

Guadalupe Centers Charter Schools

Employee Handbook

Effective October 26, 2023

WELCOME TO GUADALUPE CENTERS CHARTER SCHOOLS.

Thank you for your commitment to the Guadalupe Centers Charter Schools team and our continuous endeavor to further the educational growth of our students. It's important for all employees to be aware of the GCCS policies and regulations designed to create a safe, supportive, and professional work and educational environment.

This Employee Handbook has been developed to help you become acquainted with GCCS and answer many of your questions. Although not all inclusive for all scenarios, this booklet should be used as a reference and resource when issues and/or questions arise with regard to your employment with GCCS.

GCCS is a provider of top rate educational opportunities to the community we serve. Regardless of the department, school, or position into which you were hired, supporting the students and their educational opportunities will be your most important work at GCCS.

We strive to recruit and train only those persons who have high standards of personal integrity and who enjoy helping others less fortunate than themselves. Our expectation is that you strive to do your personal best, if you do, we will help you grow in pay and position. Around you are examples of people who have done, and are doing, just that. Once again, thank you for choosing GCCS to be your employer.

Sincerely,
J. Beto Lopez
GCCS School Board President

A WORD ABOUT OUR HANDBOOK

This Employee Handbook contains information about the employment policies and practices of GCCS. We expect each employee to read this Employee Handbook carefully, as it is a valuable reference guide for understanding your job at GCCS. The policies outlined in this Employee Handbook should be regarded as management guidelines only, which will require changes from time to time. GCCS retains the right to make decisions involving employment which deviate from the guidelines set forth in this Employee Handbook as needed in order to conduct its business in a manner that is beneficial to its employees, students, families and the community it serves. This Employee Handbook supersedes and replaces any and all prior Employee Handbooks, manuals or other compilations of employment procedures or practices whether verbal or written.

The provisions of this Employee Handbook are not intended to create a contractual obligation with respect to any matter they cover. Nor is the Employee Handbook intended to create a contract guaranteeing that you will be employed for any specific time period. Certified Staff, Administrators and Support Service Professionals have written contracts for employment. To the extent the terms of the written contract are inconsistent with the provisions of this Employee Handbook the contract terms are controlling.

Please note that a full copy of GCCS Board of Education Policies and/or directions to access these policies is now available on the GCCS School System website - www.gck12.org. Hard copies of board policy will be available in the main office at each school campus. As a matter of systemic review and revision, at the time this handbook is being published, The GCCS Board of Education is reviewing many current policies. Any and all revisions approved by the GCCS Board of Education will be placed in the electronic and hard copy versions as soon as possible. Where any conflict exists between this Handbook and GCCS Board of Education Policy, Board of Education Policy will be controlling.

GUADALUPE CENTERS CHARTER SCHOOLS MISSION STATEMENT

To educate and empower our school community by providing rigorous and engaging academic and cultural experiences.

Table of Contents

WORKPLACE ENVIRONMENT

ROLES and COMMUNICATION

This We Believe

Superintendent, Chief Administrator

Principals Guiding Us

Certified Staff – Teachers and Instructional Coaches

Student Service Professionals – Counselors/Social Workers/School Psychologists/Speech Pathologist

Board of Directors

BACKGROUND CHECKS

ACCOMMODATIONS UNDER THE ADA

GENETIC INFORMATION POLICY

SEXUAL AND OTHER FORMS OF HARASSMENT

Sexual Harassment

Consequences of Engaging in Harassment

Reporting Procedure

EMPLOYMENT OF RELATIVES

DRUG-FREE AND ALCOHOL-FREE WORKPLACE POLICY

ALCOHOL MISUSE PREVENTION AND TESTING PROGRAM

DRUG MISUSE PREVENTION AND TESTING PROGRAM

REQUIRED TESTS

Pre-Employment Testing

Reasonable Suspicion Testing

Return-to-Duty Testing

Follow-Up Testing

Refusal to Submit to Testing

TEST RESULTS, CONFIDENTIALITY AND RECORD RETENTION

COMMUNICABLE DISEASES/COVID 19

CONFLICTS OF INTEREST

PERSONAL APPEARANCE

COMPENSATION AND SALARY

EMPLOYMENT STATUS

EMPLOYEE CLASSIFICATIONS

WORK CALENDAR

WORKING HOURS AND DAYS

SNOW DAYS/EMERGENCY CLOSINGS/VIRTUAL INSTRUCTION

EXTRA DUTY PAY AND STIPEND ELIGIBILITY

OVERTIME

PAY PERIODS

SALARY ADMINISTRATION

BUSINESS TRAVEL EXPENSES

PERSONNEL FILES

PERSONNEL DATA CHANGES

ATTENDANCE AND TIME OFF

ATTENDANCE AND PUNCTUALITY

PAID LEAVE BENEFITS

Paid Time Off (PTO)

Bereavement Leave

Leave for Jury Duty

VACATION

HOLIDAYS

FAMILY AND MEDICAL LEAVE

Eligible Employees

Qualifying Reasons for Leave

DEFINITIONS

Length of Leave

Coordination With Existing Leave Policies

Certification

Intermittent Leave

Employee and Spouse Co-workers

Interim Benefits

Reinstatement

MILITARY LEAVE

EMPLOYMENT RELATIONSHIP

“AT WILL” EMPLOYMENT

PERFORMANCE EVALUATION

EMPLOYEE CONDUCT AND WORK RULES

ISSUE RESOLUTION/COMMUNICATION

RESIGNATION

BENEFITS

STAFF DEVELOPMENT ACTIVITIES

New Teacher Assistance Program

MOVEMENT ON CERTIFIED TEACHER SALARY SCHEDULE

TUITION REIMBURSEMENT PROGRAM

Qualification for the Tuition Reimbursement Program

Tuition Reimbursement Program Process

INSURANCES PROVIDED

Medical Insurance

Voluntary Dental Insurance

Voluntary Vision Insurance

Basic Life and Accidental Death and Dismemberment (AD&D) Insurance

Voluntary Life

Short-Term Disability

Long-Term Disability

FLEXIBLE SPENDING ACCOUNT (FSA)

KANSAS CITY SCHOOL RETIREMENT SYSTEM

ATTENDANCE INCENTIVE PLAN

EMPLOYEE ASSISTANCE PROGRAM (EAP)

SAFETY

EMERGENCY PROCEDURES

MATERIAL SAFETY DATA SHEETS

SECURITY/VISITORS

VIOLENCE IN THE WORKPLACE

WEAPONS AND THREATS

INTERNAL INVESTIGATIONS, SEARCHES, & PERSONAL/ GUADALUPE CENTER CHARTER SCHOOLS
PROPERTY

Security Inspections

Workplace Monitoring

Personal Property

RETURN OF SCHOOL PROPERTY

Keys

TECHNOLOGY

CARE OF EQUIPMENT AND MATERIALS

USE OF ELECTRONIC EQUIPMENT

UNACCEPTABLE USE OF EQUIPMENT

TECHNOLOGY AND INTERNET ACCEPTABLE USES

UNACCEPTABLE USES OF TECHNOLOGY AND THE INTERNET

E-MAIL SYSTEM

COMPUTERS

SOCIAL MEDIA/NETWORKING

TELEPHONES

PERSONAL CELLULAR PHONES

FACSIMILE, COPY MACHINES, PROJECTORS & OTHER OFFICE EQUIPMENT

EMPLOYEE HANDBOOK ACKNOWLEDGEMENT FORM

WORKPLACE ENVIRONMENT

ROLES and COMMUNICATION

This We Believe

We believe that teachers, administrators, and the Board have a common goal – providing the best possible school environment and academic learning opportunities for children. Therefore, it is imperative that teachers, administrators, and the Board establish a means of communication that will aid in the mutual development of policies and practices that will further this common goal. A cooperatively developed and written school policy is fundamental to good relationships. Written policies shall be revised regularly, shall be made available to the school staff, and shall continue to be used by the Board as the basis for its action.

Superintendent, Chief Administrator

The role of the Superintendent is of utmost importance because they must function both as the chief administrator for the board and as head of the professional staff. With this dual role, goes the responsibility of leadership. The Superintendent's leadership should result in mutual respect between the Board and the professional staff. It should also entail fostering collaboration and team building.

Principals Guiding Us

Each member of the education staff offers unique contributions. The school Principals under the direction of the Superintendent and the Board will take leadership roles in the daily operation of the school. Their roles are to provide leadership through demonstrating care and commitment to academic excellence and a safe teaching and learning environment, holding everyone under their authority accountable for their behavior and actions, and communicating regularly and meaningfully with all members of their school community.

In addition, Principals are responsible for the organization and management of individual schools, including working with the Superintendent on the budget assigned to each school by the Board. The principals are viewed as the head teachers in the schools. Achieving academic excellence requires that the school Principals work collaboratively to direct and nurture all members of the school staffs hired by the Superintendent and to communicate effectively with parents.

Inherent in these positions are the responsibility for scheduling, curriculum development, extracurricular activities, personnel management, emergency procedures, and facility operations.

Certified Staff – Teachers and Instructional Coaches

Professionally prepared teachers are uniquely qualified to make important contributions to the formulation of recommendations for school policies which are related to the work of teachers. Teachers should acquire the knowledge and understanding which will enable them to make

responsible proposals to the Board through the Principals, Superintendent and ultimately the Board.

Teachers have the responsibility to be well informed on matters of common concern and must seek high levels of professional excellence both in teacher performance and ethics. Instructional staff has a responsibility to grade students' progress in coursework, subject to review by the Principal and Superintendent. In addition to classroom responsibilities, teachers may take on the following leadership position:

Professional Learning Community (PLC) Lead: Team leaders are expected to enhance the capacity of their team to work interdependently to achieve common goals for which team members hold themselves mutually accountable. In fulfilling the role of leading their team, team leaders are responsible for such functions as leading the team in preparing and utilizing team norms, planning agendas, chairing meetings, serving as a direct communication link between the administration and the faculty, leading the work of teams in analyzing and improving student learning data, seeking out and utilizing best instructional practices, leading the collaborative development and attainment of learning improvement goals, and identifying and communicating professional development needs.

Educators who serve as team leaders must have a demonstrated record of effectiveness in their own teaching, and they must have earned the recognition and respect of their peers. In order to enhance the leadership capacity and effectiveness of others, team leaders must model a desire and willingness to continually learn, constantly seeking ways to improve themselves so that they can more effectively lead their team. In short, they are individuals who can lead building-level collaborative teams of teachers in order to more effectively impact student learning by ensuring that all students learn at high levels, establishing a culture of collaboration (teamwork), and focusing on results (data driven decisions).

All Certified Staff shall be properly certificated by the Department of Elementary and Secondary Education ("DESE") in the appropriate field of study and grade. All Certified Staff will be required to have on file with the GCCS a copy of their then current certificate issued by DESE. Should a Certified Staff member's certificate come under investigation by DESE, the Principal and the Superintendent must immediately be informed. If a Certified Staff member is revoked or suspended by DESE, they shall immediately be removed from the classroom and may be disciplined up to termination.

Student Service Professionals – Counselors/Social Workers/School Psychologists/Speech Pathologist

Professionally prepared, these employees are uniquely qualified to make important contributions to the formulation of the recommendations for school policies and practices which are related to their designated job responsibilities.

These individuals are to show concern for each student's maximum growth and development while helping them to understand the school environment and expectations as well as consequences of

actions for self and others. They are to assist students with academic, emotional, social or behavioral challenges. Their role is also to consult with guardians, teachers, support staff, administration and any local agencies which might be of assistance to the students providing accurate, comprehensive and relevant information in an objective and caring manner. When a student deals with a family crisis (e.g., separation, divorce, death, neglect and abuse, unemployment and alcoholism) a student service professional will assist that student.

If a parent conference for students or a parent workshop is requested, the counselor and/or social worker will conduct them. A counselor and/or social worker, as designated by their immediate supervisor, will also assist in appropriate student referrals, serve as a PLC team member, assist in the development of an individualized education plan for students with exceptional educational needs and participate in home visits upon request. An important role of a counselor, in cooperation of the school based social worker and/or building-level administrator, is to make appropriate referrals to community agencies when necessary and protect the confidentiality of student records and release personal data in accordance with state laws and Board policies.

All student service professionals shall be certified as such by DESE or other professionally designated certification entities. Student Service professionals will be required to have on file with GCCS a copy of their current certificate issued by DESE. Should the student service professional certificate come under investigation by DESE, the professional must immediately inform both the building Administrator and the Superintendent. If a student service professional's certificate is revoked or suspended by DESE, he or she shall immediately be removed from the school building and may be disciplined up to termination.

Board of Directors

Whenever the word Board is used herein, it shall mean Board of Directors. The responsibility for the adoption of school policies belongs to the Board whose members are appointed by the Guadalupe Centers, Inc. Board of Directors. The Board recognizes that matters of non-governance can be cooperatively discussed and acted upon following appropriate discussions with the Superintendent, Principals, Teachers, and other appropriately designated GCCS Staff.

EQUAL OPPORTUNITY POLICY

The Board is an equal opportunity employer. The Board is committed to providing equal opportunity for all individuals based upon any legally recognized basis 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 veteran status, uniform service member status, race, color, religion, age, sex, pregnancy status, national origin, physical or mental disability, genetic information or any basis protected under federal, state or local law. All decisions with regard to employment shall be in compliance with applicable state and federal laws.

The Board expects all work relations to be business-like and professional, free of bias, prejudice and/or discrimination. This policy applies to all conditions of employment including but not limited to, hiring, placement, promotion, discipline, termination, transfer, leave of absence, compensation, benefits and training. GCCS will not tolerate any discrimination or retaliation in the workplace and expects any employee who believes he or she has been subjected to any practice that appears to be inconsistent with this policy should contact the Building Principal.

The Board encourages reporting of incidents of discrimination, regardless of the alleged offender's identity or position, so that rapid and constructive action can be taken. Employees are required to utilize this reporting procedure for any such problems. Further, there will be no retaliation or adverse action against an employee for raising an issue or complaint pursuant to this policy and/or for participating or assisting in the related investigation of a complaint or issue.

The report will be investigated to determine what, if any, responsive action is necessary and appropriate. If you have a question about any type of discrimination at work, talk with your immediate supervisor or the Building Administrator. You will not be punished for asking questions about this policy. Also, if it is discovered and determined that anyone is illegally discriminating against others within or in affiliation with GCCS, that person will be subject to disciplinary action, up to and including termination of employment.

BACKGROUND CHECKS

The Board, upon recommendation of the Superintendent, votes on the employment of all certificated staff, administrators, and support service professionals. Additionally, non-certificated staff are employed at the pleasure of the Superintendent. In approving applicants, the Board will be guided by the desire to obtain individuals committed to providing the highest quality education for the students.

No person will be employed by the Board until GCCS obtains a clear criminal record check and a clear check of the Child Abuse/Neglect Registry maintained by the Missouri Department of Social Services. Similarly, all persons employed by outside vendors/contractors and volunteers who will have contact with students will be required to submit to the same screening. The background checks for vendors/contractors shall be conducted by an agency acceptable to GCCS and be paid for by the vendor/contractor. For purpose of a criminal background check, an applicant will be considered to have a clear background check and be eligible for consideration for employment provided they have not pled guilty or been convicted of a felony or any drug crime, regardless of the severity, or any crime of dishonesty, including but not limited to theft or fraud. All finalists for an employment position will be required to sign a release of liability authorizing prior employers, including school districts, to furnish any information about the applicant and the applicant's work performance, including but not limited to discipline records and performance evaluations. GCCS may also conduct random background checks after employment.

Failure to check references and prior employment for new hires prior to their start date may result in disciplinary action for the employee that fails to perform the checks up to and including termination.

As part of the criminal records check all potential employees shall submit two sets of fingerprints to be used by the Missouri Highway Patrol and the Federal Bureau of Investigation. The fingerprints shall be collected pursuant to standards determined by the Missouri Highway Patrol.

All vacancies should be posted for a minimum of ten (10) school days before the Superintendent may recommend a qualified applicant to the Board for employment. In an emergency situation, the Superintendent may temporarily employ an applicant prior to the expiration of the posting. The temporary applicant may be considered along with other applicants for the position after the ten days. All positions will be filled by choosing the most qualified candidate that meets GCCS' needs both in filling open positions and from a budgetary standpoint. All hiring decisions will be consistent with all other policies of the Board.

To ensure the safety of our students, in addition to our extensive pre-hire process, random background checks can and will be conducted throughout the employment period.

ACCOMMODATIONS UNDER THE ADA

The Board is committed to providing equal employment opportunities to qualified individuals with disabilities. This may include providing reasonable accommodation where appropriate in order for an otherwise qualified individual to perform the essential functions of the job. It is your responsibility to notify Human Resources of the need for accommodation. Upon doing so, Human Resources may ask you for your input or the type of accommodation you believe may be necessary or the functional limitations caused by your disability. Also, The Americans with Disabilities Act permits an employer to require a medical certification of the workplace modifications and/or restrictions that pertain to you, thus we may need your permission to obtain additional information from your physician or other medical or rehabilitation professionals. The company will not seek genetic information in connection with requests for accommodation. All medical information received by Human Resources in connection with a request for accommodation will be treated as confidential and maintained by Human Resources in a file separate from your personnel file with limited accessibility.

The Americans with Disabilities Act (ADA) is a federal law that requires non-discrimination in regard to applicants and individuals with disabilities and, when needed, to provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

Disability means a physical or mental impairment that substantially limits one or more major life activities of the individual, a record of such an impairment or being regarded as having such an impairment. Major life activities include the following, but are not limited to: caring for oneself,

performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working. Essential functions of the job refer to those job activities that are determined by the employer to be essential or core to performing the job; these functions cannot be modified.

When an individual with a disability is requesting accommodation and can be reasonably accommodated without creating an undue hardship or causing a direct threat to workplace safety, they will be given the same consideration for employment as any other applicant. Applicants who pose a direct threat to the health, safety and well-being of themselves or others in the workplace when the threat cannot be eliminated by reasonable accommodation will not be hired.

GCCS will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship GCCS. "Qualified" individual means an individual who, with or without reasonable accommodation, can perform the essential functions of the employment position that such individual holds or desires.

Contact the Building Administrator who will consult with Human Resources staff to answer any questions or requests for accommodation. Adverse action will not be taken against any employee because they, in good faith, report or participate in the investigation of a violation of this policy. The Board takes its responsibility to provide a discrimination and retaliation free work environment seriously and will not tolerate violations of this policy. Any violation subjects the violator to disciplinary action, up to and including discharge.

GENETIC INFORMATION POLICY

GCCS does not conduct any genetic testing on any applicant or employee under any circumstance, and does not discriminate against any applicant or employee because of that individual's genetic information (including information from genetic tests, the genetic test of family members, the manifestation of a disease or disorder in a family member, family medical history, or information about any employee's, applicant's or family member's request for or receipt of genetic services). Nor does GCCS request, require, purchase, or deliberately acquire any genetic information.

To the extent the GCCS receives information about an applicant's or employee's family medical history or other genetic information inadvertently (e.g. in the administration of a leave request or accommodation request), that information will not be used except as required for any legitimate purpose (e.g., to consider an employee's leave request relating to a family member's medical condition), and will be treated and maintained as a confidential medical record and will not be disclosed except as allowed or required by applicable law.

Testing for drug or alcohol use is not considered "genetic testing," and may be required by GCCS in appropriate circumstances. Consistent with the general prohibition against genetic testing of any

applicant or employee, any specimen(s) gathered for drug and alcohol testing will not be tested for any genetic information.

GCCS will not retaliate against any individual because the employee honestly and in good faith makes a complaint of discrimination based on genetic information, and/or participates or cooperates in an investigation of alleged discrimination based on genetic information. Employees who feel they have been retaliated against for making a complaint or participating in an investigation should immediately report the circumstances or incidents to Administrators or the Superintendent.

ANTI-DISCRIMINATION AND HARASSMENT POLICY

The Board prohibits discrimination of one employee by another employee, supervisor or third party for any reason based on your veteran status, uniform service member status, race, color, religion, pregnancy status, national origin, age, physical or mental disability, genetic information or any other protected class under federal, state, or local law. Further, the Board prohibits retaliation related to any complaint made by an employee and brought forward to a member of management or to the Human Resources Department.

The purpose of this policy is not to regulate the personal morality of employees. It is to ensure that in the workplace, no employee is discriminated against or retaliated against for any reason or in any manner.

All GCCS employees have a right to work in an environment free from all forms of discrimination and conduct which can be considered harassing, coercive, or disruptive. Consistent with this philosophy, all employees of GCCS are expected to treat others with dignity and respect at all times. Harassment based on race, color, religion, sex, citizenship, ancestry, pregnancy status, national origin, age, disability, veteran status, genetic information or any other characteristic protected under the law will not be sanctioned or tolerated. This policy applies to employees, family, vendors and other visitors who may have work-related interaction with GCCS employees inside and outside the workplace. No employee of this School is exempt from this policy.

Any employee who believes that they have been discriminated against or retaliated against is required to report the situation immediately to one of the following members of management who have been designated to receive such complaints: the Superintendent, the employee's building Administrator or the Human Resources manager. If an employee makes a report to any of these members of management and the manager either does not respond or does not respond in a manner the employee deems satisfactory or consistent with this policy, the employee is required to report the situation to one of the other members of management designated in this policy to receive complaints.

Adverse action will not be taken against an employee because he or she, in good faith, reports or participates in the investigation of a violation of this policy. The Board takes its responsibility to

provide a discrimination and retaliation free work environment seriously and will not tolerate violations of this policy. Any violation subjects the violator to disciplinary action, up to and including discharge.

STAFF COMPLAINTS AND GRIEVANCES

Intent of the Policy

The purpose of this policy is to provide a process for employees or applicants to reach solutions to problems, disputes, or controversies as fairly and as expeditiously as possible.

This policy also addresses employees or applicants who allege discrimination or harassment on the basis of age, gender, race, color, religion, pregnancy status, national origin, disability, or any other basis expressly prohibited by law.

Definitions

“Complaint” - means any claim or grievance by an employee who is affected in their employment relationship by an alleged violation of applicable statutes, policies, rules, regulations, or written agreements with which the Board is required to comply. In accordance with this policy, a complaint may also be filed by a job applicant.

“Employee” - means any person hired by the Board to perform services either full or part-time.

“Days” - mean working days exclusive of Saturday, Sunday, or official holidays unless otherwise noted.

“Parties in Interest” - Any persons involved in the processing and investigation of the complaint.

“Complaint File” - A file maintained by the Superintendent or their designee containing documents relevant to the complaint. This shall be separate from the personnel file and shall be open to parties in interest only.

“Board” - The Board of Directors of GCCS.

“Notification” - Means delivery in person to the party entitled to notification, or deposit in the United States Mail, certified mail, return receipt requested, to the last known address of the party notified.

Procedure for Notice, Hearing Rights, Evidence Representation, Decisions, and Record

1. This complaint and grievance procedure is applicable to any claim by any employee or applicant for employment with GCCS who is affected in their employment relationship by an alleged violation, misinterpretation, or misapplication of statutes,

policies, rules, regulations, or written agreements with which the school is required to comply.

2. Superintendent or their designee will ensure that a complaint is processed as expeditiously as is practicable. The initial complaint should be made in writing and should clearly state that the complainant wishes to utilize the Complaints and Grievances Policy, the nature of the complaint and specific statute, policy, rule, regulations, or written agreements that have allegedly been violated. The written request should be hand-delivered or received by GCCS via certified mail delivered to 5201 E. Truman Road, Kansas City, Missouri 64127.

3. The complainant and all parties in interest shall be adequately notified of the time and place of the initial meeting and any appeal of the initial decision in writing by hand delivered or certified mail.

4. The complainant and the individual(s) accused of the violation shall be entitled to an opportunity to be heard, to present relevant evidence, and to examine witnesses.

5. The Board, through consultation with its legal counsel, may appoint a member of the Missouri Bar to serve as law officer who shall rule on all issues of law and other objections, but such attorney shall not assist in the presentation of the case for either party.

6. At each level, an accurate record of the proceeding must be kept by mechanical means and all evidence shall be preserved and made available to the parties involved; all cost and fees shall be borne by the party incurring them unless otherwise agreed upon by the parties; except that the cost of preparing and preserving the record of the proceedings shall be borne by the Board; provided however, the cost of transcribing the transcript of evidence and proceedings before the Board shall be borne by the party requesting same, and all costs of the records on appeal to the superior courts and appellate courts shall be paid by the party required to do so by the laws relating thereto.

7. The overall time frame from the initiation of the complaint until rendition of the decision by the Board and notification thereof to the complainant shall not exceed thirty (30) days. In no instance shall there be more than ten (10) calendar days between the most recent alleged act about which a complaint may be filed and the first written notice of complaint is received nor shall there be more than ten (10) calendar days between the decision at any level and the date the appeal to the next level is received.

8. Decisions at each level shall be in writing and dated. Each decision shall contain findings of fact and reasons for the particular resolution reached. The decision reached at each complaint level shall be sent to the complainant by certified mail or hand delivered by a person designated by the Superintendent within twenty (20) business days of the hearing.

9. The decision at each level shall be delivered to the complainant and the affected parties by a person designated by the Superintendent or their designee either by (1) being hand delivered or (2) being deposited in the U.S. Mail (certified mail, return receipt requested). Notice to the complainant shall be deemed to have been made on the date of hand delivery or on the date of deposit in the U.S. Mail by certified mail, return receipt requested to the address stated in the complaint or, if not contained in the complaint, to the last known address of the complainant on file with the Board.

10. If the complainant is dissatisfied with the review of the supervisor's decision, they must forward an appeal to the Secretary of the Board within ten (10) working days. The appeal shall be in writing and include the reason(s) for the appeal. The Secretary of the Board will notify the Superintendent or their designee that a timely appeal has been received. A copy of all complaints involving appeal reviews will be forwarded to the GCCS General Counsel.

11. The complainant and the individual(s) alleged to be in violation are entitled to the presence of an individual of their choice to assist in the presentation of the complaint at the Board level. At the Board level nothing shall prevent the Board from having an attorney present to serve as the law officer who shall rule on issues of law and who shall not participate in the presentation of the case for the Superintendent or the complainant.

12. The Board, when hearing an appeal from the initial hearing, shall hear the complaint de novo. The complainant cannot present additional evidence at the Board level of the complaint process, unless it is determined by the Superintendent presiding over the complaint that such evidence is relevant to the issues presented at the initial hearing and such evidence was either not made available by the administration or not discoverable by the complainant or unless it is presented and received in writing to the person presiding over the complaint at least five (5) days prior to the set date for the Board hearing. A committee of the board will conduct the appeal proceeding within fifteen (15) working days and, within twenty (20) working days after the conclusion of the proceeding, will render a final decision.

13. The time limits specified in this complaint procedure will be observed and applied strictly and will not be extended without the prior written consent of the employee and the applicable level of supervision responsible for the review. If an employee fails to comply with any time limit, the complaint shall be deemed automatically withdrawn and the proceeding terminated.

Prohibited Reprisal Provision

No reprisals of any kind shall be taken by the Board or by any member of the administration against any complainant as a result of participation in the complaint process.

Collection of Information

Nothing in this policy shall be construed to limit any other fact finder or decision maker from using any equitable means available to establish the truth or the circumstances pertinent to the complaint, provided that the complainant shall have an opportunity to respond to any information considered by the decision maker in reaching a conclusion.

SEXUAL AND OTHER FORMS OF HARASSMENT

Sexual Harassment

Any type of sexual harassment is against Board policy. We prohibit sexual harassment of any employee by another employee, supervisor or third party. The purpose of this policy is not to regulate the morality of employees. It is to ensure that in the workplace, no employee is subject to sexual harassment. While it is not easy to define precisely what sexual harassment is, it may include: unwelcome sexual advances, requests for sexual favors, and/or verbal or physical conduct of a sexual nature including, but not limited to, sexually-related drawings, pictures, jokes, teasing, e-mails, text messages, uninvited touching or other sexually-related comments. The conduct prohibited by this policy includes conduct in any form including but not limited to e-mail, voice mail, chat rooms, Internet use or history, text messages, pictures, images, writings, words or gestures.

Sexual harassment of any form or nature will not be tolerated. Unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature constitute sexual harassment when: (1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Examples of sexually harassing behavior of a visual, verbal, or physical nature may include, but is not limited to: (1) Unwelcome or offensive sexual innuendo; (2) Subtle pressure for sexual activity or coercion to date; (3) Sexist remarks or jokes about a person's body or their private life; (4) Degrading remarks, posters, cartoons, drawings, graffiti or other objects in the workplace that contribute to an intimidating work environment; or, (5) Unwelcome touching.

Other Forms of Harassment

Harassment based on other factors such as race, color, religion, pregnancy status, national origin, age citizenship, ancestry, national origin, veteran status, genetic information or disability will not be tolerated. This prohibited conduct shall include, but is not limited to:

1. Visual forms of harassment, such as markings, cartoons, graffiti and drawings;
2. Verbal harassment, such as racial remarks or slurs;
3. Remarks and jokes related to a protected class; or,

4. Actions that set a person apart due to their association with a protected class.

Consequences of Engaging in Harassment

Any individual found to have engaged in any prohibited form of harassment, either directly or indirectly, or to have engaged in behavior that is disrespectful or disruptive or otherwise prohibited by this or other Board Policies, regardless of whether that behavior constitutes harassment prohibited by law, may be subject to appropriate disciplinary actions, up to and including separation from GCCS.

Reporting Procedure

Any employee who believes that they are a victim of sexual harassment, or who witnesses harassment, must immediately report such actions in accordance with the following procedure. All complaints will be promptly and thoroughly investigated as confidentially as possible. The following reporting procedure shall be followed:

1. Any employee who believes that they are a victim of sexual harassment, has witnessed the sexual harassment of another employee or has been retaliated against for complaining of sexual harassment, should report the situation immediately to one of the following members of management who have been designated to receive such complaints: the Superintendent, the employee's building Administrator or the Human Resource Director. If an employee makes a report to any of these members of management and the manager either does not respond or does not respond in a manner the employee deems satisfactory or consistent with this policy, the employee is required to report the situation to one of the other members of management designated in this policy to receive complaints.
2. Human Resources or another supervisory designee will investigate every reported incident without delay. Any employee or supervisor who has been found to have violated this policy may be subject to appropriate disciplinary action, up to and including immediate discharge.
3. Human Resources or another supervisory designee will conduct all investigations in a discreet manner. The Board of Education recognizes that every investigation requires a determination based on all the facts in the matter. We also recognize the serious impact a false accusation can have. We trust that all employees will continue to act responsibly.
4. The reporting employee and any employee participating in any investigation under this policy have the Board of Education's assurance that no reprisals will be taken as a result of a sexual harassment complaint. It is our policy to encourage discussion of the matter, to help protect others from being subjected to similar inappropriate behavior.

This harassment reporting procedure should also be used to report instances of harassment involving agents and supervisory personnel of GCCS fellow employees and non-employees, such as family, visitors, and vendors, and any other person involved in the workplace. Complaints made in

good faith will in no way be held against an employee. GCCS prohibits any form of retaliation against any employee who cooperates in an investigation. Reports will be kept confidential to the maximum extent possible. Employees are expected to cooperate fully in any investigation.

When GCCS becomes aware of a potential incident of harassment it will be investigated. The person receiving notification of harassment will immediately notify the Superintendent. The Superintendent shall undertake or direct an effective, thorough, and objective investigation of the harassment allegations.

Complaints against the Superintendent or Board members should be addressed to the Executive Committee members of the Board who are not the subject of the complaint. The investigation will be completed as soon as practicable and a determination regarding the reported harassment will be made and communicated to the employee who complained and to the accused individual.

If a complaint of prohibited harassment is substantiated, appropriate corrective action, up to and including discharge, will be taken. Appropriate action will also be taken to correct the effects of the harassment and to deter any future harassment.

Sexual harassment of an employee will not be tolerated. Violations of this policy may result in disciplinary action, up to and including discharge. There will be no adverse action taken against employees who report violation of this policy in good faith or participate in the investigation of such violations.

EMPLOYMENT OF RELATIVES

It is the policy of GCCS to hire the best qualified employees available for all positions. GCCS must exercise its judgment and discretion in hiring and placing employees who are members of another employee's immediate family. For purposes of this policy, "immediate family" shall mean father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepdaughter, stepbrother, stepsister, half-brother or half-sister.

Generally, family member will only be allowed to work in positions where there is no direct reporting line. Current employees who become married to other current employees may be permitted to continue employment provided there is not a reporting line issue or alternatively elect who will resign.

DRUG-FREE AND ALCOHOL-FREE WORKPLACE POLICY

It is the policy of GCCS to create a drug-free workplace in order to be in compliance with the Drug-Free Workplace Act of 1988, as that Act may be amended from time to time. The non-prescription use of controlled substances is inconsistent with the behavior expected of

staff members, subjects all students, staff members and visitors to our school, to unacceptable safety risks, and undermines GCCS's ability to operate effectively and efficiently.

Employees under the influence of alcohol, drugs, or controlled substances while on duty are a serious risk to themselves, students, and 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 participate in and complete 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.

The following activities are strictly prohibited:

1. The unlawful manufacture, distribution, dispensation, possession, sale or nonprescription use of either a controlled substance or alcohol on GCCS property (including the parking lot), when on job assignments off school grounds, at school-sponsored functions and activities, and when engaged in any other school- or work-related activity whether on or off school premises;
2. The use of alcohol on GCCS property (including the parking lot), when on job assignments off school grounds, at school-sponsored functions and activities, and when engaged in any other school or work-related activity whether on or off school premises, provided, however, GCCS may host certain off school grounds special events at venues where alcohol may be served;
3. The use of marijuana on GCCS property (including the parking lot), when on job assignments off school grounds, at school-sponsored functions and activities, and when engaged in any other school or work-related activity whether on or off school premises.
4. Having illegal drugs, Marijuana or any other controlled substance (not specifically prescribed by the staff member's medical provider) in your system while on GCCS property, operating a vehicle leased or owned by GCCS, or performing services for or on behalf of GCCS; and,
5. Having alcohol or marijuana in your system during duty hours or at any time in which a staff member is interacting with students. Off-the-job illegal drug use or activities, or post-hiring convictions relating to such illegal drug use or activities is also a violation of this policy. Staff members convicted of controlled substance-related violations (including pleas of nolo contendere, i.e., no contest) must inform Human Resources within

five (5) days of such conviction or plea. "Therapeutic drugs" include legally obtained prescription drugs, controlled substances, and over-the-counter drugs used in accordance with the related prescription and/or directions. Any staff member whose use of any therapeutic drug may affect their capacity to properly and safely perform job duties or may create a danger to them or to another in the workplace should report the therapeutic drug use to the Human Resources department.

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 all other medical records.

GCCS'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, they 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.

GCCS reserves the right to require a staff member to take a leave of absence or comply with other appropriate action determined by the Superintendent. Staff members who violate any aspect of this policy may be subject to disciplinary action, up to and including termination. At its discretion, GCCS may require staff members who violate this policy to successfully complete a drug abuse assistance or rehabilitation program as a condition of continued employment.

Upon the request of the Department of Elementary and Secondary Education or an agency of the United States, the School shall certify that it has adopted and implemented the drug prevention program described in this policy, in the form required by such agency. The School shall conduct a biennial review of this policy to determine its effectiveness, implement necessary changes, and to ensure that the disciplinary sanctions are consistently enforced.

Covered Employees

All GCCS employees are subject to the prohibitions and mandatory testing requirements of this regulation.

Program Coordinator

The Board designates the Superintendent or assigned designee to be the Program Coordinator to ensure that the GCCS employee alcohol and drug program is implemented in accordance with federal regulations and School policy and regulations. The coordinator will also be responsible for

collecting and maintaining all records required by federal law. The coordinator's name, address and telephone number will be provided to all covered employees.

Testing Program and Policy Information

GCCS will distribute to all covered employees, educational materials that explain the requirements of the federal alcohol and drug testing regulations, and the GCCS policies and procedures with respect to meeting those requirements. The materials will include all information required by federal law. Each covered employee must sign a receipt indicating that they have received these materials prior to the beginning of alcohol and drug testing.

ALCOHOL MISUSE PREVENTION AND TESTING PROGRAM

Prohibitions

1. No employee or driver shall use or possess, and GCCS shall prohibit an employee or driver from using or possessing, alcohol while on duty or while performing a safety-sensitive function.
2. No employee or driver shall use, and the GCCS shall not permit a driver to use, alcohol for a minimum of four (4) hours before performing a safety-related function.
3. No employee or driver shall perform, and the GCCS shall not permit an employee or driver to perform, safety-sensitive functions, where the employee or driver is found, through testing conducted in conformity with federal rules, to have an alcohol concentration of 0.04 or greater until the employee or driver has been evaluated by a substance abuse professional, completed any rehabilitation required by the substance abuse professional, and undergoes a return-to-duty test in which the employee or driver tests at less than 0.02 for the presence of alcohol.
4. An employee or driver who tests, through testing conducted in conformity with federal rules, at levels of 0.02 to 0.039 for the presence of alcohol shall be prohibited from performing, and shall be removed by GCCS from performing, safety-sensitive functions until the start of the employee or driver's next regularly scheduled duty, but not less than 24 hours after the test was administered, and until they test below 0.02.
5. An employee or driver who exhibits behavior and/or the appearance characteristic of alcohol misuse will be prohibited from performing, and will be removed from performing, safety-sensitive functions until the employee or driver tests at less than 0.02 for the presence of alcohol.
6. No employee or driver required by federal law, or independent GCCS policy, to take a post-accident alcohol test shall use alcohol for eight hours following the accident or until the driver undergoes a post-accident alcohol test, whichever comes first.

Administration of Alcohol Tests

Alcohol testing will be conducted through the use of a federally approved evidential breath testing device (EBTD), and by a trained breath alcohol technician (BAT), in accordance with federal regulations. GCCS will contract an outside agency or organization to provide alcohol testing in accordance with federal regulations. The contract will provide that the alcohol testing site (1) must afford aural and visual privacy to the person being tested, and (2) must be secured while the testing is taking place.

DRUG MISUSE PREVENTION AND TESTING PROGRAM

Prohibitions

1. GCCS prohibits the unauthorized use of controlled substances. Illicit use of drugs by safety-sensitive employees is prohibited on or off duty.
2. No employee or driver shall report for duty or remain on duty, and GCCS shall prohibit an employee or driver from reporting for duty or remaining on duty, when the driver uses any drug, unless the drug is taken pursuant to the instructions of a physician who has advised the driver that the substance will not adversely affect his/her ability to safely operate a commercial motor vehicle.
3. GCCS may require an employee or driver to notify it or the medical review officer of any therapeutic drug use if the employee or driver tests positive, through testing conducted in conformity with federal law, for any controlled substance.
4. Following a determination, through testing conducted in conformity with federal law that an employee or driver has engaged in prohibited use of drugs, GCCS will remove the employee or driver from performing safety-sensitive functions and will refer the employee or driver to a substance abuse professional. GCCS will not permit the employee or driver to return to the performance of safety-sensitive functions until the employee or driver submits a verified negative test result and completes any rehabilitation required by a substance abuse professional.

Administration of Drug Tests

1. Collection Site – GCCS will contract with an outside agency or organization to serve as a collection site for the collection of urine samples for laboratory drug testing. GCCS will ensure that collection site personnel follow federally prescribed rules for the collection of urine samples. GCCS will ensure that the collection site generally ensures aural and visual privacy for the person giving the sample. The collection site person will be required to split the sample into two bottles (the primary specimen and the split specimen). Following completion of a chain of custody form, the collection site person will seal and ship both bottles to a laboratory certified by the Department of Health and Human Services for analysis.

2. Laboratory Analysis - GCCS will separately contract with a certified laboratory to perform the required drug analysis. If the primary specimen tests negative for drugs, the laboratory will dispose of the split specimen. If the laboratory confirms that the primary specimen tests positive, the laboratory will retain the split specimen to ensure that it remains available for testing.

3. Medical Review Officer – GCCS will contract with a testing facility which will designate one of its employees as Medical Review Officer (MRO) who possesses the qualifications required by federal regulations. The MRO will receive and review all laboratory results generated by the GCCS drug testing program and will report the results to the GCCS designee as required by federal regulations. In the event the MRO receives a confirmed positive test result from the laboratory, the MRO will make every reasonable effort to confidentially contact the driver and give them the opportunity to provide a legitimate, alternative medical explanation for the positive result. If the MRO is unable to reach the employee or driver directly, the MRO shall, in accordance with federal regulations, contact the Human Resources Department of GCCS who shall direct the employee or driver to contact the MRO immediately. The Human Resources Department of GCCS shall inform the employee of the consequences of failing to contact the MRO within the next seventy-two (72) hours. The designated management official shall employ procedures that ensure, to the maximum extent practicable, that the requirement that the employee contact the MRO is held in confidence. If the MRO determines that there is a legitimate alternative medical explanation for the positive result, the MRO will report the drug test as being negative. If the employee expressly declines the opportunity to discuss the test, the MRO may verify the test as positive. If the employee is contacted by the Human Resources Department of GCCS but does not contact the MRO within seventy-two (72) hours, the MRO may verify the test as positive. If neither the MRO nor the Human Resources Department of GCCS has been able to contact the employee within ten (10) days after making all reasonable efforts, the MRO may verify the test as positive. If the MRO verifies the presence of illegal, controlled substances, the MRO shall inform the covered employee that he or she has seventy-two (72) hours to request that the split specimen retained by the laboratory be sent to another certified laboratory for analysis. If the split specimen fails to confirm the presence of illegal, controlled substances, the employee's test will be reported as negative.

Required Tests

Pursuant to federal law, GCCS will require that all covered employees submit to the following tests:

Pre-Employment Testing

1. Before any employee or driver can perform a safety-sensitive function, the employee or driver must take a controlled substances test with a verified negative result.
2. This testing is required of applicants and of employees transferring to a covered position. Testing for newly hired employees or drivers shall be conducted prior to the employment offer, but in any event before commencing safety-sensitive functions. If an applicant refuses to submit to pre-employment drug testing, GCCS will remove the applicant from employment consideration.

3. After obtaining an applicant or employee's written consent, GCCS shall request information regarding the drug and alcohol testing record of employees it is intending to use to perform safety sensitive duties, pursuant to federal regulations.

Post-Accident Testing

1. Pursuant to federal law, all employees or drivers will be required to submit to drug and alcohol testing as soon as practicable after any workplace injury or accident (a) involving the loss of life or (b) after any accident in which the driver receives a citation for a moving violation, if the accident involved either (1) bodily injury to any person who, as a result of the accident, immediately receives medical treatment away from the scene of the accident, or (2) disabling damage to GCCS property or one or more motor vehicles which requires the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle. Pursuant to its independent authority, GCCS requires all drivers to submit to drug and alcohol testing after any accident in which the driver was performing safety-sensitive functions.

2. All post-accident testing shall be conducted within the federally prescribed time periods. If a test is not conducted within the required time periods, then GCCS will not require the employee or driver to submit to a test and the Human Resources Manager, in accordance with federal regulations, will prepare and maintain on file a report and submit it to the Department of Transportation (DOT) documenting the reason(s) why the test was not promptly given.

3. Prior to performing safety-sensitive functions, all employees and drivers will be instructed on the necessity for post-accident testing and the procedures to be followed for post-accident testing so that the employees or drivers can comply with federal regulations.

Reasonable Suspicion Testing

1. GCCS will require covered employees to be tested for drugs and/or alcohol when the driver's supervisor and/or other properly trained GCCS officials determine that there is reasonable suspicion to believe that the driver has violated the provisions of this Policy.

2. All determinations that reasonable suspicion exists will be only by trained individuals and will be made solely on the basis of specific, contemporaneous, articulable observations concerning the appearance, behavior, and speech or body odors of the covered employee. Possession of alcohol, standing alone, will not lead to reasonable suspicion testing.

3. Covered employees will be required to submit to reasonable suspicion testing only if the required observations are made by a trained supervisor or GCCS official during, just preceding, or just after the period of the workday that the covered employee is performing a safety-sensitive function.

4. GCCS designates the Program Coordinator as the GCCS official who will receive the requisite training to determine whether reasonable suspicion exists to require a drug test and/or an alcohol concentration test.

5. GCCS designee will be responsible for making and signing a written record of the observations leading to reasonable suspicion testing for drugs and/or alcohol. With respect to drug testing, GCCS

designee will ensure that this written record is completed within twenty-four (24) hours of the observed behavior or before the results of the drug test are released, whichever is earlier.

Return-to-Duty Testing

1. When an employee or driver is determined, by testing in conformity with federal regulations, to have an alcohol concentration of 0.04 or greater and/or a verified positive test result for drugs, Guadalupe Centers Charter Schools will refer that employee or driver to a substance abuse professional. The substance abuse professional will determine what assistance, if any, the employee or driver needs in resolving problems related to drug or alcohol abuse.
2. Before an employee or driver can return to the performance of safety-sensitive functions, the employee or driver must be evaluated by a substance abuse professional to ensure that they have completed any necessary rehabilitation. The employee or driver must also submit the results of (1) an alcohol concentration test showing an alcohol concentration of less than 0.02 and (2) a verified negative drug test.

Follow-Up Testing

1. When a covered employee who has violated prohibited alcohol and/or drug standards returns to the performance of safety-sensitive functions, they will be required to submit to follow-up testing.
2. Follow-up tests are unannounced and at least six (6) tests must be conducted in the first 12 months after the employee returns to duty. Follow-up testing may be extended for a period not to exceed 60 months following return to duty.

Refusal to Submit to Testing

1. Federal regulations require covered employees to submit to required testing. When a covered employee refuses to submit to testing, or engages in conduct that obstructs the testing process, the test will be considered to be positive and the driver will, in accordance with federal regulations, be prohibited from performing safety-sensitive functions until all preconditions are satisfied.
2. Refusal to submit or to provide a specimen has the same sanctions under the federal regulations as a positive test. Any employee who fails to provide adequate breath or urine for testing must obtain, as soon as possible after the attempted test, an evaluation from a licensed physician who is acceptable to the employer concerning the employee's inability to provide a sufficient specimen. If the physician determines, in his/her reasonable medical judgment, that a medical condition has, or with a high degree of probability could have, precluded the employee from providing a sufficient quantity, the employer's failure shall not be deemed a refusal to take a test. The physician shall provide the GCCS a written statement of the basis for their conclusion. If the licensed physician, in their reasonable medical judgment, is unable to make such a determination, the employee's failure to provide an adequate specimen shall be regarded as a refusal to take a test and violation of this Policy.

TEST RESULTS, CONFIDENTIALITY AND RECORD RETENTION

Employee Records

1. All employee testing records are confidential and GCCS will ensure that all testing records are maintained in a secure location with controlled access. Test results and other confidential information may be released by the laboratory, the breath alcohol technician or the MRO only to designated GCCS officials and/or the substance abuse professional. Any other release of confidential information is only pursuant to federal regulations or with the employee's written consent.
2. Covered employees are entitled, upon written request, to obtain copies of any records pertaining to the employee's use of alcohol or controlled substances, including records of and test results.

Guadalupe Centers Charter Schools Record Keeping and Retention

GCCS will comply with all federal record keeping and retention requirements. In addition, the Program Coordinator will maintain and compile all required statistics and reports and submit those reports to the necessary federal agencies. GCCS will notify the Director of the Department of Revenue within ten (10) days of notice that a GCCS driver has failed a drug, alcohol or chemical test administered pursuant to this regulation.

Evaluation, Referral and Rehabilitation

Employees who violate the alcohol and drug misuse rules will be referred to substance abuse professional for evaluation and will be advised of the available resources for evaluation and treatment. Any treatment or rehabilitation will be provided in accordance with the health insurance, medical or other benefit plan, or under applicable labor or collective bargaining agreements. GCCS is not required to provide rehabilitation or pay for treatment. In addition, GCCS is not required to hold the employee's position or to reinstate the employee to a safety-sensitive position.

Consequences for Violations

Pursuant to federal regulations, GCCS will remove from the performance of safety-sensitive functions any covered employee determined to have violated the provisions of this Policy and will refer to a substance abuse professional those employees or drivers who, based on testing conducted in conformity with federal regulations, have an alcohol concentration of 0.04 or greater and/or are determined to have a verified positive test result for drugs.

Based on its independent authority, GCCS reserves the right to impose additional consequences for violation of the provisions of this Regulation, including, but not limited to, placing the covered employee on indefinite unpaid leave or termination.

A safe and productive drug-free workplace is achieved through cooperation and shared responsibility. Both employees and management have important roles to play. All employees while on GCCS premises or while conducting any school-related activity away from GCCS premises are to maintain their ability to perform job duties unimpaired due to on- or off-duty use of alcohol or

other drugs. Communicating our drug-free workplace policy to both supervisors and employees is critical to our success.

In addition, employees are encouraged to report dangerous behavior to their supervisor. It is the supervisor's responsibility to monitor the environment and clearly state consequences of policy violations.

Each employee, as a condition of employment, will be required to participate in pre-employment, post-accident (OSHA recordable), reasonable suspicion and return-to-duty testing. The substances that will be tested for are: Amphetamines, Cannabinoids (THC), Cocaine, Opiates, Phencyclidine (PCP) and Alcohol. Testing for the presence of alcohol will be conducted by analysis of breath. Testing for the presence of the metabolites of drugs will be conducted by the analysis of urine.

COMMUNICABLE DISEASES/COVID 19

Please see COVID protocol/reentry plan on the school system website www.gck12.org under “Our Schools” or for the updates on the GCCS employee dashboard:

<https://sites.google.com/guadalupecenters.org/covid-19dashboard>. If an employee has, or has been exposed to, an infections or contagious disease or is reasonably believed to have an infectious or contagious disease the following guidelines apply:

1. The employee may be required to undergo a medical examination at GCCS’s cost by a physician of the GCCS’ choosing.
2. Any GCCS employee who contracts COVID-19 but has proof that, prior to contracting COVID-19, they were fully vaccinated, will be permitted to take Personal Leave for the entirety of the CDC recommended isolation period. The Personal Leave shall be with pay and will not be deducted from the Personal Leave account of the employee. Any GCCS employee who contracts COVID-19 but cannot prove that they were fully vaccinated prior to contracting COVID-19 will be allowed to take Personal Leave for the entirety of the CDC recommended isolation period; however, once the leave is exhausted, they will be placed on leave without pay status for the remainder of the absence. No leave under this Policy will be permitted due to work absences to care for an employee’s child, spouse, or other family or household member.
3. If the employee is determined to be infectious or contagious, they will be required to take such leave as provided by Board policy until it is medically determined that the employee is no longer able to transmit the disease.
4. Where a question exists concerning employee’s status, an individual assessment of the employee will be completed by a review team comprised of the employee’s physician, a school nurse, a physician selected by GCCS, a county health official, the Superintendent and the employee’s supervisor. Other individuals may be included, as is reasonably necessary and as designated by the Superintendent.
5. The review team will consider all available medical evidence and will determine the employee’s medical condition, the employee’s ability to return to work and whether the employee’s infectious

status requires any restrictions on the employee's work assignment. Normally the team will be convened within seventy-two (72) hours of notice of the employee's contagious status. The employee's status will be reviewed thereafter as appropriate.

6. The written determination of the review team is subject to an appeal to the Board whose determination shall be final.

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 stage of an acute disease.
3. Has a chronic infectious disease that poses little risk of transmission in the school environment with reasonable precautions.

GCCS 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 substantial risk of transmission of the disease in the school environment.

REPORT OF LEGAL ISSUES

Every employee and volunteer who is arrested for a criminal act, felony, or misdemeanor must notify their supervisor in writing within three (3) workdays of the arrest. Similarly, every employee/volunteer must notify their supervisor within the same time period of notice of a child abuse complaint against them. Any alcohol related traffic violations will be treated as a criminal arrest. In addition to the preceding, any employee who as part of their job duties provides transportation to students of GCCS or who operates any GCCS vehicle must notify their supervisors of any moving traffic violations whether or not on work time.

TOBACCO USE

The Board is committed to the preservation of the health and wellness of all employees, pupils and visitors in its facilities. In keeping with this commitment, use of tobacco products (cigars, cigarettes, chewing tobacco, etc.) is strongly discouraged under any circumstances and is prohibited on our premises or nearby within the view of children and youth. Anyone reporting a violation of this policy will be protected from retaliation of any type.

BUSINESS ETHICS AND CONDUCT

The Board requires all staff members to serve as positive role models for students and their peers. GCCS exists to provide quality cognitive and affective education for students. In achieving these objectives, staff are required to meet certain performance criteria including, but not limited to:

1. Properly prepare for student instruction;
2. Fully utilize instructional time for learning activities;
3. Maintain students under active supervision at all times;
4. Assess student performance in a regular and accurate manner;
5. Modify instructional goals to meet the needs of each student;
6. Comply with administrative directives;
7. Motivate students and peers to achieve learning objectives;
8. Communicate with students and peers in a professional and respectful manner;
9. Maintain relationships with peers and students in a professional manner only;
10. Review and comply with Board policies, regulations, and procedures as well as related building rules and practices;
11. Properly operate and maintain district property;
12. Utilize district technology solely for school district business;
13. Maintain required records and submit requested reports in a timely manner;
14. Comply with all safety guidelines and directives;
15. Refrain from the use of profane and obscene language;
16. Dress in a professional manner; and,
17. Attend to all duties in a punctual manner.

We expect GCCS employees to be ethical in their conduct as it affects our reputation and success. GCCS requires employees to carefully follow all laws and regulations, and have the highest standards of conduct and personal integrity.

Our continued success depends on our maintaining the trust and respect of our students and their families. Employees owe a duty to GCCS, our students, and shareholders to act in ways that will earn the continued trust and confidence of the public.

As an organization, GCCS will comply with all applicable laws and regulations. We expect all directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and not to engage in anything that is illegal, dishonest, or unethical.

If you use good judgment and follow high ethical principles, you will make the right decisions. However, if you are not sure if an action is ethical or proper, you should discuss the matter openly with your supervisor. If necessary, you may also contact the Building Principal for advice and consultation.

It is the responsibility of every GCCS employee to comply with our policy of business ethics and conduct. Employees who ignore or do not comply with this standard of business ethics and conduct may be subject to disciplinary action, up to and including termination of employment.

CONFLICTS OF INTEREST

Employees have an obligation to avoid actual or potential conflicts of interest. 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 or for a relative, as a result of our 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 team member is similar to that of persons who are related by blood or marriage. If an employee has any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose the existence of any actual or potential conflict of interest to the Superintendent as soon as possible so that safeguards can be established to protect all parties. Personal gain may result not only in cases where a staff member or relative has a significant ownership in a firm with which we business, but also when a staff member or relative receives any gift or special consideration as a result of any transaction or business dealings involving GCCS. The materials, products, designs, plans, ideas, and data of the GCCS are the property of the school and should never be given to an outside firm or individual except through normal channels and with appropriate authorization. Any improper transfer of material or disclosure of information, even if it is not apparent that an employee has personally gained by such action, constitutes unacceptable conduct. Any Employee who participates in such a practice will be subject to disciplinary action, up to and including termination of employment.

Disclosure Statement

An employee with an actual, potential, or perceived conflict of interest shall inform the Superintendent, who shall report to the Board. Such employee shall not be involved with considering or evaluating the activity, unless the person has unique information or perspective requested by the Board.

NON-DISCLOSURE OF CONFIDENTIAL AND PROPRIETARY INFORMATION

It is very important to the Board that GCCS confidential and proprietary business records and information are protected from disclosure. Confidential and proprietary information includes, but is not limited to, the following examples:

- Compensation data
- Computer processes
- Computer programs and codes
- Correspondence
- Financial information
- Marketing strategies
- Payroll records
- Pending projects and proposals
- Performance appraisals
- Student rosters and addresses

- Technological data

If you have access to confidential information, we may ask that you sign a non-disclosure agreement as a condition of your employment. If you improperly use or disclose proprietary or confidential business information, you will be subject to disciplinary action, up to and including termination of employment and legal action. This applies even if you receive no benefit from releasing the information.

PERSONAL APPEARANCE

Your personal appearance can influence what families and visitors think about GCCS. Personal appearance can also impact the morale of your co-workers. Personal appearance refers to style of dress, neatness and personal grooming and cleanliness standards.

During business hours or whenever you represent GCCS you should be clean, well groomed, and wear appropriate clothes for the activity in which you are engaged. This is particularly important if your job involves dealing with family or visitors in person. Good judgment is crucial to each employee's choice of work clothes. All employees are expected to be neatly groomed and avoid extremes in dress. Employees should look to their supervisors for answers concerning appropriate dress since supervisors have the authority to determine whether the appearance of each member of their department meets School standards. If it is necessary to request that an employee change clothing, they will be expected to make up the time that they are away from work. Below are some examples of acceptable attire:

Professional Dress

Examples of professional dress include:

- Men – suits, sport jackets or blazers with coordinated dress slacks, belts, collared shirts, ties and dress shoes.
- Women – business suits, pantsuits, business dresses, coordinated shirts, blouses, blazers and dress shoes.

Business Casual Dress

Examples of business casual dress include:

- Men – slacks, collared buttoned or sport shirts (including school uniform shirts), turtlenecks, sweaters and loafers.
- Women – collared button shirts, blouses or sweaters with modest necklines, turtlenecks and slacks or skirts of appropriate length.

Casual Dress

Casual Dress is appropriate on Friday, neat and clean blue jeans can be worn. Examples of casual dress include: jeans, appropriately sized tee-shirts.

Unacceptable Attire

Attire that is viewed as unacceptable for any employee includes the following: jump suits, overalls, sweatpants, workout attire, cutoffs, beach attire, halters or tank tops; garments which are excessively short, tight or sheer; casual sandals and flip flops; hats or caps; clothing with offensive and/or potentially polarizing social/political words, messages or images which do not present an appropriate appearance for an educational setting. See your supervisor if you are not sure about the correct clothing standards for your job.

COMPENSATION AND SALARY

EMPLOYMENT STATUS

All positions will be appropriately evaluated for overtime eligibility in accordance with the Fair Labor Standards Act.

Exempt: Employees who are not eligible for overtime pay due to the exemption guidelines outlined in the Fair Labor Standards Act. Exempt employees are paid on a salaried basis.

Non-Exempt: Employees eligible for overtime payment for actual hours worked in excess of 40 hours per week at 1½ times the base pay rate (or as directed by state law). Overtime is required when scheduled; however, every effort will be made to provide you with as much advance notice as feasible so that you can adjust your personal schedule.

EMPLOYEE CLASSIFICATIONS

Employee classifications assist in communication of benefits and rights. An employee can be a part of more than one classification, for example a Regular Full-Time Instructor.

Regular Full-Time Employee: An employee who works a standard workweek of over 30 hours per week. Full-time employees are eligible for the full range of benefits as outlined herein.

Regular Part-Time Employee: An employee who is regularly scheduled to work less than 30 hours per week. Part-time employees may be eligible for prorated time off benefits as outlined herein.

Temporary Employee: An employee working in a position of limited duration arising out of special projects or other abnormal work demands. Temporary employees are not eligible for benefits. Temporary employees do not transition to regular employee status without an official offer to do so. An example would be a substitute teacher.

Consultant/ Contractual Affiliations: An individual not viewed as an employee, but who may work on-site in the completion of specific contracted project work. This relationship may be that of

an Independent Contractor or a vendor. These individuals are not eligible for benefits as outlined herein.

Certified Staff: Comprised of personnel primarily focused on classroom instruction, such as classroom teachers, specials teachers, and instructional coaches.

Non-Certified Staff: Comprised of personnel primarily focused on classroom instruction, such as paraprofessionals and teacher assistants who do not hold certificate in accordance with the Missouri Department of Elementary and Secondary Education.

Non-Instructional Staff: Comprised of personnel primarily focused on support of the mission in non-educational related positions, such as administrative staff, drivers, custodial staff, cafeteria workers and technological personnel.

Administrators: Comprised of Principals, Assistant Principal and other certified staff in supervisory positions.

Student Service Professionals: Comprised of professional non-instructional personnel focused on pupils and their family, such as social service focused professionals.

Support Service Professionals: Comprised of all personnel, whether instructional or otherwise, that do not hold a certificate in accordance with the Missouri Department of Elementary and Secondary Education.

WORK CALENDAR

The school year will be set annually by the Board. The start date, end date, and number of days of work will be included in the employment agreement for each employee. The length of the teaching day will also be set by the Board.

WORKING HOURS AND DAYS

Working hours are defined and coincide with the annual approved GCCS calendar. Less than full-time staff hours are arranged as needed. Full-time employees are normally expected to perform their duties and meet their responsibilities during these hours. Part-time instructional staff members are not eligible for paid planning periods. Instructional staff is encouraged to participate voluntarily in all school extra-curricular and public oriented programs.

It is recognized that professional duties and responsibilities extend beyond the regular school hours to include additional planning and evaluating, meeting, professional development, parent conferences, participation in Open Houses and PTA meetings, if needed. It is the expectation of the Board that all Certified Staff, Support Service Professionals and Administrators will conduct themselves in a manner consistent with the expected participation in the above activities. It is further expected that all Certified Staff, Support Service Professionals and Administrators will

arrive for work leaving plenty of time to prepare and be waiting the arrival of students at the beginning of the school day.

Certified staff, Support Service Professionals and Administrators are required to be on duty during the teaching day. In addition to the teaching day, Certified Staff, Support Service Professionals and Administrators are required to attend scheduled staff meetings, parent conference days, IEP meetings, and other meetings as may be determined by their building Administrator, the Superintendent and the Board.

GCCS will attempt to provide Certified Staff and Support Service Professionals with at least 20 minutes of uninterrupted time for lunch. Administrators will set the approved lunch periods at the beginning of each school year.

Full-time employees are normally expected to perform their duties and meet their responsibilities during these hours. Instructional staff members will be expected to assume reasonable duties over and above their regular teacher's basic assignments.

An alternative workweek may be established by management as required. From time to time, your supervisor may need to change your schedule to meet scheduling or together needs. Notice will be given as far in advance as possible. Employees needing to alter their normal work schedule to accomplish their job tasks may do so upon agreement of the Building Principals.

SNOW DAYS/EMERGENCY CLOSINGS/VIRTUAL INSTRUCTION

In the event schools are closed due to snow or other emergency Certified Staff and Support Service Professionals shall be excused from school attendance. Administrators and Directors who are considered essential personnel will be expected to report for duty unless excused by the Superintendent. All Staff will be required to work on any additional day scheduled to make up a snow day or emergency closing day as part of their contract obligations. If the Superintendent, at his or her discretion, chooses to utilize school closing dates as virtual instruction days, Communication and directives will be sent to all families and staff as soon as this decision would be made.

EXTRA DUTY PAY AND STIPEND ELIGIBILITY

Extra duty assignments which make major demands on a Certified Staff member's time shall be compensated in the form of a stipend. Extra duties shall be defined as those duties and responsibilities in conjunction with but not a part of the staff's regular assignment. These duties are not considered subject to the provisions of the Employment Agreement. Certified staff to be appointed to extra-duty positions will be recommended by the principal to the Superintendent and must be approved by the Board prior to the start of the work. Extra duty will be paid in accordance to the signed addendum to the employment agreement.

Most stipends will be paid on an annual or seasonal basis, although certain assignments not related to teaching acts, performed at irregular or infrequent intervals, may be paid at an hourly rate.

OVERTIME

There may be times when GCCS cannot meet its operating requirements or other needs during regular working hours. If this happens, overtime hours may be required. We will endeavor to provide as much advance notice as possible. We try to distribute overtime assignments fairly among all employees who are qualified to perform the required work.

Overtime compensation is paid to non-exempt employees in accordance with federal and state wage and hour restrictions. It is our policy that no overtime can be worked without the pre-approval of the Superintendent. Nonexempt employees will receive overtime pay in accordance with the federal and state wage and hour laws. Overtime pay is based on the actual hours worked and paid at 1 ½ time the regular rate of pay.

It is required under Federal and State law that GCCS maintain accurate records of time worked in order to calculate pay and benefits appropriately. If you have a question regarding the time keeping system, immediately seek assistance from your supervisor.

Non-exempt employees should record all time worked accurately, with precise start and end times, and meal period times which is reported to the appropriate person by the end of the workday each Friday. Any other time away from work should also be recorded. Non-exempt employees should arrive not more than fifteen (15) minutes prior to their shift start nor depart the premises more than fifteen (15) minutes after their shift end. Exempt employees will record exceptions only (i.e., Vacation).

Any altering, falsification or tampering with time records may result in disciplinary action up to and including separation of employment. Your supervisor will approve your time record. Only supervisors are authorized to modify the time record for one of their direct report employees, and only to correct time recorded on behalf of the employee with the employee's knowledge and consent to the change as verified by signature of both parties.

It is our policy to comply with the requirements of the FLSA. Therefore, we prohibit any improper deductions from the salaries of employees. We want employees to be aware of this policy and that GCCS does not allow deductions that violate the FLSA. If you believe that an improper deduction has been made to your salary, you should immediately report this information to your direct supervisor or the Building Principal. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made.

PAY PERIODS

1. The work week runs from 12:00 a.m. Sunday and continues through 11:59 p.m. Saturday.
2. The school year begins as indicated by the annually approved school calendar by the board.

3. The Fiscal year will be recognized from July 1st through June 30th.
4. Wage payments are made semi-monthly on the 15th and last day of the month.
5. The first paycheck of the school year will begin the last day of August.

If the normal payday is on a non-working day, salary payment should be made on the immediately preceding workday. Payroll information will only be released to the employee. If an employee is not present to receive the check it will be mailed to the address on record.

Certain deductions from pay are required by federal and state law, such as Federal Income Tax, State Income, FICA and KCPSRS Retirement. Additional deductions will be made in accordance with benefit enrollment elections made by individual employees, for such items as health, dental, and other benefits. An employee should monitor their pay stub to assure that all deductions are in accordance with their elections for tax withholding and benefits. Care is taken to ensure that paychecks are for the correct amount and paid in a timely manner; however, should an error be discovered this matter should be immediately brought to the attention of the Finance Department so that a correction can be made promptly.

SALARY ADMINISTRATION

The Superintendent may prepare salary schedules for Certified Staff and Support Service Professionals annually. The schedules will be submitted to the Board for approval. A copy of the approved salary schedule shall be maintained in the Human Resource department.

BUSINESS TRAVEL EXPENSES

The following guidelines are established for absence from assigned duties in order to attend workshops and conferences:

Requests must be submitted in accordance with the purchase order process for accounts payable. Employees may be authorized to attend conferences, meetings, conventions and other professional development opportunities upon approval. The Superintendent may authorize attendance at conferences for staff members, Board Members and others working on GCCS matters, and may approve all reasonable expenditures associated with the attendance.

Normally, no more than two persons from each school will be allowed to attend conferences. Eligible expenses include registration fees, airfare, car rental fees and lodging. Each employee must submit an itemized purchase order based upon required procedures detailing the event dates, funding source, purpose and necessary expenses. Additionally, each employee shall submit to the CEO/Superintendent or his designee such event agendas as required.

Expenses covered by a federal award must include written justification that participation is necessary to the federally funded program.

Expenses should be charged to a GCCS credit card once arrangements are approved. In the event charges must be paid the day of the event, a check or GCCS credit card will be sent with the person attending the event.

Employee reimbursements are allowed for mileage and meals. Meals and incidental are reimbursed at the per diem rates established by GAS.gov and only for meals not provided by the hotel or at the conference.

Mileage reimbursements are calculated based upon the standard rate established by the IRS at the time of travel. Mileage reimbursements are not authorized between home and the office or school building.

Employees who travel in a personal vehicle directly from home to a location other than the office or a school building on official business are entitled to a mileage allowance of the distance in excess of the distance from home to the office or school building where they are normally assigned. The same policy is applicable on return trips. Employees who travel from school to school on official business are authorized mileage reimbursements from the first to last school visited. When transportation can be pooled, the driver of the vehicle is authorized reimbursement. In performing necessary local travel, personnel will use the most direct well-traveled route between any two points. Claims for mileage reimbursement will be for the actual miles driven based upon odometer readings and supported by a map of the routes taken.

Personal use of a vehicle owned, leased or rented by GCCS is not allowed without advance approval. If you are involved in an accident while on business travel, immediately report the accident to your supervisor.

Employees who do not follow this business travel policy could be subject to disciplinary action, up to and including termination of employment. See your supervisor for help and questions about business travel, expense reports, or any other travel issues.

PERSONNEL FILES

Personnel files on all employees will be maintained in Human Resources Manager's office. It is the intent of the Board to maintain complete and current personnel files, including all information necessary to comply with the Fair Labor Standards Act, for all employees.

GCCS will maintain the following information in personnel files: applications, certification documents, performance evaluations, current transcripts, employment contracts and performance related documents. Medical records, including health insurance records, will be maintained separately. Files containing immigration records will be kept separate from personnel files.

The personnel file(s) of an individual employee will be considered confidential to the extent allowed by law. Access to personnel files will be on a strict need-to-know basis by appropriate School administrators, legal counsel, or state agencies with authority.

PERSONNEL DATA CHANGES

It is important that GCCS maintain current employee information in our records. Please advise as soon as there is a change to your mailing address, telephone numbers, marital status, dependents' information, educational accomplishments, and related information. This information is critical in order to properly administer your benefits and must be updated by the employee through the employee self-service portal within 30 days of a change to assure proper administration of benefits. Also, please keep your emergency contact current. Contact the Building Administrator or Human Resources to change your personal information or if you have questions about what information is required.

ATTENDANCE AND TIME OFF

Attendance and Punctuality

Regular attendance is essential in providing students with a high quality of instruction. Unplanned absences can disrupt work, inconvenience other employees, and affect our mission. When employees are absent more than 6 days in any semester or more than 12 days per school year, (excluding official leaves of absence), their absence is considered excessive. Administrators will review each incident of excessive absence and may require the employee to provide medical documentation or may consider disciplinary actions up to and including recommendation of termination.

We expect GCCS employees to be regular and predictable in their attendance. It is important to report for work on time and as scheduled. If you cannot come to work or you will be late for any reason, you must notify the Building Principal or other designated individual and/or substitute teacher system at least 24 hours in advance, except in an emergency, in which case the employee must make every reasonable effort to notify their supervisor of the need to be absent or tardy no later than 60 minutes before the scheduled time. All employees who have absences beyond 3 days a semester will also be required to call their immediate supervisor or their supervisor's designee each time they request any additional absence.

PAID LEAVE BENEFITS

Paid Time Off (PTO)

Personal Leave

Consistent contact with students and staff is important to the learning environment and GCCS's operation; therefore, it is an essential duty of a Certified Staff; Administrative Staff and Student Services Professionals' position. However, the Board recognizes that there are

circumstances that require an employee to miss work, and the purpose of this policy is to identify situations where paid and unpaid leave from work is appropriate.

GCCS may require an employee to provide verification of illness from a healthcare provider or supply other documentation verifying the absence before GCCS applies applicable paid leave to the absence. In accordance with law, GCCS requires all employees who are absent for three consecutive days to present a certification of fitness to return to work whenever the employee is absent from work due to the employee's illness or injury.

The following leaves with pay will be provided to full-time Certified Staff, Administrative Staff and Student Service Professionals. This policy does not apply to part-time, temporary or substitute staff members unless otherwise noted.

Paid Time Off (PTO) - Certified Staff Administrative Staff and Student Service Professionals will receive one PTO day per contracted month proportional to his/her workday. Unused PTO shall be limited to 90 days. (720 hours).

PTO must be taken in increments of 4 or 8 hours.

For all other staff, PTO may be taken in 2 hours increments.

PTO must be scheduled at least two weeks in advance and must be approved by the immediate supervisor, except for unexpected illness, injury, incapacity, emergency or when such notice is not practical. The use of PTO for any reason, other than leave associated with Policy 4321 Family and Medical Leave, may be limited based on substitute availability. Employees must comply with established GCCS procedures for notification of absence and arrangements for substitute coverage.

PTO is limited to a maximum of three consecutive days, one time per year, and any remaining PTO can be taken in a combination of one or two days during the school year.

PTO may not be combined with any other paid or unpaid leave time, used before or after winter or spring break, a holiday or vacation, during the first week and last week of regular school, or during GCCS professional development days. Consecutive days of PTO may not be used during the GCCS's established state assessment testing window, unless for leave under policy 4321 Family and Medical Leave. Exceptions due to extenuating circumstances may be granted by the Superintendent.

Certified Staff, Administrative Staff and Student Service Professionals who voluntarily discontinue service with GCCS shall be compensated for accumulated chargeable leave according to the following:

Zero to Four Years' service - no payout upon discontinuation of service.

Five to Nine Years' Service - shall be paid for 25% of their accumulated PTO leave at the rate of fifty percent of their daily wage under their most recent contract year;

Ten to Fourteen Years' Service - shall be paid for 50% of their accumulated PTO leave at the rate of fifty percent of their daily wage under their most recent contract year;

Fifteen to Nineteen Years' Service - shall be paid for 75% of their accumulated PTO leave at the rate of fifty percent of their daily wage under their most recent contract year; and,

Twenty or More Years' Service - 100% of their accumulated PTO leave at the rate of fifty percent of their daily wage under their most recent contract year.

Certain days on the school calendar will be designated as black out days during which employees are not permitted to use Personal Leave. However, in order to accommodate employees with extenuating circumstances, building supervisors may, on a first come first serve basis, allow certified staff to use personal leave on designated black out days provided there is ample coverage of the duties assigned to that certified staff member to account for the absence. A staff member may use no more than five personal leave days on black out days during their entire tenure with GCCS.

Bereavement Leave

A maximum of five (5) days may be used in any school year for bereavement purposes. Bereavement leave is available only upon the death of a member of the employee's immediate family. Immediate family is defined as spouse, parent, mother-in-law, father-in-law, brother/sister-in-law, grandparent, child, sibling, daughter or son-in-law, grandchild, or non-family residing within the staff member's home. Days needed for bereavement, outside the death of an immediate family member, may be granted through accumulated PTO.

Leave for Jury Duty

Employees called for jury duty, for participation in the jury selection process, or subpoenaed to testify in a civil or criminal proceeding will be granted leave with pay. Employees will receive their normal pay. Employees called for jury selection or service on a jury will not be requested or required to use PTO for time required in such civic service.

MISSOURI VICTIMS' ECONOMIC SECURITY AND SAFETY ACT

In accordance with the Missouri Victims' Economic Security and Safety Act (VESSA), GCCS offers eligible employees unpaid leave for qualifying domestic or sexual violence related reasons, with a guarantee of restoration to the same or an equivalent position on return from leave. Employees must comply with the terms and conditions set forth in this policy.

Definitions

“Domestic violence” means abuse or stalking committed by a family or household member.

“Family” or “household member” means spouses, former spouses, any person related by blood or marriage, persons who are presently residing together or have resided together in the past, any person who is or has been in a continuing social relationship of a romantic or intimate nature with the victim, and anyone who has a child in common regardless of whether they have been married or have resided together at any time.

“Sexual violence” means a sexual assault, including without limitation, causing or attempting to cause another to engage involuntarily in any sexual act by force, threat of force, duress, or without the person's consent, and trafficking for the purposes of sexual exploitation as described by Missouri law.

“Workweek” means an individual employee’s standard workweek.

Eligible Employees

Employees are eligible for leave if they are the victim of domestic or sexual violence or have a family or household member who is the victim of domestic or sexual violence. The family or household member may not have interests that are adverse to the employee as it relates to domestic or sexual violence.

Qualifying Reasons for Leave

Domestic or sexual violence leave is available to eligible employees in the following circumstances:

1. To seek medical attention for, or recover from, physical or psychological injuries caused by domestic or sexual violence against the employee or their family or household member.
2. To obtain victim services from a victim services organization for the employee or their family or household member.
3. To obtain psychological or other counseling for the employee or their family or household member.
4. To participate in safety planning, including temporary or permanent relocation or other actions to increase safety for the employee or their family or household member from future domestic or sexual violence.

5. To seek legal assistance to ensure the health and safety of the employee or their household or family member, including participating in court proceedings related to the domestic or sexual violence.

Leave Time

Eligible employees may take up to two workweeks of unpaid domestic violence leave within any 12-month period. Leave is based on a rolling 12-month period, looking back from the date the leave would begin. Leave may be taken intermittently (in separate blocks of time) or as reduced schedule leave.

Leave taken under this policy is unpaid. However, employees may substitute accrued and unused PTO for the unpaid leave. The substitution of PTO does not extend the leave period, but runs concurrently with it. Likewise, domestic and sexual violence leave may run concurrently with any leave available under the federal Family and Medical Leave Act (FMLA). This policy does not entitle employees to take unpaid leave that exceeds the amount of unpaid leave time allowed under the FMLA.

Notice of Need for Leave and Certification

Eligible employees must provide GCCS with at least 48 hours' advance notice of the need for leave. If 48-hour notice is not practicable, an eligible employee must provide certification of need for leave with a reasonable period after the absence.

To request domestic or sexual violence leave, employees must supply the Human Resources Director or their designee with a sworn statement that the employee or a member of the employee's family or household is a victim of domestic or sexual violence and that leave is necessary for a specific qualifying reason. In addition, GCCS may require the following supplemental information:

1. Documents from an employee, agent, or volunteer of a victim's services organization, member of the clergy, or medical or other professional from whom the employee or family or household member has sought assistance.
2. A police report or court record.
3. Other corroborating evidence.

This information must be provided to the Human Resources Director or their designee within a reasonable time after it is required by GCCS. Full cooperation to obtain this supplemental information is required under this policy.

During leave, employees may be required to provide periodic reports when reasonably requested about the employee's status or any change in the employee's plans to return to work.

Medical and Other Benefits

An employee taking domestic or sexual violence leave, upon return from leave, is entitled to be restored to the position of employment held by the employee when the leave commenced or to an equivalent position.

Taking domestic or sexual violence leave will not result in the loss of any employment benefit accrued prior to the date on which the leave commenced.

Reasonable Safety Accommodations

Eligible employees are entitled to reasonable safety accommodations to keep employees safe from actual or threatened domestic or sexual violence, unless it would impose an undue hardship on GCCS. Employees seeking a reasonable safety accommodation may be required by GCCS to provide a written statement signed by the employee or an individual acting on the employee's behalf, certifying that the reasonable safety accommodations are for a purpose authorized by VESSA.

Non-Retaliation

Employees who seek good faith leave or reasonable safety accommodations under this policy will not be retaliated against. If you believe you have been subject to retaliation or discrimination, you should report it to the Human Resources Director or their designee.

For further information or details about any of the terms of this Domestic and Sexual Violence Leave Policy, please contact the Human Resources Director or their designee.

VACATION

Vacation time off with pay is available to eligible regular employees to provide opportunities for rest, relaxation, and personal pursuits. An employee's vacation schedule is based on their position with the School and the School's operating schedule. Part-time employees regularly working at least 20 hours a week will receive prorated vacation benefit based on the number of hours they regularly work. The vacation time schedule is based on the school year (starting approximately August 1) and the Board approved school schedule as follows:

POSITION	VACATION TIME ALLOTMENT BASED ON SCHOOL YEAR																		
Certified Staff and Support Service Professionals (Teachers, paraprofessionals, and counselors, Social Workers, Sped Support, and instructional coaches)	Scheduled School breaks during the teaching session and summer break																		
Non-instructional Staff (registrar/secretary staff)	<table><tr><th>Years of service</th><th colspan="2">Vacation Days</th></tr><tr><th>Full-Time Emp.</th><th colspan="2">Part-Time</th></tr><tr><td>Emp. After 6 months Form date of hire</td><td>5 days</td><td>2 days</td></tr><tr><td>1 through 4 years</td><td>10 days</td><td>5 days</td></tr><tr><td>5 through 9 years</td><td>15 days</td><td>7 days</td></tr><tr><td>10+ years</td><td>20 days</td><td>10 days</td></tr></table>	Years of service	Vacation Days		Full-Time Emp.	Part-Time		Emp. After 6 months Form date of hire	5 days	2 days	1 through 4 years	10 days	5 days	5 through 9 years	15 days	7 days	10+ years	20 days	10 days
Years of service	Vacation Days																		
Full-Time Emp.	Part-Time																		
Emp. After 6 months Form date of hire	5 days	2 days																	
1 through 4 years	10 days	5 days																	
5 through 9 years	15 days	7 days																	
10+ years	20 days	10 days																	
Finance, Human Resources and Executive Officers	In accordance with their respective employment agreements																		
Administrators/Directors	Scheduled breaks when school is in session and in accordance with their employment agreement when school is not in session as specified by the Superintendent of Schools																		

Requests for vacation must be submitted two weeks in advance of the planned vacation schedule. GCCS reserves the right to deny vacation schedules to ensure proper staffing.

Unused vacation cannot be carried forward to the next school year, thus, unused time will be lost if not used by July 31 of the year.

HOLIDAYS

The Board will annually adopt a calendar for the school year that will provide for the following holidays:

1. Labor Day
2. Hispanic Heritage Day

3. Thanksgiving Day and the day following
4. Christmas Eve and Christmas Day
5. New Year's Day
6. Martin Luther King Jr. Day
7. Presidents Day
8. Memorial Day
9. Juneteenth
10. Independence Day

Employees must work the day prior to and immediately following a holiday unless excused in writing by the principal. Certified Staff and Support Service Professionals shall be given such days off as set by the Board in its school calendar.

FAMILY AND MEDICAL LEAVE

Eligible Employees

Employees eligible for family and medical leave must:

1. Have been employed for a total of at least twelve (12) months (not necessarily consecutive); and,
2. Have worked at least 1,250 hours during the twelve (12) months immediately preceding the commencement of the leave (for non-instructional staff and part-time instructional staff), or have been considered full-time (for instructional employees).

All periods of absence from work due to or necessitated by the Uniformed Employment and Reemployment Rights Act of 1994 ("USERRA") covered service is counted in determining the employee's eligibility for FMLA leave.

Qualifying Reasons for Leave

An eligible employee may take unpaid leave for the following reasons:

1. The birth of the employee's child (leave must be concluded within one (1) year of the date of birth).
2. The placement of a child with the employee for adoption, or foster care when foster placement is pursuant to State action (leave must be concluded within one (1) year of the date of placement).
3. The care of the employee's child (including biological, adopted, or foster child, stepchild, legal ward), spouse or parent, who has a serious health condition.
4. The serious health condition of the employee that makes the employee unable to perform the essential functions of the employee's position.

5. Any qualifying exigency arising out of the fact the employee's spouse, son, daughter, or parent is a military member on covered active duty (or has been notified of an impending call or order to active duty) requiring deployment to a foreign country in support of a contingency operation. Such leave may include Rest and Recuperation leave up to a maximum of fifteen (15) calendar days.
6. Any qualifying exigency arising out of a military member's parent who is incapable of self-care when the care is necessitated by the member's covered active duty.
7. The care for a covered service member with a serious injury or illness, if the employee is the spouse, son, daughter, parent, or next of kin of the service member.

DEFINITIONS

Serious Health Condition: An illness, injury, impairment, or physical or mental condition that involves the following:

Inpatient Care: Inpatient care (overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care.

Continuing Treatment: Continuing treatment by a health care provider, including the following:

1. Incapacity and Treatment: A period of incapacity of more than three consecutive calendar days and any subsequent treatment or period of incapacity relating to the same condition that also involves:
 - a. Treatment two or three times, within 30 days of the first day of incapacity, by a health care provider, by a nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services under order of, or on referral by, a health care provider; or
 - b. Treatment by a health care provider on at least one occasion,
 - c. which results in a regimen of continuing treatment under the supervision of a health care provider. The in-person treatment visit must take place within seven days of the first day of incapacity.
2. Pregnancy or Prenatal Care: Any period of incapacity due to pregnancy, or for prenatal care (even if the absence does not last more than three days and the employee or family member does not receive treatment from a health care provider during the absence);
3. Chronic Conditions: Any period of incapacity or treatment for such incapacity due to a chronic serious health condition (even if the absence does not last more than three days and the employee or family member does not receive treatment from a health care provider during the absence). A chronic serious health condition is one which:

- a. Requires periodic visits for treatment by a health care provider, or by a nurse or physician's assistant under direct supervision of a health care provider;
 - b. Continues over an extended period of time (including recurring episodes or a single underlying condition);
 - c. May cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.).
- 4. **Permanent or Long-Term Conditions:** A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider. Examples include Alzheimer's, a severe stroke, or the terminal stages of a disease.
- 5. **Multiple Treatments:** Any period of absence to receive multiple treatments (including any period of recovery) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment such as cancer chemotherapy, radiation, etc.), severe arthritis (physical therapy) kidney disease (dialysis).

Exceptions - Unless complications develop, a Serious Health Condition does not include:

- a. Cosmetic treatments, such as most treatments for acne or plastic surgery, the common cold, the flu, earaches, upset stomach, minor ulcers, headaches other than migraine, routine dental or orthodontia problems, periodontal disease, etc.
- b. Treatment for substance abuse by a health care provider may be a serious health condition if the conditions of this policy are met. Absence due to use of the substance, rather than for treatment, does not qualify for FMLA leave.

Current Service member: A serious injury or illness for a current service member includes any illness or injury that existed before the beginning of the member's active duty and which was aggravated by service in the line of duty on active duty in the Armed Forces.

Covered Veteran: A serious injury or illness is one that was incurred or aggravated by the member in the line of duty on active duty in the Armed Forces and manifested itself before or after the member became a veteran and is:

- a. A continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the service member unable to perform the duties of the service member's office, grade, rank, or rating; or
- b. A physical or mental condition for which the covered veteran has

received a VA Service Rated Disability Rating (VASRD) of 50 percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for caregiver leave; or

c. A physical or mental condition that substantially impairs the veteran's ability to secure or follow substantially gainful occupation by reason of a disability or disabilities related to military service or would so absent treatment; or

d. An injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

Treatment – examinations to determine if a serious health condition exists and evaluations of the condition. “Treatment” does not include routine physical, eye, or dental examinations.

Health Care Provider – includes doctors of medicine or osteopathy, podiatrists, dentists, clinical psychologists, optometrists, chiropractors (for limited purposes), nurse practitioners, nurse-midwives, clinical social workers, so long as they are licensed (if required by state law) and are performing within the scope of their practice as defined under state law; Christian Science practitioners listed with the First Church of Christ, Scientist, Boston, Massachusetts; any health care provider from whom an employer or a group health plan's benefit manager will accept certification to substantiate a claim for benefits; a health care provider as defined above who practices in a country other than the United States and is licensed in accordance with the laws of that country.

Regimen of continuing treatment – A course of prescription medication or therapy requiring special equipment to resolve or alleviate the health condition. A “regimen of continuing treatment” that includes the taking of over-the-counter medications such as aspirins, antihistamines, or salves, or bed rest, drinking fluids, exercise, and other similar activities that can be initiated without a visit to a health care provider, is not, by itself, sufficient to constitute a regimen of continuing treatment for purposes of FMLA leave.

Qualifying Exigency – One of the following activities or conditions, occurring while the employee's spouse, son, daughter, or parent is on active duty in a foreign country or call to active-duty status in the National Guard or Reserves:

- A. Short-notice deployment – notice is received seven days or less from date of deployment;
- B. Military events and related activities;
- C. Childcare and school activities – arranging for alternatives or changed circumstances;
- D. Financial and legal arrangements;
- E. Counseling;
- F. Rest and recuperation (15 days maximum);
- G. Post-deployment activities; and
- H. Additional activities agreed upon by the employer and employee.

Covered Service member – Any current member of the Armed Forces, including the National Guard or Reserves, and any covered veteran undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

Covered Veteran – An individual who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran.

Instructional employee – A person employed principally in an instructional capacity, whose principal function is to teach and instruct students in a class, a small group, or an individual setting, and includes athletic coaches, driving instructors, and special education assistants such as signers for the hearing impaired. The term does not include teacher assistants or aids that do not have as their principal function actual teaching or instructing, or auxiliary personnel such as counselors, psychologists, curriculum specialists, cafeteria workers, maintenance workers, bus drivers, or other primarily non-instructional employees.

Length of Leave

General Rule – An eligible employee is entitled to up to twelve (12) workweeks of unpaid leave within a twelve-month period without loss of seniority or benefits. When both spouses in a family work for GCCS, they will be entitled to a total of twelve (12) weeks of unpaid leave (rather than 12 weeks each) for the birth, adoption, or foster placement of a child, or to care for a parent with a serious health condition.

- a. The amount of leave available to an employee at any given time will be calculated by using a “rolling” 12-month period measured backward from the date an employee uses any FMLA leave.
- b. All leave taken under the policy and leave for any other reason that would qualify under FMLA (e.g., worker’s compensation leave that qualifies as a serious health condition), will be counted against the employee’s leave entitlement under FMLA. Employees will be required to run all FMLA leave concurrently with other leaves available to the employee.
- c. When an employee is not required to report for work for one or more weeks (e.g., instructional employees who do not report for work during Christmas/New Year holiday, or during the summer), such days will not count against the employee’s FMLA leave.

Care of Covered Service Members Leave – An eligible employee is entitled to 26 workweeks of leave to care for a covered service member with a serious injury or illness during a single twelve-month period, which begins on the first day the eligible employee requests this type of FMLA leave. The employee may take leave to care for a covered service member and leave for one of the other FMLA-qualifying reasons; however, in no event may an employee take more than 26 weeks of leave in a single twelve-month period.

Coordination With Existing Leave Policies

During a leave related to the employee's serious health condition, the employee shall exhaust all available paid leave benefits before continuing such leave on an unpaid basis.

During a family or medical leave provided under this regulation for all other FMLA qualifying leave, an employee shall first exhaust all available paid leave benefits before continuing such leave on an unpaid basis.

The employee cannot work for another employer while utilizing any approved family and medical leave of absence.

Certification

The district shall retain the right to request a certification of the FMLA qualifying need for leave from any employee making such a request. The procedure for providing such certification shall be as follows:

Serious Health Condition – When an employee requests a leave of absence for a FMLA-qualifying reason, the employee must submit to the Human Resources, a written medical certification form. When the leave is for the employee's own serious health condition and Human Resources provide a list of the employee's essential job functions, the employee's health care provider must certify the employee is unable to perform an essential function of the employee's job.

a. Timing: Upon receipt from Human Resources, an employee has fifteen calendar days to return a complete and sufficient certification of the serious health condition.

Intermittent Leave

Leave may be taken on an intermittent or reduced schedule basis for a serious health condition, either the employee's or a family member 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 serious health condition or to care for an injured service member, GCCS 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 equivalent pay and benefits to the employee's regular job. Intermittent leave for childbirth (and to care for such child) or placement may only be taken with GCCS approval.

Employee and Spouse Co-workers

If the employee and the employee's spouse are employed by GCCS, 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.

Interim Benefits

All group health benefits will continue during Family Medical Leave. The employee must submit their normal premium amounts during the leave as if at work.

Reinstatement

Employees off for a personal serious 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.

MILITARY LEAVE

GCCS supports employees engaged in military activities and will comply with any and all federal and state laws and regulations regarding an employee's participation. Notice should be given to GCCS as soon as possible by providing a certificate of orders to report for military duty. Employees called up for duty or who enlist in the military, reserve, National Guard, or other federally designated uniformed services are placed on military leave. Employees may choose, but are not required, to use any available paid time off entitlement. All employees on military leave have rights to be fully restored to their jobs under the provisions of the Uniformed Services Employment and Reemployment Rights Act. Employees qualifying for reemployment after military leaves of absence of 90 days or less are restored to their former positions. Employees qualifying for reemployment after military leaves of absence of 91 days or longer are restored either to their former positions, or, if their former positions are not available, to jobs that are equal to their former positions in status and pay. Employees returning from military service must make a timely request for reemployment in order to qualify for reinstatement. Requests are considered timely if they are submitted within:

- a. 90 days of discharge from military service by employees whose military duty lasted longer than 180 days; or
- b. 14 days of discharge from military service by employees who served 31 days to 180 days.

Employees who serve for 30 days or less generally have one day from their discharge date to make themselves available for reemployment and a return to their scheduled work group or shift. In addition to making a timely reinstatement request, employees returning from military duty must meet the following general conditions in order to be considered qualified for reemployment:

1. They must have received an honorable or general discharge;

2. They must not have voluntarily remained in the military beyond five years; and
3. They must be qualified to perform the essential duties of the position

An employee returning from a military leave of absence will be compensated at the rate of pay the employee would have received had the employee continued working during the period of leave. This means that employees returning from military duty will receive any length-of-service pay increases they would have received if they had not entered the military. Employees will also be restored to full participation in benefit plans as soon as they return from military service. Absence on unpaid military leave will count in computing an employee's length of service under the retirement plan and determining the rate at which an employee earns vacation.

EMPLOYMENT STATUS – EMPLOYMENT AT WILL

Employees of GCCS are considered at-will employees. Employees shall execute an At-Will Employment Agreement demonstrating understanding of the conditions and expectations of employment at GCCS. GCCS shall follow the terms of the agreed upon contract should termination be necessary.

The policies in this handbook are not intended and should not be construed to constitute a contract of employment or other contractual obligation of any kind between GCCS and any employee. The provisions in the handbook have been developed at the discretion of management and, may be amended or cancelled at any time, at the sole discretion of GCCS.

These provisions replace all other existing policies and practices and may not be changed or added to without the express written approval of the Superintendent of GCCS.

RETIREMENT COMPENSATION

Retirement provisions for all eligible employees will be in accordance with the provisions of the Public School Retirement System of the School District of Kansas City (KCPSRS). GCCS shall make such retirement contributions as required by the plan's provisions on the KCPSRS.

Employees who retire or who have retired and who are eligible for retirement benefits from the KCPSRS Plan are eligible to participate in GCCS health benefit programs. In addition, the spouse and unmarried dependent children of any employee may also participate in GCCS health benefit programs provided that these family members are receiving or are eligible to receive retirement benefits from the KCPSRS System. The retiree must apply for insurance coverage within the first year they are eligible to receive retirement benefits.

PERFORMANCE EVALUATION

The Board's ultimate goal in education is to provide the highest quality educational experience to all students. GCCS' performance-based evaluation system contributes to that goal by promoting the professional improvement of each staff member and, when necessary, by providing data to remove an employee whose employment is detrimental to students.

Performance-based evaluation is a process endorsed by the Board for performance improvement that includes identification of performance expectations, documentation of performance, discussion of performance, development of improvement plans, and making personnel decisions based upon performance. The evaluation process for every employee is an on-going process that takes place every day. All GCCS employees will receive summative evaluations annually.

GCCS's performance evaluation system incorporates the seven "Essential Principles of Effective Evaluation" adopted by the State Board of Education and set out as follows:

1. Uses research-based and proven practices to measure educator performance;
2. Establishes performance indicators for educators based on their level of performance;
3. highly trained so that evaluation ratings are fair, accurate, and reliable; and,
4. Uses the evaluation process to guide school district policies that impact the development of educators and student learning.

Notwithstanding the State's essential principles, the major focus on the GCCS evaluation system is on positive learning outcomes, cognitive and affective, GCCS students. Educators are responsible for the positive learning outcomes for their students.

The Board recognizes that our employees are critical to the success of the organization. It is our ultimate goal to provide the highest quality educational experience to all students. To further that goal, we provide performance counseling and ongoing feedback in a manner that is meaningful to employees and will assist them in their development within the organization. We encourage you and your supervisor to discuss job performance and goals on an informal, day-to-day basis.

It is Board policy to endeavor to conduct performance appraisals with employees on an annual basis, generally by April. Interim evaluations may be conducted at the discretion of management. This process is intended to provide valuable feedback to allow the employee to continue to grow and develop in their position with GCCS. The areas that are included in the evaluation shall be but aren't limited to quality of instruction/assessment; evidence of student learning and the progress that is made; learning environments; communication and community relations; professionalism and any appropriate area.

You will be allowed to provide comments and input into this process as well. We feel that this process should remain confidential between the employee and their supervisor/manager.

EMPLOYEE CONDUCT AND WORK RULES

GCCS teaching standards include, but are not limited to:

1. Ensuring that students are actively participating and are successful in the learning process.
2. Teacher will monitor and manage student learning by specific assessment vehicles.
3. Student and teacher will be prepared and knowledgeable of the curricular content.
4. Teacher will maintain on-task student behavior.
5. Teacher will use professional communications and interactions with the school community.
6. Teacher will remain current on instructional knowledge.
7. Teacher will seek and explore changes in teaching behaviors that will enhance student learning.
8. Teacher will act responsibly in the overall mission of the school.
9. Teacher creates learning experiences that make the subject matter meaningful.
10. Teacher demonstrates knowledge of the subject matter by implementing instruction pertinent to the subject matter.
11. Teacher provides learning opportunities that support the intellectual, social and personal development of all students.
12. Teacher cultivates the unique skills and talents of every student.
13. Teacher will use a variety of instructional activities of critical thinking, problem solving, and performance skills.
14. Teacher creates a positive learning environment that encourages active engagement in learning, positive social interactions and self-motivation.
15. Teacher models effective verbal, nonverbal and media communication techniques with students and parent to foster active inquiry, collaboration and supportive interaction in the classroom.
16. Teacher will use formal and informal strategies to assess learners' progress.
17. Teacher will actively seek out opportunities to grow professionally in order to improve learning for all students.
18. Teacher will maintain effective working relationships with students, parents, colleagues and community members.

It is a primary focus to serve as positive role models for our students. The School exists to provide quality cognitive and effective education for students. We expect you to follow certain work rules and conduct yourself in a manner that protects the interests and safety of all employees, students, visitors and GCCS While it is impossible to list every action that is unacceptable conduct, below list provides some examples of unacceptable behavior. Some incidents may be so severe that steps in the progressive discipline process may be eliminated. For instance, situations that might warrant immediate separation include, but are not limited to the following examples:

- Communication with students in a non-professional and disrespectful manner
- Failing to maintain a strictly professional relationship with students
- Failing to review and comply with Board policies, regulation and procedures as well as related building rules and practices
- Falsification of timekeeping or other School records verbally or in writing

- Violation of Drug Free Workplace Policy
- Violation of the Violence in the Workplace Policy
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage to the property of the School, student, visitor or another employee
- Theft or inappropriate removal or possession of property belonging to the School, its students, other employees or visitors
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Tobacco use in prohibited areas
- Violation of Harassment and Discrimination Policy
- Violation of the Weapon and Threats Policy
- Excessive absenteeism or any absence without notice
- Unauthorized absence from work station during the workday
- Violation of the Technology Policy
- Unauthorized disclosure of confidential information
- Unsatisfactory performance or conduct
- Conflict of interest
- Conviction of a crime against society
- Gambling on duty
- Sleeping or abandonment of position during work time
- Other conduct deemed by Charter School to be injurious to security, personal safety, employee welfare and the School's operations

Additionally, absence from work without notice for 3 consecutive working days is considered a voluntary resignation and may result in immediate separation of employment.

ISSUE RESOLUTION/COMMUNICATION

GCCS encourages an open and frank atmosphere in which any issue, problem, complaint, suggestion, or question receives a timely response from GCCS supervisors and management. GCCS strives to ensure fair and honest treatment of all employees. We expect supervisors, managers, and employees to treat each other with mutual respect. We encourage employees to give positive and constructive criticism to each other.

If you disagree with GCCS rules of conduct, policies, or practices, you can state your concerns to the Human Resources Department. You will not be penalized, formally or informally, for making a complaint as long as you do it in a reasonable, business-like manner. You will also not be penalized for using this issue resolution procedure.

RESIGNATION

Certified Staff and Support Service Professionals who for any reason intend to retire or resign at the end of the then current school year are encouraged to indicate their plans in writing to the Board as early as possible, but no later than March 15th.

Resignations to become effective during the school year require a release by the Board and must be considered on an individual basis. Letters of resignation shall be submitted to the Superintendent. The letter should state reasons and an effective date for the resignation.

The Board may release a Certified Staff member or Support Service Professionals who request to resign after June 1 and prior to July 31 for good cause as determined by the Board. After July 31, a Certified Staff member or Support Service Professionals may petition the Superintendent to recommend a release from his/her agreement for extremely unusual reasons. Should the Superintendent decline to recommend a release and the employee leaves GCCS, it reserves the right to pursue any and all legal options available to it.

As stated in the employee contract, if a certified employee attempts to resign prior to the end of the term of the Agreement, the Board may elect to accept the resignation with neither party having any further obligation under the Agreement or may elect to refuse to accept the resignation and take measures to enforce the terms of the Agreement. Should GCCS elect to pursue a claim for breach it shall be entitled to liquidated damages of \$2,000.00 in addition to any other remedy it pursues. Additional remedies available to include, but are not limited to, pursuing legal action for money damages and an action to seek revocation of the Teacher certificate of license.

Non-Certified Staff members who wish to resign should address a letter of resignation to the Superintendent. The letter should state reasons and an effective date for the resignation. In order to resign in good standing, a Non-Certified Staff member must give fourteen (14) days written notice.

BENEFITS

GCCS sponsors a wide range of benefits programs for its employees. In addition to receiving an equitable salary and having an equal opportunity for professional development and advancement, you may be eligible to enjoy other benefits that will enhance your job satisfaction. The benefits program described in this Handbook represents a substantial investment by GCCS. An employee is not entitled to compensation in lieu of benefit coverage.

Please note that GCCS 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, for any reason. When possible, we will try to notify you in advance of such changes or additions.

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. The exact provisions of the Plans may only be determined by reading the actual Plan Documents. Contact the Human Resources Department for more information about employee insurance benefits.

STAFF DEVELOPMENT ACTIVITIES

The Board shall provide a Professional Development Program to be in compliance with State Statutes regarding assistance for beginning teachers. A written plan will be developed annually to carry out the goals of the Professional Development Program.

GCCS will establish a Professional Development Committee to work with beginning teachers and experienced teachers in identifying instructional concerns and remedies; assist beginning teachers with implementation of their professional development plan; serve as a consultant upon a teacher's request; arrange training programs for mentors; assess faculty needs and develop in-service opportunities for school staff; present faculty suggestions, ideas and recommendations pertaining to classroom instruction within the School; and review and evaluate the School's staff development program.

The Board supports professional development of its staff through the maintenance of a professional development plan as well as assistance programs for new teachers and resource programs for experienced teachers.

New Teacher Assistance Program

Each inexperienced teacher employed by the Board will be assigned a mentor by the building principal. Mentors will be required to possess at least three (3) years of teaching experience and have received or be willing to complete mentor training. Mentors will work closely with their assigned new teachers during the teachers' first two (2) years upon request or at the direction of the building principal during the mentoring period.

New teachers, with the assistance of their mentors, will prepare professional development plans. The plans will be consistent with the evaluation criteria and will establish plans of development for the teacher's first two (2) years of teaching.

The Board encourages all employees to engage in a continuous program of professional and technical growth in order that they may be qualified to provide quality educational programs and services for students. These activities encompass both in-service and Professional Development Program activities. Full-time employees may be designated to attend programs, courses, or participate in activities which provide personal or professional growth. Required professional time will be determined by the Building Principal. Leave time to meet this requirement should be approved by the Building Principal in advance of the taking of such leave.

In addition to the personal and professional growth activities described above, employees are encouraged to attend and participate in activities, including conferences, institutes, and workshops related to their profession and their duties at GCCS. Approval for leave to attend or participate in such activities may be granted by the Building Principal consistent with these policies and procedures. The Building Principal will consider factors such as the staff member position, the needs of GCCS, and the purpose of the activity requested. The Board has responsibility for evaluating any request of the Superintendent to participate in any such activity or program. The Superintendent or the Board shall determine whether GCCS will pay the expenses, or any portion thereof, of a staff member attending a pre-approved activity or program. Selection for these opportunities will be made on a non-discriminatory basis.

MOVEMENT ON CERTIFIED TEACHER SALARY SCHEDULE

A certified teacher or like certified employee's rate of pay is based on the salary schedule as assigned to the position of their employment. Individual salary amounts are determined by district administration at the time of initial employment based on experience and post graduate hours/degrees received or completed. Appropriate verification of previous educational employment and graduate coursework may be required.

Certified Employees are encouraged to pursue advanced degrees as professional growth remains a constant focus for GCCS. Salary adjustments for completed coursework take place once during a calendar year. Prior to September 1 of each school year, in accordance with the column and step increments of the board approved salary schedule, those acquiring additional graduate credit hours or advanced degrees that are educationally related and a part of a GCCS approved education graduate program, will need to submit to Human Resources, verification of course completion in the form of an official transcript. Along with a written request for movement on the salary schedule, a salary adjustment will then be made.

TUITION REIMBURSEMENT PROGRAM

Active full-time teachers, administrators, and non-certified staff in good standing are eligible to receive financial assistance in pursuit of an advanced degree beginning on the first day after completion of their second full year of service and it must be pre-approved. The maximum amount employees may receive during their career at GCCS is \$6,000.

Qualification for the Tuition Reimbursement Program

The following conditions must be met to receive the benefits of the Tuition Reimbursement Program:

1. Employee must meet the eligibility requirements before the class begins and maintain benefit-eligible status through the completion of the class and will need to work at least 24 months after the class ends in order to keep the entirety of the reimbursements. If an employee voluntary

separates prior to the forgiveness of the assistance, then the employee must reimburse the GCCS for the full cost of the tuition.

2. The school the employee attends must be an accredited, post-secondary, technical or professional school, college or university with recognized credentials.

3. Classes must result in academic credit that can be transferred to other schools. (Classes audited, taken for no credit and professional classification, or granting only continuing education units (CEUs) do not qualify for assistance.)

4. The courses must align with the mission and needs of the school.

5. The employee must at least receive a “B” or “pass” grade (applicable to pass/fail classes).

6. Employee will only be reimbursed for money that was paid by the employee, or that will have to be paid back. There will be no reimbursement for any money that was given through grants or scholarships.

7. If the employee is terminated or no contract is renewed due to work performance standards, the employee who received assistance is not liable for repayment.

8. Under current tax law, an employee’s gross income does not include the amounts or expenses incurred for (up to \$5,250 annually) by the employer in providing undergraduate and post-graduate educational assistance pursuant to an Educational Assistance Program meeting the requirements of the Internal Revenue Code in Working Condition Benefits in Chapter 2 of Publications 15-B. See IRS Publication 15 for additional information.

Tuition Reimbursement Program Process

The following details the process to receive the benefits of the Tuition Reimbursement Program for Certified and Classified Staff:

1. The application must be completed and signed by the employee’s supervisor and approved by the Superintendent.

2. The completed educational assistance application must be received in Human Resources no later than 31 days prior to the beginning of the class.

3. Upon completion of the course, employees should forward all receipts and grade verification with proof of payment to Human Resources. Reimbursements will be processed through Accounts Payable. Reimbursements less than \$6,000 annually will not be taxed.

INSURANCES PROVIDED

The Board provides fringe benefits to full-time Certified Staff, Support Service Professionals, Administrators and Non-Instructional Staff. The extent and nature of fringe benefits provided may vary by employee group and work schedule, including the amount of financial support for the benefit.

Insurance coverage for staff members includes:

1. Medical Insurance
2. Group Life Insurance
3. Short-Term and Long-Term disability insurance

Medical Insurance

Regular full-time employees who regularly work more than 30 hours are eligible for medical benefits on the first of the month following 30 days of employment. In order to assist you and your family, GCCS offers group medical care coverage on a cost sharing basis with the employee. Greater benefits may be available to participants for using in-network providers. It is important to understand your plan fully to assure you utilize in-network providers, receive pre-admission certification or utilize primary care physicians in order to maximize your benefit and avoid inadvertent additional charges (i.e., out-of-network charges).

Voluntary Dental Insurance

Regular full-time employees who work more than 30 hours a week are eligible to purchase dental benefits at group dental rates on the first of the month following 30 days of employment. Employees may choose either a pre-paid base plan or a PPO buy-up plan.

Voluntary Vision Insurance

Regular full-time employees who work more than 30 hours a week are eligible to purchase vision benefits at group vision rates on the first of the month following 30 days of employment. In order to receive the maximum plan benefit, employees must visit a VSP approved doctor.

Basic Life and Accidental Death and Dismemberment (AD&D) Insurance

Regular full-time employees who work more than 30 hours a week are eligible for life benefits the first of the month following 30 days of employment. In order to protect you and your family, GCCS provides life insurance coverage in the amount of \$50,000 at no cost to the employee.

The AD&D policy may provide benefits due to certain serious injuries or death caused by accident. The determination of the injuries that are covered is controlled by the specific terms of the AD&D policy. This coverage is provided at no cost to the employee.

Voluntary Life

Regular full-time employees who work more than 30 hours per week are eligible to purchase additional life benefits the first of the month following 30 days of employment. Life coverage is available on a guarantee issue basis in the following amounts: \$100,000 for the employee (up to \$500,000 available based on medical evidence of insurability), \$50,000 for a spouse (not to exceed 50% of the employee elected benefit amount up to \$250,000), and \$10,000 or a child age from live birth to age 19(25 if full-time student; Dependent amounts cannot exceed 50% of the employee elected benefit).

Short-Term Disability

Short-term Disability (STD) insurance coverage provides financial protection by promising to pay a percentage of weekly earnings in the event of a covered non-occupational

disability. Coverage is provided for eligible employees who work at least 30 hours per week at no cost to the employee. This coverage is available the first day of the month following 30 days of employment. Under the benefit, the maximum available benefit is 60% of your pre-disability earnings, not to exceed a weekly amount of \$1,500.

Long-Term Disability

Long-term Disability (LTD) insurance coverage provides financial protection by promising to pay a percentage of weekly earnings in the event of a covered non-occupational disability. Coverage is provided for eligible employees who work at least 30 hours per week at no cost to the employee. This coverage is available the first day of the month following 30 days of employment. Under the benefit, the maximum available benefit is 60% of your pre-disability earnings, not to exceed a monthly amount of \$7,000.

FLEXIBLE SPENDING ACCOUNT (FSA)

A flexible spending account, also known as a cafeteria/Section 125 Plan, is a separate plan that allows you to direct part of your pay, on a pre-tax basis, into a special account. Funds can be used throughout the year to reimburse you for eligible out-of-pocket health care or dependent care expenses. Based on your particular tax bracket, pre-tax premiums have the potential to significantly reduce actual out-of-pocket costs.

Election forms are completed on an annual basis, and the election must be maintained for one full year, except in the case of certain changes in family circumstances that the IRS will consider as valid reasons to make mid-year plan changes. The minimum amount you must select to participate in the GES FSA option \$150.00 per year. Please refer to the Section 125 Summary Plan Description for more specific information and a listing of those plans which are eligible for pre-tax contributions.

KANSAS CITY SCHOOL RETIREMENT SYSTEM

Retirement provisions for all eligible employees will be in accordance with the provisions of the Public School Retirement System of the School District of Kansas City (KCPSRS). Employees who retire or who have retired and who are eligible for retirement benefits from the KCPSRS Plan are eligible to participate in School health benefit programs. In addition, the spouse and/or unmarried dependent children of any employee may also participate in School health benefit programs provided that these family members are receiving or are eligible to receive retirement benefits from the KCPSRS System. The retiree must apply for insurance coverage within the first year they are eligible to receive retirement benefits.

Employees working at least 20 hours per week for at least 9 months of the year are required to participate in the Kansas City Public School Retirement System (KCPSRS). The current staff contribution rate is 9.0 % of regular wage. The School contributes a matching 12.0% on behalf of

the employee. The provisions of the Plan may only be determined accurately by reading the actual Plan Document, which is controlling.

ATTENDANCE INCENTIVE PLAN

Due to the significant impact of the teacher on student learning it is critical that they be in the classroom whenever possible. There are also additional costs to GCCS, such as the cost of substitute teachers when the teacher is out. To reward instructional staff for good attendance, any school staff member who has no absences during a semester will receive a \$500 incentive stipend for that semester. The attendance incentive plan will not be an option if the school or school district has to move to a different instructional format other than “in-person” attendance for students and/or staff

EMPLOYEE ASSISTANCE PROGRAM (EAP)

Life can be unpredictable. And it’s not always easy. So, it’s important to know that there is help available when you need it.

Through GCCS insurance provider coverage. GCCS employees have access to on-line or by phone EAP consultation. This 24/7 assistance is available to you through Magellan Healthcare. As a GCCS employee you may access by calling 800-450-1327, TTY:711 or go on-line at <http://Member.MagellanHealthcare.com> – When you create an account, enter Principal Core as the program name.

A second level of the GCCS employee assistance program became available to all GCCS employees on January 1, 2019. Through a contractual agreement with Counseling Associates, professional counseling services are available to all GCCS employees. These counseling services are available through face-to-face counseling sessions. The first 3 visits are paid for by GCCS at no cost to the employee. You may contact them to schedule an appointment on-line at www.clinical-assoc.com. Or by phone – 913-677-3553

SAFETY

GCCS is committed to providing a safe and healthy place for employees, students, families, and visitors. Safety depends on everyone being alert and committed to assuring the safety and security of all. We regularly communicate in different ways with employees about workplace safety and health issues. These communications may include employee meetings, bulletin board postings, memos, or other written communications.

You must immediately report any unsafe condition to the appropriate supervisor or the Building Principal. If you violate GCCS safety standards, you may be subject to disciplinary action, up to and including termination of employment. Violations include causing a hazardous or dangerous

situation, not reporting a hazardous or dangerous situation, and not correcting a problem even though you could have corrected it.

It is very important that you immediately report any accident that causes an injury, no matter how minor it might seem at the time. When you report it quickly, we can investigate the accident promptly; follow the laws, and start insurance and workers' compensation processing.

EMERGENCY PROCEDURES

GCCS has developed an emergency procedure to follow in the event of fire or disaster. All employees must make themselves fully aware of the proper procedures. Never try to personally handle a situation, summon assistance immediately. Only after assistance is summoned should any attempt to deal with the situation be made, and only when it can be done without risk of personal injury. First priority must always be the safety of employees, students and any visitors.

Fire

IN CASE OF EMERGENCY, DIAL 911. Be clear on the exact location and type of fire. Evacuate the immediate area if there is any risk to health and safety and remain a safe distance from the building. Be sure all non-exit doors are closed. If trained, use a Fire Extinguisher to attempt to extinguish or control the fire until the fire department arrives provided this can be done safely.

Tornadoes

Proceed quickly and in an orderly fashion to an internally located hallway or area without outside windows. Outside windows and glassed areas should be avoided. Use the telephone to summon help for sick or injured if necessary. Remain in your safe area until the "All Clear" is given by the Building Principal. Once the "All Clear" is given, return to your normal duties.

Accidents/First Aid

DIAL 911 if warranted. Be clear on the exact location and type of emergency. Make injured party comfortable, using care not to move anyone in a manner which could exacerbate the injury. Use rubber gloves and other protective equipment (available in the first aid kit) to avoid transfer of body fluids. Report the accident to the Building Principal. Guard the privacy of the injured party by not discussing the incident publicly. Confirm that the site has been cleaned appropriate once the injured party is removed.

MATERIAL SAFETY DATA SHEETS

GCCS (GCCS) will provide information regarding the following:

1. What chemicals are used in the School (MSDS).
2. Where the chemicals are located. Physical and health hazards associated with the chemicals.
3. Protection measures that must be taken to prevent exposure.

4. What to do in case of exposure to the chemicals.

A binder with MSDS will be available in the immediate area (such as the classroom or custodian storage area) and in the Building Principal 's Office. For additional information on hazardous materials in the workplace consult the Building Principal.

SECURITY/VISITORS

Our diligent efforts to provide a safe and secure workplace can be greatly enhanced by each employee as they monitor the environment for security concerns. GCCS encourages the reporting of any suspicious activity and will investigate to the degree practical.

To provide for the safety and security of employees, visitors will be required to have prior approval from the building Administrator, sign in at the office and be escorted to their destinations.

Restricting visitors helps maintain safety standards, protects against theft, protects confidential information, safeguards employee and student welfare, and avoids potential distractions and disturbances. Employees are responsible for the conduct of their visitors.

All visitors should enter any GCCS Building through the lobby. If an unauthorized individual is observed on GCCS School premises, employees should immediately direct the individual to the lobby, or if necessary, notify their supervisor. Spouses, friends, and all former employees or students are considered visitors and are to be escorted at all times.

VIOLENCE IN THE WORKPLACE

GCCS (GCCS) 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. Behaviors that could cause injury or impede the normal course of work, or make employees, students, families, visitors or vendors fear for their safety is prohibited. Personal conduct detrimental to GCCS employees, students, families, visitors or vendors 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. The definition of "workplace violence"" applies to all such conduct, whether committed by a GCCS employee, student, visitor or vendor. Workplace violence includes, but is not limited to, the following conduct, when such conduct is committed on GCCS School's premises, or in connection with a GCCS activity or event:

1. Offensive and/or unlawful touching or application of force by one person against another when done in a rude, insolent or angry manner;
2. Threats to do bodily harm to another;
3. Intimidation

4. Impeding normal work activity;
5. Use of profanity or abusive language;
6. Behavior that harms, intimidates, offends, degrades or humiliates;
7. Intentional infliction of emotional distress;
8. Stalking of another; and
9. Inciting, causing or encouraging another to commit any of the above conduct.

If an employee believes that they have been subjected to workplace violence or the threat of violence, they should immediately separate all contact and communication with the threatening or offending person. Employees are strongly encouraged to promptly report any suspected violation of the workplace violence policy. The incident should be reported to the Building Principal. If deemed appropriate 911 should be contacted for local law enforcement assistance. The initiation of a complaint under this policy will not cause any negative reflection on the complainant, nor will it adversely affect a complainant's employment, compensation or work assignments.

GCCS will respond to any report of workplace violence by investigating the report and taking appropriate action. Complaints will be kept confidential to the maximum extent possible for an effective resolution. Violation of this policy is grounds for discipline up to and including separation of services.

WEAPONS AND THREATS

As a part of GCCS efforts to secure the work environment the possession, transfer, sale, or use of weapons and/or other dangerous unauthorized materials that could be used with the intent of injuring another party is strictly prohibited on GCCS premises or at and any GCCS activities regardless of the location.

A local permit to carry a weapon does not allow you to have a weapon on GCCS property. This policy includes anything that can be used as a weapon including, but not limited to: guns, tear gas or other chemicals, knives or similar devices. If there is any question regarding any potential weapon, seek clarification from the Building Administrator or Superintendent.

Threats against or intimidation of other employees, students, families, visitors or vendors will also not be tolerated whether they are made in person, by mail, over the phone, on e – mail systems or any other form of technology or means of communication. Employees are encouraged to report weapons or threats to their supervisor or the Building Principal so that an investigation can be conducted. Any threat or act of intimidation or physical violence may result in discipline up to and including separation of services.

INTERNAL INVESTIGATIONS, SEARCHES, & PERSONAL/ GUADALUPE CENTER CHARTER SCHOOLS PROPERTY

Security Inspections

Occasionally, GCCS may conduct internal investigations pertaining to security, auditing, work – related matters, or retrieval of GCCS property. GCCS can, at its discretion, conduct searches of GCCS premises and equipment, employee work areas and personal belongings and to utilize audio or video surveillance. GCCS will conduct searches only when it deems that there is a legitimate business reason to do so; searches will be conducted in a selective and nondiscriminatory manner when there is a reasonable suspicion of a violation of policy. An effort will be made to conduct the search in the least obtrusive manner possible. An employee who fails to cooperate with such a search will be subject to disciplinary action, which may include separation of services.

We may provide you with desks, lockers, and other storage devices for your convenience but these are always the sole property of GCCS. Because they are GCCS property, we may allow our representative or authorized agents to inspect them at any time, with or without advance notice to you. We may also inspect any items that we find inside them.

We also want to discourage theft and the unauthorized possession of property that belongs to our employees, GCCS students, visitors, and family. To help enforce this policy, we may require inspection of those who enter or exit GCCS premises as well as any packages or other belongings they carry with them. If you wish to avoid having your belongings inspected, please do not bring them to work.

Workplace Monitoring

GCCS may conduct workplace monitoring to help ensure professional and appropriate communications and actions, employee safety, and security. Employees who regularly communicate with students and related stakeholders may have their telephone conversations monitored or recorded. Telephone monitoring helps us to identify training needs and performance problems. All technology is subject to monitoring as described in that section of this handbook.

We may perform video surveillance of non-private workplace areas. We use video monitoring to identify safety concerns, maintain quality control, detect theft and misconduct, and discourage and prevent harassment and workplace violence. Because we are sensitive to employees' legitimate privacy rights, we will make every effort to guarantee that workplace monitoring is always done ethically and with respect.

Personal Property

Personal property (i.e., belongings and equipment) maintained on GCCS premises should be clearly marked as personal property to avoid potential problems. Management reserves the right to have employees “check –in” any and/or all personal property with their manager.

GCCS cannot be responsible for personal property that is lost, damaged or stolen. If you bring personal property, you need to understand that it will not be covered under the School's insurance and because of limitations on personal homeowners' policies with business property away from the home premises; it may not be covered under your homeowner's coverage either. All incidents of theft or damage involving personal or GCCS property should be reported to your supervisor or the Building Principal. To prevent theft, it is very important that all employees secure all records and equipment at the end of their working time.

RETURN OF SCHOOL PROPERTY

GCCS may loan you property, materials or written information to help you do your job. You are responsible for protecting and controlling any property we loan you. You must also return it promptly if we ask. If you stop working at GCCS, you must return all GCCS, Inc property immediately. If you do not return our property, you will be expected to reimburse the School through deduction from final pay or a personal payment. We may also take legal action to get back our property.

Keys

Keys are the property of GCCS and shall not be duplicated or loaned as that creates a security risk. If you are issued any keys as part of your job responsibility, you are expected to have them available and return them immediately upon leaving employment with GCCS

TECHNOLOGY

CARE OF EQUIPMENT AND MATERIALS

When materials and equipment are issued for use in the classroom, the staff member is responsible to assure the items are not misused or mistreated. If an item is damaged, stolen or lost, the staff member shall be responsible for reporting the condition to the Asst. Superintendent. In the event of a theft along with information supplied by the staff member, a formal police report will be made. When the report has been made it shall be turned over to the Asst. Superintendent for appropriate action regarding inventory adjustments as well as determining if an insurance claim should be filed.

USE OF ELECTRONIC EQUIPMENT

To ensure that GCCS' electronic equipment is used only for lawful and appropriate purposes and to further its business interests, GCCS has adopted the following Policy which applies to all staff members. Each staff member and student having access to the electronic equipment is required to abide by this Policy. GCCS will enforce this Policy.

Acceptable uses of equipment software and business equipment, including telephones, facsimile machines, computers, iPads or similar tablets, cell phones and laptops and GCCS' electronic mail

system, GCCS' internet access, and copy machines (collectively, the "Equipment") are intended to be used for business purposes only. The equipment is the exclusive property of the GCCS, and its sole purpose is to facilitate the business of GCCS. Each student and staff member has the responsibility to use the equipment in a productive and appropriate manner.

UNACCEPTABLE USE OF EQUIPMENT

GCCS' equipment may not be used for transmitting, receiving, or storage of any communications of a defamatory, discriminatory, or harassing nature, or materials that are sexually explicit, pornographic, or obscene. Harassment of any kind is prohibited. No messages with derogatory or inflammatory remarks about an individual's race, sex, age, disability, religion, national origin, or physical attributes shall be transmitted through GCCS' equipment. GCCS will not tolerate actions that may create a hostile environment. Equipment may not be used for any purpose which is illegal or against GCCS' policies or contrary to GCCS' best interest. Solicitation of non-school business, or any use of the school's equipment for personal gain, is prohibited.

TECHNOLOGY AND INTERNET ACCEPTABLE USES

Failure to abide by this policy may render you ineligible to use GCCS' computer facilities and may bring additional disciplinary action. Staff members are expected to use the technology available at GCCS in a manner appropriate to GCCS' goals and values. "Technology" includes, but is not limited to, cellular telephones, beepers, pagers, radios, CD/MP3/DVD players, video recorders, video games, personal data devices, computers, other hardware, iPads or similar tablets, electronic devices, software, Internet, e-mail and all other similar networks and devices. Staff members are expected to be responsible and use technology to which they have access appropriately. Obscene, pornographic, threatening, or other inappropriate use of technology, including, but not limited to, e-mail, instant messaging, web pages, and the use of hardware and/or software which disrupts or interferes with the safety and welfare of the GCCS community, is prohibited, even if such uses take place after duty hours or off GCCS property (i.e., home, business, private property, etc.). Failure to adhere to this policy and the guidelines below will result in disciplinary action.

UNACCEPTABLE USES OF TECHNOLOGY AND THE INTERNET

The following is a list of unacceptable uses of technology and the internet. It is not intended that this list be all inclusive but rather a representative sample of the unacceptable uses.

1. Violating the conditions of federal and Missouri law dealing with students and staff member's right to privacy. Trespassing in others' folders, work, or files; copying other people's work or attempting to intrude onto other people's files; using other user's e-mail addresses and passwords.

2. Using profanity, obscenity or other language which may be offensive to another user; sending messages with derogatory or inflammatory remarks about an individual's race, sex, age, disability, religion, national origin or physical attributes via the Internet or technology; bullying, insulting, intimidating, or attacking others; transmitting any material in violation of federal or state law.
3. Accessing profanity, obscenity, abusive, pornographic, and/or impolite language or materials, accessing materials in violation of Board Policies or policies found in the Student and Family Handbook. A good rule to follow is to never view, send or access materials that you would not want your colleagues to see.
4. Violating copyright laws by illegally downloading or installing music, any commercial software, shareware, or freeware. You are required to strictly comply with all licensing agreements relating to any software. All copyright laws must be respected.
5. Plagiarizing works through the Internet or other technology. Plagiarism is taking ideas of others and presenting them as if they were original to the user.
6. Damaging technology devices, computers, iPads, computer systems or computer networks (for example, by the creation, introduction or spreading of computer viruses, physically abusing hardware, altering source codes or software settings, etc.).
7. Using the technology or the Internet for commercial purposes or activities, which is defined as offering or providing goods or services or purchasing goods or services for personal use, and includes, but is not limited to, the following:
 - a. any activity that requires an exchange of money and/or credit card numbers;
 - b. any activity that requires entry into an area of service for which GCCS will be charged a fee;
 - c. any purchase or sale of any kind; and,
 - d. any use for product advertisement or political lobbying.

Neither the Internet nor any other technology may be used for any purpose which is illegal or against GCCS Policies or contrary to GCCS' mission or best interests. All users are expected to be responsible, courteous and thoughtful when using technology and the Internet. Common sense should prevail.

The use of GCCS computer network system should be in support of education and research, consistent with the educational mission or objectives of GCCS and in accordance with federal law, Missouri law and all school policies. Staff members have no expectation of privacy with respect to the use of technology, the Internet, intranet or e-mail. Maintenance and monitoring of GCCS's network system may lead to the discovery that an individual has or is violating GCCS policy or the law. Violations of policy or the law may result in severe penalties, up to and including termination.

GCCS makes no warranties of any kind, either expressed or implied, that the functions or the services provided by or through GCCS's technology system will be error-free or without defect. GCCS will not be responsible for any damage user may suffer, including but not limited to, loss of data, interruptions of service, or computer viruses. GCCS is not responsible for the accuracy or quality of the information obtained through or stored on GCCS's system. GCCS will not be responsible for financial obligations arising through the authorized use of the system. In accordance with the Children's Internet Protection Act ("CIPA"), GCCS has placed a filter on its Internet access as one step to help protect its users from intentionally or unintentionally viewing inappropriate material. GCCS blocks the categories that are determined to be potentially inappropriate. However, families must be aware that some material accessible via the Internet contains illegal, defamatory, inaccurate, or potentially offensive language and/or images. While the goal of GCCS is to use Internet resources to achieve educational goals, there is always a risk of students accessing other materials. Staff should be aware of these risks.

Electronic Communication

All computers, electronic and telephonic communications systems, including internet access and all communication and information transmitted by, received from, or stored in these systems is the property of GCCS. As such, they are intended to be used for job-related and business purposes only. GCCS reserves the right to monitor or review any information stored or transmitted on its equipment.

Internet communications between students and staff members are responsible for the content of all information that they transmit over GCCS equipment. All electronic communications must correctly identify the student or staff member responsible for the communication. Any information sent to an individual outside of GCCS via GCCS's equipment is considered a statement that reflects on GCCS. All communications sent by students and staff members via GCCS' equipment must comply with this and other GCCS's policies.

Software and Copyright Issues

To prevent computer viruses from being transmitted through GCCS equipment, there will be no downloading or copying of any software onto GCCS equipment without prior approval of GCCS. No files of any kind will be downloaded from the Internet without prior approval of GCCS except for authorized personnel. License agreements relating to any software, whether individually owned or owned by the GCCS will be strictly complied with. Copyright laws are very complex and can apply even to information that appears to be freely available for any use. No copyrighted material will be copied illegally on GCCS's equipment or transmitted through GCCS's equipment. The Board encourages teachers and staff assigned to GCCS to make judicious use of appropriate printed materials, sound recordings, and electronic programs in the curriculum but recognizes that Federal law protects authors and composers from the unauthorized use of their copyrighted work.

The copyright law of the United States (Title 17, USC) governs the making of photocopies or other reproductions of copyrighted materials. According to the copyright law, it is illegal to copy or reproduce on a disk or paper, by use of school equipment or any other means, materials for which

the person reproducing or GCCS does not own the copyright, unless the written permission of the copyright owner has been obtained, or unless the activity is within some of the limited exceptions to the copyright laws. Copyright infringement carries with it serious civil and criminal penalties under the law. Title 17, Section 107, regarding the Fair Use of copyrighted work, reads in pertinent part: ... The fair use of a copyrighted work, including use by reproduction in copies or photo-records or by any other means specified that section, for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright. In determining whether the use made of a work in any particular case is a fair use the factors to be considered shall include:

1. the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
2. the nature of the copyrighted work;
3. the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and,
4. the effect of the use upon the potential market for or value of the copyrighted work.

E-MAIL SYSTEM

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

You may not use email to solicit or market for businesses, religious or political causes, or other outside organizations or any other matters outside of GCCS business.

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 GCCS

Employees should not:

1. Disclose any confidential information to persons outside the organization except on a "need -to-know" basis;
2. Use this information for their own benefit, or for the profit or benefit of persons outside of GCCS;
3. Copy (except where necessary in order to perform duties on behalf of GCCS) any of this information;
4. Retain any of this information upon leaving GCCS employment; or
5. 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 disks, hard drives, portable storage (thumb drives) and file folders not related to the performance of one's job is inappropriate. GCCS has selected software which best suits its business needs and which shall be licensed to the organization. GCCS employees are not to make copies of any School supplied software for use outside of GCCS 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-business 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 employee 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.

SOCIAL MEDIA/NETWORKING

GCCS recognizes the usefulness of online resources to inform its school community of activities and to recruit talented teachers and staff. Due to the nature of social networking sites, there exists a risk that the lines between one's professional life and personal life will be blurred. GCCS staff is prohibited from communicating with students and families via social media, e-mail, text messaging, or other forms of communication not specifically approved by Superintendent. Staff members should communicate with students and families via face-to-face meetings and phone calls. GCCS will maintain an official website and may also employ school sanctioned social media outlets to further the aims of GCCS, recruit future staff members, or better inform the public.

By accessing, creating or contributing to Facebook, Twitter, blogs, discussion forums, wikis, podcasts or other social media for program use, you agree to abide by these guidelines. Please read them carefully before making use of such social media. If you have any doubts or concerns about how these guidelines apply to you or your situation, or how they might apply to some new form of social media in the future, please err on the side of caution and direct your questions and concerns to the Human Resources before you make use of such media. This policy is not intended to infringe upon a staff member's right to speak publicly on matters of public concern, so long as such communication:

1. adheres to appropriate time, place and manner restrictions;
2. does not interfere with the performance of job duties;

3. does not explicitly or implicitly state that the view is an official view of GCCS unless the staff member is expressly authorized by the Superintendent to make an official statement on behalf of GCCS; and,
4. does not violate laws applicable to communications with or about students;
5. does not disclose proprietary or confidential information of GCCS;
6. does not disclose personal information about associates or students or information protected by law.

Staff members should be mindful that actions that are not permissible when not on social media are similarly not permissible on social media, and GCCS reserves the right to discipline for impermissible behavior that utilizes social media. Additionally, GCCS may place certain restrictions on a staff member's use of social media to preserve student confidentiality and to ensure policy is followed.

There are a number of widely utilized social forms, such as Facebook, blogs and Twitter and similar websites and electronic communications tools through which employees may communicate. As employees contribute to personal blogs, message boards, networking pages and other forums outside their job function it can be difficult to discern which comments are posted as personal views and which are intended to represent GCCS or professional views. It should always be made clear when speaking about job related content or the organization on these sites that your views are not those of GCCS or its other employees, by adding a statement such as: "The opinions expressed on this site are my own and do not necessarily represent the views of GCCS." Do not post as a representative of GCCS or use GCCS name in your username or other such manner that could blur your identity with that of the GCCS. Please be aware that you are not anonymous when using these sites, you can be identified even when posting under a pseudonym or anonymously. When posting, please be careful with confidential and/or sensitive information, show respect to our students, families, employees and related parties and observe all School policies such as non-Harassment, confidentiality and proprietary information including protection of GCCS financial data, proprietary processes or technology, personnel information. GCCS owns intellectual property rights in its trademark, including the GCCS name and logo which cannot be used or disclosed in any manner without advance permission. Social networking should not be done on school time, without specific permission. It is always recommended that all use of social networking be done in a truthful, respectful manner. Social media communications are publicly available; therefore, you should not expect that your communications are private in any way or that GCCS will not access and review your communications. If you discover information posted that is unfavorable or negative toward GCCS, please bring it to the attention of the Building Principal for resolution, do not attempt to address the issue personally. GCCS may monitor content on the web and reserves the right to remove posts that violate this policy. Violation of this policy may result in discipline up to and including termination of employment.

Further it is highly discouraged for supervisor and employees to "friend" each other as the personal information available through the online site could impair the working relationship and/or the ability to manage the employee.

If you have questions regarding this policy and its application, please contact the Building Principal.

TELEPHONES

In general, telephone use is to be confined to legitimate business purposes only. Our telephone communications are an important reflection of our image to students and the community. Always use proper telephone etiquette. The following are some examples of good telephone etiquette: use the approved greeting, speak courteously and professionally.

Excessive personal phone calls tie up the telephone lines for students, family and vendors trying to reach the organization. If you make personal long distance calls on GCCS phones you are responsible for the cost of the call. Such calls are only allowed on an emergency basis and with pre-approval.

PERSONAL CELLULAR PHONES

The use of cell phones, iPads and similar personal electronic devices during duty time presents a significant safety risk, as well as, adversely impacts duty time. For safety and educational reasons, the instructional staff and support staff, except as provided in this policy for transportation employees, are not permitted to use such personal electronic devices during duty time. Exceptions will be made for bona fide school related emergencies.

Bus drivers and other employees driving district vehicles and employees driving while on District business are prohibited from using cell phones, iPads, and related electronic devices while driving. If an emergency occurs, the vehicle should be parked and remain parked in a safe location during the use of the electronic device. Bus drivers and employees driving GCCS vehicles should log those duty time emergency calls with date, time, and call duration and vehicle location with their supervisor as soon as is practicable.

Personal cell phones should not be used in a manner that is disruptive to other employees, students, families, guests or visitors. Employees should try to keep their personal cell phones on vibrate or silent mode while in the School. Calls and texts should only be received and placed during break period when away from the students. If using a cell phone on school business while outside the school premises, park your vehicle before using your phone to avoid dangerous distraction. Text messages sent from cellular phones for school business purposes should conform to general business communication standards, as the abbreviated format frequently used in text messages is not viewed as appropriate for professional communications. All messages sent and/or received on School owned equipment are the property of the School and can be monitored and reviewed. Further, text messages are not to be sent, received or read while driving.

FACSIMILE, COPY MACHINES, PROJECTORS & OTHER OFFICE EQUIPMENT

Facsimile and copy machines are primarily to be used for GCCS business. Prior approval should be obtained for any personal use. All equipment of the School should be used in a manner that is consistent with all School policy, including harassment and violence. If you know about any violations to this policy, notify your supervisor, the Building Principal or any member of management. Discipline may result from violations of technology policy or improper use of the aforementioned equipment and systems by employees.

EMPLOYEE HANDBOOK ACKNOWLEDGEMENT FORM

The purpose of this Handbook is to describe GCCS' current personnel policies and to provide you with general guidance only. We reserve the right to change these policies at any time, and without notice, and will endeavor to advise employees of those changes in a reasonable timeframe.

This form is to acknowledge that through the Paycom Employee Self Service Portal, I have received a copy of the GCCS Employee Handbook, dated August 1, 2023, to read in order to fully understand my privileges and obligations as an employee with GCCS and that if any of these policies are unclear to me in any way, I understand that I should consult the Building Principal or Human Resources Department.

I became an employee at GCCS voluntarily. No employee has a contract of employment unless expressly agreed to in writing and signed by the Superintendent.

I understand and acknowledge that this handbook is not a contract of employment or a legal document. I have received the handbook and I understand that it is my responsibility to read and follow the policies contained in this handbook and any changes made to it.

EMPLOYEE'S NAME (printed):

EMPLOYEE'S SIGNATURE:

DATE: