knowledge to unauthorized persons is potentially harmful to The New America School's business. Access to certain secrets or New America School information and operating procedures should be limited to those employees who "need to know." Any copying, reproducing, or distributing of confidential information in any manner must be authorized by the Superintendent. Confidential information remains the property of the employer and must be returned to the New America School on demand.

These restrictions are not intended to prohibit the disclosure to outsiders of information about the New America School that is routinely made available to the public by advertisement or otherwise, such as the nature of the New America School's products and services and its business hours. See the next section regarding the Confidentiality of Student Records regarding the procedure for maintaining the confidentiality of such records.

Confidentiality of Student Records: The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. §1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. In all cases where access to student records is requested, except for as provided in this policy, a written request to see the files must be made by the parent or eligible student. The principal, upon receipt of the written request, shall provide access to inspect and review the records and set a date and time for such inspection and review. In no cases will the date be set more than three working days after the request has been made.

The parent or eligible student shall examine the student's records in the presence of the principal and/or other person(s) designated by the principal. Only licensed personnel such as the vice-principal or counselor may be so designated.

The records shall not be taken from the school building.

Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. The parent or eligible student must write to the school principal and clearly identify the part of the record they want changed and specifying why it is inaccurate, misleading or otherwise violates the privacy rights of the student. The request must be made within 10 school days of the date the records were first examined. If the school decides

not to amend the record, the principal shall notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, the principal must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR §99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific state law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. It is the general policy of The New America School not to disclose student telephone numbers and addresses except for under the circumstances set forth on the bullet-point list, above.

Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

The principal of the school is the official custodian of student records in his or her building.

Conflicts Of Interest: Employees must conduct business without creating any conflict of interest. A conflict of interest can arise when an employee is involved in activity for personal gain, which for any reason is in conflict with the Company's business interests.

Employees cannot solicit or compete with the Company's product or service offerings. Outside work cannot be performed on the Company's time. Employees cannot use the Company's equipment, materials, resources, or "inside" information for outside work.

Employees should not solicit business or clients or perform outside work on the Company's premises. Employees and their immediate family must be free of any significant investment or association with competitors or suppliers that might interfere or appear to interfere with

Company interests. Outside employment may be permitted but the School Principal must approve any outside employment in writing.

Employees should notify the Superintendent of New America School regarding any possible conflicts of interest in writing.

Appearance and Conduct: Staff is expected to wear suitable attire for an office setting. The definition of "suitable attire" will be discussed by individual principals and school staff to clarify appropriate staff attire within their school.

New America School Property: Employees may be issued property by New America School for school business. Employees will be asked to sign an acknowledgement regarding the property being issued. Employees will be responsible for the property while in the employees' possession. Specific terms and other conditions regarding the property will be spelled out in individual agreements. Employees who fail to return issued property to New America School upon termination may be responsible for the cost of replacement and those costs will be deducted from the employees' final paycheck.

Computer Systems: During your employment, you may have access to the New America School computer systems through personal desktop and laptop computers, local and wide area networks, while on or off the New America School premises. Use of the New America School computer resources is restricted to New America School business only. Therefore, documents or files created thereon are the property of the New America School. All information regarding access to the New America School computer resources, such as user identifications, modem phone numbers, modem access codes, passwords, and account codes are New America School confidential information and may not be disclosed to non-New America School personnel.

All computer files, documents and software created or stored on the New America School computer systems are subject to review and inspection at any time. In this regard, you should not assume that any such information is confidential, including E-mail and instant messaging. This also applies to text messaging for those employees with cell phones provided by or paid for or paid for in part by the New America School.

Computer equipment should not be removed from the New America School premises without written approval from the Superintendent. Upon termination of employment, all computer hardware should be returned to the employee's immediate supervisor. See Appendix K - The NAS Computer Network and Internet Access Policy.

Software: Employees are responsible for maintaining the on-going integrity of the New America School computer data and computer security system. Access to computer files is restricted to job-related needs and access must be authorized by management.

The New America School has numerous licenses to utilize computer software. The license agreements contain restrictions concerning the software use, duplication and federal copyright protection.

Each employee who uses the New America School computer resources assumes the responsibilities listed below:

- Only software that has been authorized and purchased by the New America School should be loaded or used on any New America School computer.
- Personal or loaded software may contain computer viruses which could be potentially damaging to the New America School systems and database.
- The New America School or vendor software and software manuals should not be duplicated or reproduced in any manner. Such actions are in violation of license agreements the New America School and its employees are obligated to abide by.
- The New America School software is not to be altered in any manner, including, but not limited to, decompiling, disassembling, and cross-compiling, reverse engineering, or creating derivative works.
- Computer software or documentation should not be removed from the New America School premises without written approval from the Superintendent.
- Upon termination of employment, all computer software and manuals should be returned to the employee's immediate supervisor.

Violation of any of the above provisions will not be tolerated and may result in termination.

Internet: Employees' access to the Internet is limited to New America School business only and will be granted based upon business needs on a case by case basis.

Communication Systems: The New America School utilizes systems where employees receive and send messages through email and Voicemail. Although employees are able to use personal access codes, management maintains the ability to access any messages left on or transmitted over the systems. Because of this fact, employees should not assume that such messages are confidential or that access by the employer or its designated representative will not occur. In keeping with this intention, the communication systems are intended solely for business use.

Telephone Calls: The New America School telephone system has been provided to assist the New America School in conducting its business. Excessive use of the telephone for personal calls during working hours is unacceptable. All personal calls including those made with a cell phone, should be infrequent and as brief as possible. Personal long distance calls may not be charged to the New America School numbers. Business phones should be used for business. In other words, please minimize personal calls and keep them brief.

Copier, Fax & Postage Meter: The copier, fax, and postage meter are business machines and may not be used for personal matters.

EMPLOYEE BENEFITS

Insurance: Regularly scheduled full and part-time employees are eligible for insurance benefits, the first of the month after date of hire.

Teachers, Counselors and Staff on Special Assignment that do not work full time (34 hours) but work 17 or more hours will receive benefits on a pro-rated basis depending on the number of hours worked per week/based on a 34 hour work week and depending on carrier eligibility requirements.

Principals, Assistant Principals, Dean of Students, Office Staff, Part-time Employees and Campus Security Monitors will receive benefits based the number of hours worked. The following schedule will be used to determine benefits coverage: 0- less than 24 hours per week will not be eligible for benefits, 24 - less than 32 hours per week will receive 50% coverage, 32 hours or more - less than 40 per week will receive 75% coverage and 40 hours or more per week will receive 100% coverage.

Insurance premiums and leave accruals are prorated based on the percentage of full time equivalency (FTE) worked for regularly scheduled employees.

Management may review the terms of all benefits and reserves the right to change benefit plans or any other benefit program at any time.

Employees who do not wish to enroll in the benefit plans must sign a waiver form and will not be able to enroll until open enrollment, unless they experience a life status change such as marriage, divorce, birth or adoption. Please see human resources for more information.

Currently, the New America School offers full-time and eligible part-time employees medical, dental, vision, and life insurance. Eligible employees are also automatically enrolled in an additional life insurance plan and Long-Term Disability plan. Employees may also participate in a Flexible Spending Account.

Employees will be given benefit enrollment information at new hire orientation or insurance open enrollment.

The New America School provides a certain dollar amount towards the cost of benefits. This amount, paid by The New America School, is subject to change at the time of open enrollment. Depending on which plan the employees enroll in, the employees will be responsible for employee only difference and dependent premiums. Dependent premiums will be deducted from the employee's paycheck on a pre-tax basis, regardless of whether the employee participates in the medical/child care portion of the flexible spending account.

Workers' Compensation: The New America School carries insurance to cover the cost of a work-related injury or illness. Benefits help pay for your medical treatment and may include part of income you may lose while recovering. Detailed information is given to you if you are injured on the job, or suffer an occupational illness.

EMPLOYEE AND STUDENT SAFETY: It is the policy of the New America School to comply with all applicable federal, state, and local health and safety regulations and to provide a work environment as free as practicable from recognized hazards. Employees are expected to comply with all safety and health requirements whether established by the New America School by federal, state, or local law.

The New America School has appointed the Chief of Business Operations to oversee the New America School's safety policies and procedures. The Chief of Business Operation's responsibilities include:

- (a) Monitoring compliance with the New America School safety rules and regulations and the applicable safety and health standards established as a result of the Occupational Safety and Health Act and any other applicable federal, state, or local employee safety laws or regulations;
- (b) Developing and implementing written safety plans or programs as needed;
- (c) Investigating, correcting, and reducing recognized unsafe and unhealthful working conditions or potential hazards;
- (d) Conducting periodic safety and health inspections of all work areas, machinery, equipment, and any recognized potentially hazardous New America School facilities;
- (e) Representing the New America School during investigations conducted by the Occupational Safety and Health Administration ("OSHA"), by any other federal, state, or local safety and health personnel, or by insurance underwriting representatives;
- (f) Organizing the safety training and retraining of employees;
- (g) Monitoring compliance with the various requirements established by any law or by the organization's insurance carrier relating to recordkeeping and the retention of records;
- (h) Establishing fire prevention and fire fighting programs, conducting fire drills, testing fire fighting equipment, and enforcing no smoking policies where appropriate;
- (i) Developing disaster preparedness plans;
- (j) Investigating all accidents, hazardous incidents, and fires involving New America School employees, or which occur on New America School premises, and preparing the required reports;
- (k) Posting notices required by law or by the organization's insurance carrier; and
- (l) Evaluating the effectiveness of the New America School's safety program.

Employees should report to the Chief of Business Operations or their supervisor all observed safety and health violations, potentially unsafe conditions, and any accidents resulting in injuries to employees or customers.

Employees may enter or remain on the New America School's premises outside their normal working hours only when authorized to do so by their supervisor. Supervisors should notify

the Chief of Business Operations of the authorization so that an approved list can be maintained and security guards can be notified.

Employees are expected to exercise reasonable care for their own protection and for that of their personal property while on the New America School premises and while away from the premises on business. The New America School assumes no responsibility for loss, damage, or theft of personal property.

Employees who want to take New America School property or equipment off premises must have their supervisor's written authorization and must sign a hand receipt for the equipment. Removing property or equipment without authorization will result in discipline. Employees are responsible for the proper care and return of all New America School property and equipment assigned to their possession.

Supervisors should not discriminate in any manner against an employee because the employee has instituted a safety-related proceeding, has testified in that type of proceeding, or has otherwise exercised any right provided by law.

Violations of New America School safety rules, regulations or procedures may result in disciplinary action, up to and including termination.

Visitors: All visitors must sign in at the main office when entering the building.

Parking: Employees who use the New America School parking lot do so at their own risk. Employees are encouraged to lock their cars at all times when left in the parking lots. The New America School assumes no responsibility for any damage to, or theft of, any vehicle or personal property left in the vehicle while on the parking lot.

Safety/Reporting of Injury: Employees injured on the job must report the injury to your supervisor and to the Compensation/Benefits/Risk Management Specialist within 24 hours of the incident. Employees will be asked to complete a First Report of Injury Form, regardless of whether they seek medical attention or not. Employees needing medical attention are to report all accidents in writing, no matter how minor, to your supervisor immediately. This is necessary in order to attempt to provide you with prompt medical treatment from our designated physician. Treatment for on-the-job injuries must be obtained from this physician or else you may be responsible for the cost of medical treatment. Prompt reporting of the accident will help us to take steps to reduce the possibility of future accidents and is required by law. See Appendix L - First Report of Injury form.

Retirement Plans: Employees of the New America School may participate in either a 403(b) plan or a PERA 401(k) plan. See human resources for more information.

Holidays: All employees get the following paid holidays off:

New Year's Day (1 day)
Martin Luther King Jr. Day (1 day)
President's Day (1 day)

Memorial Day (1 day)
Fourth of July (1 day)
Labor Day (1 day)
Thanksgiving (1 day)
Christmas Day (1 day)

Discretionary Time: Discretionary time is time accrued over and above summer vacation, holidays and breaks. All full-time Teachers, Certified Counselors, Non-Certified Counselors, Staff on Special Assignment (SOSA) and Campus Security Monitors (CSM) are eligible to accrue 5 discretionary days per year, which will be distributed August 1 of the current school year or their hire date.

If an employee leaves before the end of the school year, their discretionary time will be reviewed and the accrual will be calculated at a monthly rate of 0.417 days a month. If the terminated employee has used more than their accrual, the difference will be deducted from their final paycheck.

Discretionary days will not be carried over into the new school year.

Starting in the 2008-2009 school year, any Teacher, Counselor, Non-Certified Counselor, Staff on Special Assignment and Campus Security Monitor that has any discretionary time remaining, will be paid out at their regular hourly rate. The payout will take place on the July check.

The maximum accrual per year will be 5 days. For example:

At the end of the 07-08 school year, a teacher carries over 5 days into the 08-09 school year. That teacher would receive 5 days at the beginning of the 08-09 school year. If no discretionary time was used by the end of the 08-09 school year, the employee would end the school year with 10 days. They would be required to cash out the 10 days. They would begin the 09-10 school year with 5 discretionary days.

Teachers, Certified Counselors, Non-Certified Counselors, SOSA's and CSM's, full or part-time will be allowed to go into the negative 5 days.

Part-time employees, that are eligible for benefits, will accrue discretionary time on a pro-rated basis.

No one will be permitted to accrue more than 5 discretionary days per year.

Upon termination of employment, discretionary time will be paid out.

Sick Leave: The following is the schedule for all positions:

Principal: All Principals receive 10 days of sick leave at the beginning of each school year. All sick leave must be approved by the Superintendent or Chief of Business Operations.

Assistant Principal: All Assistant Principals receive 10 days of sick leave at the beginning of each school year. All sick leave must be approved by the Superintendent or Principal.

Dean of Students: All Dean of Students receive 10 days of sick leave at the beginning of each school year. All sick leave must be approved by the Principal.

Teachers: All Teachers receive 5 days of sick leave at the beginning of each school year. All sick leave must be approved by the Principal.

Certified Counselors: All Certified Counselors receive 5 days of sick leave at the beginning of each school year. All sick leave must be approved by the Principal.

Staff on Special Assignment: All SOSAs receive 5 days of sick leave at the beginning of each school year. All sick leave must be approved by the Principal.

Non-Certified Counselors: All Non-Certified Counselors receive 5 days of sick leave at the beginning of each school year. All sick leave must be approved by the Principal.

Campus Security Monitors: All CSMs receive 5 days of sick leave at the beginning of each school year. All sick leave must be approved by the Principal.

Office Managers: All Office Managers receive 10 days of sick leave at the beginning of each school year. Sick leave must be approved by the Principal.

Lead Secretary: All Lead Secretaries receive 10 days of sick leave at the beginning of each school year. Sick leave must be approved by the Principal.

Office Staff: All full time Office Staff accrue 10 days of sick leave at the beginning of each school year. Sick leave must be approved by the Principal.

All full-time employees will be allowed to carryover any remaining sick leave time as of July 31. There is no maximum on the carryover amount.

All staff will be allowed to go into the negative by 5 days.

Upon termination of employment, sick time will be calculated at a monthly rate of 0.833 days a month to determine if an employee has used more than the monthly accrual. If an employee has used more, the difference will be deducted from their final paycheck. If an employee has sick time available at the time of termination, their sick time will not be paid out.

Vacation: The following is the schedule for all positions:

Principal: All Principals receive 5 weeks vacation at the beginning of each school year. Vacation time must be used between August 1 and July 31 of the current school year with approval by the Superintendent or Chief of Business Operations. Each principal will be allowed to carryover up to 5 remaining days of vacation as of July 31. Any time remaining over and above 5 days will be forfeited.

Assistant Principal: All Assistant Principals receive 5 weeks vacation at the beginning of each school year. Vacation time must be used between August 1 and July 31 of the current school year with approval by the Superintendent or Principal. Each Assistant Principal will be allowed to carryover up to 5 remaining days of vacation as of July 31. Any time remaining over and above 5 days will be forfeited.

Dean of Students: All Dean of Students receive 5 weeks vacation at the beginning of each school year. Vacation time must be used between August 1 and July 31 of the current school year with approval by the Principal. Each Dean of Student will be allowed to carryover up to 5 remaining days of vacation as of July 31. Any time remaining over and above 5 days will be forfeited.

Teachers: All Teachers have the summer off; they do not accrue or receive vacation pay.

Certified Counselors: All Certified Counselors have the summer off; they do not accrue or receive vacation pay.

Staff on Special Assignment: All SOSAs have the summer off; they do not accrue or receive vacation pay.

Non-Certified Counselors: All Non-Certified Counselors have the summer off; they do not accrue or receive vacation pay.

Campus Security Monitors: All CSMs have the summer off; they do not accrue or receive vacation pay.

Office Managers: All Office Managers receive 2 weeks of vacation at the beginning of each school year. Vacation time must be used between August 1 and July 31 of the current school year with approval by the Principal. Each Office Manager will be allowed to carryover up to 5 remaining days of vacation as of July 31. Any remaining time over and above 5 days will be forfeited.

Lead Secretary: All Lead Secretaries receive 2 weeks of vacation at the beginning of each school year. Vacation time must be used between August 1 and July 31 of the current school year with approval by the Principal. Each Lead Secretary will be allowed to carryover up to 5 remaining days of vacation as of July 31. Any remaining time over and above 5 days will be forfeited.

Office Staff: All full time Office Staff accrue 2 weeks of vacation. Vacation time must be used between August 1 and July 31 of the current school year with approval by the Principal. Each

Office Staff employee will be allowed to carryover up to 5 remaining days of vacation as of July 31. Any remaining time over and above 5 days will be forfeited.

At the beginning of an employee's 6th year (their anniversary date) with New America School, an employee who is eligible for vacation (those who have the summer off are not eligible) will begin accruing one additional week of vacation.

Upon termination, vacation time will be calculated at a monthly rate dependent on the employee's position to determine if an employee has used more than the monthly accrual. If an employee has used more, the difference will be deducted from their final paycheck. If an employee has vacation time available at the time of termination, their vacation time will be paid out.

Compensatory (Comp) Time: Generally, The New America School does not recognize comp time. However, when an exempt employee does work more than 40 hours per week, the New America School may grant compensatory time. All comp time must be approved by the principal. Comp time must be taken or used within the pay period in which it is earned. Employees may not accumulate comp time.

Personal Time: The New America School does not offer personal time. Any requested personal time will be charged to the employee's discretionary or vacation/sick leave.

Breaks: All schools are closed for Thanksgiving, Winter and Spring Breaks. The offices will be closed the Wednesday before Thanksgiving, the Friday after Thanksgiving, the two weeks of winter break and one week of spring break. All full time employees and Campus Security Monitors will be paid for Thanksgiving, winter and spring break.