

# **Employee Handbook**

***Current as of July, 2022***



## ***Purpose***

The purpose of this employee handbook is to provide guidance to acquaint all employees with the Board Policies of Hogan Preparatory Academy, Inc. (HPA). The Board Policies are available on the district website. Additionally, the handbook provides information about working conditions, employer provided benefits, and some of the policies affecting employment. All employees should read, understand, and comply with all provisions of the handbook. It describes many employee responsibilities and outlines the benefit programs developed by HPA. Your compliance with this handbook is a condition of your employment. One of the objectives is to provide a work environment that is conducive to both personal and professional growth.

This employee handbook is a tool to keep employees informed of the terms and conditions of their employment, including school policies and procedures. HPA reserves the right to revise, add or delete from this handbook. HPA will notify employees when changes have been made to the handbook. No oral statements or representations can change the provisions of this handbook. Board Policies shall supersede this handbook.

## **Notice of Nondiscrimination**

Hogan Preparatory Academy admits students of any race, color, national origin, ethnic origin, age, religion, creed, sex, sexual orientation, disability, or any other legally recognized classification to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The District does not exclude people or treat them differently because of race, color, national origin, age, disability, or sex. The District does not discriminate on the basis of race, color, national origin, ethnic origin, age, religion, creed, sex, sexual orientation, veteran's status, disability, or any other legally recognized classification in administration of its hire and employment policies, educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs, and the District provides equal access to the Boy Scouts and other designated youth programs.

Hogan Preparatory Academy complies with the regulations implementing Title VI and Title VII of the Civil Rights Act of 1964; Title IX of the Education Amendments Act of 1972; Title II of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; and other state and federal laws and regulations.

Inquiries concerning the District's nondiscrimination policies:

Dr. Tamara Burns, Deputy Superintendent  
1331 E Meyer Blvd  
Kansas City, Missouri 64131  
(816) 444-3484 ext. 2238

For further inquiry, may also be directed to Office for Civil Rights at: [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov)

### **Waiver of Breach**

The waiver by HPA of any violation of any term or condition set forth in this employee handbook shall not operate as a waiver of any subsequent violation. No waiver shall excuse compliance with the provisions of the employee handbook unless placed in writing and signed by the Board President of HPA.

### **Definitions**

The term "HPA administration" is used throughout the employee handbook and in general refers to the superintendent, deputy superintendent, Chief of Leadership Development, Chief Officer of Student Services and Social Emotional Learning Supports, principals and assistant principals. The intent is to provide all employees with a person to contact in the event of any of the situations described in the handbook.

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## ***Employee Acknowledgement Form (for personnel file)***

\_\_\_\_\_ I acknowledge that I have received and will review my personal copy of the HPA Employee Handbook and that I have been made aware there is also an electronic version of this handbook available in Bamboo. I agree that if there is any policy or provision of the Employee Handbook that I do not understand, I will seek clarification from my principal or direct supervisor.

\_\_\_\_\_ I acknowledge that I understand that I am expected to be at work during certain events as identified in the Attendance & Punctuality section of this handbook.

\_\_\_\_\_ I acknowledge that this handbook is not a contract of employment. In consideration of my employment with HPA, I agree to observe and abide by the conditions of employment, policies, and rules contained in this handbook.

\_\_\_\_\_ I understand that the policies, procedures and benefits described in this Employee Handbook are regularly reviewed by the HPA Administration and the Board of Directors, and may be amended, modified or deleted unilaterally by the Board at any time. I further acknowledge that the provisions in this Handbook are for informational purposes only and to the extent they differ from Board policy, rules or regulations, the Board policy, rules or regulations are controlling. I understand the board policies are available on the district website.

\_\_\_\_\_ I acknowledge that I have received and reviewed a copy of the HPA Technology Users Agreement.

\_\_\_\_\_ I acknowledge that I am required to complete the Safe Schools Training by the deadline as instructed.

One copy of this Acknowledgment Form will remain in this handbook at all times. The other copy will be placed in my personnel file.

EMPLOYEE NAME (printed): \_\_\_\_\_

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

DATE SIGNED: \_\_\_\_\_

**THIS SIGNED AND DATED COPY IS  
RETAINED IN THE EMPLOYEE PERSONNEL FILE**

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***Employee Acknowledgement Form (remains in handbook)***

\_\_\_\_\_ I acknowledge that I have received, reviewed, and understand my personal copy of the HPA Employee Handbook and that I have been made aware there is also an electronic version of this handbook available in Bamboo. I agree that if there is any policy or provision of the Employee Handbook that I do not understand, I will seek clarification from my principal or direct supervisor.

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**EMPLOYEE NAME (printed):** \_\_\_\_\_

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

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

**THIS SIGNED AND DATED COPY  
REMAINS IN THE EMPLOYEE HANDBOOK**

## *HPA's Welcome*

Welcome! You have chosen to become part of a dedicated team. We hope that your association with HPA will be rewarding, challenging, and of mutual benefit. We take pride in our staff as well as the education we provide to the Kansas City community. We consider ourselves leaders in the field of College and Career Preparatory Education.

Please take the time to read this Employee Handbook carefully. It is an important communication and management document. Please initial each page and date and sign the acknowledgment form on the preceding page to show that you have read, understood and agree to the contents of this handbook. This handbook provides most of the terms and conditions of employment. This handbook is not an employment contract.

Understand that no employee handbook can address every situation in the workplace. If you have any difficulty reading or understanding any of the provisions of this handbook, please contact a member of administration. HPA will gladly make assistance available so you can understand the policies and what is expected of you. If you do not request assistance, HPA will work on the premises that you fully understand the handbook. Likewise, if you have any suggestions related to school policies or procedures, please let us know.

We wish you success in your employment with HPA!

Sincerely,

Hogan Preparatory Academy Inc., Board of Directors



## ***Vision Statement***

To Inspire Our Students, Families, and Community to Succeed by Unlocking Their Greatest Potential

## ***Mission Statement***

Hogan Preparatory Academy is an organization of leaders, educators, and mentors working closely with families and the community to help students unlock their greatest potential. Hogan prepares them for college and career success by providing education, experience, and passion that equips them with a distinct competitive advantage.

## ***Workplace Environment***

### **Ethics Code – Reporting Concerns**

#### **Purpose**

Hogan Preparatory Academy, Inc., (HPA) requires directors (members of the board of directors), employees, and volunteers to observe high standards of ethics in the conduct of their duties and responsibilities within the School. As representatives of the School we must practice honesty and integrity in fulfilling our responsibilities and must comply with all applicable laws and regulations. The purpose of this expectation is to create an ethical and open work environment, to ensure that the School has a governance and accountability structure that supports its mission, and to encourage and enable directors, employees, and volunteers of the School to raise concerns about the occurrence of illegal or unethical actions within the School before turning to outside parties for resolution.

## **Reporting Responsibility**

All board members, employees and volunteers have a responsibility to report any action or suspected action taken within the School that is illegal, unethical or violates any adopted board policy or School policy, local ordinances, state and federal regulations and statutes. Anyone reporting a violation must act in good faith, without malice to the School or any individual at the School and have reasonable grounds for believing that the information shared in the report indicates that a violation has occurred. A person who makes a report does not have to prove a violation has occurred. However, any report which the reporter has made maliciously or any report which the reporter has good reason to believe is false will be viewed as a disciplinary offense.

## **Reporting Concerns**

1. Employees and volunteers (Reporting Individuals) are encouraged to submit such reports to his/her immediate supervisor.
  
2. If the employee or volunteer feels unable to go to the immediate supervisor or if there is any reason why this may not be appropriate, the employee or volunteer is encouraged to report in this sequence as applicable:
  - a. First            Building Principal or Department Head
  - b. Second        Deputy Superintendent
  - c. Third           Superintendent
  - d. Fourth        Board of Directors

3. All supervisor and members of building administration are required to notify the Deputy Superintendent within two business days of any reports received.

A non-exhaustive list of unethical, fraudulent or illegal acts might include:

- Theft or misuse of staff, school, student or vendor property for personal benefit
- Violation of any federal, state, or local laws
- Failure in regulatory compliance
- Inappropriate relationships with employees, students, or vendors
- More than “token”, gift(s) from a vendor
- Discrimination, based on race, color, national origin, gender, age, sexual orientation, disability, veteran status against an employee or student
- Falsification of time sheets or School records
- Bribes or kickbacks
- Falsified financial reporting
- Non-conforming accounting/auditing

### **Handling of Reported Violations**

The Deputy Superintendent will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. The School office or person and/or board committee who has responsibility for overseeing compliance with the particular policy or procedure will be notified as necessary. All reports will be promptly investigated, and appropriate corrective action will be taken if warranted by the investigation.

### **No Retaliation**

This Whistleblower Protection Policy is intended to encourage and enable Reporting Individuals to raise concerns within the School for investigation and appropriate action. With this goal in mind, no Reporting Individual, who, in good faith, reports a concern shall be threatened, discriminated against or otherwise subject to retaliation or, in the case of an employee, adverse employment consequences as a result of such report. Moreover, a volunteer or employee who retaliates against someone who has reported a concern in good faith is subject to discipline up to and including dismissal from the volunteer position or termination of employment.

### **Acting in Good Faith**

Anyone reporting a concern must act in good faith and have reasonable grounds for believing the matter raised is a violation of law or policy, a non-conforming accounting, or non-conforming auditing matter. The act of making allegations that prove to be unsubstantiated and that prove to have been made maliciously, recklessly, or with the foreknowledge that the allegations are false will be viewed as a disciplinary offense and may result in discipline, up to and including dismissal from the volunteer position or termination of employment.

### **Confidentiality**

Reports of concerns, and investigations pertaining to the reports, shall be kept confidential to the extent possible. However, consistent with the need to conduct an adequate investigation, the School cannot guarantee complete confidentiality. Disclosure of investigation information to

individuals not involved in the investigation will be viewed as a disciplinary offense and may result in discipline, up to and including termination of employment.

The degree of discipline imposed may be influenced by the existence of voluntary disclosure of any ethical violation and whether or not the violator cooperated in any subsequent investigation.

If you have any doubt about whether an employee's conduct or that of another meets HPA ethical standards or compromises the reputation of HPA, please discuss it with a member of HPA administration.

**Equal Employment Opportunity**

**See Board Policy 4110 for more information**

**Board Policy 4110 - Equal Employment Opportunity reads:**

“The Board of the School is an equal opportunity employer. The Board is committed to equal opportunity for all individuals in all areas of recruitment, selection, placement, training, assignment, transfer, compensation, benefits, discipline, retention, and promotion. The Board commits itself to the policy that there shall be no unlawful discrimination or harassment against any person because of race, color, religion, age, sex, national origin, ethnicity, disability, sex orientation, or perceived sex orientation. All decisions with regard to employment shall be in compliance with applicable state and federal laws.

The Board is required by Immigration Reform and Control Act to employ only American citizens and aliens who are authorized to work in the United States. The purpose of this law is to preserve jobs for those individuals who are legally entitled to them.”

Any practice that appears to be inconsistent with this policy should be reported to the human resources office, the building principal, or the superintendent immediately.

*Anyone found to have illegally discriminated against a coworker will be subject to disciplinary action, up to and including termination of employment.*

### **Immigration Law Compliance**

**See Board Policy 4110 for more information.**

HPA is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin. HPA will comply with federal and state immigration law in hiring and recordkeeping.

### **Disability Accommodations**

HPA is committed to complying fully with the Americans with Disabilities Act (ADA) and Amendments Act (ADAAA) and all other federal, state and local laws providing for non-discrimination in employment against qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

#### **Requesting Accommodation**

Employees or applicants with a qualified disability may make a request for reasonable accommodation to their supervisor or the human resources office. HPA will reasonably accommodate employees and applicants with a disability. Accommodations will be determined on a case-by-case basis and in conjunction with input from the individual and recommendations

of medical and other professionals. Disabilities will be treated in a confidential manner to the extent possible.

HPA is also committed to not discriminating against any employees or applicants because they are related to or associated with a person with a disability. HPA will follow any state or local law that provides individuals with disabilities greater protection than the ADA.

**Preventing Unlawful Harassment**

**See Board Policy 1300 for more information.**

HPA is committed to providing a work environment that is free from discrimination and conduct that can be considered harassing, coercive, or disruptive. Harassment based on race, color, religion, sex, citizenship, ancestry, national origin, age, disability, veteran's status, sexual orientation or any other characteristic protected under law will not be sanctioned or tolerated.

***Supervisors and administration are responsible for assuring that no employee, parent, student, vendor or supplier is subjected to conduct that constitutes any form of harassment.***

This policy applies to employees, parents, students, vendors or suppliers who may have school or work-related interaction with HPA inside and outside the workplace. HPA provides regular anti-harassment training to employees to ensure the opportunity to work in an environment free of unlawful harassment and discrimination.

**Unlawful Harassment**

Unlawful harassment is defined as visual, verbal, or physical conduct of a discriminatory nature described as:

- (1) Submission to such conduct is made either explicitly or implicitly a term or condition of employment;
- (2) Submission or rejection of the conduct is used as a basis for making employment decisions; or,
- (3) The conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.
- (4) Visual conduct that includes offensive visual conduct, offensive gestures, or displaying of offensive objects or pictures, cartoons or posters.
- (5) Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes based on the protective categories.
- (6) Verbal sexual advances or propositions.
- (7) Verbal abuse of an offensive nature, graphic verbal commentaries about an individual's body, degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
- (8) Physical conduct that includes touching, assaulting, or impeding or blocking movements.
- (9) Actions that set a person apart due to their association with a protected class.

### **Reporting Procedure**

***If an employee, experiences or witnesses an unlawful harassment in the workplace, the staff should report it immediately to their supervisor.***



If the supervisor is unavailable, the subject of the complaint or the employee believes it would be inappropriate to contact that person, they should immediately contact a member of HPA administration.

An employee can raise concerns and make reports without fear of reprisal or retaliation.

***Any supervisor or manager who becomes aware of possible unlawful harassment must immediately advise the Deputy Superintendent so it can be investigated in a timely and confidential manner.***

All employees are expected to fully cooperate in the investigation.

All allegations of harassment will be quickly and discreetly investigated. To the extent possible, an employee's confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure.

*Anyone engaging in unlawful harassment will be subject to disciplinary action, up to and including termination of employment.*

## *Employment Relationship*

### **Employment Applications & Information**

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

### **Employment Reference Checks**

**See Board Policy 4810 Employee Information Sharing Policy**

Employment reference checks ensure that individuals who join HPA are qualified and have a strong potential to be productive and successful. It is the hiring practice of HPA to check the employment references of applicants. HPA will follow the Missouri legislative mandate to determine the prior school of employment and contact them to determine the basis for and facts surrounding any termination of employment.

### **Extensive Security Background Verification**

**See Board Policy 4120 for more information.**

Due to the nature of the work at HPA successful completion of an extensive background check is essential. Board Policy 4120 is intended to comply with the Amy Hestir Student Protection Act, Senate Bill 54, including section 162.068 RSMo.

## **Procedures for Administering School or State Standardized Testing**

The regular classroom teacher is vital to the success of HPA students. Faculty absences during testing may cause interruption in the learning/testing process and preparation towards annual state assessments. It is critical that all faculty members uphold the expectations of their students and academic goals by avoiding absences during all testing days.

*Failure to follow procedures or administer any school or state standardized test, according to testing protocols, may lead to violation of administrative testing guidelines and may result in disciplinary action against that faculty member, up to and including termination.*

All faculty members must have on file a signed Standardized Testing Guideline and Policy agreeing to the procedures of administering all standardized testing.

## **Employee Arrest or Criminal Activity**

*The conviction or proven involvement in criminal activity by an employee, whether on or off school property, may result in disciplinary action up to and including termination of employment.*

Disciplinary action depends upon a review of all factors involved, including whether or not the employee's action was work-related, the nature of the act, or resultant circumstances which adversely affect attendance or performance. Any disciplinary action may not be dependent upon the disposition of any case in court.

- Employees are expected to be on the job, ready to work, when scheduled.

- Inability to report to work as scheduled as a result of an arrest may lead to disciplinary action, up to and including termination, for violation of any attendance policy or job abandonment.

Any disciplinary action taken will be based on information reasonably available. This information may come from witnesses, police, or any other source as long as administration has reason to view the source as credible.

The following factors are considered to determine if the situation is work-related:

- There is a direct relationship between HPA in the activity and the employee's job;
- The activity compromises HPA responsibility to its students, parents and/or other employees;
- The activity renders the employee unable to perform the job satisfactorily;
- The activity leads other employees to reasonably refuse to work with the individual; and/or
- The misconduct jeopardizes school operations by creating publicity that could do substantial harm to HPA public image.

In addition to the above HPA reserves the right to suspend an employee with or without pay pending the outcome of any criminal law process.

HPA also reserves the right to take appropriate disciplinary action if our own investigation reveals a reasonable probability that misconduct took place, regardless of whether or not the individual is acquitted in court.

The fact that an employee has been spared criminal or civil penalties does not preclude disciplinary action since the prosecution of court cases and the supervision of employees are separate matters.

### **Employment of Relatives and Friends**

HPA may hire friends or relatives of employees, however, steps must be taken to assure there are no actual or potential conflicts which could compromise supervision, safety, confidentiality, security, morale, and the like.

For purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage. Relatives of current employees may not occupy a position working directly for a relative, supervising a relative, or in the same reporting and supervisory structure as their relative.

If a relationship is established after employment, employees who are in a reporting situation described above must report the relationship to the Superintendent, Principal or Deputy Superintendent. If two employees marry, cohabitate, or otherwise become involved and find they are in a conflict or position for potential conflict, HPA may, at its option, take action to eliminate the conflict or potential conflict. The individuals concerned will be given the opportunity to decide who is to be transferred to another available position. If that decision is not made within 30 calendar days, administration will decide who is to be transferred or, if necessary, terminated from employment. *In other cases, where a conflict or the potential for conflict arises because of the relationship between HPA employees, even if there is no line of authority or reporting involved, the employee may be separated by reassignment or terminated from employment.*

### **Job Postings**

**See Board Policy 4120 for more information.**

HPA provides employees an opportunity to indicate their interest in open positions and advance within the school according to their skills and experience. In general, notices of all regular, full-time job openings are posted, although HPA reserves its discretionary right to not post a particular opening.

Job openings will be posted on the school website board. Each job posting notice will include the dates of the posting period, job title, department, location, job summary, essential duties, qualifications (required skills and abilities), and date the posting will close.

To apply for an open position, employees should submit the online job application and attach a résumé and other supporting documents as instructed in the job posting. Other recruiting sources may also be used to fill open positions.

### **Access to Personnel Files**

**See Board Policy 4860 for more information.**

HPA maintains a personnel file on each employee. The personnel file shall include, but not limited to, information such as the employee's job application, resume, records of training, documentation of performance appraisals, certifications and/or licenses, signed internet use policy, signed employee acknowledgement form for receiving employee handbook, employee reference letter, salary increases, and other employment records. Personnel files are the property of HPA, and access to the information they contain is restricted. Generally, only a member of

HPA administration with a need to know may review information in a file. Employees who wish

to review their own file should contact the Human Resources Office. With reasonable advance notice, employees may review their own personnel files in HPA's District Office, in the presence of a human resources appointed representative.

**Employment Verifications and Post-Employment  
References**

Reference requests regarding current or former employees should be referred to the Human Resources Office. The Deputy Superintendent or appointed representative is solely authorized to respond to reference requests.

## ***Workplace Health, Safety and Security***

**It is the responsibility of every employee to maintain a healthy and safe work environment.**

**Each employee is expected to obey safety rules and to exercise caution in all work activities.**

- Employees must immediately report any unsafe condition to the appropriate supervisor, school principal, human resources office, or superintendent.
- *Employees who violate safety standards, cause hazardous or dangerous situations, or fail to report or remedy such situations, where appropriate, may be subject to disciplinary action, up to and including termination of employment.*
- In the case of incidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify their supervisor, school principal, human resources office, or superintendent of the injury. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

### **Communicable Diseases**

#### **Board Policy 4820 – Communicable Diseases reads:**

“An employee may be excluded from work if the employee (1) has, or has been exposed to, an acute (short duration) or chronic (long duration) contagious or infectious disease, and (2) is likely to transmit the contagious or infectious disease, unless the Board or its designee has determined, based upon medical evidence, that the employee:

1. No longer has the disease.



2. Is not in the contagious or infectious state of an acute disease.
3. Has a chronic infectious disease that poses little risk of transmission in the school environment with reasonable precautions.

School officials may require an employee suspected of having a contagious or infectious disease to be examined by a physician and may exclude the employee from work, in accordance with the procedures authorized by this policy, so long as there is a risk of transmission of the disease in the school environment.

Employees with acute or chronic contagious or infectious disease have the right to privacy and confidentiality. Only employees who have a medical reason to know the identity and condition of such employee's medical condition by employees will be informed. *Negligent disclosure of confidential information about an employee's medical condition by employees will be cause for disciplinary action.*

The School will implement reporting and disease outbreak control measures in accordance with the provision of the Missouri Department of Health publication, "Prevention and Control of Communicable Diseases: A Guide for School Administrators, Nurses, Teachers, Day Care Operators, and Parents or Guardians", found on the Missouri Department of Health and Senior Services website.

## **Drug and Alcohol-Free Workplace**

### **Board Policy 4870 - Drug-Free Workplace reads:**

The unlawful possession, use or distribution of illicit drugs and alcohol on school premises or as a part of school activities is strictly prohibited.

Employees under the influence of alcohol, drugs, or controlled substances while on duty are a serious risk to themselves, to students and to other employees. Employees who display physical manifestations of drug or alcohol use while on duty, may be subject to drug testing. Any employee who violates this policy will be subject to disciplinary action up to and including termination and referral for prosecution. Employees may also be required to satisfactorily participate in rehabilitation programs.

As a condition of employment, all employees must abide by the terms of this policy. Employees who are convicted of a drug offense which occurred on school premises or while on duty must notify the Superintendent of their conviction. Notification must be made by the employee to the Superintendent within five (5) days of the conviction. Within ten (10) days, the Superintendent will provide notice of such violation to the Impact Aid Program, United States Department of Education, or other appropriate government agency.

On the basis of medical certification, employees with the illness of chemical dependency shall qualify for the employee benefits and group insurance coverages that are provided for under group health and medical insurance policies. The confidential nature of the medical records of employees with chemical dependency shall be preserved in the same manner as for all other medical records.

The District's responsibility for chemical dependency is limited to its effects on the employee's job performance. If the employee violates this policy, refuses to accept diagnosis and treatment, or fails to respond to treatment, and performance is adversely affected, the employee will be subject to employment action in proportion to the performance problem. Implementation of this policy will not require or result in any special regulations, privileges or exemptions from the standard administrative practice applicable to job performance requirements.

It shall be a violation of this policy for any employee to possess, use, manufacture, distribute, or be under the influence of medical marijuana in any manner inconsistent with Missouri state law and applicable regulations. Additionally, employees may not be under the influence of marijuana while they are (i) acting in the scope of their employment, whether on District property or off, or (ii) present at any school- or District sponsored or sanctioned event such as athletic events or conferences. Employees may seek reasonable accommodations related to medical marijuana under the District's policies and procedures addressing the Americans with Disabilities Act.

## Emergency Procedures

For the protection of HPA employees, procedures have been established to ensure the security and safety of employees in the event of an intruder, a fire, tornado or other life threatening man-made or natural disaster. Employees will be trained on evacuation procedures and evacuation maps will be posted.

**Fire** – Walk quickly to the nearest exit door or stairwell. Do not take time to gather personal items. Check doors prior to opening for warmth that may indicate smoke or flames on the other side. When you reach ground level, leave the building by the nearest exit and go to a designated area. Stand clear of the building until an All Clear signal has been given. All employees are advised to meet at designated areas to help establish that all employees and students have safely evacuated the building.

**Tornado Warning** – Move to an interior hallway on the lowest possible level of the building, away from windows, exterior walls, fire escapes and large rooms. Cover your head and face with your hands for protection. Wait for an all clear.

**Earthquake** – Evacuate the building and avoid close proximity to trees and buildings. If you are unable to evacuate, seek protection under heavy furniture, under interior doorframes or brace in an interior corner away from glass and objects that could fall on you. Crouch on the ground and cover your head until it is safe to move.

Follow the emergency operations plan as provided. Anyone with questions about evacuation procedures should contact their supervisor.

## **Firearms in School**

**See Board Policies 1432 and 2620 for more information.**

HPA recognizes firearm and weapon possession as a potential threat to the health, safety and security of students, employees, and other persons. HPA will not tolerate the presence of firearms on the premises of our school. This prohibition includes possession of firearms and weapons on school grounds, school parking lots, school buses, and at school activities whether on or off school property.

## **Internal Investigations, Searches, & Personal/HPA Property**

Occasionally, HPA may be required to conduct internal investigations. Employees are expected to cooperate and assist with the investigation if requested to do so.

HPA reserves the right, at its discretion, to conduct searches of HPA premises and equipment, employees work areas and personal belongings and to utilize audio or video surveillance. HPA will conduct searches when it deems that there is a legitimate business reason to do so; searches will be conducted in a selective and nondiscriminatory manner and when there is a reasonable suspicion of a violation of policy. An effort will be made to conduct the search in as unobtrusive manner as possible.

*An employee who fails to cooperate with such a search may be subject to disciplinary action, up to and including termination of employment.*

## **Personal Vehicle and Property**

**Damage or theft to an employee's personal property or vehicle while on school property or while performing school business is not the responsibility of HPA.** The school's insurance does

not cover theft or damage (ex. water, smoke, or fire) for an employee's personal property, so consideration should be made to keep valuable property at home. Big items such as furniture should be approved by the building administration before moving into the school.

- Law enforcement authorities should be called as appropriate to report a crime or accident.
- HPA employees are not allowed to transport students in their personal vehicle.

All employees who perform school business while driving their personal vehicle must:

- carry a \$100,000.00 limit for liability coverage, and
- submit to the HPA business office a certificate of insurance from their auto insurance carrier or a copy of their auto insurance policy.

HPA will not be responsible for the auto liability if an employee, parent, volunteer agrees to drive students or staff while off campus and people or property are injured. The first line of coverage that will respond will be the individuals' personal auto coverage.

In the event an employee has been authorized by a senior administrative person to transport a student in their personal vehicle, the employee must:

- have on file with HPA a certificate of vehicle insurance or a copy of their vehicle liability policy indicating coverage, and
- a signed permission slip on file from the student's parents/guardian stating the student may be transported by an HPA employee for this specific purpose.

### **Security**

Every employee is responsible for helping to make this a secure work environment. HPA will

not bear any responsibility for replacement of any lost or stolen property or equipment, whether personal or school-issued.

- Upon leaving work, employees are required to lock all desks, lockers, and doors protecting valuable or sensitive material in their work area.
- Employees are required to report any lost or stolen keys, passes, or other similar devices to the Principal, Human Resources, or Superintendent immediately.
- Employees shall refrain from discussing specifics regarding school security systems, alarms, passwords, etc.
- An employee should immediately advise a member of the administrative team of any suspicious conduct by employees, students, parents or guests of HPA and of any known security risks such as broken locks, burned out light bulbs, persons loitering, or any other potential security risks in the work environment.
- *Internal theft will result in immediate disciplinary action, up to and including possible termination of employment and may also result in criminal charges prosecution* The unauthorized use of property or private information is considered internal theft. For example, an employee may not use copy machines, computers, school products, or office supplies for personal use.

### **Smoke-Free Environment/Fire Safety**

In keeping with HPA's intent to provide a safe and healthy work environment, smoking is prohibited on school property including the building, parking lots, and all land owned by HPA. This policy applies equally to all employees, students, parents and visitors.

No burning of candles or other flammable materials is allowed. Science experiments/activities is an exception,

but must be closely supervised.

### Workplace Violence Prevention

HPA is committed to preventing workplace violence and to maintaining a safe work environment.

HPA has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

- HPA will not tolerate any form of violence, bullying, harassment or other inappropriate behavior by any employee that affects the conditions of employment, unreasonably interferes with another individual's work performance, or creates an intimidating, hostile, or offensive working environment.

All employees, including supervisors and temporary employees, students, parents and other visitors should be treated with courtesy and respect at all times. Personal conduct detrimental to HPA employees, students, parents, visitors, vendors or general public which could cause undue disruption of work or endanger the safety of persons or property of others or exhibiting personal conduct which may be characterized as workplace violence is prohibited. Firearms, and other dangerous or hazardous devices or substances are prohibited from the premises of HPA.

- Conduct that threatens, intimidates, or coerces another employee, a student, a parent, or a member of the public at any time will not be tolerated. All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your supervisor, school principal, human resources or the superintendent. This includes threats by employees, as well as threats by students, parents, vendors, visitors, or other members of the public.



Workplace violence includes, but is not limited to, the following conduct, when such conduct is committed on HPA's premises, or in connection with an HPA activity or event:

- Offensive and/or unlawful touching or application of force by one person against another when done in a rude, insolent or angry manner;
- Threats to do bodily harm to another;
- Use of profanity or abusive language;
- Behavior that harms, intimidates, offends, degrades or humiliates;
- Intentional infliction of emotional distress;
- Stalking of another; and/or
- Inciting, causing or encouraging another to commit any of the above conduct.

Anyone found to have engaged in the above conduct will be subject to disciplinary action, up to and including termination of employment.

**Do not place yourself in peril.**

**If you see or hear a commotion or disturbance near you, do not try to intervene.**

**If appropriate call 911.**

HPA will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical.

*Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to disciplinary action up to and including termination of employment.*

HPA encourages employees to bring their disputes or differences with other employees to the attention of your supervisor, school principal, human resources or the superintendent or a member of the administrative team before the situation escalates into potential violence. HPA is eager to assist in the resolution of staff disputes.

## *Employment Expectations*

### **Reporting Personal Data Changes**

It is the responsibility of each employee to promptly notify HPA human resources office of any changes in personal data.

Personal mailing addresses, telephone numbers, marital status and name change, number and names of dependents, emergency contacts, educational accomplishments, and other such status reports should be accurate and current at all times.

*Deliberately reporting false information may be grounds for disciplinary action, up to and including termination of employment.*

### **Confidentiality & Privacy**

**See Board Policy 1450 for more information.**

Employees may not disclose or communicate, in any manner, directly or indirectly, information that might violate the privacy of HPA students, families, or any other information that relates to HPA or its operations to ensure compliance with the Family Educational Rights and Privacy Act (FERPA).

To the extent staff believes they need to disclose confidential information, they may do so only after obtaining a written waiver and/or authorization from their supervisor, school principal,

human resources office or superintendent. For student information staff will need to obtain a signed release of information from the parent(s)/guardian.

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

### **Personal Information**

The school philosophy is to safeguard personal employee information in its possession, to ensure the confidentiality of the information. Additionally, the school will only collect personal information that is required to pursue operations purposes and to comply with government reporting and disclosure requirements. Personal information collected by the school includes staff names, addresses, telephone numbers, e-mail addresses, emergency contact information, reporting requirement data, social security numbers, dates of birth, employment eligibility data, benefits plan enrollment information, which may include dependent personal information, and school/college or certification credentials.

Personal employee information will be considered confidential and as such will be shared only as required and with those who have a need to have access to such information. All hard copy records will be maintained in locked, secure areas with access limited to those who have a need to access specific records. Personal employee information used in business system applications will be safeguarded under school proprietary electronic transmission, intranet policies and security systems. Participants in school benefit plans should be aware that personal information will be shared with plan providers as required for their claims handling or record keeping needs.

School-assigned information, which may include organizational charts, department titles and staff charts, job titles, department budgets, school coding and recording systems, telephone directories, e-mail lists, school facility or location information and addresses, is considered by the school to be proprietary school information to be used for internal purposes only. The school maintains the right to communicate and distribute such school information as it deems necessary to conduct business operations.

**Conflicts of Interest**

**See Board Policy 4840 for more information.**

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that person or for a relative as a result of HPA business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative they disclose, to HPA administration as soon as possible, the existence of any actual or potential conflict of interest so safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which HPA does business, but also when an employee or relative receives any kickback, bribe, substantial gift (over \$100 in value), or special consideration as a result of any transaction or business dealings involving HPA.

If an employee believes he/she has encountered unethical, fraudulent or illegal conduct, it must be

immediately reported to a member of HPA administration. HPA will take any steps necessary to reduce or eliminate such a conflict.

*If the conflict cannot be resolved, it may result in termination of employment.*

### **Outside Employment**

A full-time employee may engage in outside employment if it does not present a conflict of interest or diminish the person's efficiency in performing his or her primary function at HPA. All employees will be judged by the same performance standards and will be subject to HPA scheduling demands, regardless of any existing outside work requirements. HPA remains the primary employer. If at any time, the secondary employment interferes with the person's ability to conduct their primary job at HPA, HPA may ask the person to resign from one of the employment positions.

### **Workplace Etiquette**

HPA strives to maintain a positive work environment where all employees treat each other with respect and courtesy. Sometimes issues arise when employees are unaware their behavior in the workplace may be disruptive or annoying to others. Many of these day-to-day issues can be addressed by politely speaking with a co-worker to bring the perceived problem to his or her attention. In most cases, common sense will dictate an appropriate resolution. HPA encourages all employees to keep an open mind and graciously accept constructive feedback or a request to change behavior that may be affecting another employee's ability to concentrate and be productive.

## Work Schedules

**See Board Policies 4220 and 4221 for more information.**

The general hours of operation for all employees range from 6:30 am until 5:00 pm, Monday through Friday. Please see your supervisor for your specific work schedule. Non-Exempt staff will receive a 30-minute non-paid lunch. Staff will need to clock out and then back in to reflect non-paid time.

Certified staff members are required to work 60 minutes total beyond the regular bell time on full school days and as required for staff meetings, parent conference days, IEP meetings, all events scheduled on the school calendar, and other meetings as determined by the administration. See the building principal for specifics on each building or see your supervisor for your specific work schedule. The work day for professional staff for 2022-2023 will be:

<b>7<sup>th</sup>, 8<sup>th</sup>, and 9<sup>th</sup>:</b>	7:00 am- 3:00 pm	School Day: 7:15 am – 2:15 pm
<b>10<sup>th</sup>, 11<sup>th</sup>, 12<sup>th</sup>:</b>	8:00 am – 4:00pm	School Day: 8:15 am – 3:15 pm
<b>Elementary:</b>	9:00 am – 5:00pm	School Day: 9:15 am – 4:15 pm

## Attendance & Punctuality

HPA depends on employees to be consistent in their attendance and punctual in arriving and leaving work. Good attendance demonstrates commitment to one's self and to fellow co-workers and to the students and mission of HPA. We ask that all employees provide as much advance notice as possible regarding absences, tardiness or necessary personal errands to allow for alternative staffing and planning.

- All requests for time off must be submitted through the current absence tracking software.
- If at any time during the day *any* employee must leave, he/she must inform his/her supervisor before doing so.
- Classified employees should make every effort possible to inform his/her supervisor of

any absence or tardiness *at least one hour* prior to their normal start time.

- Certified employees must contact the administrative assistant to the principal *no later than 6:00 a.m.* if they are unable to report to work on time to allow enough time to secure a substitute teacher for that day. Further, certified employees are required to submit and keep current an emergency substitute folder with the administrative assistant to the principal for emergency purposes.

*Unless an emergency situation is involved, the failure to personally call in advance to report an absence or tardiness may result in disciplinary action, up to and including termination of employment.*

If an employee fails to show up for work or personally call in to his/her supervisor or the human resources office with a reason for their absence for a period of three consecutive days, he/she will be considered to have abandoned his/her job and voluntarily terminated their employment.

**All instructional employees and 10/11-month positions in direct support of instruction must be present during school hours every scheduled work day as shown on the board approved school calendar. Absences are unacceptable, except in the case of illness, personal emergencies, or for those rare special needs and obligations that cannot be addressed before or after the school day; the PTO benefit is intended for these types of absences for 10/11-month employees.**

**All employees holding a position in the school building are expected to be at work during certain events; some events may also require attendance by support personnel from the central office. Absences during these events may require medical documentation or other proof of personal emergency. Unexcused absences during these events are grounds for disciplinary action, up to and including termination of employment.**



### Black Out Days

Requests for time off will not be granted for the first and last two weeks of the school year, one workday before and after a holiday/break, parent-teacher conference days and other days that may be critical for staff attendance including days for student assessments, school-wide and building professional development, and other events as announced. Employees may request approval from their supervisor to use PTO on certain Black Out Days when their attendance is not critical.

PTO may not be applied to black out days; if an employee has an unapproved absence on a black out day, the employee will be docked for the time taken. In addition, PTO may not be taken without at least five days advance permission after spring break of each school year. Keep in mind that PTO after spring break will be discouraged and may be denied.

### **DISTRICT BLACK OUT DAYS 2021-2022**

AUGUST 5 – 31  
SEPTEMBER 1-6, 30  
OCTOBER 20, 21  
NOVEMBER 18, 28  
DECEMBER 16  
JANUARY 2, 3, 4  
FEBRUARY 17, 21  
MARCH 9, 10, 17, 27  
APRIL 21  
MAY 11 - 25

*Unexcused absences, repeated absenteeism, and tardiness may result in disciplinary action up to and including termination of employment.*

### Inclement Weather

There are occasions when inclement weather affects road conditions. If school is cancelled, all employees will be notified through the Inclement Weather Phone Tree. The decision to close the

school will be determined by the superintendent.

In general, all 12 month employees are expected to report to work when school is cancelled due to inclement weather. In rare instances when the road conditions are such that the superintendent decides Hogan 12 month staff should not report to work or should delay the start of the work day, staff will be notified soon after the school cancellation communication is sent out to all staff. In the event a 12 month employee is expected to report for work and feels uncomfortable with that decision, staff may use PTO instead. The use of PTO for this purpose should be entered into the current absence tracking software and notification should be made to the employee's immediate supervisor.

### **Payroll Procedure**

Should HPA close the office early due to weather conditions, employees present that day will be paid for a full day (excluding employees on PTO or who did not come to work that day).

<b>Personal Appearance</b>
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Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the professional image HPA presents to students and visitors.

During business hours or when representing HPA, employees are expected to present a clean, neat, and tasteful, professional appearance. All employees should dress and groom oneself according to the requirements of their position and accepted social standards of a professional.

This is particularly true if the position involves dealing with students, parents or visitors in person.

If it is determined by a member of administration that an employee's personal appearance is inappropriate, the individual may be asked to leave the workplace until he or she is properly dressed or groomed. Under such circumstances, the individual will not be compensated for the time away from work. Consult your supervisor or human resources office if you have questions as to what constitutes appropriate professional appearance. Without unduly restricting individual tastes, the following personal appearance guidelines should be followed:

- Dress code is Business Professional.
- No active wear is allowed, except for teachers in the athletic department. No jeans are allowed unless it is an official student and/or staff dress-down day;
- Tank tops, tube or halter-tops, spaghetti straps, or short shorts may not be worn under any circumstances;
- Mustaches and beards must be clean, trimmed, and neat and hairstyles are expected to be in good taste
- Offensive body odor and poor personal hygiene is not professionally acceptable.
- Footwear should be neat and clean.

## *Use of Company Equipment and Electronics (Technologies)*

### **School Property**

**See Board Policy 4880 for more information.**

Because of the requirements of their position/job, some employees may be issued laptops, cell phones and other types of business equipment while working for HPA. These items are considered school property and should be handled with care to avoid theft, damage and misuse. School property shall not be used for personal benefit, borrowed, or given away regardless of its condition. Remember that the data is subject to the Sunshine Law. All electronic devices will be reviewed annually for cleaning and updates between the period

- Knowledge of any suspected or actual loss, theft, damage or destruction of school property shall be reported to your supervisor, school principal, technology director or superintendent.

In the event school property is stolen or damaged while in possession of an employee, he/she may be responsible for replacement of the item at his/her personal expense.

- Notify your supervisor, school principal, or IT staff if any equipment appears to be damaged, defective or in need of repair. Likewise, all school property shall be returned to HPA should the employment relationship end or the duties be changed; failure to do so may result in deductions from an individual's final paycheck for the replacement cost of the item.

When using school-issued property, employees are expected to exercise care, perform required maintenance and all safety and operational guidelines. When operating a school rented vehicle, employees are expected to drive courteously and safely.

Employees are issued building and classroom/office keys when hired. Employees are expected to safeguard all keys in their possession to avoid theft, damage and misuse. Keys are for that employee's use only and should not be loaned or given to anyone else.

- Lost keys shall be reported to administration immediately. The cost to replace locks due to lost keys is the responsibility of the employee whose keys were lost.

Fines resulting from traffic or parking violations when traveling on school business or using a vehicle rented in HPA's name are the responsibility of the employee driving the vehicle.

- Traffic tickets and accidents involving HPA rented vehicles shall be reported to HPA.

*Damage of school property and vehicles may result in disciplinary action, up to and including termination of employment, depending upon the severity of the circumstances.*

### **Technologies**

#### **There Is No Expectation of Privacy When Using School Equipment**

HPA strives to provide employees with equipment to facilitate the fulfillment of their responsibilities and duties. While the school makes this equipment available to employees, all equipment is and will remain the sole property of HPA. In general, the electronic mail system, facsimile, computers internet and telephone are to facilitate the conduct of HPA's business with limited usage for personal reasons with prior approval of the immediate supervisor. This

equipment should not be used in a manner that is unethical, discriminatory, disruptive, threatening or offensive to others, or in ways that could be harmful to workplace morale. All messages conveyed through technology sources must comply with HPA policies.

HPA owns the e-mail, facsimile, computer and telephone system hardware and all messages that are created, sent or received using the system remain the property of HPA. HPA reserves the right to review, access, and disclose all messages created, received or sent over the system for any business purpose. The use of passwords does not guarantee confidentiality.

All employees are required to sign an internet use policy.

*Violation of this policy is grounds for disciplinary action, up to and including termination of employment.*

#### **Telephone Use**

In general, telephone use is to be confined to HPA's business purposes only. All calls should be answered promptly and courteously. With the exception of emergency calls, personal usage (including personal cell phones) should be restricted to breaks, lunch and outside of scheduled hours. As cell phones can be a serious distraction when driving on school business, we ask that you park your vehicle before using your phone. As a reminder, voice mail is not private and may need to be accessed for business purposes.

#### **Mail Use**

Employees are required to limit usage of the mail to business purposes only. An employee may not use HPA's postage meter for personal mail.

### **E-mail System**

Staff wishing to initiate an all district email must have it pre-approved by an administrator.

E-mail messages are confidential and should be accessed by only the intended recipient. Due to the chance that messages may get forwarded improperly or opened by an unintended party, an employee should not send highly confidential materials over the system.

### **Computers**

All information stored in the computer system, data files or word processing documents are to be treated as confidential information of a proprietary nature to HPA.

Employees should not:

- Disclose any confidential information to persons outside the school except with the Administration or School Board
- Use this information for their own benefit, or for the profit or benefit of persons outside of HPA;
- Copy (except where necessary in order to perform duties on behalf of HPA while employed at HPA) any of this information;
- Retain any of this information upon leaving HPA's employment; and/or
- Maintain any personal information on school computers; as such information is considered the property of the school.

Disks, hard drives, and file folders for saving word processing documents and other documents have been identified for individual and department use. Access to compact disks, hard drives, and file folders not related to the performance of one's job is inappropriate.

HPA has selected software which best suits its business and educational needs, and which shall be licensed to the school. HPA employees are not to make copies of any school supplied software for use outside of HPA facilities. Employees should not make any duplication of licensed software, as it is a violation of Federal Copyright Law and constitutes the crime of “computer theft.”

All computer software must be approved by the school. Employees are restricted from loading their own software package(s), public domain software, shareware, or non-HPA applications (i.e. games) on the school’s computers.

In some cases, laptop computers and related technology may be issued to employees. Such equipment must be secured carefully off-premise to ensure security of the information.

Employees are expected to protect the equipment from loss, damage or theft and will be required to sign a form outlining their responsibilities in regard to the use and protection of such equipment. Upon resignation or separation of employment or at any time upon request, the employees may be asked to produce the computer for return or inspection. Employees unable to present the computer in good working condition within the time period requested (for example, 24 hours) may be expected to bear the cost of a replacement.

### **Internet**

Electronic information resources, such as the Internet, should only be used for school-related purposes. Transmission or reception of any material in violation of any governmental regulation is prohibited which includes, but is not limited to, copyrighted material, threatening or obscene material. Internet records are subject to disclosure to law enforcement, government officials, or to third parties through subpoena or other processes. If an employee receives a subpoena for any



HPA records, the subpoena shall be immediately hand delivered to the Superintendent.

Furthermore, accessing websites containing inappropriate content such as sexually explicit, racially derogatory or obscene material is strictly prohibited. Messages or information sent on HPA-provided facilities to one or more individuals via an electronic network (for example, Internet mailing lists such as Hot Mail and Yahoo accounts, bulletin boards, and on-line services) are identifiable and may be traced to HPA and should not be accessed from HPA equipment. Therefore, personal use of such media is prohibited, and business information contained in Internet or electronic messages should be accurate, appropriate and lawful.

## TECHNOLOGY USER AGREEMENT

### TERMS AND CONDITIONS

1. **PERSONAL RESPONSIBILITY.** As an educator, I will accept personal responsibility for reporting any misuse of the network to the system administrator. Misuse may come in many forms, but it is commonly viewed as any transmission(s) sent or received that indicates or suggests pornography, unethical or illegal solicitation, racism, sexism and inappropriate language, or other issues described below.
  
2. **ACCEPTABLE USE.** The use of my assigned account must be in support of education and research and/or job responsibilities and must be consistent with Hogan Preparatory Academy's educational goals and objectives. I am personally responsible for the use of my account at all times. *I shall not provide others with my access privilege.* I am responsible for all actions on my account.
  - a. Use of other organizations' networks or computing resources must comply with rules appropriate to that network.
  - b. Transmission of any material in violation of United States statutes or other state laws, city ordinances, and state and federal regulations is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by trade secret.
  - c. Not engaging in commercial activities by for profit institutions.

d. Will not use the network for product advertisement or political lobbying.

**3. PRIVILEGES.** The use of the electronic information system is a privilege not a right.

Inappropriate use may result in cancellation of the account. The administration or staff of Hogan Preparatory Academy may request that the system administrator deny, revoke or suspend specific user accounts.

**4. GUIDELINES.** I will abide by the following guidelines, and to all other guidelines concerning the appropriate use of technology, as approved by Hogan Preparatory Academy's governing board.

a. **BE POLITE.** I will not send, or encourage others to send, abusive messages.

b. **USE APPROPRIATE LANGUAGE.** I am not to swear, use vulgarities, or any other inappropriate language. I recognize that illegal activities of any kind are forbidden.

c. **PRIVACY.** I will not reveal any personal information to include my home address or personal phone numbers or those of students or co-workers. I shall report to the system administrator any Personal information that is inadvertently disclosed.

d. **ELECTRONIC MAIL.** Electronic mail (e-mail) is not guaranteed to be private. I will report messages relating to or in support of illegal activities to the system administrator.

- e. **DISRUPTIONS.** I will not use the network in any way that would disrupt use of the network by other users. Do not download huge files. Only take the information I need for my work responsibilities.
- f. Personal use of the network is prohibited.

**5. SERVICES.** Hogan Preparatory Academy makes no warranties of any kind, whether expressed or implied, for the services it is providing. The school will not be responsible for any damages suffered while on this system. These damages include loss of data as a result of delays, non-deliveries, missed deliveries, or service interruptions caused by the system or by your errors or omissions.

**6. SECURITY.** Security on any computer system is a high priority. If I identify a security problem, I shall notify the system administrator at once.

**7. VANDALISM.** Vandalism is defined as any malicious attempt to harm or destroy data of another user, or that of agencies, or networks that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses, disrupting or limiting access to network resources, or using the network to make unauthorized entry to any other machine accessible via the network. Any violation that results in the loss of my network privileges, could be treated as a violation of policy and is grounds for disciplinary action up to and including termination of employment.

**8. UPDATING YOUR ACCOUNT.** Notify the system administrator of any changes in your account information or employment status.

***Hogan Preparatory Academy Technology User Agreement***

I understand and will abide by the provisions and conditions of this agreement. I understand that any violations of the above provisions may result in disciplinary action, the revoking of my user account and disciplinary action. I also agree to report any unauthorized use or misuse of the information system to the system administrator. I understand that misuse may come in many forms, to include but not limited to viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, infringement of copyright laws and other issues described above.

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Signature

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Date

## *Performance Management*

### **Job Descriptions**

HPA makes every effort to create and maintain accurate job descriptions for all positions.

HPA maintains job descriptions to aid in orienting new employees to their jobs, identifying the requirements of each position, establishing hiring criteria, setting standards for performance evaluations, and establishing a basis for making reasonable accommodations for individuals with disabilities.

The human resources office and supervisory personnel prepare job descriptions when new positions are created. Existing job descriptions are also regularly reviewed and revised in order to ensure they reflect any significant changes in the position's duties and responsibilities. All employees will help ensure their job descriptions are accurate and reflect the work being done.

Employees should remember that job descriptions do not necessarily cover every task or duty that might be assigned, and that additional responsibilities may be assigned as necessary. Employees should contact their supervisor and/or the human resources office if they have questions or concerns about their job description.

### **Performance Evaluations**

**See Board Policy 4610 and 4620 for more information.**

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. HPA will follow a prescribed plan for the evaluation of instructional staff and every year for all other employees. Additional formal performance evaluations may be

conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct areas of improvement, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

### **Corrective Action Through Flexible Discipline**

It is HPA's intent to provide fair treatment of all employees by making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Disciplinary action may call for any of four options -- verbal warning, written warning, performance improvement plan, or termination of employment -- depending on the severity of the problem and the number of occurrences.

Flexible discipline includes the following options: a verbal warning; a written warning; the establishment of a performance improvement plan; and termination of employment.

HPA recognizes that there are certain types of employee behavior that warrant immediate suspension or termination of employment. The Ethics Code and other HPA policies include examples of behavior that may result in immediate suspension or termination of employment.

By using flexible discipline, HPA hopes that most employee problems can be corrected at an efficient manner, benefiting both the employee and HPA.

## *Compensation Administration*

### **Employment Categories**

It is the intent of HPA to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility.

Each employee is designated as either NON-EXEMPT or EXEMPT under federal and state wage and hour laws.

- NON-EXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws.
- EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws, including overtime eligibility.
- An employee's EXEMPT or NON-EXEMPT classification may be changed only upon written notification by HPA administration.

Additionally, employees may be classified as one of the following, based on job duties:

CERTIFIED employees are generally those that hold instructional or faculty positions and the required certification.

CLASSIFIED employees are generally those that hold various non-faculty positions, such as clerical, business office, administration, and facilities.

In addition to the above categories, each employee will belong to one of the following employment categories:



**12 MONTH REGULAR FULL-TIME** employees are those who are not categorized as temporary and who are regularly scheduled to work HPA full-time schedule (at least 30 hours per week) during the full calendar year.

**10 OR 11 MONTH REGULAR FULL-TIME** employees are those who are not categorized as temporary and who are regularly scheduled to work HPA full-time schedule (at least 30 hours per week) during the school year.

**REGULAR PART-TIME** employees are those who are not categorized as temporary and who are regularly scheduled to work less than 30 hours per week.

While regular part-time employees receive all legally mandated benefits (such as Social Security and Workers' Compensation insurance), they are ineligible for some of HPA benefit programs. See the human resources office if you have questions about your eligibility for HPA benefit programs.

**TEMPORARY** employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not imply a change in employment status. Temporary employees retain that status unless and until notified of a change.

**Annual Employment Agreements See Board Policies**

**4130 and 4140 for more information.**

Employment Agreements will be issued as soon as feasible after the annual budget has been approved by the Board of Directors, preferably by April 15<sup>th</sup>. New employees hired after April 1 will not receive a raise July 1 of that same year.

### Horizontal Advancement on Teacher Salary Schedule

Staff placed on the Teacher's Salary Schedule have opportunity to advance horizontally on the Salary Schedule annually. Official transcripts documenting college hours/degrees needed to advance must be received in the office of Human Resources by Oct. 1 in order to receive the advancement for that fiscal year.

### Timekeeping

Accurately recording time worked is the responsibility of every non-exempt employee and for all other employees for duties that require a record for pay or other purposes (such as tutoring, before or after school care, etc.).

Federal and state laws require HPA to keep accurate records of time worked in order to calculate pay and benefits. Time worked is the time spent on the job performing assigned duties and all time worked must be recorded on your time records.

- Non-exempt employees should accurately record the time they begin and end their work, **including** time taken for meal periods.
- They should also record the beginning and ending time of any split shift or departure from work for personal reasons.
- ***All overtime must be pre-approved by the direct supervisor, no exceptions.*** Overtime pay is based on actual hours worked.

*Altering, falsifying, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.*

## **Paydays**

Employees are paid their annual salary divided into 24 pay periods. Paydays are on the 15th and 30th of each month. In the event that a regularly scheduled payday falls on a Saturday, Sunday, or banking holiday, the payday will be moved to the last business day prior to the regularly scheduled payday.

The only exception is on the first payday of the calendar year; if the first payday of the calendar year falls on a weekend, the payday will be moved to the first business day in January.

Any 10-month employee initially hired March 1 or after in the fiscal year, will have the option to not have their pay spread over June and July the first year of employment.

## **Payroll Deductions**

**See Board Policy 4520 for more information.**

HPA is required by federal and state law to make certain deductions from employees' paychecks.

This includes Federal Income Tax, State Income Tax, FICA contributions (Social Security and Medicare), and Kansas City Earnings Tax. Deductions are also taken for employees' health, life, disability, dental, vision insurance and pension contributions.

HPA complies with the Fair Labor Standards Act. It is our responsibility to promptly investigate and correct any improper payroll deductions or other payroll practices that do not comply with the Act. If an employee believes an improper payroll practice — such as an incorrect deduction from an exempt salary — has occurred, he or she may make an inquiry to the human resources office.

The human resources office will see that the matter is appropriately reviewed. The employee will be reimbursed for the amount of any inappropriate deduction on the next paycheck.

### **Direct Deposit**

Pay will be directly deposited into employees' bank accounts. A direct deposit form will be completed as a part of the new hire process. Changes to direct deposit information should be submitted to the business office. Employees will receive an itemized statement of wages when HPA makes direct deposits. Contact the Human Resources Manager for more information.

### **Office Expense Reimbursement**

- Employees who use personal funds to purchase authorized office supplies must have a purchase order approved prior to making the purchase.
- Requisitions must be submitted electronically in order for processing into a purchase order. A purchase order will be issued once the requisition is approved.
- HPA will not reimburse for sales tax.
- It is the employee's responsibility to request a tax-exempt letter from the business office prior to purchase.
- Internal processing and approval of requisitions and purchase orders can take up to five days.

### **Business Travel Expenses**

**See Board Policy 3440 for more information.**

HPA will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be preapproved before travel can be taken or reimbursed. Employees should contact the business office for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for

specific expenses, or any other business travel issues.

**Procedure:**

1. Fill out an “Application for Professional Development and Travel Reimbursement” form and get approval from your immediate Supervisor. Once approved by the Supervisor then submit to the business office.
  - i. Include all documentation: conference brochure, conference registration form
  - ii. preferred hotel and contact info, check in and check out dates, preferred
  - iii. airline, airline dates and times, and ground transportation information
  - iv. enter a PD leave request in the current computer tracking system.
2. Upon approval of professional development, any related travel arrangements must be coordinated through the business office. It is the responsibility of each employee to follow-up with the business office to ensure all travel plans are completed.
3. When travel is completed, employees should submit completed travel expense reports that require any reimbursement within 10 days. Receipts for all individual expenses should accompany reports. (i.e. parking receipts).

**Limiting Expenses:** When approved, the actual costs of travel, lodging, meal costs and other expenses directly related to official business travel will be reimbursed by HPA. Employees are expected to limit expenses to reasonable amounts. Please obtain an “Application for Professional Development and Travel Reimbursement” form from the business office for current reimbursement rates. See [www.irs.gov](http://www.irs.gov) for more information. Airport parking reimbursement will be limited to the current long-term economy parking rate. All travel expenses are subject to HPA determining the reasonableness of the actual expenditure.

**Prepaid Travel:** Travel expenses prepaid by HPA for employees who either do not use the travel or who separate from employment with HPA within ninety (90) days of the first day of travel may be required to reimburse HPA for pre-paid travel expenses (i.e. airline tickets).

**Compliance Requirements:** 1) HPA will retain all documentation that participation of the individual employee occurred and was necessary for any travel paid by Federal program awards. 2) Unallowable conference/meeting travel costs would be entertainment costs (amusement, diversion and social activities). Costs of alcoholic beverages are unallowable with any school funds and will not be reimbursed.

**Accident Reporting:** Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor. Vehicles owned, leased, or rented by HPA may not be used for personal use without prior approval.

*Abuse of this business travel reimbursement policy, including falsifying expense reports, may be grounds for disciplinary action, up to and including termination of employment.*

### **Mileage Reimbursement**

Employees will be reimbursed for mileage when using their personal vehicle to conduct school-required business. Mileage will be calculated based on the most direct route. An employee leaving from home will only use the home address if it is closer to the destination than from the school. For example, a person living in Shawnee and traveling to Jefferson City would use the

school address to calculate mileage because the school address is closer to the destination than their home address. The same policy applies to return trips. The rate of reimbursement will be in accordance with the current Internal Revenue Service approved rate ([www.irs.gov](http://www.irs.gov)). Mileage reimbursement is not authorized between home and HPA.

**Procedure:**

- For mileage reimbursement, an “Application for Professional Development and Travel Reimbursement” form or “mileage reimbursement” form must be completed and submitted to the business office, indicating nature of business, location and roundtrip mileage.
- A printout from Google Maps or MapQuest must accompany the PD Form showing mileage of the most direct route.

**Compensation for Substituting**

Teachers and other professional staff that substitute during their plan time will be compensated at the rate of \$20/hr. Paraprofessionals and other classified staff that substitute for a teacher or other professional staff will be compensated an additional 25% of their current rate of pay for the time they are substituting.

## *Leaves of Absence*

### **Family and Medical Leave**

**See Board Policy 4321 and [www.dol.gov](http://www.dol.gov) for more information.**

Under Federal law employers with 50 or more employees within a 75-mile radius must provide unpaid Family and/or Medical Leave under certain circumstances. HPA may grant a leave of absence under the Family and Medical Leave Act (FMLA) to employees who have completed at least one full year of service with HPA and have worked at least 1,250 hours in the 12-month period preceding the leave. In general, full-time teachers are considered to meet the 1,250-hour test however you are advised to verify your individual eligibility with the human resources office.

The Board has designated the Deputy Superintendent to act as the FMLA Compliance Officer.

### **Reasons for taking leave under FMLA**

- Due to pregnancy, prenatal medical care or child birth
- To care for the employee's child after birth, or placement for adoption or foster care
- To care for the employee's spouse, child or parent, who has a serious health condition;
- For an employee's own serious health condition that makes the employee unable to perform the essential functions of the employee's job; and/or
- To attend to any qualifying exigency (as defined by regulation) arising out of the fact that the spouse, child or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.



An eligible employee may take up to 12 work weeks of unpaid leave during the “12-month period” for any one, or a combination of the above described situations.

HPA uses a rolling 12-month period method. The “12-month period” in which the 12 work weeks of FML (Family Medical Leave) may be taken is a rolling 12-month period measured backward from the date an employee commences any FML.

- An employee who is the spouse, child, parent, or next of kin of a covered military service member may be entitled to 26 weeks in a single 12-month period in order to care for the service member.

During the single 12-month period in which leave is taken to care for a covered military service member, if the employee needs FMLA leave for any other reason, the employee is entitled to a combined total of 26 weeks. The availability of leave for another reason in any other 12-month period shall not be limited.

(A “health condition” is an injury, illness, impairment or physical or mental condition that involves inpatient care or continuing treatment by a health care provider.)

#### Substitution of paid leave

Under the Family and Medical Leave Act, an employee may elect to use available PTO for time for FML. Leave time beyond the available paid time off will be unpaid. The employee cannot work for another employer while utilizing FMLA.

#### Intermittent Leave

Leave may be taken on an intermittent or reduced schedule basis for a health condition, either the employee’s or a family member’s as defined under FMLA; qualifying exigencies; or to care for an injured service member when such leave is certified as medically necessary. If the intermittent leave

or reduced schedule leave is for a health condition or to care for an injured service member, the school may require that the employee transfer to a temporary, alternative job for which the employee is qualified and that better accommodates the intermittent or reduced schedule leave than the employee's regular job. The temporary position will have pay and benefits equivalent to the employee's regular job. Intermittent leave for childbirth (and to care for such child) or placement may only be taken with HPA approval.

#### Employee and Spouse Co-workers

If the employee and the employee's spouse are employed by HPA, they are entitled to combined leave of up to 12 weeks in a 12-month period for birth, adoption or placement for foster care of a child; to care for a sick parent; or for a qualifying exigency and are entitled to a combined total of 26 weeks of leave to care for an injured service member as well as leave for other FMLA-qualifying reasons during the applicable 12-month period.

#### **How to Request Family or Medical Leave:**

Employees should request FML by completing the Family and Medical Leave Request form and submitting it to the human resources office. Forms are available from the human resources office and at [www.dol.gov](http://www.dol.gov).

If leave is planned in advance, employees should provide **notice at least 30 days in advance of the requested leave.**

- If leave is unexpected, an employee shall notify HPA as soon as possible of the need to take leave (less than 3 days).

HPA will notify the employee regarding the eligibility of this leave to be designated as FMLA.

### Medical Certification

A request for leave due to the employee's own health condition, the health condition of a covered family member, or the need to care for a covered service member must be accompanied by medical certification. Physician's statements must be supplied by the physician directly to HPA through mail or fax delivery. No physician statement will be accepted from the employee directly.

***Employees seeking leave for any medical purpose will be required to submit the*** appropriate medical documentation on the Certification of Health Care Provider form obtained through the human resources office at the following times:

- Initial request (to be returned within 15 days);
- Before returning to work (following a health condition to certify fitness for duty);
- If the employee is not returning to work following a leave during which the employer has paid health care premiums; and/or
- Re-certification on a regular basis during leave.

### Interim Benefits

All group health benefits will continue during FML. The employee must submit their normal premium amounts during the leave as if at work. Employees have a 30-day grace period in which to make premium payments in full. If payment is not made within this 30-day period, group

health insurance will be dropped for the employee and any of his/her dependents on the plan. In such instances, HPA will notify the employee by mail, 15 days before coverage is to cease, advising that coverage will be dropped by a specified date. If health coverage is terminated for non-payment, coverage will again be provided by HPA upon the employee's return to work and in accordance with the applicable plans. Employees, who do not return to work, may be asked to repay the school's premium contribution paid while he/she was on leave.

### Reinstatement

So that an employee's return to work can be properly scheduled, an employee on family leave is requested to provide HPA with at least two weeks advance notice of the date the employee intends to return to work. Employees off for a personal health condition must receive a release from their physician to return to work. Eligible employees are entitled on return from leave to reinstatement to their former position or an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment. Exceptions to this provision may apply if business circumstances have changed (i.e., if the employee's position is no longer available due to a job elimination). Exceptions may also apply for certain highly compensated (as defined in FMLA regulations) employees. *In the absence of any other protection afforded by federal, state or local laws, if an employee fails to return to work on the agreed upon return date and without further notice of the reason for the delay, HPA will assume that the employee has resigned.*

### **Military Leave**

Regular full-time employees who are inducted into the U.S. Armed Forces, the National Guard or the Reserves are eligible for unpaid leave and reinstatement to the same or similar job position

where available, as long as they provide timely notice to HPA of the necessity of such leave, that they are honorably discharged from the service, and that they return to work within 30 days after active duty for training, or within 90 days after military discharge.

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. Uniformed Services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice, or it is otherwise impossible or unreasonable.

The leave will be unpaid. Employees may use any available PTO for the absence. Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the staff is otherwise eligible.

Employees on military leave for up to 30 days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws.

Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they have been continuously employed for purposes of determining benefits based on length of service.

**Procedure:**

Contact the human resources office for more information or questions about military leave.

## Unpaid Leave of Absence

HPA understands that our employees may, for various reasons, need unpaid leaves of absence that do not qualify for FML. These reasons include, but are not limited to, medical or family needs, pregnancy, bereavement leave, and the like. Unpaid leaves of absence are allowed at the discretion of Superintendent.

### **Procedure:**

Every effort should be made by the employee to give as much advance written notice as possible as to the length of the unpaid leave as well as the expected return-to-work date. Requests for leave for medical reasons or pregnancy must include a doctor's certificate indicating the beginning date and expected length of such leave. Updated certificates may be requested during the leave. HPA cannot guarantee, upon return from leave, that the employee's job position will be available.

During an unpaid leave of absence, an employee does not accrue school benefits including PTO or any other benefit. After 30 days of unpaid leave of absence, the employee will be responsible for paying premiums on his/her insurance coverage and that of his/her dependents. If the employee does not continue the premium payments, he/she risks loss of coverage. *The failure to return from unpaid leave of absence as scheduled may result in termination.* Medical leave shall be for a reasonable time while the employee is unable to work not to exceed four (4) months.

## ***Paid Time Off (PTO), Holidays, Bereavement, Civic Duty***

### **Paid Time Off (PTO)**

**See Board Policy 4310 for more information**

**PTO must be earned before used.** The PTO benefit for all 10 and 11-month employees is intended for absences due to illness, personal emergencies, or for those rare special needs and obligations that cannot be addressed before or after the school day.

The PTO benefit for 12-month employees is an all-purpose time-off benefit to use for vacation, illness or injury, and personal business. Paid time off for eligible 12-month employees will begin to accumulate from the first day of the pay period coincident or following employment.

#### **Ten and Eleven Month Regular Full-Time Employees**

- Ten and eleven-month regular full-time employees will earn 8 hours a month for ten months per school year (August – May) for a total of 80 hours.
- Ten and eleven-month regular full-time employees may carry forward a total of 40 hours to the next fiscal year. HPA fiscal year begins July 1<sup>st</sup>.
- Excess hours for regular full-time employees will be adjusted on June 30<sup>th</sup> and hours above the maximum carry forward amount of 40 hours may be eligible for PTO Annual Reimbursement as described under PTO Annual Reimbursement.

#### **Regular Part-Time Employees**

- Regular part-time employees will earn a prorated number of hours a month based on the number of hours worked.
- Regular part-time employees may carry forward a total of 40 hours to the next fiscal year. HPA fiscal year begins July 1<sup>st</sup>.
- Excess hours for regular part-time employees will be adjusted on the last day of the fiscal year (June 30<sup>th</sup>) and hours above the maximum carry forward amount of 40 hours will be lost.

### **Twelve-Month Regular Full-Time Employees**

Twelve-month regular full-time employees will earn hours based on the length of employment at HPA in accordance with the chart below:

<b>Year of Service</b>	<b>Hours per Month Accrual</b>	<b>Hours per Year Accrual</b>
First year – third year	10.7	128.40
Fourth year – And beyond	14.7	176.40

- Twelve-month regular full-time employees may carry forward a total of 80 hours to the next fiscal year. HPA fiscal year begins July 1<sup>st</sup>.
- Excess hours for twelve-month regular full-time employees will be adjusted on the last day of the fiscal year (June 30<sup>th</sup>) and hours above the maximum carry forward amount of 80 may be eligible for PTO Annual Reimbursement as described under PTO Annual Reimbursement.

### **PTO ANNUAL REIMBURSEMENT**

Ten and 11 month employees having more than 40 hours of PTO **who do not request any PTO after spring break** will receive PTO reimbursement with the July 15<sup>th</sup> payroll according to the following schedule.

Returning 12 month employees having more than 80 hours of PTO on June 30 will receive reimbursement with the July 15<sup>th</sup> payroll according to the following schedule.

Twelve month employees **leaving the district** may receive reimbursement with the July 15<sup>th</sup> payroll according to the following schedule.

**In the event that an employee breaches their contract or is terminated for cause by HPA, such employee will not receive payment for any accrued PTO.**

PTO reimbursement calculations will be made based on the average hourly salaries for the following groups.

- Instructional staff (teaching staff, instructional coaches)
- Non-instructional staff (social workers, behavior interventionists, counselors)
- Subs & Para-professionals (building subs, para-professionals, lab proctors)
- Building administration I (administrative assistants, operations manager, HR & transportation manager)
- Building administration II (building principals & asst. principals, district leadership, coordinators)

The average hourly salary for each group will then be used to calculate reimbursement for each employee, using that employee's available PTO hours. For example, if the average hourly salary for a group is \$20 and



the employee has 10 available PTO hours, their reimbursement calculation would be \$200. HPA will reimburse employees up to a maximum as shown in the attached table.

**PTO REIMBURSEMENT FOR ALL STAFF LEAVING THE DISTRICT**

<b>HOURS</b>	<b>MAXIMUM REIMBURSEMENT</b>
1-8 HOURS	0
9-20 HOURS	\$250
21-40 HOURS	\$400
41-60 HOURS	\$550
61-80 HOURS	\$700
81-100 HOURS	\$850
101-160 HOURS	\$1,000

**NOTE: Ten and 11 month employees must not take any PTO after spring break to qualify for reimbursement**

**PTO REIMBURSEMENT FOR RETURNING STAFF**

	<b>**10/11 MONTH EMPLOYEES</b>	<b>12 MONTH EMPLOYEES</b>
ROLL OVER MAXIMUM	40	80
MAXIMUM REIMBURSEMENT FOR *EXCESS 1-8 HRS	\$100	0
MAXIMUM REIMBURSEMENT FOR *EXCESS 9-20 HRS	\$250	\$250
MAXIMUM REIMBURSEMENT FOR *EXCESS 21-40 HRS	\$500	\$500

MAXIMUM REIMBURSEMENT FOR *EXCESS 41-60 HRS	\$750	\$750
	<b>**10/11 MONTH EMPLOYEES</b>	<b>12 MONTH EMPLOYEES</b>
MAXIMUM REIMBURSEMENT FOR *EXCESS 61 AND OVER HRS	\$1,000	\$1,000

\*Excess = accumulated PTO beyond maximum roll over

**\*\*Ten and 11 month employees must not take any PTO after spring break to qualify for reimbursement**

### Holidays

**See Board Policies 4330 for more information.**

HPA will grant paid time off to all full-time employees on the holidays listed below, provided they fall within the normal work months for the individual. Part-time employees are not eligible for holiday pay. Administration reserves the right to designate a holiday as a work day based on the needs of the school.

- New Year's Day (January 1)
- Dr. Martin Luther King, Jr. Day (third Monday in January)
- President's Day (third Monday in February)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving Day (fourth Thursday in November)
- Friday following Thanksgiving Day

- Christmas Eve (December 24)
- Christmas Day (December 25)

Generally, a recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday. If a recognized holiday falls during an eligible employee's paid absence (such as PTO), holiday pay will be provided instead of the (PTO) benefit that would otherwise have applied. Holidays will not be counted as hours worked for the purposes of determining overtime pay.

### **Bereavement Leave**

Up to 3 days of paid bereavement leave may be provided to regular full-time employees. (If approved, this time is not counted against paid time off (PTO) balances.)

HPA defines "immediate family" as spouse, partner, parent, grandparent, child, son-in-law, daughter-in-law, sibling, the employees' spouse's parent, partner, grandparent, child, or sibling. Employees may, with their supervisor's approval, use available PTO for additional time off as needed.

#### **Procedure:**

Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately. All requests for time off must be submitted through the current absence tracking software. Employee must provide documentation in the form of a funeral program or obituary to the office of Human Resources upon return to work.

### **Time Off to Vote**

HPA encourages employees to fulfill their civic responsibilities by participating in elections.

Generally, employees are able to find time to vote either before or after their regular work schedule. In the unlikely event an employees' work schedule prevents him/her from voting during polling times, HPA will make arrangements for the employee to take time off to vote.

**Procedure:**

All requests for time off must be submitted through the current absence tracking software.

Employees should request time off to vote at least two working days prior to the Election Day.

Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift; whichever provides the least disruption to the normal work schedule. Time off for voting should be reported and coded appropriately on timekeeping records.

<b>Time Off for Civic Duty</b>
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HPA encourages all employees to do their civic duty. HPA will cooperate fully with local, state, and federal courts in allowing employees to serve on juries.

**Procedure:**

To qualify for paid jury or witness duty leave, employees must submit to his/her supervisor a copy of the summons as soon as it is received. All requests for time off must be submitted through the current absence tracking software.

In addition, proof of service must be submitted to the employees' supervisor when the period of jury or witness duty is completed. Of course, employees are expected to report for work whenever the court schedule permits.

Employees who are crime victims will be allowed to take leave to consult with the district attorney or attend the criminal proceeding as provided under Missouri law. Documentation may be requested to support such requests for leave. HPA will comply with Missouri law regarding the granting of time off and the use of PTO for such time off.

### **Accommodations for Nursing Mothers**

Upon request HPA will make arrangements to provide a suitable private location for breastfeeding mothers to express milk during work hours. As provided for under the health reform act, mothers will be provided break time for this purpose during the first year of the child's life. To make arrangements for a location or with further questions please contact your immediate supervisor or the human resources office.

## *Health and Welfare Benefits*

**See Board Policies 4510, 4520 and 4540 for more information.**

Benefits comprise an important component of your overall compensation package. Please note that HPA reserves the right to modify and/or discontinue the benefits it provides, premium amounts it pays, eligibility rules, and other provisions of these benefit plans. When possible, we will try to notify you in advance of such changes.

The benefit information included in this Handbook is merely an overview; a more detailed description of the specific provisions of the various plans can be obtained by reviewing the Summary Plan Description booklets supplied by the benefits broker. **The exact provisions of the Plans may only be determined by reading the actual Plan Documents.**

### **Benefits Continuation (COBRA)**

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under HPA health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at HPA group rates plus an administration fee. HPA provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under HPA

health insurance plan. The notice contains important information about the employee's rights and obligations.

Other rules defining COBRA, periods of coverage, etc., are defined in the health plan Certificate of Coverage.

### **Health Insurance Portability and Accountability Act (HIPAA)**

It is the intent of HPA to assure compliance with the HIPAA privacy regulations issued by the Department of Health and Human Services.

### **Health Insurance**

Eligible employees may elect either single or dependent coverage beginning on the first day of the month following 30 days of employment.

HPA contributes a portion of the premium for “employee only” coverage. The additional cost for spouse and dependent coverage is the responsibility of the employee. Details of the health insurance plan are described in the Summary Plan Description (SPD). An SPD and information on cost of coverage will be provided in advance of enrollment to eligible employees.

- If an employee chooses not to enroll themselves and/or dependents when first eligible, they must wait until open enrollment to enroll in coverage unless a qualifying event occurs as defined by the Health Insurance Portability and Accountability Act (HIPAA).

A qualifying event occurs when an individual experiences a loss of other coverage or becomes a new dependent through marriage, birth or adoption. However, the individual must notify the plan administrator of their request to enroll within 30 days of the qualifying event. If an individual



experiences a qualifying event and has evidence of creditable coverage, they may not be treated as a late enrollee for purposes of any preexisting condition exclusion period.

Eligible employees may participate in the health insurance plan subject to all terms and conditions of the agreement between HPA and the insurance carrier. A change in employment classification that would result in loss of eligibility to participate in the health insurance plan may qualify an employee for benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Refer to the Benefits Continuation (COBRA) policy for more information. Contact the human resources office for more information.

### **Section 125 Flexible Spending Account Plan Benefit**

HPA provides a Flexible Spending Account Plan that allows eligible employees to have pre-tax dollars deducted from their salaries to pay for eligible 1) dependent care, 2) un-reimbursed health care expenses and 3) adoption assistance.

Participation in the Flexible Spending Account Plan is optional. Election changes are made annually at open enrollment. An employee must re-enroll in the Plan each plan year. Money contributed to this program must be used within the year or will be forfeited, as defined under regulations. Contact the human resources office for additional information.

### **Life Insurance Benefits**

#### **Basic Life Insurance – Employer Provided**

Life insurance offers the employee and their family important financial protection. HPA provides a basic life insurance plan for eligible full-time employees beginning on the first of the month

following 30 days of employment. Details of the basic life insurance plan including benefit amounts are described in the Summary Plan Description (SPD) provided to eligible employees.

This basic coverage of \$15,000 is paid by HPA.

### **Supplemental Life Insurance**

Eligible employees may participate in the supplemental life insurance plan subject to all terms and conditions of the agreement between HPA and the insurance carrier. No portion of the supplemental life insurance is paid by HPA. Contact the human resources office for additional information.

<b>Voluntary Benefits Available</b>
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Eligible employees may participate in the voluntary benefits subject to all terms and conditions of the agreement between HPA and the insurance carriers. No portion of voluntary benefit costs is paid by HPA. Voluntary benefits are available to eligible full-time employees the first of the month following 30 days of employment.

### ***Voluntary Short-Term and Long-Term Disability***

Short Term Disability (STD) is designed to ensure a continuing income for employees who are disabled or unable to work for a short duration. Details of the STD plan including benefit amounts, limitations and restrictions are described in the Summary Plan Description.

Long Term Disability (LTD) is designed to ensure a continuing income for employees who are disabled or unable to work. Details of the LTD plan including benefit amounts, and limitations and restrictions are described in the Summary Plan Description.

***Voluntary Accident, Cancer, Critical Care, and Hospital Indemnity Benefits***

**Accident insurance** supplements your medical insurance policy. It can help cover unforeseen expenses resulting from an accidental injury. Depending on the carrier, you can choose from a variety of plans and coverage for yourself and eligible family members. Benefits include: emergency room treatment, follow-up physician visits, physical therapy and hospital confinement.

**Cancer insurance** supplements your medical insurance and can cover family lodging and transportation, hospice, bone marrow donor, radiation treatment, and chemotherapy. Depending on the carrier, you can choose from a variety of plans and coverage for yourself and eligible family members.

**Critical Illness** insurance supplements your medical insurance. Depending on the carrier, you can choose from a variety of plans and coverage for yourself and eligible family members. It pays a lump sum to you upon the diagnosis of a covered illness which may include: cancer, heart attack, stroke, and end-stage renal disease and more. Coverage is available to eligible family members.

**Hospital indemnity** insurance supplements your medical insurance. Depending on the carrier, you can choose from a variety of plans and coverage for yourself and eligible family members. It pays a lump sum benefit in the event of a hospital stay.

## *Retirement Benefits*

### **ERISA Rights**

As a participant of the plans described in the following pages, you may be entitled to certain rights and protection under the Employee Retirement Income Security Act of 1974, also called ERISA. These plans will contain an ERISA statement of rights in the Summary Plan Descriptions provided by administration. If you have any questions about your Plan, you should contact the Plan Administrator. If you have any questions about your rights under ERISA, you should contact the nearest Area Office of the U.S. Labor-Management Services Administration, Department of Labor.

### **Kansas City Public School Retirement System (KCPSRS)**

**<http://www.kcpsrs.org>**

Participation in the KCPSRS plan is mandatory and a condition of employment. This plan is a 401(a) Defined Benefit Plan. Employees in a position requiring service of at least 25 hours per week during 9 months of the year are eligible to participate in this retirement plan.

**As an employee, you are required to contribute a percentage of your annual base salary to your retirement account.** HPA will process the deduction from all employees' base salary amount (does not include any extra duty pay) submit the contributions to KCPSRS. The contributions are deposited into your individual retirement account set up with KCPSRS.

HPA is also required to make contributions to the plan. Employer contributions are not made to the individual accounts. Instead, they go into the general reserve account to help fund the benefits for those who do retire.

Questions regarding the KCPSRS plan should be directed to the school district of Kansas City Public School Retirement System. The telephone number is 816-472-5800. KCPSRS is located at 3100 Broadway #1211, Kansas City, MO 64111.

### **403(b) Retirement Plan**

HPA has established a 403(b)-retirement plan to provide employees the potential for future financial security for retirement. The 403(b)-retirement plan allows the employee to elect how much salary he or she wants to contribute, within legal limits, so the retirement package can be tailored to meet individual needs. HPA does not make an additional contribution to the 403(b) account.

Because a 403(b)-plan contribution is automatically deducted from the employee's pay before federal and state tax withholdings are calculated, tax dollars are saved by having the current taxable amount reduced. While the amounts deducted generally will be taxed when they are finally distributed, taxation of the dollars will be deferred until distribution. Eligible employees may participate in the 403(b)-plan subject to all terms and conditions of the plan. Contact the human resources office for more information about the 403(b) plan.

## *Legally Required/Mandated Benefits*

### **Workers' Compensation Insurance**

**See Board Policy 4530 for more information.**

HPA provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

**Employees who sustain work-related injuries or illnesses should inform both their supervisor and the human resources office immediately.**

He/she will assist in the determination of the proper provider. Medical care should be obtained through the facility recommended by our workman's compensation insurance carrier. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible. Neither HPA nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by HPA.

### **Social Security Insurance**

HPA makes a matching contribution to the Social Security fund on the employee's behalf. HPA contributes one dollar to the Social Security Fund for every dollar deducted from the staff's

paycheck for payment to the fund up to legal limits. Employees may contact the Social Security office to determine current social security account status.

### **Unemployment Insurance**

Unemployment compensation insurance is paid for by HPA and provides temporary income for employees who have lost their job. Employees can apply for benefits directly with the state who will determine eligibility.

## *Separation from Employment*

**See Board Policies 4710 and 4711 for more information.**

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

- Resignation - voluntary employment termination initiated by an employee. Two weeks' notice is requested of classified employees and as much notice as possible is appreciated for certified employees that plan to resign or retire;
- Discharge - involuntary employment termination initiated by the school;
- Reorganization – involuntary termination due to realignment by the school and /or of duties; and/or
- Retirement - voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the school.

### **Exit Interview**

HPA will generally schedule exit interviews at the time of employment termination. The purpose of the exit interview is to provide administration with greater insight into employee relations and the school. Additionally, the exit interview will afford an opportunity to discuss such issues as staff benefits, conversion privileges, repayment of outstanding debts to HPA, or return of HPA-owned property. Cooperation in the exit interview process will be greatly appreciated. Any



information provided in the course of an exit interview will not affect any reference provided by HPA.

### **Compensation and Benefits When Exiting**

All compensation and accrued, vested benefits that are due and payable at termination will be paid. COBRA qualified benefits may be continued at the participant's expense if the individual so chooses. The employee will be notified in writing of the terms, conditions, and limitations of applicable benefits continuance.

### **Return of HPA Property When Exiting**

All school property should be returned to HPA should the employment relationship end or the duties be changed; failure to do so may result in deductions from an individual's final paycheck for the replacement cost of the item.