

EMPLOYMENT POLICIES

EXPENSES

Introduction

The following is a comprehensive guide to La Salle's expense policy and procedures for the reporting and reimbursement of expenses. The supervisor who approves expense reports should be familiar with this policy; authorizing an expense report indicates to La Salle that the expenses reported are legitimate, reasonable and comply with this policy.

School Supplies, Other Expenditures

Only authorized persons may purchase supplies in the name of La Salle. No employee whose regular duties do not include purchasing may incur any expense on behalf of La Salle. Without a properly approved purchase order, La Salle is not obligated for any purchase.

Expense Reimbursement

La Salle will reimburse employees for reasonable and necessary out-of-pocket expenses incurred in connection with required or authorized business related travel, including attendance at conferences, conventions, seminars and other educational functions. Reimbursable expenses include transportation, meals, lodging, registration fees, and conference materials. If employees have questions as to what is a "reasonable or necessary expense," employees should seek approval in advance. All expenses must be substantiated with receipts.

The employee's supervisor must approve all claims for reimbursement before they are submitted for payment.

Equal Employment Opportunity

The School offers equal employment opportunities to all persons without regard to race, color, religion, sex, pregnancy, national origin, ancestry, disability (including physical disability and mental disability), age, sexual orientation, familial status, or any other characteristic in accordance with applicable federal, state and local Equal Employment Opportunity laws. This nondiscrimination policy extends to all terms, conditions and privileges of employment as well as the use of all school facilities, participation in all school-sponsored activities, and all employment actions such as promotions, compensation, benefits and termination of employment. In order to provide equal employment and advancement opportunities to all individuals, employment decisions at La Salle will be based on merit, qualifications, and abilities. La Salle wishes to emphasize to all employees our belief in equal employment opportunity. The cooperation and participation of each employee is essential to the achievement of our objective.

Employees have the right to be treated with dignity. Confidentiality will be maintained except in instances only when the disclosure may be required under legislative, regulatory, or court pronouncements. Employees will not routinely be relieved of assignments or restricted from work for reasons of health unless a condition exists which would warrant such action. Each such situation will be evaluated on an individual basis, taking into consideration an employee's health and job responsibilities.

Any employee who believes he or she has been the victim of employment discrimination based on any of these factors should report the matter immediately to La Salle's Head of School Operations unless this person is the alleged discriminator. In this case the report should be made directly to the Board Chair/designee. Employees can raise concerns and make reports without fear of retaliation. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment. All allegations of discrimination are taken seriously and will be investigated. Individuals who intentionally make false reports of discrimination may be disciplined, up to and including termination of employment.

Anti-Harassment Statement

Introduction

It is the goal of La Salle to promote an environment that is free from harassment, including and not limited to harassment based on race, color, religion, sex, pregnancy, national origin, ancestry, disability (including physical disability and mental disability), age, sexual orientation, familial status, genetic information, or any characteristic in accordance with applicable

federal, state and local Equal Employment Opportunity laws. Harassment based on any characteristic protected by the law which occurs on the premises or in other settings in which employees may find themselves in connection with their employment is unlawful and will not be tolerated by La Salle. Further, any retaliation against an individual who has complained about harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated.

Because La Salle takes allegations of harassment seriously, we will respond promptly to complaints of harassment, and where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

Please note that while this policy sets forth our goals of promoting an environment that is free of harassment based on any characteristic protected by the law, the policy is not designed or intended to limit our authority to discipline or take remedial action for conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of harassment.

La Salle also prohibits:

- Retaliatory actions based on making complaints of prohibited discrimination or harassment or based on participation in an investigation, formal proceeding or informal resolution concerning prohibited discrimination or harassment.
- Aiding, abetting, inciting, compelling or coercing discrimination or harassment.
- Discrimination or harassment against any person because of such person's association with a person protected from discrimination or harassment due to one or more of the above-stated characteristics.

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when submission to such conduct is made either explicitly or implicitly a term or condition of employment, submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual, or the conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment. Under these definitions, direct or implied requests by a supervisor or other employee for sexual favors in

exchange for actual or promised benefits such as favorable reviews, salary increases, promotions, increased benefits, or employment constitutes sexual harassment.

Sexual harassment involves other sexually-oriented or gender-based conduct, whether it is intended or not, that is unwelcome and has the effect of creating an environment that is hostile, offensive, intimidating, or humiliating to male or female employees, including volunteers, may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct which if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness:

- Unwelcome sexual advances -- whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- Inquiries into one's sexual experiences; and,
- Discussion of one's sexual activities.

If an employee becomes aware of, or experiences, behavior prohibited under the harassment policy, the employee should immediately report it to his or her supervisor. In the event that the supervisor is the person engaging in behavior prohibited under the harassment policy, the employee should report it to the Director of Operations or the Executive Director.

Individuals who intentionally make false reports of harassment may be disciplined, up to and including termination of employment.

PERSONNEL EVALUATIONS POLICY

The Board of LaSalle Charter School Inc. adopts the following policy, effective on the date of adoption by the Board.

This policy will summarize the provisions of staff observations and evaluations.

All employees are subject to a job performance review. La Salle Charter School Inc. conducts these performance evaluations in order to review an employee's work performance. Such work performance includes, but is not limited to, quality of work, knowledge, skill, ability, attitude, work habits, and attendance.

Formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

SECTION 1. Staff Observations and Evaluations

SECTION 1.1. The Head of School Operations shall be formally evaluated by the Governing Board on at least an annual basis using an established evaluation instrument adopted by the Governing Board.

SECTION 1.2. Each certified staff member shall be formally observed and evaluated by the Head of School Operations on at least an annual basis using an established evaluation instrument adopted by the Governing Board.

SECTION 1.3. Each classified staff member shall be formally evaluated by the Executive Director on at least an annual basis using an established evaluation instrument adopted by the Governing Board.

SECTION 1.4. The Head of School Operations shall provide a copy of the observation rating, notes, and any other documentation obtained or used during observation or evaluation.

SECTION 1.4.1. The Employee shall have the right to acknowledge acceptance of the evaluation or to dissent and provide written commentary related to the dissent; however, the document, regardless of acknowledgment or dissent, shall remain a part of the staff member's personnel record throughout the duration of employment.

SECTION 1.4.2. Employees may elect to follow the school's grievance policy related to dissent of any evaluations. The decision of the Governing Board or its designated committee is considered final.

STAFF COMPLAINTS AND GRIEVANCES POLICY

The Board of LaSalle Charter Schools Inc. adopts the following policy, effective on the date of adoption by the Board.

This policy will summarize the process for the filing of complaints and/or grievances.

SECTION 1. Intent of the Policy

SECTION 1.1. The purpose of this policy is to provide a mechanism for employees or applicants to reach solutions to problems, disputes, or controversies at the lowest administrative level, as fairly and as expeditiously as possible.

SECTION 1.2. This policy also addresses employees or applicants who allege discrimination or harassment on the basis of age, gender, race, color, religion, national origin, disability, or any other basis expressly prohibited by law.

SECTION 2. Definitions

SECTION 2.1. Complaint - A complaint means any claim or grievance by an employee who is affected in his or her 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.

SECTION 2.2. Employee - Employee shall mean any person hired by the Board to perform services either full or part-time.

SECTION 2.3. Days - Days shall mean working days exclusive of Saturday, Sunday, or official holidays unless otherwise noted.

SECTION 2.4. School Leader - Employee possessing that degree of administrative authority.

SECTION 2.5. Parties in Interest - Any persons involved in the processing and investigation of the complaint.

SECTION 2.6. Complaint File - A file maintained by the Head of School Operations containing documents relevant to the complaint. This shall be separate from the personnel file and shall be open to parties in interest only.

SECTION 2.7. Board - The Governing Board of LaSalle Charter Schools Inc.

SECTION 2.8. 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.

SECTION 3. Procedure for Notice, Hearing Rights, Evidence Representation, Decisions, and Record

SECTION 3.1 This complaint and grievance procedure is applicable to any claim by any employee or applicant of LaSalle Charter Schools Inc. who is affected in his or her employment relationship by an alleged violation, misinterpretation, or misapplication of

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

SECTION 3.2The Board 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 received by the charter school's office via certified mail at the following address 1106 N. Jefferson, St. Louis, MO 63106.

SECTION 4.2. 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.

SECTION 4.3. 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.

SECTION 4.4. The Governing Board may appoint a member of the State 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.

SECTION 4.5. 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 Governing 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.

SECTION 4.6 The overall time frame from the initiation of the complaint until rendition of the decision by the Governing 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.

SECTION 4.7. 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 Head of School Operations within twenty (5) business days of the hearing.

SECTION 4.8. The decision at each level shall be delivered to the complainant and the affected parties by a person designated by the Head of School Operations 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 Governing Board.

SECTION 4.9. If the complainant is dissatisfied with the review of the supervisor's decision, he or she must forward an appeal to the (insert title) within ten (10) working days. The appeal shall be in writing and include the reason(s) for the appeal. The (insert title) will notify the school leader or designee that a timely appeal has been received. A copy of all complaints involving appeal reviews will be forwarded to (insert title).

SECTION 4.10 The complainant and the individual(s) alleged to be in violation are entitled to the presence of an individual of his/her choice to assist in the presentation of the complaint at the Governing 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 School Leader or the complainant.

SECTION 4.11. The Board, when hearing an appeal from the initial hearing, shall hear the complaint de novo. The complainant cannot present additional evidence at the Governing Board level of the complaint process, unless it is determined by the School Leader 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 Governing 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.

SECTION 4.12. 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.

SECTION 5. Prohibited Reprisal Provision

SECTION 5.1. 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.

SECTION 6. Collection of Information

SECTION 6.1. Nothing in this policy shall be construed to limit any other fact finder

Immigration Law Compliance

La Salle is committed to employing only individuals authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship, ancestry, or national origin.

Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired may also be required to complete the form.

Employees with questions or seeking more information on immigration law issues are encouraged to contact their immediate supervisor

Disability Accommodation

La Salle is committed to complying fully with applicable law regarding individuals with disabilities, and to ensure equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Reasonable accommodations for qualified individuals with known disabilities will be made unless to do so would be an undue hardship. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

La Salle is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability.

If an employee's disability is interfering with his or her ability to perform the essential functions of his or her job, then La Salle will interact with him or her to determine if a reasonable accommodation exists that would allow the employee to perform the essential functions of his or her job. If so, then La Salle will provide the employee a reasonable accommodation, unless it would impose an undue hardship on La Salle.

GROUP HEALTH AND RELATED BENEFITS

Benefits Summaries and Eligibility

La Salle provides paid employees with certain benefits which may change from time to time. Employees should refer to the Summary Plan Description, available from the Head of School Operations or designee, for more details about La Salle's benefits.

Benefit Election

The School's benefit plans provide valuable protection against the financial impact of healthcare costs by paying for a broad range of services. Eligible regular full-time employees may enroll in the plan, effective beginning on their hire date. Additional information and enrollment forms may be obtained from the Head of School Operations or designee. An employee who does not wish to be covered by any of the School's medical or dental insurance plans must sign a statement to that effect, which will be included in his or her personnel file. An employee's annual salary will not be affected if she/he opts out of employer provided benefits.

Should an employee elect to participate in one of the School's insurance plans, the school will provide up to \$500/month total for medical insurance, dental insurance, vision insurance and/or a flexible spending account (not to exceed \$1000/year). Additional coverage for the employee's family, if above the \$500 allotment or additional coverage over and above the benefit credit may be subscribed to at the employee's expense. The additional premium cost will be deducted from his or her regular paycheck. If there are specific questions regarding the School's health insurance plans, please refer to the plan documents and summary plan descriptions. Employees should carefully review the plan documents and descriptions to determine what their coverage and expenses will be under the plan.

Employees have the option to choose medical insurance, dental insurance, vision insurance, and to participate in a Flexible Spending Account.

Benefits Continuation Coverage

If an employee or other participant in the health insurance plan loses coverage, he or she may be eligible to continue that coverage for a certain period of time. Under continuation coverage, the employee or beneficiary pays the full cost of coverage at La Salle's group rate. La Salle provides each eligible employee with a written notice describing rights granted under continuation coverage when the employee becomes eligible for coverage

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

Worker's Compensation

Pursuant to state law, all regular employees are covered by workers' compensation insurance for job-related illnesses or injuries from the date of employment. An injured employee may be required to seek medical attention. The total cost of this insurance is paid by La Salle. Coverage applies to all related medical expenses and may provide for partial payment of the employee's lost wages for all approved claims. An employee who suffers an accident, injury, or illness at work must report the incident to the Head of School Operations immediately. The Head of School Operations may be required to complete an accident investigation report. All claims of work-related injury or illness will be investigated. An employee who makes a fraudulent claim will be discharged.

Unemployment Compensation

Former employees of La Salle Charter Schools, Inc. may be eligible for unemployment compensation through the State of Missouri.

Educational Accommodation

La Salle believes that education leads to self-improvement and recognizes that the skills and knowledge of its employees are critical to the success of the organization. In that vein, La Salle encourages higher education and is willing to allow employees who wish to pursue additional education an accommodation to attend classes that may occur during normal working hours. Employees must submit a written request of accommodation to their Supervisor prior to enrollment to ensure that coverage of duties can be made.

Approval will be made based on a number of factors including: seniority, timely submission of request and the number of other requests made for the same time frame. Every request will be reviewed promptly; however, there is no guarantee of accommodation should the request interfere with School operations.

Public Schools Retirement System

All full-time employees must contribute 9% of their salary to the public school retirement system. There is no "opt-out" option. Employees are considered full time after 25 hours.

Employees are vested for the amount they contribute after 5 years with the school system.

TIME-OFF BENEFITS

Holiday Policy

La Salle will grant holiday time off to all active full-time employees on the holidays listed below:

- New Year's Day (January 1)
- Martin Luther King, Jr. Day (third Monday in January)
- Memorial Day (last Monday in May)
- Fourth of July (July 4th)
- Labor Day (first Monday in September)
- Thanksgiving (fourth Thursday in November)
- Day after Thanksgiving
- December 24 & December 25
- Business Days between December 26-December 31

The actual holiday schedule may vary from year-to-year, but will be made available to employees with the academic year calendar in the summer prior to the start of the school year.

La Salle will grant paid holiday time off to all full time employees. Part-time employees are not eligible for holiday pay. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day.

A federal holiday that falls on a Saturday will be observed on the preceding Friday. A federal holiday that falls on a Sunday will be observed on the following Monday.

If a recognized holiday falls during an eligible employee's paid absence (e.g., vacation), the employee will be eligible for holiday pay.

If eligible nonexempt employees work on a recognized holiday, they will receive holiday pay plus wages at for the hours worked on the holiday.

Paid time off for holidays will not be counted as hours worked for the purposes of determining whether overtime pay is owed.

Vacation Time

Vacation time off with pay is available to employees to provide opportunities for rest, relaxation, and personal pursuits. Vacation days must be taken in increments of half or full days.

Faculty Members

Vacation days are based on school-scheduled vacations, and generally occur during summer and the following months: December, April, and July. The actual vacation schedule may vary from year to year, but will be posted in advance. In general, faculty members can expect to have 6 to 8 weeks of vacation per calendar year. That vacation includes summer break, winter break, and all federal and school holidays. Faculty members' ability to take vacation on days school is in session is very limited. La Salle will consider such requests and exercise its discretion in deciding whether to grant those requests.

Director-Level Employees

All full time director-level employees are entitled to 6 days of paid vacation time per six month period, each six-month period covering a school term. Employees are encouraged to take their vacation time throughout the year. Director-level employees are expected to work year-round and should schedule vacations as in line with the needs of the school. Scheduling of vacation must be arranged with and approved by the employee's direct supervisor.

Administrative Staff

All full time direct-level employees are entitled to 6 days of paid vacation time per six month period, each six-month period covering a school term. Scheduling of vacation must be arranged with and approved by the employee's direct supervisor.

Part-Time Employees

All part-time employees are entitled to 4 days of paid vacation time per six month period, each six-month period covering a school term. Scheduling of vacation must be arranged with and approved by the employee's direct supervisor.

Vacation requests must be approved in advance by the direct supervisor. However, the employee's choice must not conflict with the proper functioning of the employee's department.

As stated above, employees are encouraged to use available paid vacation time for rest, relaxation, and personal pursuits. In the event that available vacation is not used by the end of the year (for faculty members) or by the end of the six-month period (for non-faculty members),, employees may not carry unused time forward to the next year or six-month period. La Salle does not pay an employee for unused vacation at the end of his or her employment.

Sick/Personal Time Off

La Salle provides all full-time employees 7 days and all part-time employees 5 days of paid time off to be used to fulfill personal obligations or in the event of illness. In the event of illness, a doctor's note may be required. To request paid time off, an employee must submit an Absence Request Form at least two weeks in advance to her/his supervisor, if the employee has that much notice. Otherwise, the employee must submit an Absence Request Form as soon as practicable, even if that means submitting it after sick or personal time off.

In the event of absence, an employee must submit an Absence Request Form after returning to work to her/his supervisor. The Head of School Operations or designee will log and monitor personal time off.

Personal Leave of Absence

La Salle provides leaves of absence without pay to regular full-time employees who wish to take time off from work duties to fulfill personal obligations.

Eligible employees may request personal leave only after having completed 365 calendar days of service and have no outstanding disciplinary actions in the previous 6 months. As soon as eligible employees become aware of the need for a personal leave of absence, they should request a leave from the Head of School Operations.

Personal leave may be granted for a period of up to 30 calendar days every 1 year. With the supervisor's approval, an employee may take any available sick leave or vacation leave as part of the approved period of leave.

Employees are not entitled to these personal leaves of absence, and La Salle will decide whether to grant requests for them. Requests for personal leave

will be evaluated based on a number of factors, including anticipated workload requirements and staffing considerations during the proposed period of absence.

Subject to the terms, conditions, and limitations of the applicable plans, health insurance benefits will be provided by La Salle until the end of the month in which the approved personal leave begins. At that time, employees will become responsible for the full costs of these benefits if they wish coverage to continue. When the employee returns from personal leave, benefits will again be provided by La Salle according to the applicable plans.

When a personal leave ends, reasonable effort will be made to return the employee to the same position, if it is available, or to a similar available position for which the employee is qualified. However, La Salle cannot guarantee reinstatement.

If an employee fails to report to work promptly at the expiration of the approved leave period, La Salle will assume the employee has resigned.

Bereavement Leave

Employees will be granted a paid leave of absence, not to exceed three (3) days with pay, in the event of a death in the employee's immediate family, which La Salle considers as a spouse, significant other, parent, grandparent, sibling, or child. Bereavement leave does not affect personal time off allowances. Employees taking any bereavement leave should notify their supervisor as soon as possible so that arrangement can be made to cover the employee's responsibilities.

Jury Duty

If an employee is summoned to serve on jury duty, that employee must notify his or her supervisor immediately. The employee must present a statement of jury service. This document is issued by the court. If an employee is excused from jury duty during regularly scheduled working hours, the School expects the employee to return to his or her job for the remainder of the workday. La Salle will not terminate, discipline, or take any adverse action against employees who respond to a jury summons.

Religious Leave

If you need additional leave or leave on certain days or at certain times because of your religious beliefs or religious practices, please see the Head

of School Operations. La Salle will accommodate your situation if it reasonably can.

Witness Duty

La Salle encourages employees to appear in court for witness duty when subpoenaed to do so.

If employees have been subpoenaed or otherwise requested to testify as witnesses by La Salle, they will receive paid time off for the entire period of witness duty.

Employees will be granted unpaid time off to appear in court as a witness when requested by a party other than La Salle. Employees are free to use any available paid leave benefit (such as vacation leave) to receive compensation for the period of this absence.

The subpoena should be shown to the employee's supervisor immediately after it is received so that operating requirements can be adjusted, where necessary, to accommodate the employee's absence. The employee is expected to report for work whenever the court or subpoena permits.

Military Leaves

La Salle complies with all applicable federal and state laws regarding military leaves, including USERRA.

Temporary Medical Leave

La Salle grants an eligible employee up to 12 workweeks of medical leave ("Temporary Medical Leave") during a rolling 12-month period measured backward from the date he or she uses any Temporary Medical Leave.

The first six weeks of Temporary Medical Leave per 12-month period will be paid, at the employee's regular rate of pay. For the next six weeks, an employee will be required to exhaust any benefits under any short-term disability policy, then remaining sick leave time, and then remaining vacation time, concurrently with Temporary Medical Leave. Therefore, the second six weeks of the 12-week maximum leave per 12-month period may be paid, unpaid, or a combination of paid/unpaid leave depending on the circumstances. For example, if an eligible employee has 1 week of sick time and 1 week of accrued vacation when her 12 weeks of Temporary Medical Leave starts, she will be paid full wages for weeks 1-6, full wages for week 7 (based on sick time), full wages for week 8 (based on vacation), and no wages for weeks 9-12.

I. Eligibility

To qualify to take medical leave under this policy, the employee must meet all of the following conditions:

1. The employee must have worked for La Salle for 12 months or 52 weeks. The 12 months or 52 weeks need not have been consecutive. If there has been a lapse of employment with the employer of seven or more years, other than military leave, the prior service will not be included in calculating the employee's eligibility for leave.
2. The employee must have worked at least 1,250 hours during the previous 12-month period immediately before leave. Time spent on paid or unpaid leave will not be counted in determining the 1,250 hours eligibility test for an employee under Temporary Medical Leave.
3. The employee must be taking leave for one of the following reasons listed below:

1. Birth of a Child/Pre-Natal Care: If the employee requires leave for pre-natal care, the amount of leave taken for each pre-natal medical visit will be calculated on a pro-rata basis as set forth in the intermittent leave section below. For example, a four-hour pre-natal care visit equals one-half day of expired leave. The total amount of leave taken for pre-natal care will be deducted from the 12 weeks of leave eligibility. The total leave time must not exceed 12 weeks.

2. Placement of an adopted or foster child: An employee is eligible for Temporary Medical Leave for placement of an adopted or foster child. The total leave time including sick time and paid vacation time must not exceed twelve weeks. The leave must be taken within one year of the placement of the child with the employee.

3. For the employee's own care, provided the employee suffers from a serious health condition which renders the employee unable to perform an essential function of his/her position. An employee with a serious health condition is eligible for Temporary Medical Leave. The employee must simultaneously exhaust any paid-time allowed the employee under the company's Short-Term Disability Policy, if available. The total leave time, including sick leave, vacation time, and time allowed under La Salle's Short-Term Disability Policy, must not exceed twelve weeks.

4. Intermittent Leave: As an alternative to consecutive weeks of leave for the employee's care and recuperation from a serious illness, an employee may request intermittent leave or a reduced leave schedule. La Salle may require an employee electing intermittent leave for scheduled treatments to transfer temporarily to an alternative position, for which the employee is qualified, with equivalent pay and benefits. The employee must provide La Salle with a written schedule the employee is requesting to work. The amount of leave taken as intermittent leave shall be calculated on a pro-rata basis.

For the birth, adoption or foster care of a child, La Salle and the employee must mutually agree to the schedule before the employee may take leave intermittently or a work reduced schedule. Leave for birth, adoption or foster care of a child must be taken within one year of the birth or placement of the child.

III. Request For Leave/Certification of Serious Health Condition of Employee

1. Eligible employees are required to provide at least thirty days advance notice of the need for leave when foreseeable. When an unforeseen event occurs that requires leave under this policy, notice must be given as soon as practicable, ordinarily not later than five working days before the leave is to begin. Such request should be in writing. An employee who fails to give appropriate advanced notice as outlined above may be subject to disciplinary action and leave delayed or declined.

2. An employee who requires leave must submit within fifteen calendar days the prescribed medical certification form signed by the appropriate health care provider. These forms are available from the Head of School Operations. Failure of the employee to submit the prescribed form within fifteen days after the request may result in a delay of leave until the certification is submitted and if the certification is not provided, the leave is not Temporary Medical-qualifying.

La Salle may ask for a second and in some circumstances a third opinion. The employee will be provisionally entitled to leave and benefits under this policy pending the second and/or third opinion.

3. Intermittent leave requests or requests for a reduced leave schedule are subject to the same procedures as stated in Paragraphs 1 and 2 above and shall require a health care provider's certification of medical necessity and a schedule of leave must be submitted on the prescribed form. If the employee plans to take intermittent leave or work a reduced schedule, the

certification must also include dates and duration of treatment, as well as statement of medical necessity for taking intermittent leave or working a reduced schedule. The employee must, however, make a reasonable effort to schedule medical treatment so as not to disrupt La Salle' business operations.

IV. Benefits and Return from Leave

Health Care/Dental Benefits: An employee is entitled to continued health care benefits during unpaid time off under this Temporary Medical Leave policy. La Salle will pay its percentage of the premium for the employee's and dependents' health care coverage. The employee will be requested to reimburse La Salle for his or her designated portion of the single-coverage premium and premium for dependent coverage. During Temporary Medical Leave, an employee is not allowed to continue to participate in La Salle's health care plan as an actively-working employee. Rather, the employee and the employee's spouse and dependents (if applicable) will be entitled to continue to participate in the health insurance plan through Missouri's equivalent of COBRA, and La Salle will continue to subsidize the health insurance premiums as if the employee were actively working.

If an employee fails to return to work for at least thirty days after expiration of the leave, La Salle reserves its right to recover all premiums paid, if any.

V. Requests for Temporary Medical forms and certifications are to be made to the Head of School Operations.

VI. Restoration

A. An employee returning from a Temporary Medical Leave must timely present a certification from his or her health care provider that the employee is able to resume work. Restoration will be denied until the certification is presented. An employee returning from leave under this policy, who has complied with its terms, generally will be restored to the same (or equivalent) position the employee held before leave. A returning employee does not, however, have a greater right to restoration or other benefits than if the employee had been continuously employed during the leave period. A La Salle employee should notify the Head of School Operations of his or her intent to return to work at least two days before the anticipated date of return.

B. An employee who is in the highest-paid 10% of La Salle' workforce (a "key employee") may be denied restoration of his or her position if such

denial is necessary to prevent “substantial and grievous economic injury” to La Salle. At the time a “key employee” requests leave, La Salle will notify the employee that restoration may not be possible. La Salle will also notify the employee of the denial of restoration following completion of the leave period should La Salle determine that providing reinstatement to the employee would cause La Salle “substantial and economic injury.”

C. An employee who has exhausted his or her Temporary Medical maximum time and fails to return to work, shall be considered to have resigned with notice, and his or her employment will have ended unless he or she applies for, and has been granted, leave under some other company policy.

VII. Special Rules for Faculty Members

If an employee who is a faculty member takes Temporary Medical Leave, La Salle, in its discretion, may require that employee to take leave of a particular duration, to transfer temporarily to an alternative position, or to delay the taking of leave.

Breastfeeding and Lactation

As part of our family-friendly policies and benefits, La Salle supports breastfeeding mothers by accommodating the mother who wishes to express breast milk during her workday when separated from her newborn child.

For up to 12 months, any employee who is breastfeeding her own child or an adopted child will be provided reasonable unpaid break time to express breast milk for her newborn. The employee and her immediate supervisor will agree on the times for these breaks. La Salle will designate a room (besides a restroom) for this purpose where she can express her milk in private.

COMPENSATION POLICIES

Payroll and Paydays

Paychecks

Employees of La Salle are paid according to the schedule set forth by the School. Contact the Head of School Operations for more information.

Pay Deductions and Setoffs

The law requires that La Salle make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. La Salle also must deduct Social Security taxes on each employee's earnings. La Salle matches the amount of Social Security taxes paid by each employee.

Eligible employees may voluntarily authorize deductions from their paychecks to cover the cost of any voluntary programs offered by the employer.

Pay setoffs are pay deductions taken by La Salle, usually to help pay off a debt or obligation to La Salle or others and will be made where applicable in compliance with federal and state law.

If an employee has questions concerning deductions or how they were calculated, the Head of School Operations/designee can assist in answering questions.

Salary Administration

The salary administration program at La Salle was created to achieve consistent pay practices, comply with federal and state laws, mirror our commitment to Equal Employment Opportunity, and offer competitive salaries within our labor market. Because recruiting and retaining talented employees is critical to our success, La Salle is committed to paying its employees equitable wages that reflect the requirements and responsibilities of their positions and are comparable to the pay received by similarly situated employees in other organizations in the area.

Compensation for every position is determined by several factors, including the essential duties and responsibilities of the job, and salary survey data on pay practices of other employers. La Salle periodically reviews its salary administration program and restructures it as necessary.

Teacher pay scale is determined by the Head of School Operations and the Board. If a teacher earns certification, a Master's degree, or gains additional hours that may lead to a change on the salary scale, he or she must submit documentation of this change before July 1 of the following school year. For example, if a teacher receives a degree in December, she/he must submit an official transcript showing the earned degree before July 1 of the following year. Teaching certification, additional credit hours, and Master's degree must be aligned with the teacher's work, in terms of subject area and grade level. Certification must be awarded by the state of Missouri.

Employees should bring their pay-related questions or concerns to the attention of their immediate supervisors, who are responsible for the fair administration of departmental pay practices.

Pay Advances

La Salle does not provide pay advances on unearned wages to employees.

Compensation

It is the practice and policy of La Salle to accurately compensate employees and to do so in compliance with all applicable state and federal laws.

Pay Check Review

We make every effort to ensure our employees are paid correctly. Occasionally, however, inadvertent mistakes can happen. When mistakes do happen and are called to our attention, we will promptly make any corrections necessary. Each employee is asked to review her/his pay check received. If the employee believes a mistake has occurred, or if there are any questions, he/she should use the reporting procedure outlined below.

Non-exempt Employees

If an employee is classified as a non-exempt employee, he/she must maintain a record of the total hours worked each day. Employees should record hours according to the La Salle procedure, as determined by the Head of School Operations/designee. The time record must accurately reflect all regular and overtime hours worked, any absences, late arrivals, early departures, and meal breaks. Employees are prohibited from performing any "off-the-clock" work." "Off-the-clock" work means work performed but not reported. Any employee who fails to report or inaccurately reports any hours worked will be subject to disciplinary action, up to and including discharge. "Off-the-clock" work includes performing work during a lunch break or other unpaid break. During a lunch break or other unpaid break, a non-exempt employee is completely relieved of duties and should not perform any work. If an employee does perform work during an unpaid break, the employee should

notify his or her supervisor that same day so La Salle can ensure the employee is paid for all time worked.

It is a violation of school policy for any employee to falsify or alter his or her or another employee's time. It is also a serious violation of school policy for any employee or manager to instruct another employee to incorrectly or falsely report hours. If any manager or employee instructs an employee to: 1) incorrectly or falsely under- or over-report hours worked; or 2) alter another employee's time records to inaccurately or falsely report that employee's hours worked, the employee should report it immediately to a supervisor.

Exempt Employees

If an employee is classified as an exempt, salaried employee, he/she will receive a set salary which is intended to compensate the employee for any hours worked. This salary will be established at the time of hire or at the beginning of each year (July 1). The salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work performed.

Under federal and state law, an employee's salary is subject to certain deductions. For example, an employee's salary may be reduced for the following reasons:

- Full day absences for unexcused personal reasons,
- Full day absences for sickness or disability, if the employee has exhausted all personal time or disability time, or has not yet accrued enough leave time.
- Full day disciplinary suspensions for infractions of written policies and procedures.
- To offset amounts received as payment for jury duty pay or other pay.
- The first or last week of employment in the event the employee works less than a full week.

An employee's salary may also be reduced for certain types of deduction such as the employee portion of health, dental, or life insurance premiums; state, federal, or local taxes, social security or contributions to a pension plan.

Salary will not be reduced for any of the following reasons:

- Partial day absences for personal reasons, sickness or disability.
- Absences for jury duty, attendance as a witness or military leave in any day in which work has been performed.
- Any other deductions prohibited by state or federal law.

- Please note, it is not an improper deduction to reduce an employee's accrued vacation, personal or other forms of paid time off from an employee's leave bank for full or partial day absences for personal reasons, or for sickness or disability if the employer has a sickness or disability policy that provides for wage replacement benefits.

If there are any questions with respect to La Salle's policy, please contact the immediate supervisor or Head of School Operations.

To Report Concerns or Obtain More Information

If an employee has questions about deductions from pay, he/she should contact the immediate supervisor. If an employee believes he/she has been subject to any improper deductions, he/she should immediately report the matter to the supervisor or the Head of School Operations or designee.

Every report will be fully investigated and corrective action will be taken where appropriate, up to and including discharge for any employee(s) who violate this policy. In addition, we will not allow any form of retaliation against individuals who report alleged violations of this policy or who cooperate in the investigation of such reports. Retaliation is unacceptable, and any form of retaliation in violation of this policy will result in disciplinary action up to and including discharge.

Overtime

When operating requirements or other needs cannot be met during regular working hours, non-exempt employees will be given the opportunity to volunteer for overtime work assignments. All overtime work must receive the supervisor's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Overtime compensation is 1½ times the employee's regular rate of pay during the workweek. Overtime compensation is paid to all non-exempt employees for all time worked over 40 hours in a workweek. Overtime pay is based on actual hours worked. Time off on sick leave, vacation leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

Return of School Property and Repayment of Debt

Employees are responsible for all La Salle property, materials, or written information issued to them or in their possession or control. In the event of termination, employees are responsible for repaying any outstanding debt owed to La Salle.

All La Salle property must be returned by employees on or before their last day of work. La Salle may also take all action deemed appropriate to recover or protect its property.

Exit Interview

When an employee separates from the School, a member of the administration may conduct an exit interview to discuss the employee's reasons for leaving and any other impressions that the employee may have about the School.

Security Inspections

La Salle wishes to maintain a work and learning environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, La Salle prohibits the possession, transfer, sale, or use of such materials on its premises. La Salle requires the cooperation of all employees in administering this policy.

While on La Salle's premises, employees have no expectation of privacy in their belongings or in workplace areas which include, but are not limited to, offices, cubicles, work locations including classrooms, School provided or designated parking areas, desks, computers, lockers, rest or eating areas, or vehicles engaged in School operations, and any personal belongings on or in any of the above.

Desks, lockers, and other storage devices may be provided for the convenience of employees but remain the sole property of La Salle. Accordingly, they, as well as any articles found within them, can be inspected by any agent or representative of La Salle at any time, either with or without prior notice.

La Salle likewise discourages theft or unauthorized possession of the property of employees, visitors, and students. To facilitate enforcement of this policy, La Salle or its representative may inspect not only desks and lockers but also persons entering and/or leaving the premises and any packages or other belongings. Any employee who wishes to avoid inspection of any articles or materials should not bring such items onto La Salle's premises.

Progressive Discipline

The purpose of this policy is to state La Salle's position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

La Salle's own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Although employment with La Salle is based on mutual consent and both the employee and La Salle have the right to terminate employment at will, with or without cause or advance notice, La Salle may use progressive discipline at its sole discretion.

Disciplinary action may call for any of four steps -- verbal warning, written warning, suspension with or without pay, or termination of employment -- depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed.

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a verbal warning; a next offense may be followed by a written warning; another offense may lead to a suspension; and, still another offense may then lead to termination of employment.

La Salle recognizes that there are certain types of employee problems that are serious enough to justify either a suspension or termination of employment, without going through the usual progressive discipline steps. The offenses and discipline described in this policy notwithstanding, La Salle may, in its discretion, choose to skip one or more of the steps in the process.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and La Salle.

Unacceptable Behavior

All employees are required to meet acceptable performance standards and comply with School policies at all times. Violations of School rules, policies, safety measures or accepted standards of conduct will result in disciplinary action. Listed below are some of La Salle's expectations of conduct for all employees. Since it is not possible to anticipate and establish a rule for every possible situation, the list described below is non-exclusive, and La Salle may discipline or discharge employees for misconduct of any kind, whether or not listed below. Also, the form of discipline -- be it counseling, warning, suspension or termination -- will be determined on an individual case-by-case basis. The severity of the offense, as well as the employee's prior disciplinary record, will be factors in determining the level of disciplinary action taken. Where the conduct is not of a severe nature and La Salle determines that corrective action may correct the behavior, disciplinary action short of termination may be implemented. In each case, La Salle will respond to the situation in the best interest of employees, students and the School. The School retains the sole discretion to determine both when discipline is warranted and the level of such discipline.

1. Violation of any of the policies contained in this Handbook.
2. Deliberate verbal and/or physical misconduct towards a student or employee.
3. Insubordination or refusal to comply with instructions from a Supervisor.
4. Destruction, defacement or removal of School property or that of another employee.
5. Disclosure of confidential information.
6. Smoking in unauthorized areas.
7. Use of foul or abusive language, fighting, or gambling on School property (including parking lots).
8. Violation of La Salle's solicitation and distribution policy.
9. Use of La Salle equipment, supplies, or facilities for personal business, without prior authorization.
10. Possession of firearms, explosives, or weapons of any kind on School property (including parking lots).
11. Any act intended to deceive a student or the School.
12. Sleeping during work time.
13. Falsification of any personnel, student, or School records, including

providing false information on the application of employment or resume, either personally or through an accomplice.

14. Harassment or unlawful discrimination.
15. Failure to report an accident or follow safety and security procedures and rules.
16. Excessive absenteeism or tardiness.
17. Theft or misappropriation of La Salle product, money or property.
18. Failure to comply with reasonable rules of La Salle, as implemented by the School from time to time.
19. Conviction of a felony in a state or federal court while an employee of the School.
20. Unauthorized use or operation of School equipment or vehicles.
21. Leaving School premises during working hours without authorization.

Smoking Policy

La Salle prohibits smoking and the use of smokeless tobacco in all enclosed workplaces. In addition, La Salle's no smoking policy intends to provide a safe and healthy work environment for all employees and students. No person shall smoke in any room under the control of the School which employees normally frequent during the course of employment, including, but not limited to, work areas, employee lounges and restrooms, conference rooms, waiting rooms, School vehicles (owned or leased), and hallways. The workplace smoking policy applies equally to all employees, students, and visitors.

Alcohol and Substance Abuse

Purpose

La Salle encourages employees to serve as role models to its students. The School also maintains a strong commitment to its employees to provide a safe workplace and to promote employee health. Consistent with the spirit and intent of this commitment, La Salle has established this policy regarding drug and alcohol abuse. Quite simply, La Salle's goal is to maintain a school and work environment that is free from the effects of alcohol and drug abuse.

Drug and alcohol use is highly detrimental to the safety and productivity of students and employees at La Salle. While La Salle has no intention of intruding into the private lives of its employees, La Salle does expect employees to report for work in condition to perform their duties. La Salle recognizes that employees' off-the-job, as well as on-the-job, involvement with alcohol and drugs can have an impact on the workplace, La Salle students, and on the School's ability to accomplish its goal of being an alcohol and drug-free environment.

Policy

La Salle complies with all applicable drug-free workplace laws, including the federal Drug Free Workplace Act of 1988.

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

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

termination and referral for prosecution. Employees may also be required to satisfactorily participate in rehabilitation programs.

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

The School has a drug-free awareness program to inform employees of:

1. The dangers of drug and alcohol abuse in the workplace.
2. This policy of maintaining a drug-free workplace.
3. Available counseling and rehabilitation.
4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

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

The School's responsibility for chemical dependency is limited to its effects on the employee's job performance. If the employee violates this policy, refuses to accept diagnosis and treatment, or fails to respond to treatment, and performance is adversely affected, the employee will be subject to employment action in proportion to the performance problem

Implementation of this policy will not require or result in any special regulations, privileges or exemptions from the standard administrative practice applicable to job performance requirements.

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

Social Networking and Blogging

In general, La Salle views websites, web logs and other information published on mediums accessible by the public by its employees positively, and it respects the right of employees to use them as a medium of self-expression. If an employee chooses to identify as a La Salle employee or to discuss matters related to La Salle, please bear in mind that although the information published will generally be viewed as a medium of personal expression, some readers may nonetheless view the employee as a de facto spokesperson for La Salle. In light of this possibility the following guidelines must be followed:

- Using school equipment, including computers and electronic systems, for social networking and publishing web logs is prohibited except under the unusual circumstance that use is for academic or business purposes.
- The employee must make it clear to readers that the views expressed by the employee are the employee's alone and do not represent the views of La Salle.
- If an employee blogs or otherwise publishes information about La Salle products or services, the employee must clearly and conspicuously disclose the relationship with La Salle to readers.
- An employee assumes full responsibility and liability for her or his public statements.
- An employee is not permitted to disclose confidential or proprietary information. He or she must at all times abide by all non-disclosure and confidentiality policies.
- School policies governing the use of corporate logos and other branding and identity apply, and only individuals officially designated have the authority to speak on the School's behalf. Therefore, employees are not permitted to use any School logo or graphics without first obtaining permission.
- An employee is prohibited from making discriminatory, defamatory, libelous or slanderous comments when discussing La Salle, and/or your supervisors, co-workers, customers, students and/or other educational institutions.
- Employees must always comply with all other employment policies, including the Harassment Policy.

Since the information an employee publishes is accessible by the general public, La Salle expects comments will be truthful and respectful to La Salle, its employees, customers, partners, affiliates and others (including our competitors) as La Salle itself endeavors to be. If an employee wants to criticize individual employees, she or he should consider discussing the criticism personally before making it public. La Salle will not tolerate

statements about it or its employees that are defamatory, obscene, threatening or harassing.

Please be aware that La Salle may request, in its sole and absolute discretion, that an employee temporarily confine a personal website, web log or other commentary to topics unrelated to the School if it believes this is necessary or advisable to ensure compliance with laws or regulations.

Failure to comply with these requests may lead to discipline up to and including termination, and if appropriate, La Salle will pursue all available legal remedies.

Social and Professional Networking Sites

La Salle recognizes that as technology advances, social and professional networking sites will continue to afford its employees new and innovative methods of performing their job duties. Employees are encouraged to utilize social and professional networking sites responsibly to accomplish the goals of La Salle.

No employee should conduct La Salle business on a personal account on a social networking site e.g., Facebook, MySpace, Twitter. All La Salle business on social networking sites must be conducted through a professional account that is created and used exclusively for business purposes only. Postings on the professional account should be related to La Salle's business and must not include any personal opinions, pictures, or viewpoints.

Professional networking sites such as LinkedIn encourage professional growth and relationship building. An employee should be sure to make it clear to the "audience" that the views expressed are the employee's alone and that they do not necessarily reflect the views of La Salle Middle School.

Personal Appearance and Dress Code

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the image La Salle presents to students and visitors.

During business hours or when representing La Salle, employees are expected to present a clean, neat, and tasteful appearance. Employees should dress in “business casual” attire.

Specifically for women, business casual attire includes: business suits or pant suits, jackets, sweaters, pressed slacks, khakis, blouses, skirts or dresses that are no more than 2 inches above the knee, flats, heels, or dress sandals, slip-ons or boots. For men, business casual attire includes sports coats, collared business or sport shirts, “golf” type knit shirts with collars, sweaters, pressed slacks and khakis. On Star Event days, men are expected to wear a tie. Shoes must be worn at all times. Hats should not be worn in the building, unless for religious reasons.

On “dress down” days when staff members are invited to participate, employees may wear jeans and casual shirts (t-shirts) that do not contain offensive words, terms, logos, pictures or slogans.

Inappropriate or unacceptable clothing at ANYTIME (normal work day and “dress down” days) include:

- Clothing that reveals too much cleavage, the back or the stomach
- tight-fitting clothing
- halter tops or tube tops
- flip flops
- leggings, stirrup pants, spandex, work-out clothes, sweatpants or similar garments
- short/mini-skirts (skirts must be no more than 2 inches above the knee)

Employees should consult the Executive Director with questions as to what constitutes appropriate appearance. Reasonable accommodation may be made to a person with a disability.

Employees are expected to use good judgment to ensure their attire is appropriate for all activities (including meetings) that they will be involved in that day.

Workplace Bullying and Gossip Policy

La Salle defines bullying as repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment.

The purpose of this policy is to communicate to all employees, including supervisors, managers and executives that La Salle will not in any instance tolerate bullying behavior. Employees found in violation of this policy will be disciplined, up to and including termination.

Bullying may be intentional or unintentional. As in sexual harassment, it is the effect of the behavior upon the individual which is important. La Salle considers the following types of behavior examples of bullying:

- **Verbal Bullying:** slandering, ridiculing or maligning a person or his/her family; persistent name calling which is hurtful, insulting or humiliating; using a person as butt of jokes; abusive and offensive remarks.
- **Physical Bullying:** assault, or threat of physical assault; damage to a person's work area or property
- **Gesture Bullying:** non-verbal threatening gestures, glances which can convey threatening messages
- **Exclusion:** socially or physically excluding or disregarding a person in work-related activities

In addition, the following examples may constitute or contribute to evidence of bullying in the workplace:

- Persistent singling out of one person
- Shouting, raising voice at an individual in public and/or in private
- Using obscene gestures
- Not allowing the person to speak or express him/herself (i.e., ignoring or interrupting.)

- Personal insults and use of offensive nicknames
- Public humiliation in any form
- Constant criticism on matters unrelated or minimally related to the person's job performance or description
- Ignoring/interrupting an individual at meetings
- Public reprimands
- Repeatedly accusing someone of errors which cannot be documented
- Deliberately interfering with mail and other communications
- Spreading rumors and gossip regarding individuals
- Encouraging others to disregard a supervisor's instructions
- Manipulating the ability of someone to do their work (e.g., overloading, under-loading, withholding information, setting meaningless tasks, setting deadlines that cannot be met, giving deliberately ambiguous instructions)
- Inflicting menial tasks not in keeping with the normal responsibilities of the job
- Taking credit for another person's ideas
- Refusing reasonable requests for leave in the absence of work-related reasons not to grant leave
- Deliberately excluding an individual or isolating them from work-related activities (meetings, etc.)
- Unwanted physical contact, physical abuse or threats of abuse to an individual or an individual's property (defacing or marking up property)

Malicious personal gossip will not be tolerated. Attacking other employees whether out of dislike for an individual or for personal gain can create animosity, tension and organizational dissension.

Violators of this policy are subject to disciplinary action, up to and including termination.

Information Requests Regarding Current or Former La Salle Employees

All requests for information about current, retired, or terminated employees must be in writing and must be referred to the Executive Director/designee.

Workplace Injuries or Illness

An employee must report all injuries, regardless of severity, to the Executive Director who is responsible for making a good faith determination of the extent of an employee's illness or injury at work. Assistance should be summoned at once if the illness or injury appears to be other than minor.

La Salle maintains limited emergency medical supplies in the Administrative Assistant's office and in each classroom. These first aid kits are adequate for attending to minor injuries

Interactions with Students

Employees should be careful and conscious of their interactions with students; an employee's conduct must be professional in nature at all times. Interactions which are specifically prohibited include those listed in the sexual and other unlawful harassment section of this manual (Section 3.5) and any undesired physical contact with students, including but not limited to, forceful actions, inappropriate touching, or any interactions that are sexual in nature. Any employee who witnesses a faculty, volunteer or staff member's misconduct, harassment, or abuse has the responsibility to report the situation immediately to the Head of School Operations.

As mandated reporters, all school personnel must report to the Missouri Department of Social Services if they have reasonable cause to suspect that a child known to them in their professional capacity is suffering physical or emotional injury as a result of abuse, including sexual abuse, or from neglect, including malnutrition.

- Missouri law requires that a mandated reporter immediately make the child abuse/neglect report him/herself rather than delegating that responsibility to a supervisor.
- A staff member is still encouraged to consult with his/her supervisor in addition to contacting the DSS (Department of Social Services) hotline (1-800-392-3738).
- State law mandates is that the staff member who has reasonable cause to suspect abuse/neglect must make the call to DSS him/herself in a timely fashion.

- Administrators may neither inhibit a staff member who is a mandated reporter from suspect abuse/neglect nor retaliate in any way against the reporter for having placed a hotline call under such circumstances. Administrators must provide communication capability and time for a staff member to contact the DSS hotline.
- Missouri law mandates that an internal investigation of suspected abuse cannot be undertaken until the suspected abuse is first reported to the DSS Hotline or Law Enforcement.
- The school may investigate the allegation only after the hotline report has been made. It is a best practice to wait until after DSS has conducted any interviews they desire before doing so ourselves.

Attendance and Punctuality

As members of the La Salle faculty and staff, it is very important that employees demonstrate dependability in attendance. Lateness and absenteeism place an extra burden on other employees and greatly impact La Salle's ability to serve its students.

The following are guidelines regarding attendance and punctuality:

- As soon as employees realize that they will be absent or tardy, they must notify their supervisor, explain their absence or tardiness, and state when they expect to return. Employees must notify their supervisor each day of their absence unless otherwise agreed by both the employee and the supervisor.
- Absences, with or without documentation, that cause disruption to the normal operation of La Salle, or excessive absence or tardiness, including tardiness in returning from lunch or breaks, will be the basis for disciplinary action, up to and including termination.

Where appropriate, La Salle may attempt to work with employees who have demonstrated attendance and tardiness problems by providing counseling or other disciplinary actions up to and including termination. Legitimate absences that qualify for leave will not result in disciplinary action.

Faculty members should call the Head of School Operations by 6:30 a.m. in the event of an unexpected absence. If the Head of School Operations is not available, a message should be left on his or her voice mail with a telephone number where the employee can be reached.

All administrative staff, in the event of an unexpected absence, should contact their supervisor according to departmental directive.

If an employee fails to report to work as scheduled for three (3) consecutive days without notice to his/her supervisor on a daily basis, La Salle will consider the employee to have abandoned his or her job and will consider the employee to have resigned.

Personnel Hiring and Recruitment Policy

The Board of Directors will approve through formal resolution or through an approved budget all positions for employment.

All job announcements for all certificated positions will be published on the school's website and sent to appropriate third parties, including colleges, universities, The Missouri Charter Public School Association, and other agencies or employment organizations.

Public notice will be provided for no less than two weeks prior to hiring of a position. The Executive Director or the Board of Directors may elect to hire a qualified internal candidate in lieu of or in addition to publicly posting the position.

Access to Personnel Files

La Salle maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of La Salle, and access to the information they contain is restricted. Generally, only supervisors and management personnel of La Salle who have a legitimate reason to review information in a file are allowed to do so.

No part of the personnel file may be removed from La Salle without the School's express authorization.

Employee Background Check

La Salle is committed to providing a safe environment for students to learn. As part of this effort and per state law, La Salle requires criminal background

checks and child abuse registry check of all employees as well as volunteers and others in accordance with this policy.

Those participating in a volunteer capacity who will be working with or participating in educational activities with a student must also undergo a thorough background check. The Executive Director /designee is authorized to identify the volunteer positions in the school that require background checks. The Head of School Operations/designee must receive the results of the background check and officially approve the volunteer before he or she may begin service in the identified volunteer position.

If a criminal background check indicates anything that would make the person unfit for employment, such as violence or abuse toward children or adults, the Executive Director or designee is warranted in either denying employment or terminating employment.

Non-Fraternization Policy

The purpose of this policy is to eliminate the potential for sexual harassment and discrimination based on relationships between individuals in a supervisory relationship to each other and to remove the appearance of any favoritism and/or discrimination resulting from such relationships. All La Salle employees are expected to conduct themselves in an appropriate professional manner at all times in the workplace. This code of conduct is necessary to establish and maintain an effective and pleasant working atmosphere.

La Salle strongly believes that clear boundaries between personal and business interactions are crucial for the effective operation of our business. While it is an individual's choice to date a colleague, it is La Salle's policy that each person involved in a romantic or intimate relationship with a co-worker must abide by the same standards of conduct that are expected of all personnel. Further, the individuals involved in such a relationship must take the steps necessary to avoid circumstances that may create an appearance that a conflict of interest or breach of confidentiality may occur, or that an unfair advantage may be obtained, from the overlap of personal and professional relationships.

La Salle prohibits employees from dating anyone within La Salle with whom they have a supervisory and/or other influential relationship in any aspect of his or her employment. Such relationships are disruptive to the work environment, create a conflict of interest or the appearance of a conflict of interest, compromise the appearance of La Salle's commitment to

meritocracy or its ability to enforce its policies, and lead to charges of favoritism, discrimination and claims of sexual harassment.

Consequently, any employee who is involved in a romantic or intimate relationship with another employee should disclose to La Salle the existence of such relationship if one participant holds supervisory authority with respect to, or otherwise is in a position to influence, directly or indirectly, the status or career progression of the other participant. Disclosure may be made to the Head of School Operations, who has responsibility for the administration of this policy.

If such a relationship arises, La Salle will consider carefully and take any action that it deems appropriate to address the concerns described above. For either or both of the individuals involved in a relationship, action may include a change in assignments or responsibilities, a transfer of location within the School to diminish or eliminate the supervisory relationship and workplace contact that may exist, or separation from the School. Failure to accept or abide by such actions directed by the School may lead to disciplinary action up to and including termination. Anyone uncertain about whether to take action regarding a personal relationship is invited to seek guidance in confidence from the Executive Director.

EMPLOYEE DEFINITION AND STATUS

It is the intent of La Salle to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. Employment at La Salle is at-will. As such, there is no guarantee of employment for any specified period of time, and the right to terminate the employment relationship is at all times retained by both the employee and La Salle.

Each employee is designated as either **NONEXEMPT** or **EXEMPT** from federal and state wage and hour laws. **NONEXEMPT** employees are entitled to overtime pay under the specific provisions of federal and state laws. **EXEMPT** employees are excluded from specific provisions of federal and state wage and hour laws. An employee's **EXEMPT** or **NONEXEMPT** classification may be changed only upon written notification by management.

REGULAR FULL-TIME employees are those who are not in a temporary status and who are regularly scheduled to work La Salle's full-time schedule.

Under the terms and conditions of the Fair Labor Standards Act, a regular full-time employee is one who works forty (40) or more hours per week.

PART-TIME employees are those who are not in a temporary status and who work continuously for a specified number of hours per week which is less than a regular schedule of forty (40) or more hours per week. Part-time employees receive all legally mandated benefits (such as Social Security and workers' compensation insurance).

Faculty Members. Employees who work as teachers are considered Faculty Members.

Director-Level Employees. Those employees who perform executive services for La Salle.

Administrative Staff. All other employees who do not satisfy the definition of Faculty Members or Director-Level Employees.

Change of Personal Data

In order to maintain the accuracy of each employee's personnel records and for purposes of administering the School benefits and contact lists, employees should promptly notify the Executive Director of any change of address, telephone number, marital status, or number of dependents. Individuals to be contacted in the event of an emergency, educational accomplishment, and other such status reports should be accurate and current at all times. This information is also necessary to keep employees' insurance and federal and state income tax deductions updated.

Nature of Employment

Employment with La Salle is at-will, meaning it is entered into voluntarily, and both you and La Salle are free to end the employment relationship at any time, for any lawful reason, and with or without cause or advance notice so long as there is no violation of applicable federal or state law.

This handbook is not a contract and does not establish a contractual relationship between the school and its employees. In fact, you should understand that no representative of La Salle, other than the Head of School Operations, has any authority to enter into any contract for employment for any specified period of time or to make any contract of employment and that any such contract must be in writing, dated, and signed by the parties to the

contract. The provisions of the handbook have been developed at the sole discretion of management and, except for its policy of employment-at-will, may be amended or cancelled at any time, at La Salle's sole discretion, as described in Section 1.4 below.

These provisions supersede all existing policies and practices and may not be amended or added to without the express approval of the Board of La Salle Charter Schools, Inc.

Employment of Relatives

La Salle is committed to hiring the individual best qualified to fill a position. La Salle encourages employees to refer qualified individuals to the School for employment. Employees may recommend their relatives for employment by the School. However, La Salle must also avoid the natural conflicts that can arise when members of the same family are employed or someone with whom there is a conflicting relationship. A conflicting relationship is defined as any relationship, in which loyalty to another individual may impair objective decision making, or result, even inadvertently, in an unauthorized exchange of confidential information, or cause conflicts which may negatively impact the business or morale of the School.

Employment of relatives or those in conflicting relationships in various positions, which could compromise internal controls, will require the approval of the Head of School Operations.

If an active employee becomes related to another employee under their direct or indirect supervision, or a conflicting relationship develops, one of the individuals should be transferred to any other open position where the conflict no longer exists. If a reassignment or transfer is not practical or possible, one of the individuals may be required to resign after a reasonable period.

Employees involved in any type of relationship as outlined above will be expected to conduct themselves in a professional manner while on the job. This includes following all policies regarding, without limitation, harassment, employee privacy and general working rules. This applies both during an existing relationship and afterwards, if that relationship ends.

Employee Relations

La Salle believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in this area and in this industry. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to the Head of School Operations.

La Salle is committed to responding effectively to employee concerns.

JUDICIAL, MILITARY DUTY, AND RELIGIOUS LEAVE POLICY

SECTION 1. Purpose of Policy

SECTION 1.1. The purpose of the policy of the Board of LaSalle Charter School Inc. is to outline employee's rights regarding leave for judicial, military, and religious reasons.

SECTION 2. Types of Leave

SECTION 2.1. Judicial Leave - All LaSalle Charter School Inc. employees shall be allowed a leave of absence without loss of pay and without deduction of any amounts otherwise received as compensation for service as an employee for the purpose of attending jury duty or a judicial proceeding in response to a subpoena or other court order or process arising out of the employee's duties as an employee of the school.

Employees who serve as jurors shall not have the jury leave deducted from sick or personal leave, and no employee utilizing jury leave shall be required to pay the cost of employing a substitute to serve in his/her absence. Employees who qualify for this leave may retain juror compensation.

SECTION 2.2. Military Duty Leave - All LaSalle Charter School Inc. employees will be paid for a maximum period of 18 working days for ordered military duty. Applicable federal and state laws will be followed.

SECTION 2.3. Religious Leave - Leave for religious holidays may be granted to eligible employees. Leave for religious holidays may not exceed three days per work year. The leave should be made up by the employee at a time mutually agreed upon by the employee and the Head of School.

SECTION 3. Notice

SECTION 3.1. Employees shall provide in writing the Executive Director with a minimum of (two weeks) notice, or in the case of judicial duty, as soon as practicable. Notification should include the reason for the request for leave, the date(s) if known, and a copy of any supporting documentation such as a jury summons.

Civil Rights, Title IX, Section 504 Policy

The Board of LaSalle Charter School Inc. adopts the following policy effective on the date that the policy is adopted by the Board.

The School assures that it will comply with:

1. Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d et seq., prohibiting discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance.
2. Section 504 of the Rehabilitation Act of 1973 (Section 504), as amended, 29 U.S.C. 794, which prohibits discrimination on the basis of disability in programs and activities receiving Federal financial assistance.
3. Title IX of the Education Amendments of 1972 (Title IX), as amended, 20 U.S.C. 1681 et seq., which prohibits discrimination on the basis of sex in educational programs and activities receiving Federal financial assistance. The provisions of Title IX apply to students with regard to educational opportunities and freedom from harassment, employees with regard to employment opportunities and freedom from harassment, and to individuals with whom the Board does business.
4. The Age Discrimination Act of 1975, as amended 42 U.S.C. 6101 et seq., prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance.
5. All regulations, guidelines, and standards lawfully adopted under the above statutes by the United States Department of Education.

The School shall appoint an administrator(s) to assure compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, and the Age Discrimination Act of 1975. The School may designate only one employee to serve as both the Title IX and Section 504 Coordinator. In that case, the individual must assume the responsibilities of both coordinators.

It is the policy of the School to process all grievances in a fair and expeditious manner, with the intent of resolving them in a mutually agreeable manner.

167.117. Principal, teachers, school employees to report certain acts, to whom, exceptions — limit on liability — penalty. — 1. In any instance when any person is believed to have committed an act which if committed by an adult would be assault in the first, second or third degree, sexual assault, or deviate sexual assault against a pupil or school employee, while on school property, including a school bus in service on behalf of the district, or while involved in school activities, the principal shall immediately report such incident to the appropriate local law enforcement agency and to the superintendent, except in any instance when any person is believed to have committed an act which if committed by an adult would be assault in the third degree and a written agreement as to the procedure for the reporting of such incidents of third degree assault has been executed between the superintendent of the school district and the appropriate local law enforcement agency, the principal shall report such incident to the appropriate local law enforcement agency in accordance with such agreement.

2. In any instance when a pupil is discovered to have on or about such pupil's person, or among such pupil's possessions, or placed elsewhere on the school premises, including but not limited to the school playground or the school parking lot, on a school bus or at a school activity whether on or off of school property any controlled substance as defined in section [195.010](#) or any weapon as defined in subsection 6 of section [160.261](#) in violation of school policy, the principal shall immediately report such incident to the appropriate local law enforcement agency and to the superintendent.

3. In any instance when a teacher becomes aware of an assault as set forth in subsection 1 of this section or finds a pupil in possession of a weapon or controlled substances as set forth in subsection 2 of this section, the teacher shall immediately report such incident to the principal.

4. A school employee, superintendent or such person's designee who in good faith provides information to law enforcement or juvenile authorities pursuant to this section or section [160.261](#) shall not be civilly liable for providing such information.

5. Any school official responsible for reporting pursuant to this section or section [160.261](#) who willfully neglects or refuses to perform this duty shall be subject to the penalty established pursuant to section [162.091](#).