

2018-2019

UNIVERSITY ACADEMY EMPLOYEE HANDBOOK



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Superintendent and Executive Director

The **mission** of University Academy is to prepare students to succeed in an institution of higher education and to participate as leaders in society.

University Academy's **vision** is to be the best K-12 college-preparatory charter school in the country, with an emphasis on college preparation, career development, community service, and leadership.



**Welcome to the
2018-2019
School Year!**

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Welcome to University Academy!

We are so pleased you're here!

Welcome to the University Academy team where our mission is “to prepare students to succeed in an institution of higher education and to participate as leaders in society.” A college-preparatory curriculum is the focus for University Academy from Kindergarten through grade 12.

Your decision to join University Academy places you in the highest ranked charter school in the state of Missouri and a Bronze Medal-winning Upper School for 7 years running!

As a valued employee of University Academy, we appreciate your support of our mission and vision.

In this Handbook, a reference guide for University Academy employees, you will find various policies, regulations, and other information. It does not reference all policies and procedures but does provide summaries. A complete set of Board-approved manuals containing policies and regulations is available for your review in the administration office of your assigned level (Lower, Middle, or Upper School) or in the Media Center (Library).

While the intention of this Handbook is to be accurate, it is subject to change. Do not consider it a substitute for the official policies and procedures approved by the Board of Directors. This Handbook does not constitute a contract of employment, does not amend existing written agreements, and does not alter the status of those persons employed at- will by University Academy. District policies and procedures can change periodically. Therefore, if you have any questions or you want to obtain more information, please ask your supervisor or contact Human Resources.

We look forward to a productive and exciting 2018-2019 school year filled with high expectations, high achievement, and even higher accomplishments!



Superintendent and Executive Director

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SECTION 1: OVERVIEW

SECTION 1: OVERVIEW: The History of University Academy

Tom Bloch, Lynne Brown, and Barnett and Shirley Helzberg founded University Leadership Academy. The founders believe deeply that students living in the Kansas City Missouri School District deserve the opportunity to have an excellent college preparatory education. The founders' initial vision was to establish a school that emphasizes college preparation, career development, community service, and leadership. The idea for the school was further developed and refined and eventually a charter school application was written. The University of Missouri-Kansas City (UMKC) agreed to sponsor the school's initial 5-year charter. Although University Leadership Academy was among the first schools in Missouri to receive a charter under Missouri's charter school law (passed in 1998), founders spent an entire year planning before the school actually opened.

The school originally opened its doors in 2000, operating in a facility leased from UMKC located at 5605 Troost Avenue. In addition to providing University Academy the initial space for the school to operate and agreeing to sponsor the charter, UMKC has supported University Leadership Academy in many ways including providing an additional layer of oversight and guidance for both the board and administration. UMKC's Charter School Center monitors University Leadership Academy's performance and the school annually submits a written school improvement plan to UMKC. In 2005, UMKC sponsored University Academy Leadership's second charter — this time for ten years.

As a result of the support and generosity of University Leadership Academy's Board of Directors and the Kansas City community, construction on a new 172,000 square foot state-of-the-art facility began in 2004. When the new facility opened in August 2005, enrollment expanded from 300 students in grades 6-12 to roughly 1,000 students in Kindergarten through grade 12. The school's campus provides a wonderful home for University Leadership Academy to pursue its mission of preparing students to succeed in college and become leaders in society.

Important University Academy Milestones

- 1999 - University Leadership Academy incorporated as a 501(c)3
- 1999 - UMKC sponsors University Academy's initial 5-year charter
- 2000 - University Leadership Academy opens its doors to 218 students in grades 7-9
- 2001 - Second school year begins with grades 6-10
- 2002 - University Academy accredited by NCA/AdvancED
- 2004 - Construction begins on new campus
- 2004 - University Academy graduates its first senior class
- 2005 - University Academy moves into new 172,000 square foot facility and adds grades K-5
- 2005 - UMKC sponsors a new 10-year charter for University Academy
- 2007 - University Academy accredited by NCA/AdvancED
- 2008 - University Academy engages Bernard Consulting for strategic planning. Board reaffirms mission statement and works on new vision statement
- 2009 - University Academy Board adopts current vision statement
- 2010 - Friends of University Academy, a separate 501(c)3, is established to support special educational opportunities for University Academy students and alumni, as well as operate an Alumni Support Program
- 2011 - Missouri Department of Elementary and Secondary Education's (DESE) recognizes University Academy for meeting 14/14 of its performance standards
- 2012 - UA Upper School receives a Bronze Medal from U.S. News & World Report as being one of the best high schools in the country
- 2013 - UA Upper School receives Bronze Medal from U.S. News & World Report
- 2014 - UA Upper School receives Bronze Medal from U.S. News & World Report
- 2014 - University Academy engages Bernard Consulting to produce a five year strategic plan
- 2015 - UA Upper School receives Bronze Medal from U.S. News & World Report
- 2015 - University Academy charter renewed by UMKC through 2020
- 2016 - UA Upper School receives Bronze Medal from U.S. News & World Report
- 2016 - UA named a National Title 1 Distinguished School
- 2017 - UA Upper School receives Bronze Medal from U.S. News & World Report
- 2017 - University Academy recommended for accredited by NCA/AdvancED
- 2017 - UA Upper School named a National Blue Ribbon School
- 2017 - UA Upper and Middle Schools recommended for full accreditation by AdvancED
- 2017 - UA Upper School named a Missouri Gold Star School

Commitment by Stakeholders

In uniformly implementing the goals, expectations, and the Guide to Student Discipline, the Board of Directors believes that the students, their parents/guardians and staff members must play key roles. Parents/Guardians and students are required to read and sign University Academy's Parent/Guardian and Student Acknowledgement in the Parent and Student Handbook.

Commitment by the Staff (including administrators)

As a staff member of University Academy, I agree to the following terms and conditions:

- I will encourage students to attend school regularly and will make whatever contacts I feel necessary to improve student attendance.
- I will provide information to students, parents and other staff members in a timely manner.
- I will take action to ensure that University Academy is a safe and orderly place in which to learn.
- I will provide opportunities for student leadership and innovation in an atmosphere of mutual respect.
- I will provide a student-centered, rigorous, and meaningful academic program of instruction for all students.
- I will support the Board-approved Dress Code Policy.
- I will comply with the policies and regulations as they pertain to cell phones and electronic media.

University Academy Strategic Plan Summary

In January 2014, the University Academy Board of Directors met to develop a strategic plan for the next five (5) years. Because of this meeting, the following objectives will guide us in reaching our mission and vision:

1. Ensure University Academy attracts and retains the highest possible quality staff and faculty for the benefit of its students and the community.
2. Ensure University Academy offers the highest quality college-preparation program.
3. Significantly improve foundational academic achievement in the Lower School.
4. Prepare our graduates to succeed in college, the workplace, and life.
5. Foster a culture of collaboration, accountability, and innovation to achieve the school's mission and vision.
6. Provide best-in-class services, programs, technology and facilities to achieve the mission.

1.1 About University Academy

University Academy is a K-12 college-preparatory public school located in Kansas City, Missouri.

The idea for University Academy stemmed from a family discussion about what could be done to improve educational opportunities in Kansas City, Missouri. The idea was developed, refined, and eventually led to a charter school application, sponsored by the University of Missouri-Kansas City (UMKC). The founders' vision was to establish a school that emphasizes college preparation, career development, community service, and leadership.

Although University Academy was among the first schools in Missouri to receive a charter, the first year was spent planning. University Academy opened its doors in the fall of 2000. The initial charter was approved for 5 years. A second charter was approved for 10 years beginning in 2005. In 2015, another 5-year charter was awarded.

The school originally operated in sub-leased from UMKC. In addition to initially providing space for the school to operate and sponsoring our charter, UMKC has supported University Academy in many ways including providing a variety of services to the school, allowing access to UMKC facilities and resources and through our partnership with the UMKC Honors Program, which has enhanced our extra-curricular programs.

In August 2005, University Academy opened its doors in the current facility to 1,100 students in Kindergarten through 12th grade. The new campus provides a wonderful home for University Academy to pursue its mission of preparing students to succeed in college and become leaders in society.

1.2 Mission Statement

The *mission* of University Academy is to prepare students to succeed in an institution of higher education and to participate as leaders in society.

1.3 Vision Statement and Philosophy

Our *vision* is to be the best college-preparatory charter public school in the country with an emphasis on college preparation, career development, community service, and leadership.

The *philosophy* of University Academy is rooted in the mission of University Academy. We expect all of our students to have the skills they need to succeed in college. Consequently, we have made the following commitments to help our students acquire those skills:

- A commitment to achieve rigorous educational results, to adding value each year to the students' knowledge and capacity to learn
- A commitment to serve the whole child and to help students and their families manage issues that have the potential to detract from the students' opportunity and motivation to learn
- A commitment to engage the interest, expertise, and participation of parents to build a school culture characterized by high expectations for student behavior and academic excellence, and shared accountability for results

2018-2019 Work Schedules for All Employees

The **reporting date for 12-month employees** is **July 1, 2018** and the end date is **June 30, 2019**. Work hours for certificated employees are 7:00 am – 3:30 pm. Department supervisors set non-certificated employees' work hours, typically between 7:00 am and 5:30 pm.

All 12-month employees' (Administration, Central Office staff, the 12-month nurse, principals, and instructional coordinators) **non-reporting dates** are as follows with the exception of the Facilities/Maintenance Department, which follows the schedule set by the Facilities/Building Manager, Gary Swanson:

July 4-6, 2018	January 1-3 & 21, 2019
September 3, 2018	February 18, 2019
November 1-2, 2018	March 18-22, 2019
November 21-23, 2018	May 27, 2019
December 20-31, 2018	

The **reporting date for 11-month employees** (11-month nurse) is **August 1, 2018** and end the school year on **June 28, 2019**. All 11-month employees' **non-reporting dates** are:

September 3, 2018	January 1-3 & 21, 2019
November 1-2, 2018	February 18, 2019
November 21-23, 2018	March 18-22, 2019
December 20-31, 2018	May 27, 2019

The **reporting date for 10-month and 10.5 month employees** (Lower School teachers, supporting teachers, librarians/media specialists, counselors, and social workers) is **August 1, 2018** and end the school year on May 28, 2018. *Counselors work an additional five (5) days between July 25-31, 2018, and five (5) additional days between May 28, 2019 and June 3, 2019, at the discretion of the building principal.*

September 3, 2018	January 1-3 & 21, 2019
November 1-2, 2018	February 18, 2019
November 21-23, 2018	March 18-22, 2019
December 20-31, 2018	May 27, 2019

178 Student School Days / 189 Teacher School Days
Semester 1: 88 Days (Quarter 1 – 41 School Days; Quarter 2: – 47 School Days)
Semester 2: 90 Days (Quarter 3 – 42 School Days; Quarter 4: – 48 School Days)



SECTION 2: EMPLOYMENT POLICIES

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2.1 Conflict of Interest Policy

You should recognize your responsibility to avoid any conflict between your personal interests and those of University Academy. A conflict of interest occurs when your personal interests interfere—or appear to interfere—with your ability to exercise sound judgment and make sound decisions on behalf of University Academy and its students. Employees are required to disclose to the Director of Human Resources any situation that creates a potential conflict of interest with proper discharge of assigned duties and responsibilities or creates a potential conflict of interest that would interfere with one’s judgment concerning the best interests of University Academy and its students. This includes, but it not limited to the following:

- A personal business or financial interest that is inconsistent with University Academy’s best interests
- Acceptance of gifts, favors, money or services from the outside business or third party
- Outside employment
- Familial relations to other employees which fall within University Academy’s nepotism policy
- Any other obligation or relationship that would interfere with one’s judgment or ability to make sound decisions concerning the best interests of University Academy and its students

2.2 Dress and Personal Appearance

The University Academy Board of Directors expects that all staff conduct themselves with a high level of professionalism and dress in a manner that reflects positively on the individual, the school, the education profession and avoids distractions to students and other employees. Personal appearance has direct bearing on the authority, confidence, and self-esteem of teachers, administrators, staff, and the concentration of students. University Academy expects employees to dress appropriately for your position as you also serve as role models for the students and as representatives of University Academy. It is important for all employees to project a professional image while at work by being appropriately dressed. University Academy expects all employees to be neat, clean and well-groomed while on the job. Clothing must be appropriate for the type of work you perform.

The standard for the expectation of appropriate dress is business casual. The establishment of appearance guidelines enables employees to project a professional image while feeling comfortable in less restrictive attire. The following guidelines should assist you in determining what is appropriate to wear to work. Not all *relaxed* attire is suitable for the classroom or office. There may be certain days during the school year, called “Dress Down Days” when jeans (not torn, ripped, or faded) may be acceptable.

Administration notifies staff, in advance, of Dress Down Days. No dress code is able to address all clothing issues, so administrators/supervisors may determine what is or is not acceptable for your position.

Wearing hats and head coverings in the classroom or office is inappropriate. When honoring religious events or cultural traditions, it may be permissible. If due to religious, medical or other reasons, you desire an accommodation of the dress and personal appearance policy or any of the guidelines stated in this section (or if you have questions about this policy), please contact the Human Resources director. University Academy's objective is to maintain a professional, non-distracting environment while complying with all applicable laws related to the accommodation of protected characteristics.

Slacks/Pants/Skirts

Cotton (ex., Dockers) or synthetic blend fabric, wool, flannel (not pajama bottoms), and Capri pants/slacks may be worn. Inappropriate slacks/pants/skirts include jeans, sweatpants, and exercise pants, shorts of any type, overalls, and any form-fitting pants (bike clothing). Leggings/jeggings of any type are inappropriate work attire unless worn under an appropriate dress. Physical Education staff may wear clothing appropriate for their position with exceptions being tank tops, mesh, and muscle shirts.

Skirts/Dresses/Skirted Suits

Skirts and dresses should be no shorter than two (2) inches above the knee or a "publically appropriate" length for sitting comfortably. Dresses and/or skirts with splits/slits below the knee are acceptable. Regardless of length, spaghetti-strap/sun/beach dresses are inappropriate attire.

Shirts, Tops, Blouses and Jackets

Most non-sheer fabric casual shirts, tops, and blouses are acceptable. In cooler weather, turtlenecks, UA sweatshirts, and sweaters are acceptable. Sport coats/jackets are also acceptable for school and office wear. Staff may wear T-shirts and sleeveless tops/blouses, preferably under a jacket. Unacceptable types of tops include spaghetti-straps, midriff tops, halter-tops, clothing with potentially offensive words, logos, pictures, etc. Clothing where cleavage is exposed is inappropriate and unacceptable attire.

Shoes and Footwear

Acceptable footwear includes loafers, boots, flats, clogs, dress heels, and dress shoes. Clean, well-kept athletic shoes (sneakers) are acceptable. **Footwear such as flip-flops and slippers are unacceptable.** Shoes with closed toes and heels are mandatory for Facilities staff due to the nature of work performed. Footwear should not inhibit one's ability to supervise students or otherwise cause a distraction in the workplace.

Attire for Meetings

For meetings inside or outside the school, professional attire is the expectation. This is also the expectation for conferences, professional development days, parent meetings, etc., unless otherwise directed by administrators/supervisors. Administrators/supervisors have the final decision concerning attire for meetings that do not involve students or parents, as these may be less formal and outside of the normal contract/work schedule.

Body Piercing and Tattoos

Board policy considers visible tattoos and body piercings, other than ears, inappropriate for an academic setting as it may cause a distraction or draw attention from the learning process. University Academy expects you to cover any visible tattoos during instruction time when students attend.

Summary

University Academy is confident that employees will use their best judgment regarding attire and appearance. Management reserves the right to determine appropriateness. Supervisors or Human Resources will counsel any employee who is improperly dressed, or in severe cases, have them return home to change clothes. Continued disregard of this policy may be cause for disciplinary action, which may result in termination.

2.3 Employee Grievance Procedure

The Board of Directors has adopted a formal process for internal dispute resolution that encourages specified employees to resolve concerns quickly and at the most immediate administrative level. This policy does not limit the right of any employee to file grievances under Board Policy 31—Unlawful Harassment and Discrimination.

Internal Dispute Resolution Program

UNIVERSITY ACADEMY INTERNAL DISPUTE RESOLUTION PROGRAM

Program Description

People occasionally encounter situations at work that can be difficult or frustrating to resolve. Some of these situations might include:

- Problems with your supervisor or another member of University Academy's management team
- Problems with a co-worker
- Feeling that you are being harassed or discriminated against
- Feeling like you are not being treated fairly

While we realize that our employees will be able to resolve most problems on their own, University Academy recognizes, however, that sometimes even with our best efforts, not all disputes can be resolved without the Administration's assistance. Accordingly, University Academy has established this internal dispute resolution program designed to

provide an informal, quick, economical, and fair means for resolving disputes arising out of, or relating to, your employment with University Academy and encourages employees to use the procedure.

We encourage employees to utilize fully the procedures described in this program before pursuing any legal remedies for resolving the employee's concerns. Please direct any questions about this program to University Academy's Director of Human Resources.

A special note about discrimination, sexual harassment and other harassment: University Academy is committed to maintaining a work environment for its employees that is free from discrimination, sexual harassment or harassment based on any characteristic protected by law. If you believe that you are the subject of discrimination or unlawful harassment, you should report the discrimination or harassment using the procedures contained within University Academy's Board Policy 31. A copy is available in the office of the Director of Human Resources and University Academy's library, in addition to utilizing the procedures described within this internal dispute resolution program.

STEP 1 – Resolving Issues Yourself

Every situation has its own circumstances, and it would be naïve to believe that every dispute is resolvable according to a rigid procedure. We do suggest, however, that you take these actions as a first-step towards resolving a workplace dispute:

1. **Talk to your supervisor or department head.** Talk to your supervisor, especially if you have been trying to work things out on your own. Your supervisor may be able to suggest other alternatives that you have not considered. Many times supervisors have information that would be helpful to you. You and your supervisor may be able to develop a resolution together.
2. **Talk to the Director of Human Resources.** If your supervisor or department head cannot resolve your concern, or if your supervisor or department head seems to be a part of the problem, you should contact the Director of Human Resources to discuss your concern. The Director of Human Resources can help develop strategies for talking to your supervisor or co-worker about a situation.
3. **Call University Academy's Employee Assistance Program.** University Academy has a contract with Lincoln Financial Employee Connect Services, an independent Employee Assistance Program (EAP), to assist employees with a variety of issues, including counseling on how to deal with conflict. EAP services are available at no or low cost to our employees. EAP services are confidential. You may make an appointment to speak with a counselor through the EAP by calling (888) 628-4824. EAP's professional counselors are good resources for creative problem solving, especially when challenging problems involve co-workers, managers, or even family members. Counselors through the EAP may also be able to suggest other resources to be of assistance to you. To learn more about the Lincoln Financial Employee Connect Services, visit www.GuidanceResources.com. The username is *LFGsupport* and the password is *LFGsupport1*.

STEP 2 – Talk to the Superintendent

If your efforts described in Step 1 have not resolved the dispute to your satisfaction, you should make an appointment to meet with University Academy's Superintendent to address your concern.

If you believe that University Academy's Superintendent is the cause of the problem, you should bring your concerns to the attention of University Academy's Board of Directors by mailing a letter to both: (1) University Academy Board Chair, 6801 Holmes Road, Kansas City, MO 64131; and (2) University Academy Board Secretary, 6801 Holmes Road, Kansas City, MO 64131. Be sure to include in your letter your name and a telephone number where you may be reached. A representative of University Academy's Board of Directors will follow up with you following receipt of your letter to discuss your problem.

STEP 3 – Request Mediation

Mediation is a voluntary process in which two or more parties involved in a dispute work together with an impartial party, *i.e.*, the mediator, to generate their own solutions to settle their conflict. Unlike a judge or an arbitrator who make decisions in which one party wins and the other side loses, mediation is about finding a solution that works for both parties.

If your effort described in Step 1 and Step 2 has not resolved the dispute to your satisfaction, you may request that a University Academy schedule a mediation of the dispute. You should deliver a written statement to the Director of Human Resources specifically stating that you are requesting mediation pursuant to University Academy's internal dispute resolution program. Your written statement should also contain: (1) the name(s) of the individuals who are the subject of your dispute; (2) a detailed description of the nature of the dispute that you would like mediated; and (3) the efforts you undertook to resolve the dispute before requesting mediation.

University Academy shall retain the sole discretion to decide whether to accept your request for mediation. In the event that University Academy determines that mediation would be beneficial, the Director of Human Resources shall retain a qualified mediator – who is usually an outside counselor, human resources professional, or lawyer – to work with the parties in an attempt to resolve the dispute. University Academy will pay for the costs of the mediator's services.

The independent mediator assigned to try to resolve the dispute will schedule a mutually convenient time and place to try to resolve the dispute. During this informal conference, everything said by you and representatives of University Academy will be completely confidential and may not be used for any other purpose, including in any arbitration or legal proceedings.

Agreements reached by the parties because of mediation will be reduced to writing and signed by both parties, who acknowledge and accept the written agreement.

If University Academy denies your request for mediation, you may proceed with Step 4 if your dispute involves legal claims against University Academy (or its agents).

STEP 4—Binding Arbitration

Not all disputes involve legal claims. If your complaint does not give rise to a legal claim and it is not resolved during the internal dispute resolution program to your satisfaction, we encourage you to continue trying to resolve your dispute through your supervisor and University Academy's administration.

Some disputes may give rise to legal claims. Claims such as unlawful discrimination, harassment on a characteristic prohibited by law, and wrongful discharge are examples of legal claims that ordinarily proceed through legal forums.

University Academy wants to focus on its mission of preparing students to succeed in an institution of higher education and to become leaders in society. Because UA wants to avoid the cost, distraction, and disruption of protracted litigation through the court system, University Academy has adopted a policy of entering into separate, written arbitration agreements with its employees.

Arbitration is a procedure in which a dispute is submitted, by an agreement of the parties, to an experienced neutral person who makes a binding decision on the legal dispute.

In choosing Arbitration, the parties choose to resolve their legal disputes through the private dispute resolution procedure instead of going to court.

All new hires of University Academy as of February 13, 2012 will be required to enter into a written arbitration agreement as a condition of employment with University Academy.

The arbitration agreement is a legally binding and enforceable contract between you and University Academy. This contract will require you and University Academy to submit to final and binding arbitration any legal claims that may arise between you and University Academy and its agents (other than those claims specifically excluded in the arbitration agreement, such as claims for workers' compensation benefits and/or unemployment compensation benefits). Nothing in the arbitration agreement will alter, however, the at-will nature of your employment relationship with University Academy in any way.

If, after following Step One, Step Two, and Step Three of this program, you remain unsatisfied with the outcome of the dispute, and if your dispute gives rise to legal claims against University Academy and/or its agents, then you may initiate arbitration proceedings by filing a claim with the American Arbitration Association (AAA). You may visit the AAA's website at www.adr.org to learn more about how to file your arbitration claim. The AAA under its National Rules will administer the arbitration for the Resolution of Employment Disputes, which is widely recognized as providing a speedy and fair procedure for resolving legal claims arising out of your employment relationship with University Academy.

No Retaliation

University Academy does not tolerate retaliation against an employee for making good faith use of the internal dispute resolution program. Retaliation will result in discipline, up to and including termination of employment, of the offending employee(s). Any employee with any complaint of retaliation has a responsibility under this policy to report immediately such conduct directly to the Director of Human Resources. False accusations or complaints made in bad faith under this program may result in disciplinary action, however, up to and including the termination of employment of the person making false or bad faith complaints.

2.4 Equal Employment and Anti-Harassment

The purpose of this policy is to maintain learning and working environments that are free from discrimination or harassment based on any characteristic protected by law, and which are free from violence. University Academy prohibits any form of unlawful discrimination or harassment and prohibits threats or acts of violence.

2.5 Equal Employment Opportunity Statement

University Academy is an equal opportunity employer. University Academy's Administration and Board of Directors is committed to providing equal opportunity for all individuals in all areas of employment, including, but not limited to, recruitment, selection, placement, training, assignment, transfer, compensation, benefits, discipline, retention, and promotion. The Board of Directors commits itself to the policy that there shall be no unlawful discrimination against any person because of race, color, national origin, ethnicity, religion, age, sex, pregnancy, genetic information, disability, or any other characteristic protected by applicable law. All decisions with regard to employment shall comply with applicable local, state and federal laws.

University Academy will make reasonable accommodations for the known disability of an otherwise qualified applicant or employee unless the accommodation imposes an undue hardship. It is your responsibility to advise the Human Resources Director if you need an accommodation. Your responsibility is to participate actively in interactive discussions to find the best solution for you and University Academy and to provide medical documentation to support the need for an accommodation, when requested.

2.6 General Professional Development

University Academy encourages all employees to be engaged in a continuous program of professional and technical growth in order that they may be qualified to provide quality educational programs and services for all students.

Board policy establishes a program of in-service training to provide an opportunity for the continuous professional and technical growth for all employees. The District outlines the in-service training program for each year in the proposed budget for that year with estimated costs, which the Board approves.

Due to the operation of this policy, employees will become knowledgeable regarding new developments and changes in their specialized fields and will utilize new and improved methods in practice.

The administrative staff, employing administration and management techniques consistent with modern management development, will provide leadership that will assist each employee to make a maximum contribution to University Academy's effort to provide quality educational programs and services for all students.

2.7 Harassment, including Sexual Harassment

It is the policy of University Academy to maintain a safe and non-discriminatory learning and work environment for all students and employees. University Academy prohibits all forms of unlawful harassment and discrimination because of race, color, national origin, ethnicity, religion, age, sex, pregnancy, genetic information, disability, sexual orientation, or perceived sexual orientation or any other characteristic protected by applicable law.

It is a violation of University Academy policy, for any student, teacher, administrator or other school personnel of this school to harass or unlawfully discriminate against a student or employee through conduct of a sexual nature, or regarding a person's race, color, national origin, ethnicity, religion, age, sex, pregnancy, genetic information, disability, sexual orientation, or perceived sexual orientation or any other characteristic protected by applicable law.

An additional violation of University Academy policy, is for any teacher, administrator or other school personnel of this school to tolerate discrimination, sexual harassment or harassment because of a protected characteristic, by a student, teacher, administrator, other school personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the school.

Some examples of conduct that one might consider harassment include ethnic slurs, sexual or racist jokes, pornographic e-mail, unwelcome touching, display of offensive pictures or any other verbal or physical conduct that has the purpose or effect of creating an intimidating, hostile or offensive work environment. See Board Policy 117 for more information.

University Academy strictly prohibits unwelcome sexual advances or requests for sexual favors, including, but not limited to, the following types of sexual conduct:

- verbal or physical sexual conduct
- any situation where submission to sexual advances is made (explicitly or implicitly) a condition of a student's academic status or a person's employment status
- any situation where submission or rejection of sexual advances is used as a basis for evaluating a student's performance or an employee's performance or employment

- conduct which interferes with a student's educational performance or an employee's terms and conditions of employment
- conduct that creates an intimidating, hostile, or offensive educational or work environment

Reporting Harassment

University Academy will act to promptly investigate all complaints, either formal or informal, verbal or written, of unlawful harassment or unlawful discrimination because of race, color, ethnicity, national origin, sex, religion, age, disability, genetic information, sexual orientation, or perceived sexual orientation, to promptly and appropriately discipline any student, teacher, administrator, or other school personnel who is found to have violated this Policy, and/or to take other appropriate action reasonably calculated to end the harassment/discrimination.

Any employee believing that a violation of this harassment policy has occurred shall report such violation to the School's EEO Compliance Coordinator or the Superintendent. Any employee believing that a violation of this harassment policy has occurred may also use the Internal Dispute Resolution Procedures (Resolving Employee Complaints) contained in Policy 117. University Academy's EEO Compliance Coordinator is the Director of Human Resources.

The EEO Compliance Coordinator has authority to investigate all harassment complaints. If possible, the EEO Compliance Coordinator will provide notice to the accused party or parties of the accusations against them if, after a preliminary review or inquiry, the EEO Compliance Coordinator determines discrimination, harassment, or retaliation in violation of the law or policy may have occurred.

The EEO Compliance Coordinator will conduct an adequate, reliable, and impartial investigation of all harassment complaints, including, where appropriate, providing the opportunity of the involved parties to identify witnesses and other evidence.

If possible, the EEO Compliance Coordinator will resolve the harassment complaints by obtaining a written resolution signed by all parties. If the parties cannot agree on a resolution, the EEO Compliance Coordinator will prepare a written report of the investigation.

If the EEO Compliance Coordinator believes the grievance is valid, the EEO Compliance Coordinator will recommend appropriate corrective action to the Superintendent.

If possible, the EEO Compliance Coordinator will complete the investigation and submit the report with the Superintendent within fifteen (15) days after receipt of the written grievance where appropriate. The EEO Compliance Coordinator will provide notice to the parties of the general outcome of the grievance.

If the Superintendent agrees with the recommendation of the EEO Compliance Coordinator, implementation of the recommendation will occur.

The EEO Compliance Coordinator and Superintendent may appoint an outside investigator once a written grievance is filed if the EEO Compliance Coordinator or Superintendent believes that doing so is in the best interests of University Academy or if either the EEO Compliance Coordinator or Superintendent is the alleged violator.

No Retaliation

University Academy strictly prohibits retaliation against any employee who makes a good faith complaint of violations of this policy or against any employee who participates in an investigation into violations of this policy. Any person engaging in retaliation shall be subject to disciplinary action.

2.8 Nepotism

University Academy will not employ a person related within the fourth degree to a member of the Board or any administrator. This means, however, that (1) any person employed by University Academy as of the effective date of this policy (July 1, 2017) who is related to a member of the Board an administrator shall not be affected by this policy; and (2) under no circumstance will such an employee have supervisory or evaluative responsibilities for any other employee to whom he or she is related within the fourth degree. No employee may participate in any manner in any hiring or selection process in which a person to whom the employee is a fourth degree relative is an applicant or may reasonably be expected to be an applicant for the position.

2.9 Notice to All Employees Regarding Discrimination and Harassment

NOTICE TO ALL EMPLOYEES AND STUDENTS REGARDING DISCRIMINATION AND HARASSMENT

University Academy is committed to an academic and work environment in which all students and employees are treated with dignity and respect. University Academy does not discriminate based on any characteristic protected by applicable law, including race, color, sex, age, national origin, ethnicity, or disability or perceived sexual orientation in its programs and activities. Discrimination and harassment of students and employees, whether committed by supervisors, employees, students, or third parties and regardless of whether the victim is an employee or student, will not be tolerated.

Direct inquiries, complaints or grievances from students and their parents and employees regarding discrimination and harassment to,

Mrs. Lisa Kice, District Human Rights/Compliance Officer
6801 Holmes Road
Kansas City, Missouri 64131
(816) 412-5900

Other offices dealing with these complaints:

U.S. Department of Education
Office of Civil Rights, Customer Service Team
Mary E. Switzer Building
330 C Street, SW Washington, DC 20202
(800) 421-3481
OCR@ed.gov

U.S. Department of Justice
950 Pennsylvania Avenue, NW
Washington, DC 20530-0001
(202) 353-1555

2.10 Sexual Harassment Prohibition Notice

NOTICE

TO ALL EMPLOYEES AND STUDENTS REGARDING SEXUAL HARASSMENT

The University Academy is committed to an academic and work environment in which all employees treat each other with dignity and respect. Sexual harassment of employees whether committed by supervisors, employees, or students, or third parties and regardless of whether the victim is an employee or not will not be tolerated.

Sexual harassment includes but is not limited to:

1. Sexual slurs, threats, verbal abuse and sexually degrading descriptions
2. Graphic verbal comments about an individual's body
3. Sexual jokes, notes, stories, drawings, pictures or gestures
4. Spreading sexual rumors
5. Touching an individual's body or clothes in a sexual way
6. Displaying sexually suggestive objects
7. Covering or blocking of normal movements
8. Unwelcomed sexual flirtation or proposition
9. Acts of retaliation against a person who reports sexual harassment

Inquiries, complaints or grievances from students and their parents and employees regarding sexual harassment or compliance with Title IX may be directed to the District's Title IX Coordinator, or the Director of the Office of Civil Rights, Department of Education, Washington, D.C. The District's Compliance Officer is Ms. Lisa Kice.

Any employees, who engage in the sexual harassment of anyone while on school property, or while in the employment of the District off school property, will be subject to disciplinary action, up to and including dismissal.

2.11 Staff Lunch Time

Certificated employees will follow their school's lunch schedule, including supervisory duties as assigned by the principal. Teachers may take their lunch during the same time allotted for their students. Non-certificated employees receive a lunch break of an amount of time consistent with their departments.



SECTION 3: EMPLOYMENT STATUS AND RECORDS

SECTION 3: EMPLOYMENT STATUS AND RECORDS

3.1 At-Will Employment

University Academy employs staff members on at at-will basis, regardless of any other verbal or written statements, policies, or perceived practices. Unless otherwise required by law, University Academy does not offer tenured or guaranteed employment. University Academy and its employees each may terminate the employment relationship at any time, for any lawful reason.

Before the beginning of each school year, University Academy may provide instructional employees with a notice of their projected salaries and positions for that school year. Any such representations are informational only and are subject to change, and nothing in that information alters the right of both the instructional employee and University Academy to terminate the employment relationship at any time.

University Academy may employ certain certificated individuals on a part-time basis, as needed. The District employs such part-time instructional employees on an at-will basis, as described above. The District employs part-time instructional employees on a class-by-class basis, not as a percentage of full-time employment. Part-time employees do not receive the benefits provided to full-time employees. In addition, part-time instructional employees who do not teach at least four (4) hours per day are not eligible for pension benefits.

Termination of Employment

Instructional Staff are at-will employees and may face dismissal from their position at any time, for any lawful reason, with or without notice.

Support Staff are at-will employees and may face dismissal from their position at any time, for any lawful reason, with or without notice.

3.2 Background Checks and Fingerprinting

University Academy shall require that persons applying for positions at University Academy who receive an offer of employment must submit to a criminal history background and child abuse check. The offer of employment shall be conditioned upon a determination by University Academy that an applicant's criminal history does not preclude the applicant from employment with University Academy.

3.3 Confidentiality

Employer Records

University Academy treats employee records as confidential. University Academy maintains employee records in a secure location, except when they are under review or supplemented by an authorized employee. Employee records never leave the Human Resources Office, except as permitted by the Director of Human Resources.

All Missouri statutes regarding data privacy protect employees. Employees maintain the right to request inspection of respective personnel files and to file, in writing, for an informal hearing with the Superintendent as to the accuracy of the data contained therein.

3.4 Exit Interviews and Procedures

Employees leaving University Academy are to contact the Director of Human Resources to obtain instructions on completing an exit interview. Information on the continuation of benefits, release of information, and procedures for requesting references will be provided at this time. Separating employees are asked to provide University Academy with a forwarding address and phone number. **All District keys, books, property, and equipment must be returned upon separation from employment. University Academy may withhold the cost of any item not returned from the employee's final paycheck.**

Any employee terminating employment will receive their last paycheck no later than the next regular stated payday or as soon thereafter as the employee returns to University Academy, all property of the school in the employee's possession.

3.5 Hours of Work

Instructional Staff

The Board of Directors sets the school year annually. The start and end date of the upcoming school year are provided before the end of the previous school year. Instructional staff hours are 7:00 a.m. to 3:30 p.m. The expectation is that certificated staff will attend grade level and departmental meetings, be available for students as needed for tutoring, attend occasional evening and weekend events, as well as attend occasional school-wide meetings.

As recommended by the Superintendent and approved by the Board, instructional employees may be asked to provide sponsorship and coaching duties.

Support Staff

The Board of Directors sets the school year and work calendars annually. The Superintendent may change work hours as needed.

3.6 Job Postings

The school's website posts announcements of job vacancies by position, in the staff lounge, MOREAP, and other applicable locations. The school's website also outlines procedures for applying for job vacancies at www.universityacademy.org.

3.7 Performance Standards / Evaluations

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

Performance-based evaluation is a process endorsed by the Board for performance improvement that includes identification of performance expectations, documentation of performance, discussion of performance, development of improvement plans, and making personnel decisions based upon performance. The evaluation process for every employee is an ongoing process that takes place every day. The Board's goal is for all employees to receive a formal evaluation at least once a year.

3.8 Reassignments and Transfers

All personnel are subject to assignment and reassignment by the Superintendent. Reassignment is a transfer to another position or department that does not necessitate a fundamental change in employment. When reassignments are due to enrollment shifts or program changes, the Superintendent has final placement authority. Reassignment of extracurricular or supplemental duty assignments may occur at any time. Employees who object to a reassignment may follow the District process for employee complaints, as outlined in this Handbook and District policy.

Employees with the required qualifications for a position may request a transfer to another position or department. Employees wanting to transfer must complete a written request for transfer and sign it. The employee's supervisor must also sign the request. There is no automatic granting of transfers. Consideration of teachers requesting transfers are included in the pool of applicants. University Academy will hire the most qualified person for the position.

3.9 Resignations and Separations

Administration requests that any employee terminating employment should submit a written resignation to the Superintendent two (2) weeks prior to the effective date. When possible, more advanced notice is encouraged so that services to students are not adversely affected. Failure to provide the required notice shall be recorded in the employee's permanent file.

Certificated staff (teachers, principals, etc.) not planning to return to University Academy for the following academic year are asked to notify their supervisor/administrator of their intent not to return by May 1 of the current school year.



SECTION 4: EMPLOYEE CONDUCT

SECTION 4: EMPLOYEE CONDUCT

4.1 Animals and Pets

University Academy prohibits animals and pets inside the school building, on school grounds, and at school-sponsored events and activities. The prohibition against pets includes time before and after regular school hours. Superintendent or designee approval is required for any student, parent, or staff member if an animal is being brought on school grounds as a requirement as part of an educational activity. This prohibition does not include service animals.

4.2 Associations and Political Activities

University Academy will not directly or indirectly discourage employees from participating in political affairs or require any employee to join any group, club, committee, organization, or association affiliated with a specific political party. Employees may join or refuse to join any professional association or organization.

Membership, or a decision not to be a member of any employee organization that exists for dealing with employers concerning grievances, labor disputes, wages, rates of pay, hours of employment, or conditions of work, will not affect an individual's employment

4.3 Attendance Standards

General Attendance

University Academy expects all employees to attend to all duties in a punctual manner. Regular attendance is essential in order to maintain a high quality educational program.

Any employee failing to adhere to these standards may be subject to discipline up to and including termination of employment.

All University Academy employees shall use biometric scanners to track attendance. Employees must scan in, using a fingerprint, at arrival on and departure from the campus. (All employees should see Payroll to set up their biometric scan and receive an employee ID code.)

University Academy Time and Attendance Time Clock System

The Paycom Time Clock Electronic Timekeeping System is the official timekeeping software for all non-exempt employees. Exempt employees will use this time clock to monitor the attendance policy. For all employees, the data recorded in the system is the "official" record of the workday for University Academy. Any disputes over actual hours worked or attendance will be resolved by referring to the Time Clock System.

Timely and regular attendance is an expectation of performance for University Academy employees. To ensure adequate staffing, positive employee morale, and to meet expected productivity standards throughout the organization, employees will be held accountable for adhering to their work schedule.

Non-Exempt Employees (Hourly paid or non-manager salaried employees):

- Expected to take a duty free lunch of 30 minutes, timing of lunch based on department management approval with the exception of Security personnel that takes a 60-minute lunch break
- Non-exempt employees must clock out for their 30-minute (or 60-minute for Security personnel) lunch break
- Must have management permission to start earlier than the expected start time or work after the assigned end of shift time
- Overtime should always be authorized by your supervisor/department manager prior to working outside of your scheduled work shift
- Any time the time clock malfunctions, the employee should report it to the department manager as soon as possible
- Stipends, approved by the Superintendent, are payments for completing a task that is not contingent on hours and therefore not a part of the time clock system
- Prior approval by department managers is required before taking vacation, personal leave, bereavement leave, and jury duty (See Employee Handbook, 6.8 Leave)
- Time off for illness must be reported to supervisor/department manager 30 minutes before the start of the assigned shift
- University Academy does not offer compensatory time
- Employees who are eligible for paid holidays will have those days manually entered into the time clock system by Payroll
- Any dispute that cannot be resolved using the time clock logs should be reported to the Human Resources department
- Under no circumstances may approved leave hours (i.e., sick, vacation, personal, etc.) and actual time worked put an employee into an overtime situation unless the total work hours physically worked exceed 40 hours for the week
- If an employee fails to clock in *and* out using the time clock, they must notify their immediate supervisor within 24 hours of not clocking in *and/or* out. Failure to notify your immediate supervisor in a timely manner will result in the employee being charged with leave without pay

Exempt Employees (Teachers, directors, salaried supervisors and managers):

- University Academy does not offer compensatory time
- Stipends, approved by the Superintendent, are payments for completing a task that is not contingent on hours and therefore not a part of the time clock system
- Extra duty hours (i.e., bus duty, ASP, etc.) are paid on an hourly basis and is recorded on the time clock system
- Any time the time clock malfunctions, the employee should report it to their department manager as soon as possible
- Prior approval by department management is required before taking vacation, personal, bereavement leave, and jury duty (See Employee Handbook, 6.8 Leave)
- Time off for illness must be reported to your supervisor/department manager 30 minutes before the start of your assigned shift
- Employees who are eligible for paid holidays will have those days manually entered into the time clock system by Payroll

- Any dispute that cannot be resolved using the time clock logs should be reported to the Human Resources department
- If an employee fails to clock in *and* out using the time clock, they must notify their immediate supervisor within 24 hours of not clocking in *and/or* out. Employees failing to notify their immediate supervisor in a timely manner will result in the employee receiving leave without pay.

4.4 Audio / Video Recording Prohibitions

University Academy has established limits on the use of video and audio recording equipment (including but not limited to film, tape, digital, or by other mechanical or electronic means) to minimize disruption and to foster an educational and employment environment based on trust and integrity. Any recording activity, even activity permitted under this policy, will be prohibited if the activity creates a disruption to the education process.

University Academy may make audio or visual recordings to provide security, to maintain order, for professional staff development use, or for other purposes approved by the Superintendent related to furthering the educational mission of the school. This may include the use of video equipment in school buildings and on transportation provided by University Academy. Placement of recording devices will not be in areas of the building where the occupant would have a reasonable expectation of privacy, such as restroom facilities or locker rooms. Recordings by or on behalf of University Academy personnel that include students will be considered student records and will be maintained in accordance with the Family Educational Rights and Privacy Act (FERPA) and other applicable laws. University Academy prohibits its personnel from the use of video or audio recording equipment on school property or at school activities except as provided by this policy.

Additionally, the Board prohibits the use of audio, video, or other recording equipment at meetings held pursuant to the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973, as well as other meetings between school employees and parents/guardians.

Exceptions to this prohibition are made only in accordance with Board policy and law. Requests for such exceptions must be made within a reasonable period prior to the scheduled meetings. This prohibition does not apply to video recordings of meetings held within view of the school's security cameras.

4.5 Classroom Snacks and Treats

University Academy prohibits distribution of homemade treats. All treats shared with students must be store bought and pre-packaged. Please keep in mind the updated school wellness policy.

4.6 Code of Conduct (Board Policy #140)

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

- Properly prepare for student instruction
- Fully utilize instructional time for learning activities
- Maintain students under active supervision at all times
- Assess student performance in a regular and accurate manner
- Modify instructional goals to meet the needs of each student
- Comply with administrative directives
- Motivate students to achieve learning objectives
- Communicate with students in a professional and respectful manner
- Maintain relationships with students in a professional teacher-student model
- Maintain professional relationships with University Academy employees
- Communicate with University Academy employees in a professional and respectful manner
- Review and comply with Board policies, regulations, and procedures as well as related building rules and practices
- Properly operate and maintain District property
- Utilize University Academy technology solely for school business
- Maintain required records and submit requested reports in a timely manner
- Comply with all safety guidelines and directives
- Refrain from the use of profane and obscene language
- Dress in a professional manner in compliance with University Academy guidelines
- Attend to all duties in a punctual manner
- Refrain from engaging in dishonest or immoral conduct
- Refrain from engaging in conduct that is offensive, inappropriate, harassing, or otherwise failing to contribute to a productive educational environment and/or work environment

Any employee failing to adhere to these standards may be subject to discipline, up to and including termination of employment.

Any University Academy employee who knows or has reasonable cause to suspect that a student is being subjected to home conditions or circumstances, which would reasonably result in truancy, shall immediately report it or cause a report to be made to the Superintendent or his/her designee. That person will then become responsible for making a report via the Student Abuse Hotline to the Children's Division.

4.7 Drug Free Workplace

University Academy policy strictly prohibits the unlawful possession, use or distribution of illicit drugs and alcohol on school premises or as a part of school activities.

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 required to submit to drug testing. Any employee who violates this policy will be subject to disciplinary action up to and including termination and referral for prosecution. Employees may also be required to participate satisfactorily in rehabilitation programs.

4.8 Electronic Communication

Staff members are encouraged to communicate with students and parents/ guardians for educational purposes using a variety of effective methods, including electronic communication. As with other forms of communication, staff members must maintain professional boundaries with students while using electronic communication regardless of whether the communication methods are provided by University Academy or the staff member uses his or her own personal electronic communication devices, accounts, web pages or other forms of electronic communication.

University Academy's policies, regulations, procedures and expectations regarding in-person communications at school and during the school day also apply to electronic communications for educational purposes, regardless of when those communications occur. Staff communications must be professional, and student communications must be appropriate. Staff members may only communicate with students electronically for educational purposes between the hours of 6:00 a.m. and 10:00 p.m. Staff members may use electronic communication with students only as frequently as necessary to accomplish the educational purpose.

When communicating electronically with students for educational purposes, staff members must use University Academy-provided devices, accounts and forms of communication (such as computers, phones, telephone numbers, email addresses and University Academy-sponsored web pages or social networking sites), when available. If University Academy-provided devices, accounts and forms of communication are unavailable, staff members communicating electronically with students must do so in accordance with number two below. Staff members may communicate with students using University Academy-provided forms of communication without first obtaining supervisor approval. University Academy may monitor these communications. With University Academy permission, staff members may establish websites or other accounts on behalf of University Academy that enable communications between staff members and students or parents/guardians. Any such website or account is considered University Academy-sponsored and must be professional and conform to all University Academy policies, regulations and procedures.

1. A staff member's supervisor may authorize a staff member to communicate with students using the staff member's personal telephone numbers, address, web page or accounts (including, but not limited to, accounts used for texting) to organize or facilitate a University Academy-sponsored class or activity if the communication is determined necessary or beneficial. This is only if a University Academy form of communication is not available, and if the communication relates to the class or activity.

University Academy will provide approval and notification to the parents/guardians of students participating in classes or activities for use of personal electronic communications. Staff members may be required to send the communications simultaneously to the supervisor if directed to do so. Staff members are required to provide their supervisors with all education-related communications with University Academy students upon request.

2. Staff use of any electronic communication is subject to University Academy's policies, regulations and procedures including, but not limited to, policies, regulations, procedures and legal requirements governing the confidentiality and release of information about identifiable students. University Academy prohibits employees who obtain pictures or other information about identifiable students through their connections with University Academy from posting such pictures or information on personal websites or personal social networking websites without permission from a supervisor.
3. University Academy discourages staff members from communicating with students electronically for reasons other than educational purposes. When an electronic communication is not for educational purposes, the section of this policy titled, "Exceptions to This Policy," applies, and if concerns are raised, the staff member must be prepared to demonstrate that the communications are appropriate. This policy does not limit staff members from communicating with their children, stepchildren or other persons living within the staff member's home who happen to be students at University Academy.

Consequences

Discipline of staff members who violate this policy may result in, up to and including termination of employment. Depending on the circumstances, University Academy may report staff members to law enforcement and the Children's Division of the Department of Social Services for further investigation, and University Academy may seek revocation of a staff member's license(s) with the Department of Elementary and Secondary Education (DESE).

Reporting

Any person, including a student, who has concerns about or is uncomfortable with a relationship or activities between a staff member and a student should bring this concern immediately to the attention of the principal, counselor or staff member's supervisor.

Any staff member who possesses knowledge or evidence of possible violations of this policy must immediately make a report to University Academy's administration. All staff members who know of or have reasonable cause to suspect child abuse shall immediately report the suspected abuse in accordance with Board policy. Staff members must also immediately report a violation or perceived violation of University Academy's discrimination and harassment policy to University Academy's non-discrimination compliance officer. Disciplinary action will occur for staff members who fail to make such reports.

University Academy will not discipline, terminate, otherwise discriminate, or retaliate against a staff member for reporting, in good faith, any action that may be a violation of this policy.

Training

University Academy will provide training to staff that include current and reliable information on identifying signs of sexual abuse in children and potentially abusive relationships between children and adults. The training will emphasize legal reporting requirements and cover how to establish an atmosphere where students feel comfortable discussing matters related to abuse.

Exceptions to This Policy

The goal of this policy is to protect students from harm and staff members from allegations of misconduct by requiring staff members to maintain professional boundaries with students. University Academy does not intend to interfere with or impede appropriate interactions between staff members and students.

An emergency or an educational purpose might justify deviation from some of the professional boundaries set out in this policy. Likewise, staff members, through blood relation to students, or have contact with students outside the school environment through friends, neighborhood or community activities, or participation in civic, religious or other organizations. These contacts might justify deviation from some of the standards set in this policy, but under no circumstances will an educational or other purpose justify deviating from this policy.

The staff member must be prepared to articulate the reason for any deviation from the requirements of this policy and must demonstrate that he or she has maintained an appropriate relationship with the student. To avoid confusion, University Academy encourages staff members to consult with their supervisors prior to engaging in behaviors or activities that might violate professional boundaries as defined in this policy.

Failure to Maintain Boundaries

Unless an educational purpose exists or an exception as defined in this policy applies, examples of situations where professional physical and emotional boundaries are violations include, but not limited to--

1. Being in a room alone with a student in a room where the door is closed or locked and/or with the lights off. Counselors or others, who need to work with students confidentially, must discuss with their supervisors, the appropriate manner of meeting with students.
2. Meeting students in non-working settings without the parent/guardian being present, even if the parent/guardian grants permission
3. Associating with students in any setting where students are provided, are consuming or are encouraged to use or consume alcohol, tobacco, drugs or any other product or service prohibited to minors
4. Communicating with students about sexual topics verbally or by any form of written, pictorial or electronic communication
5. Discussing the staff member's personal problems with or in the presence of students
6. Sponsoring parties for students outside of school unless as part of an extracurricular activity that is appropriately supervised by additional staff members
7. Inviting students to the staff member's home
8. Being present when students are fully or partially nude
9. Sending students on personal errands
10. Allowing a student to drive the staff member's vehicle
11. Providing a student (other than the staff member's children, stepchildren or other children living in the staff member's home) transportation in the staff member's personal vehicle without a supervisor's approval, unless another staff member or the student's parent/guardian is also present in the vehicle.
12. Allowing any student to engage in behavior that would not be tolerated if done by other similarly situated students
13. Giving gifts to individual students
14. Frequently pulling a student from another class or activity to be with the staff member

4.9 Employee Fraternization

University Academy strictly prohibits any dating or other romantic relationship between a University Academy administrator, manager, supervisor, or member of the Board and any other University Academy employee. Although University Academy does not prohibit romantic relationships among other employees, romantic involvement with co-workers can potentially lead to conflicts of interest, confidentiality concerns or other problems. If you find yourself in a romantic relationship with a co-worker, review the situation with the Director of Human Resources. University Academy will assess whether there is a problem and how it can be resolved. University Academy strictly prohibits nonconsensual relationships and unwelcome advances and deals with those issues severely. (See the Policy against Harassment).

4.10 Entry and Exit

Students, parents, and other visitors to the school must use the front entrance. Staff should not give access to students, parents, or visitors through other entrances unless a University Academy administrator approves it.

All staff may enter the main door or gym door in the mornings. Upper School and Middle School staff may enter the 68th Street doors in the mornings.

4.11 Facilities

Please consult with your administrator regarding approved adhesive materials used in hanging items on walls. Do not post items on doors with tape and other adhesives. Do not cover up windows. It is encouraged that classroom doors remain open unless it is necessary due to test taking when doors are closed. When students are present, do not lock the door. When exiting a room, please turn off the lights, close and lock the door. Please do not store food in your classrooms.

The Director of Facilities must approve refrigerators and other electronic appliances prior to placing items in classrooms or offices.

4.12 Facilities Use

Staff must use an online “Facility Request Form” to reserve facility spaces for events, particularly those during non-school hours. The Facilities Request Form is available on the University Academy website, under the tab “Community.” Fill out the online request form and submit it to your supervisor. For facilities requests, please submit all requests at least seven (7) days in advance for consideration. Once approved, you will receive notification from the calendar administrator. For events between March 15 and June 30, all Facility Request Forms are due no later than March 1, 2019. Once approved, you will receive an email confirmation of approval from the Operations.

Operations may consider requests submitted less than 48 hours of an event on a case-by-case basis. If Finance is involved, you must submit your request no later than two (2)

weeks before the event to allow sufficient time to process payment. You are strongly encouraged to make a copy of the request for your records.

4.13 Firearms and Weapons

The presence of firearms and weapons poses a substantial risk of serious harm to school students, staff, and community members. Therefore, University Academy prohibits possession of firearms and weapons on school premises at all times except for law enforcement officials. As used in this policy, the phrase “school premise” includes all school buildings, grounds, vehicles, and parking areas. This prohibition also extends to the sites of school activities, whether or not University Academy conducts them on school property.

Individuals found to be in violation of this policy will receive severe disposition. (See Board Policy #17 for more information.)

4.14 Food in Classrooms Prohibited

University Academy prohibits eating food in classrooms. The Forum (cafeteria) is available for classroom celebrations where students ingest store-bought food items. This prohibition includes homemade food as well. Please be mindful of the school’s updated wellness policy when planning celebrations.

4.15 Key Card Access

The key card access to University Academy staff ends at 6:00 p.m. and the parking lot closes at 7:00 p.m. Unless you are scheduled to work, all staff should exit the building by 6:00 p.m. for safety. If an access badge is misplaced, it is critical to report it to your supervisor and Security immediately to disable access of that badge. There is a \$5 cost for replacement of an access badge.

4.16 Loss Prevention and Annual Inventory

Each year University Academy assesses property to identify University academy property from employees’ personal items. The expectation is that employees complete a Personal Property Form annually. The Security Department must receive all completed forms no later than the second Friday in August (August 10, 2018). Employees are responsible for updating their forms throughout the year as needed. This process ensures the preservation of employees’ dignity in the event of separation or retirement.

The process for removing items from the building is:

1. Employee must inform their immediate supervisor
2. Security will conduct inspections of items being removed from the building

Employees may not remove any items from the building not listed on the Personal Property Form without prior approval of the Superintendent or his/her designee.

4.17 Nut-Free Campus

University Academy is a nut-free campus. Therefore, staff should *never* give students treats that contain nuts. Please check any food brought in by parents for nuts.

4.18 Parking Lot

All staff vehicles must display a University Academy-issued Parking Permit on the rearview mirror while parked on campus. If parking permits are misplaced, lost, or stolen, it is critical that you report it to Security immediately. There is a replacement fee of \$5.00.

4.19 Religious or Controversial Issues

Religious education is the responsibility of the home and church. University Academy prohibits the espousal by any teacher or staff member of any particular religious Denomination or faith; however, teachers may present information in order to teach about religion with information at an appropriate maturity level for students.

Staff may not espouse any partisan political views; however, teachers may teach about political parties as it relates to the government systems of the nation or world.

4.20 Social Media Policy

University Academy recognizes the importance of social media as a communication tool and recognizes some forms of social media as educational tools. Social media accounts are online web communities used to share information in all forms. Social media accounts include, but are not limited to, Twitter, Facebook, LinkedIn, and Instagram, social media sites such as YouTube, third party wikis, virtual worlds, blog-hosting sites, etc. The intent of broad construing of the term “social media” includes any interactive communication technologies that may be used by University Academy students and employees.

Social media accounts hosted/sponsored by University Academy, are owned and monitored by University Academy, and users should have no expectation of privacy. University Academy reserves the right to remove any posting that violates applicable federal, state or local laws, the Student & Employee Code of Conduct or Board policies/procedures.

Students and employees who use personal social media accounts are considered the owners of such personal accounts and are individually responsible for the content found in such personal social media accounts.

Social media and networking bridges both the work life and personal life of University Academy employees and thus, some crossover and conflict of responsibilities may occur. University Academy’s interest is in defining the educational and work related contexts of social networking for the protection of our employees, students, and the school community as a whole.

Interacting online is, in its essence, no different from interacting face-to-face, i.e., we should strive to be thoughtful, maintain the principles of professionalism, concern for and protection of children and students, the safety of others and ourselves and comply with all policies regarding appropriate interactions.

With specific regard to social networking:

- Avoid creating any impression that you are acting in an official capacity with University Academy or otherwise representing University Academy when using social media for private/personal matters.
- Employees may not use social media to make work-related comments that are vulgar, obscene, threatening, intimidating, harassing or otherwise counter to University Academy's prohibition of discrimination, harassment, violence or retaliation.
- Always respect the privacy of others in the school community and University Academy's confidential/protected information. This includes confidential and/or personal student and school information that complies with applicable privacy laws such as the Family Education Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA).
- Exercise appropriate discretion when using social networks for personal communications that can in any way affect your role at the school—with the knowledge that adult behavior on social networks may be used as a model by our students.
- Err on the side of caution when interacting online, remaining cognizant that social networking activities may be visible to past, current, or prospective students, parents, colleagues, alumni, and community members—and thus reflect, directly or indirectly, on the school.
- Uphold the ethical and professional conduct standards of your profession.
- Refrain from using social media for private/personal matters (unrelated to your job responsibilities) during working time.
- Strive to balance the right of individual free expression with the valid interests of University Academy in promoting and presenting its mission, culture, and values to the community at large.

University Academy will take action when it determines that social media use/postings violate school policies/procedures. Failure to follow these guidelines may lead to corrective disciplinary action or termination of employment. If you have questions about this policy, please contact the Director of Human Resources. This policy is to ensure appropriate and effective use of social media. The policy will evolve as social media evolves.

4.21 Solicitation / Distribution

University Academy Board policy states that the advertising, sale or distribution of any goods or services on school property, for any school activity, shall have prior approval from the Superintendent. This includes but is not limited to school personnel, students, parents/guardians, and relatives, the public and commercial businesses.

4.22 Smoking / Tobacco Products

The use of tobacco products (including electronic cigarettes) represents a health and safety hazard. Therefore, University Academy prohibits the use of tobacco products in all school facilities, grounds, and vehicles. This policy applies to all employees, students, and patrons attending school-sponsored activities and meetings.

4.23 Student Supervision

Board policy requires students to be under supervision of the professional staff **at all times** during school hours and at school-sponsored activities.

It is the responsibility of the principal of each school to arrange for adequate supervision. It is the duty of teachers to perform assigned supervision. Students must be under adult supervision during the *entire* school day, whether in instructional areas or on the playground.

Any University Academy employee who knows or has reasonable cause to suspect that a student is being subjected to home conditions or circumstances, which would reasonably result in truancy, shall immediately report it or cause a report to be made to the Superintendent or his/her designee. That person will then become responsible for making a report via the Student Abuse Hotline to the Children's Division.

4.24 Substance Abuse

No employee shall distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage, fortified wine, or other intoxicating liquor. Employees may not unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid or any other controlled substance as defined in Schedules I through V or Section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 C.F.R. 1300.11 through 1300.15. This means before, during or after school hours in school or in any other school District location as defined below. Employees have permission for the use of alcohol at the annual Gala; however, no employee shall become intoxicated at any event held within the school or that is school-sponsored.

“School District location” means in any school building or on any school premise. This includes any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities. It also includes off school property at any school-sponsored or school approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of University Academy; or during any period of time such employee is supervising students on behalf of University Academy or otherwise engaged in school business.

As a condition of employment in any federal grant, each employee that engages either directly or indirectly in performance of a federal grant must abide by the terms of this policy. The employee must notify his/her supervisor, in writing, of his/her conviction of

any criminal drug statute for a violation occurring in any of the places listed above on which work on a federal grant for University Academy is performed no later than five (5) calendar days after such conviction.

Any employee who violates the terms of this policy is subject to disciplinary action, including suspension or termination as deemed appropriate by the Board of Directors. In addition, any employee who violates the terms of this policy may be required to participate satisfactorily in a drug and/or alcohol abuse assistance or rehabilitation program approved by University Academy and approved by insurance. Any employee who fails to satisfactorily participate in and complete such a program is subject to non-renewal, suspension, or termination as deemed appropriate by the Board of Directors. Sanctions against employees including suspension and termination shall be pursuant to and in accordance with applicable statutory authority and University Academy policies. Each employee shall receive a copy of this policy.

4.25 Technology and Internet Policy

University Academy does not tolerate use of technology resources in a disruptive, manifestly inappropriate or illegal manner that impairs its mission or squanders resources. Therefore, there is an expectation of a consistently high level of personal responsibility of all users granted access to University Academy's technology resources. Any violation of University Academy policies or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges. User privileges may be suspended pending investigation into the use of University Academy's technology resources.

Disciplinary action or termination of employees and the expulsion of students may be the consequence for violating University Academy's technology policies and procedures. Any attempted violation of University Academy's technology policies or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation.

Damages

All damages incurred by University Academy due to a user's intention or negligent misuse of University Academy's technology resources, including loss of property and staff time, will be charged to the user. University Academy administrators have the authority to sign any criminal complaint regarding damage to University Academy technology.

Technology Usage

University Academy Charter School technology exists for maximizing the educational opportunities and achievement of University Academy students. Research shows that students who have access to technology improve achievement. In addition, technology assists with the professional enrichment of the staff and Board and increases engagement of students' families and other patrons of the district, all of which positively

affect student achievement. University Academy will periodically conduct a technology census to ensure that instructional resources and equipment that support and extend the curriculum are readily available to teachers and students.

Definitions

For the purposes of this policy and related procedures and forms, University Academy defines the following terms as:

User – Any person who is permitted by the district to utilize any portion of the district’s technology resources including, but not limited to, students, employees, school board members and agents of University Academy.

User Identification (ID) – Any identifier that allows a user access to University Academy’s technology resources or to any program including, but not limited to, email and Internet access.

Password – A unique word, phrase or combination of alphabetic, numeric and non-alphanumeric characters used to authenticate a user ID as belonging to a user.

Authorized Users

Authorized students, employees, school board members and other persons approved by the superintendent or designee, such as consultants, legal counsel and independent contractors, may use the University Academy’s technology resources. All users must agree to follow the University Academy’s policies and procedures and sign or electronically consent to University Academy’s User Agreement prior to accessing or using University Academy technology resources, unless excused by the superintendent or designee. Use of the University Academy’s technology resources is a privilege, not a right. No potential user will receive an ID, password or other access to district technology if the superintendent or designee considers he or she may be a security risk.

User Privacy

A user does not have a legal expectation of privacy in the user’s electronic communications or other activities involving the University Academy’s technology resources including, but not limited to, voice mail, telecommunications, e-mail and access to the Internet or network drives. By using the University Academy’s network and technology resources, all users are consenting to having their electronic communications and all other use monitored by the University Academy. The District will only provide an authorized user ID with e-mail access on the condition that the user consents to interception or access to all communications accessed, sent, received or stored using University Academy technology.

University Academy administrators or their designee(s) at any time in the regular course of business may intercept, access, monitor or search electronic communications, downloaded material and all data stored on the University Academy’s technology resources, including files deleted from a user’s account. Such access may include, but is not limited to, verifying that users are complying with University Academy policies and

rules and investigating potential misconduct. Any such search, access or interceptions shall comply with all applicable laws. Users are required to return University Academy technology resources to the district upon demand including, but not limited to, mobile phones, laptops and tablets.

Technology Administration

The Board directs the superintendent or designee to assign trained personnel to maintain the University Academy's technology in a manner that will protect the district from liability and will protect confidential student and employee information retained on or accessible through district technology resources.

Administrators of University Academy technology resources may suspend access to and/or availability of the University Academy's technology resources to diagnose and investigate network problems or potential violations of the law or University Academy policies and procedures. University Academy considers technology resources University Academy property. The University Academy may remove, change or exchange hardware or other technology between buildings, classrooms or users at any time without prior notice. Authorized University Academy personnel may install or remove programs or information, install equipment, upgrade any system or enter any system at any time.

Content Filtering and Monitoring

The University Academy will monitor the online activities of minors and operate a technology protection measure (content filter) on the network and all University Academy technology with Internet access, as required by law.

In accordance with law, University Academy will use the content filter to protect against access to visual depictions that are obscene or harmful to minors or are child pornography. Content filters are not foolproof, and the University Academy cannot guarantee that users will never be able to access offensive materials using University Academy equipment. University Academy prohibits evading or disabling, or attempting to evade or disable, a content filter installed by the University Academy.

The Superintendent, designee or the University Academy's technology administrator may fully, or partially, disable the University Academy's content filter to enable access for an adult for bona fide research or other lawful purposes. In making decisions to fully, or partially, disable the University Academy's content filter, the administrator shall consider whether the use will serve a legitimate educational purpose or otherwise benefit the University Academy.

Online Safety, Security and Confidentiality

In addition to the use of a content filter, University Academy will take measures to prevent minors from using University Academy technology to access inappropriate matter or materials harmful to minors on the Internet. Such measures shall include, but not limited to, supervising and monitoring student technology use, careful planning when using technology in the curriculum, and instruction on appropriate materials. The

Superintendent, designee and/or the University Academy's technology administrator will develop procedures to provide users guidance on which materials and uses are appropriate, including network etiquette guidelines.

All minor students will receive instruction on safety and security issues, including instruction on the dangers of sharing personal information about themselves or others when using e-mail, social media, chat rooms or other forms of direct electronic communication. Instruction will also address cyber-bullying awareness and response and appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms.

This instruction will occur in University Academy's computer courses, in which students are introduced to the computer and the Internet, or courses that use the Internet in instruction. Students are required to follow all University Academy rules when using University Academy technology resources and are prohibited from sharing personal information online unless authorized by the University Academy.

All University Academy employees must abide by state and federal law and Board policies and procedures when using University Academy technology resources to communicate information about personally identifiable students to prevent unlawful disclosure of student information or records.

University Academy prohibits all users from using University Academy technology to gain unauthorized access to a technology system or information. The District also prohibits connecting to other systems in an evasion of the physical limitations of the remote system. This includes copying University Academy files without authorization; interfering with the ability of others to utilize technology; securing a higher level of privilege without authorization; introducing computer viruses, hacking tools, or other disruptive/destructive programs onto University Academy technology; or evade or disable a content filter.

Closed Forum

The University Academy's technology resources are not a public forum for expression of any kind and serves as a closed forum to the extent allowed by law. The University Academy's webpage provides information about the school University Academy, but is not an open forum. All expressive activities involving University Academy technology resources that students, parents/guardians and members of the public might reasonably perceive to bear the approval of University Academy and that impart particular knowledge or skills to student participants and audiences are considered curricular publications. All curricular publications are subject to reasonable prior restraint, editing and deletion on behalf of University Academy for legitimate pedagogical reasons. All other expressive activities involving the University Academy's technology are subject to reasonable prior restraint and subject matter restrictions as allowed by law and Board policies.

Records Retention

Trained personnel shall establish a retention schedule for the regular archiving or deletion of data stored on University Academy technology resources. The retention schedule must comply with the *Public School District Records Retention Manual* as well as the *General Records Retention Manual* published by the Missouri Secretary of State.

In the case of pending or threatened litigation, the University Academy's attorney will issue a litigation hold directive to the superintendent or designee. The litigation hold directive will override any records retention schedule that may have otherwise called for the transfer, disposal or destruction of relevant documents until the University Academy's attorney releases the information.

University Academy's Information Technology Department will maintain any separated employees' accounts that have a legal hold on their E-mail and other technology accounts may alter or delete any electronic record that falls within the scope of the hold.

Violation of the hold may subject the individual to disciplinary actions, up to and including termination of employment, as well as personal liability for civil and/or criminal sanctions by the courts or law enforcement agencies.

Violations of Technology Usage Policies and Procedures

University Academy does not tolerate use of technology resources in a disruptive, inappropriate or illegal manner that impairs the District's mission or squanders resources. The expectation is that all users, granted access to University Academy's technology resources maintain a consistently high level of personal responsibility. Any violation of University Academy policies or procedures regarding technology usage may result in temporary, long-term or permanent suspension user privileges. User privileges may be suspended pending investigation into the use of the University Academy's technology resources.

Disciplinary action or termination of employees and suspension or expulsion of students is the punishment for violating the University Academy's technology policies and procedures. Any attempted violation of the University Academy's technology policies or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation. The University Academy will cooperate with law enforcement in investigating any unlawful use of the University Academy's technology resources.

Damages

All damages incurred by the University Academy due to a user's intention or negligent misuse of the University Academy's technology resources, including loss of property and staff time, will be charged to the user. University Academy administrators have the authority to sign any criminal complaint regarding damage to University Academy technology.

No Warranty / No Endorsement

The University Academy makes no warranties or any kind, whether expressed or implied for the services, products or access it provides. The University Academy's technology resources are available on an "as is," as basis.

The University Academy is not responsible for loss of data, delays, non-deliveries, misplaced deliveries or service interruptions, nor does the District endorse the content or guarantee the accuracy or quality of information obtained using the University Academy's technology resources.

4.26 Work Orders

When facility repairs are necessary, an administrator must complete a work order form and submit it to the Director of Facilities. Work order forms can be located on the H:/drive.



SECTION 5: COMPENSATION

SECTION 5: COMPENSATION

All employees are strongly encouraged to participate in the Direct Deposit Program. Employees receive pay in accordance with the University Academy Compensation Plan adopted by the Board of Directors. University Academy classifies all positions as exempt or non-exempt according to federal law. University Academy generally classifies professional and administrative employees as exempt receive monthly salaries. They are not entitled to overtime compensation. Other employees, generally classified as non-exempt, receive pay based on hourly wages or salary and receive overtime pay for each overtime hour worked beyond forty hours (40) in a workweek.

Classroom teachers, full-time librarians, full-time counselors, and full-time nurses receive pay in accordance with the minimum state salary schedule. Employees who perform extracurricular duties may receive a stipend in addition to their salary according to the University Academy's supplemental duty pay guidelines. Stipends require prior authorization from administrators and/or the Superintendent and Chief Financial Officer.

Employees with concerns about possible violations of wage and hour laws should contact the Director of Human Resources.

5.1 Administering Wage Assignments and Garnishments

University Academy complies with all court orders to garnish or otherwise withhold amounts from employees' paychecks.

5.2 Compensatory Time (Comp Time)

University Academy does not offer compensatory (comp) time.

5.3 Direct Deposit

Direct deposit allows employees to have their paycheck automatically deposited in their checking or savings account on payday. With direct deposit, an employee's paycheck is immediately available on the pay date. Direct deposit is strongly encouraged. We can accommodate split deposits. A notification period of five (5) days prior to the monthly pay date is necessary to activate this service. Please contact Payroll for the appropriate forms.

5.4 Expense Reimbursement

Pre-approved purchase orders, receipts and supervisor approval are required for all reimbursements. Contact Finance (Becky Johnston) with questions pertaining to reimbursements.

5.5 Holiday Pay

The Board of Directors annually adopts a calendar that will provide for the following holidays University Academy observes:

January 1, New Year's Day
Second Monday in January, Dr. Martin Luther King, Jr. Birthday observance
Third Monday in February, Presidents' Day observance
Last Monday in May, Memorial Day observance
July 4, Independence Day observance
First Monday in September, Labor Day observance
Fourth Wednesday, Thursday, and Friday in November, Thanksgiving Break
December 25, Christmas Day

If the first day of January or the fourth day of July falls on a Sunday, the following Monday is a legal holiday and shall be so observed; any if any such day falls on a Saturday the preceding Friday is a legal holiday and shall be so observed.

5.6 Performance Pay Program

The Board of Directors annually approves a Performance Program. The goals established and approved by the Board the previous academic year is the basis for the Performance Program. To qualify for the Performance Program, staff must remain employed at University the following year. Staff members must have had satisfactory performance, attendance and improved achievement.* The Superintendent has the discretion to determine performance eligibility and awards. The Board adopts new goals annually.

*Part-time employees are eligible for a pro-rated performance award.

Teachers may receive compensation through a merit-based evaluation system that factors in classroom observations, professional development goals, curriculum writing, student achievement, and professionalism. Teachers may earn 5%, 3%, or 1% annual raises based upon the evaluation. A complete explanation of the program is available in the Human Resources office.

5.7 Overtime Pay Approval

Non-exempt employees must receive prior authorization from their immediate supervisor before working overtime.

5.8 Paydays and Paychecks

Payday is monthly, on the 25th of each month. If the 25th falls on a weekend, the payroll date may be on the Friday prior to payday. For other arrangements, contact Payroll.

University Academy will not release paychecks to any person other than the UA employee named on the check without the employee's written authorization. During summer break, pay stubs are available online at www.paycom.com.

An employee's payroll statement contains detailed information including deductions and withholding information.

5.9 Pay Practices

It is the policy of University Academy to abide by all federal and state wage and hour laws. University Academy prohibits improper pay practices and improper deductions. Employees may not make school purchases on credit or deduct purchases from future payrolls. Employees with concerns about possible violations of wage and hour laws should contact the Director of Human Resources at 816.412.5918. Human Resources will make every effort to investigate concerns and promptly rectify any inadvertent errors.

5.10 Payroll Deductions

Automatic payroll deductions for the Kansas City Public School Retirement System (KCPSRS), applicable income tax, Social Security and Medicare are required for all permanent, full-time employees. Below is additional information about the various payroll deductions:

Credit Union and Tax-Sheltered Plans

Payroll processes credit union and tax-sheltered plan deductions per the terms of the respective contracts.

Flexible Spending Accounts

A flexible spending account (FSA) allows you to set aside a portion of your salary to pay for qualified medical or dependent care expenses before taxes.

Kansas City Public School Retirement System (KCPSRS)

Retirement provisions for all eligible employees will be in accordance with the provisions of the Kansas City Public School Retirement System (KCPSRS).

Effective January 1, 2016, all eligible compensation earned is subject to the new contribution rate (9%).

All regular, full-time employees who receive compensation from the School District of Kansas City, Missouri, the Kansas City Public Library, and the KCPSRS or charter schools within the boundaries of the Kansas City, Missouri School District must become members of the Retirement System as a condition of employment.

A regular, full-time employee is a person employed in an established position requiring service of not less than thirty (30) hours per week, and not less than nine (9) calendar months a year. For more details, check the Kansas City Public School Retirement System website: www.kcpsrs.org.

Tax-Sheltered Annuities

University Academy provides for payroll deduction and processing for employees participating in tax-sheltered annuities.

Withholding Taxes

University Academy is required to collect Federal withholding tax for the Collector of Internal Revenue as payment on Federal Income Tax for the current year. Your salary and the number of dependents you claim determine the amount withheld. Issuance of salary checks does not occur until Payroll receives all withholding forms.

University Academy retains State withholding tax for the Missouri Department of Revenue. The amount withheld is determined in the same manner as the Federal Income Tax. Employees may authorize withholding an additional sum by notifying the G/L Accountant in writing and completing a new W-4 form indicating the additional amount to be withheld each pay-period. Issuance of salary checks does not occur until Payroll receives all withholding forms.

University Academy also retains a local withholding tax for the City Director of Finance. The amount withheld is 1% of each employee's adjusted gross income.

Additional Deductions

Any staff member may authorize additional voluntary deductions for payment of tax-sheltered annuities, dues to professional organizations, credit unions and dependent coverage for medical coverage for medical benefits.

Other payroll deductions employees may elect include deductions for the employee's share of premiums for health, dental and life insurance.

Purchases on "credit" such as lunch purchases, from payroll are not permissible as the school follows all State and Federal payroll regulations.

5.11 Unauthorized / Unpaid Leave

University Academy may consider unauthorized leave job abandonment and cause for termination.



SECTION 6: EMPLOYEE BENEFITS AND SERVICES

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SECTION 6: EMPLOYEE BENEFITS AND SERVICES

6.1 Conferences and Travel

The Superintendent may authorize professional leave for attendance of personnel at state, regional, and national meetings without pay deduction. The number of absences allowable for professional leave is a judgment value on the part of the Superintendent and is subject to budget limitations for employing substitutes and reimbursement for travel, meals, lodging, and registration.

6.2 Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1985

Employees are entitled to have their insurance continue after employment ends; commonly referred to as COBRA. Employees receive information regarding COBRA benefits at times of unemployment and separation.

6.3 Family and Medical Leave Act (FMLA)

University Academy grants leaves of absence under the Family Medical Leave Act (FMLA) to employees who have completed at least one full year of service with the school and have worked at least 1,250 hours in the 12-month period preceding the leave. As an eligible employee, you may take up to 12 workweeks of unpaid leave during a rolling 12-month period, measured backward from the date any FMLA leave commences. If both you and your spouse work at University Academy, the combined FMLA leave taken between the two of you will count toward the total amount of leave available. For example, you and your spouse's combined FMLA leave entitlement is a total of 12 weeks within the 12-month period for any birth, placement or to care for an employee's own seriously ill parent. Spouses may split the leave between them in any proportion. This will result in a reduction of the employee's 12 weeks of available FMLA leave.

You may take Basic Family and Medical Leave for any one, or combination, of the following qualifying events:

- Birth of a child (including prenatal care), and to care for the newborn child;
- Placement of a child for adoption or foster care;
- To care for your spouse, child or parent with a serious health condition; and/or
- To deal with your own serious health condition that renders you unable to perform the essential functions of your job.

Serious Health Condition Definition

University Academy defines a serious health condition as an illness, injury, impairment, physical or mental condition that involves an overnight stay in a medical care facility, and/or continuing treatment by a health care provider for a condition that prevents you from performing the functions of your job. The condition may also or prevent the qualified family member from participating in school or other daily activities.

Employees may meet the continuing treatment, subject to certain conditions, if the period of incapacity is more than three (3) consecutive calendar days combined with at least two (2) visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Military Leave Entitlements

If you are eligible and have a spouse, son, daughter, or parent on active duty or call to active duty status, you may use your 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits you to take up to 26 weeks of leave to care for a covered service member during a single 12-month period if you otherwise meet the eligibility requirements. Covered service members include a current member of the Armed Forces, (including a member of the National Guard or Reserves), who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list. A covered service member also includes a veteran who is undergoing medical treatment, recuperation or therapy for a serious injury or illness that occurred in the line of duty who was a member of the Armed Forces at any time during the five years preceding the date of treatment.

Substitution of paid leave

Under FMLA, University Academy will require you to substitute available paid leave time, including paid time off and qualifying disability leave for part or all of the unpaid leave requested. Once such benefits are exhausted, the remainder of the leave will be unpaid. Any substitution of paid leave will count toward your total allotment of FMLA.

Use of Leave

You are not required to use this leave entitlement in one block. You may take leave intermittently or on a reduced leave schedule when medically necessary. However, you must make reasonable efforts to schedule leave for planned medical treatment so it does not disrupt University Academy operations. Employees may also take leave due to qualifying exigencies on an intermittent basis.

Employee Requests and Responsibilities

You may request FMLA leave by scheduling a meeting with the Director of Human Resources. University Academy contracts with the Human Resources

Consultant with The Marsh & McLennan Agency to administer leaves of absence that may qualify for FMLA. Following the meeting with the Director of Human resources, HR will submit a FMLA Information Sheet to the Marsh & McLennan Consultant to begin processing the FMLA request.

You are required to provide 30 days' advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, you must provide notice as soon as practicable and generally must comply with University Academy's normal procedures to notify the Agency of an absence due to illness.

In order to exercise benefits under FMLA, you must provide sufficient information to the Marsh & McLennan Human Resources Consultant to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include confirmation that you are unable to perform your job functions; your family member is unable to perform daily activities; the need for hospitalization or continuing treatment by a health care provider; or circumstances supporting the need for military family leave. You must also inform Human Resources if the requested leave is for a reason for which FMLA leave was previously taken or certified.

After notice is given, the Human Resources Consultant with Marsh & McLennan will notify you whether you are eligible for FMLA and specify any additional information required as well as your rights and responsibilities. If you are not eligible, the Human Resources Consultant with Marsh & McLennan will notify you of the reason for ineligibility. If you are eligible and the leave qualifies for FMLA, the Human Resources Consultant with Marsh & McLennan will notify you that the leave will have a FMLA designation.

Medical Certification

The Human Resources Consultant with Marsh & McLennan requires appropriate documentation on the applicable certification for leaves at the following times:

1. Initial request (to be returned within 15 days)
2. Before returning to work (following a serious health condition to certify fitness for duty which may be on a form other than the Agency's certification form)
3. If you are not returning to work following a leave during which the Agency has paid health care premiums; and/or
4. Re-certification on a regular basis during leave

University Academy may seek clarification through its own provider and/or require you to undergo a second independent examination by a University Academy-designated provider at UA's expense.

Interim Benefits

Under FMLA, University Academy will maintain your coverage under the group health plan for the duration of your FMLA leave at the level and under the conditions such coverage would have been provided if you continued to work.

You are responsible for payment of your portion of health insurance premiums during such leave. The use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of your leave. You will receive advance notice of the costs and a schedule for remitting these payments. If the payment is more than 30 days late, upon 15 days' written notice, University Academy's obligation to continue health care

coverage ceases. However, University Academy may continue to pay your share of the missed premium(s) during the leave period. University Academy may then recover through subsequent payroll deductions your share of the missed payment when you return to work.

If you do not return from scheduled FMLA leave, except for circumstances beyond your control, University Academy may consider you to have voluntarily resigned and recover all health premiums it paid on your behalf during any unpaid FMLA leave. University Academy may require medical certification of any alleged continued serious health condition.

Reinstatement

As an eligible employee, you are entitled to reinstatement to your former position or an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment upon return from leave. Exceptions to this provision may apply if business circumstances have changed (i.e., if your position is no longer available due to a job elimination). Exceptions may also apply for certain key employees (as defined in FMLA regulations).

Enforcement

FMLA makes it unlawful for any employer to:

Interfere with, restrain, or deny the exercise of any right provided under FMLA;
Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

FMLA leave provides you time to recuperate or care for a family member. FMLA rules prohibit other employment during FMLA leave of absence.

Please see the Director of Human Resources with any questions or for more information regarding the Family Medical Leave Act. University Academy will comply with all applicable leave laws.

6.4 Group Insurance

University Academy will provide all full-time eligible employees with the opportunity to participate in medical group insurance coverage. The Director of Human Resources will solicit proposals and make recommendations to the Board for approval of the insurance provider.

Employees will receive information regarding COBRA benefits following separation from employment.

University Academy submits contracts for medical insurance at least once every three (3) years for competitive bidding.

University Academy provides medical and dental group insurance coverage for full-time, permanent employees. Life and Accidental Death and Dismemberment (AD&D) insurance is also available to full-time, permanent employees.

At the beginning of each new school year (August), open enrollment is available to each University Academy employee. During open enrollment, you may enroll in the various options available and make any necessary changes at that time.

6.5 Health Insurance Portability and Accountability Act (HIPAA) Privacy

University Academy benefit carriers have HIPAA policies specific to their companies. Contact the Director of Human Resources for policy information.

6.6 Jury or Witness Duty

Upon receipt of notification from the state or federal courts of an obligation to serve on a jury, employees must notify their supervisor and provide him/her with a copy of the jury summons. The company will pay regular full-time and regular part-time employees for time off for jury duty up to one week of pay.

If a state employee is subpoenaed to testify in court, the employee shall receive both the employee's regular salary from the state without loss of leave credits and witness fees. If the employee is subpoenaed by either party to testify in any civil or criminal proceeding because of his/her official capacity, he/she shall receive his/her regular salary without loss of leave credits and may not receive witness fees. If an employee is a party to, or witness who, has not been subpoenaed for private litigation, the employee must use vacation leave or leave without pay. If a state employee is summoned to serve on a jury, the employee shall receive his/her regular salary without loss of leave credits and the per diem and mileage provided for by Board of Directors' policy. A state employee, summoned as either a witness or a juror, shall notify his/her employer at once.

6.7 Lactation / Breastfeeding Policy

University Academy complies with applicable federal and state law, and provides nursing mothers reasonable break time to express breast milk following the birth of a child and will provide a place for the employee to express breast milk.

University Academy has designated the room behind the Theater stage, just outside of the women's restroom area for this purpose. A small refrigerator reserved for the specific storage of breast milk is also available. Any breast milk stored in the refrigerator must display the name of the employee and the date of expressing the breast milk. Any nonconforming products stored in the refrigerator may be disposed. Employees storing milk in the refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage or refrigeration and tampering. Nursing mothers wishing to use this room must make sure that the "Occupied" sign is viewable on the door and that the door is locked so that other staff members are aware that the room is in use.

6.8 Leave

Ten-Month Employees

Ten-month employees are eligible to receive twelve (12) leave days (96 hours) per year. Ten (10) days (80 hours) are designated for sick leave and two (2) days (16 hours) for personal leave. Ten-month employees have until the last day of school of each year to use their personal leave. New sick and personal days will be issued on August 1st of each year.

Eleven-Month Employees

Eleven-month employees are eligible to receive fifteen (15) leave days (120 hours) per year. Ten (10) days (80 hours) are designated for sick leave, two (2) days (16 hours) for personal leave, and three (3) days (24 hours) for vacation. Eleven-month employees have until July 31st of each year to use their vacation and personal leave. New sick, personal and vacation days will be issued on August 1st of each year. *Please note that this is based on an eight (8) hour workday so if the employee works less than eight (8) hours per day then their total hours of leave will be adjusted accordingly.

Twelve-Month Employees

Full-time twelve (12) month employees are eligible to receive ten (10) vacation days (80 hours), two (2) personal days (16 hours), and ten (10) sick days (80 hours). Full-time twelve (12) month employees have until July 31st of each year to use their vacation and personal leave. New sick, personal and vacation days will be issued on August 1st of each year.

*Please note: This is based on an eight (8) hour workday, so if the employee works less than eight (8) hours per day, their total hours of leave will be adjusted accordingly.

Employees may carry over to the next year any unused sick leave days up to a maximum of 60 days. Employees may accumulate up to 60 sick leave days. An employee may be required to provide medical documentation for any absence requiring utilization of sick days beyond the ten (10) sick leave days granted each fiscal year. If an employee is sick, it the expectation is that they call their supervisor as soon as possible. Employees must submit a request for leave through the Paycom Online system and your direct supervisor will approve or deny your request prior to using leave. If you are ill, you are required to submit your request online within 24 hours after returning to work. Any employee who fails to submit their online leave request in a timely manner may result receiving a leave without pay designation. Employees should submit online leave requests (other than sick leave) at least two (2) weeks in advance for consideration of approval. Employees may submit leave requests in two (2) hour increments.

If a teacher is sick or will be tardy, the expectation is that they follow procedures as outlined by their administrator, i.e., calling Kelly Services. Non-certificated employees should contact their supervisor prior to the start of their work shift.

If an employee realizes he or she will be tardy, it is the responsibility of the employee to contact his or her immediate supervisor as soon as possible.

Notification of an absence shall be given to the employee's immediate supervisor or the administrator *prior* to the employee's normal starting time for the day involved. Unapproved absences may be cause for dismissal due to job abandonment. Unauthorized and unreported absences shall be absence without leave, and deduction of pay shall be made for the period of absence. This also may be cause for disciplinary action.

Vacation and standard Personal Days have no cash value. Employees who separate employment with University Academy do not receive compensation for unused vacation and personal days.

Bereavement Leave

An employee who wishes to take off due to the death of an immediate family member should notify his/her supervisor immediately. University Academy grants bereavement leave unless there are unusual business needs or staffing requirements.

University Academy grants bereavement leave according to the following:

- Employees may use five (5) days of leave in the event of the death of the employee's spouse, child, father, father-in-law, mother, mother-in-law, brother, sister, stepfather, stepmother, stepbrother, stepsister, stepson or stepdaughter.
- Employees may use three (3) days of leave in the event of death of the employee's brother-in-law, sister-in-law, son-in-law, daughter-in-law, aunt, uncle, grandparent, grandchild or spouse's grandparent.
- Employees may use up to four (4) hours of bereavement leave to attend the funeral of an employee or retiree of University Academy.

Bereavement leave requires the use of sick leave for death in the immediate family and is subject to the approval of the Superintendent or designee.

Personal Day Leave

All full-time employees are eligible to receive two (2) Personal days (16 hours). Employees may not carry personal days into the next school year. Employees are required to submit their online leave request at least two (2) weeks in advance for consideration of approval. Employees may submit leave requests in two (2) hour increments.

Employees may not use personal days during the following unless authorized by the Superintendent:

- The day *before* or *after* any major holiday or school break
- The first and last week of the school year
- Days scheduled for state testing or final exams
- Graduation (Upper School staff)
- Benchmark Exams

Unauthorized absences that fall under any of the restrictions outlined above may be cause for disciplinary action. Failure to adhere to this policy will result in a reduction of pay for the days outlined above.

Personal Days have no cash value. Employees who separate with University Academy for any unused days receive no compensation.

Sick Leave

Sick leave may be granted for personal illness, pregnancy and related disabilities, exposure to contagious disease that would endanger the health of fellow employees and students, required eye and dental care, required medical examination and in-house counseling care. Sick leave can only be taken during days in which the employee was actually scheduled for work. Employees may submit leave requests in two (2) hour increments.

An employee who has been ill for three (3) consecutive days or longer is required to have a letter from his/her doctor indicating the employee's ability to return to work fully and/or with any restrictions (lifting restrictions, number of hours able to work, etc.). Failure to provide this information to one's supervisor immediately upon return to work may result in disciplinary action.

Sick leave is a privilege and should not be abused. The Superintendent and the Director of Human Resources have the authority to investigate the use of sick leave. If it is found that sick leave has been used for purposes other than what is stated above, the time off will be changed to leave without pay, and may be cause for disciplinary action. If it is verified that sick leave has been used for other purposes, the employee in question may make an appeal, in writing, to the Superintendent and Director of Human Resources.

Excessive tardy arrival or unapproved leave may result in leave time being deducted from the staff members' payroll in addition to other disciplinary action being applied.

*Note: Please see 7.9 "Employee Sick Leave Reimbursement" for sick leave buy back policy.

Vacation (11 and 12-month employees only)

Twelve-month employees are encouraged to use at least five (5) consecutive days of vacation during the year. Employees may submit leave requests in two (2) hour increments.

Employees must submit their online leave request for approval two (2) weeks in advance. Unapproved absences may be cause for dismissal due to job abandonment. Unauthorized and unreported absences shall be absence without leave, and deduction of pay shall be made for the period of absence. This may also be cause for disciplinary action.

Vacation Days have no cash value. Employees who separate with University Academy will not be compensated for any unused vacation days.

6.9 Employee Sick Leave Reimbursement

University Academy recognizes the hard work and dedication of its employees. Consistent and timely attendance is crucial to continued success of the school. To that

end, we have developed policy that incentivizes and rewards excellent attendance by allowing employees to be reimbursed for unused sick days that fall within the parameters below.

All full-time employees can be reimbursed for unused sick days at a rate of \$75.00 per day* not to exceed 10 days per fiscal year.

If the employee has **10 or less** sick days in their bank then they are **not** eligible for reimbursement of days.

*Please note that 1 day = 8 hours. Employees **cannot** receive reimbursement for partial days. All reimbursement requests must be for full 8-hour days.

Voluntary Separations

University Academy will reimburse employees who voluntarily separate with University Academy up to 10 sick days at a rate of \$75 per day and \$25 per day for any remaining accumulated sick days beyond 10 days.

Involuntary Separations

Involuntarily terminated employees will not receive reimbursement for sick days upon termination of employment.

Deadline for Submission

All eligible employees who would like to request reimbursement will need to complete a Sick Leave Reimbursement form between **June 1st – June 30th** and submit it to Human Resources no later than **July 1st** of each year. All approved reimbursements will be paid out with the July payroll.

Retirement Separations

All full-time employees who retire from University Academy are eligible for reimbursement for all sick days accumulated, up to a maximum of 30 days at a rate of \$100 per day and \$25 per day for any remaining accumulated sick days beyond 30 days. Employee's retiring from University Academy must show documentation of applying for retirement benefits with the Kansas City Public School Retirement System.

Note: Employees can carry sick leave over into the next year up to a maximum of 60 days. Reimbursements are subject to applicable payroll taxes.

Some examples are as follows:

- Employee has 14 sick days in their bank – they may be reimbursed for 4 sick days at a rate of \$75 per day (*because bank cannot dip below 10 remaining sick days*)
- Employee has 7 sick days in their bank – not eligible for reimbursement (*minimum of 10 sick days not met*)
- Employee has 12 ½ sick days in their bank – they may be reimbursed for 2 sick days at a rate of \$75 per day (*2 because partial days are not eligible*)

- Returning employee has 23 sick days in their bank – they may be reimbursed for 10 sick days at a rate of \$75 per day (*10 because only a maximum of 10 can be reimbursed, unless voluntarily separating or retiring*)

6.10 Meal Accounts for Staff

Beginning the first day of school, University Academy will serve breakfast and lunch to staff. From the first day of school through the last day of school, staff may not “charge” meals. This is an effort to eliminate negative balances at the end of the year. This means you must have funds available in your meal account in order to purchase meals at school. If your meal account has no funds to cover the costs, you will be unable to obtain a meal. Adults pay the full price for meals, including “seconds” or any food item, including milk and juice. **All meal accounts are set up through the pre-pay online system, “MyPaymentsPlus.”** The School Operations Manager is available to accept payments. Forms of payments include cash, money order, or credit card—NO CHECKS. To pay by credit card, please call the School Operations Manager at 816.412.5994. www.schoolpay.com accepts online payments. Breakfast is \$3.00 and lunch is \$4.00.

Note: Your building principal is responsible for paying all negative balances at the end of the school year. This could affect monies in student activity funds. Please make sure your account stays current and is paid in full before the end of the school year.

6.11 Years of Service Incentive

In appreciation of employees who remain at University Academy for 5 years or more, Human Resources is pleased to announce that effective the 2018-2019 school year, those employees are awarded additional days off!

How does it work?

Each August 15th, those who have been employees of University Academy for 5, 10, 15, 20 years or more, will receive additional Personal Days. All employees will receive the standard allotment of two (2) Personal Days, but:

- **IF** the employee has been at UA for **5 years** (as of August 15), they will receive an additional two (2) Personal Days in addition to the standard two (2) Personal Days for a total of four (4) Personal Days.
- **IF** the employee has been at UA for **10 years** (as of August 15), they will receive an additional three (3) Personal Days in addition to the standard two (2) Personal Days and the two (2) Personal Days received for the 5-year Service Incentive for a total of seven (7) Personal Days.
- **IF** the employee has been at UA for **15 years** (as of August 15), they receive the standard two (2) Personal Days, two (2) Personal Days for the 5-year Service Incentive, three (3) Personal Days for the 10-Year Service Incentive and an additional two (2) days for a total of nine (9) Personal Days.

Employees who have 5, 10, 15, 20 or more years may carry their Years of Service Personal Days forward. Additionally, these days are eligible to be “rolled over” into an employee’s Sick Leave balance on August 1st of the following year. Employees must request, in advance, the use of any Personal Days, which are subject to management approval. Blackout dates still apply.



SECTION 7: WORK ENVIRONMENT & CONDITIONS

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SECTION 7: WORK ENVIRONMENT AND CONDITIONS

7.1 Closing Due to Inclement Weather

In cases of University Academy needing to close due to inclement weather, it may result in extending the school year by adding missed days to the end of the academic year.

Twelve-month employees may be required to report at a time designated by the Superintendent.

In the event school is closed, information on the closing will appear on local television station scrolls: WDAF Fox4, KCTV5, KMBC9, and KSHB41, in addition to the school's website. University Academy utilizes an automated calling system, Connect-ED, which contacts all families and employees at the current numbers on file.

7.2 Fires and Emergencies

All emergency policies are in the Security Office and administrators' offices. Staff is responsible for ensuring maps, emergency procedures and health and safety procedures are posted in each room. The Director of Security will coordinate all school drills and safety training to promote a safe and secure learning environment. University Academy will hold emergency drills throughout the year. Please report all emergencies to Security immediately. Parents shall receive notification of drills prior to the execution of drills.

A. Bomb / Terroristic Threat

University Academy holds bomb/terroristic threat drills throughout the year. Staff must immediately report all bomb or terroristic threats to Security. State and federal laws require suspension, referral to police and optional recommendations for expulsion. A copy of the policy is available in each administrator's office and in the Superintendent's office.

B. Fire Drills

University Academy holds fire drills throughout the year. Posted in each classroom and office are drill procedures. Teachers shall educate students on drill procedures. An emergency may cause exits to be blocked. Please be prepared to take an alternative route.

C. Lockdown Drills

University Academy holds lock down drills throughout the year. Posted in each classroom and office are drill procedures. Teachers shall educate students on drill procedures.

D. Tornado Drills

University Academy holds tornado drills throughout the year. Teachers shall education students on drill procedures.

E. Earthquake Drills

University Academy may hold earthquake drills throughout the year. Teachers shall educate students on drill procedures.

7.3 Media Relations

The Superintendent or his/her designee will serve as the designated contact for University Academy media inquiries.

7.4 Visitors

All visitors **must** report to Central Office upon entering the building and be prepared to present their state-issued identification. Upon receipt of a Visitor's Badge, visitors must place the badge on their clothing. When a parent/guardian needs to conference with a teacher and/or counselor, the parent/guardian should make an appointment in advance. Groups of visitors wishing to visit the school or facilities shall notify the Superintendent/designee as far in advance as possible to receive approval and schedule a time to visit.

All persons who do not obtain prior permission from Central Office to visit the school, or visitors who create distractions to the learning environment in the building or on the premises, shall be considered trespassers and subject to arrest and prosecution.

7.5 Volunteers

University Academy encourages participation of parents and community members to volunteer and serve as additional resources to the teachers and students. Prior to serving as a volunteer, each individual must complete an application for the position, have a satisfactory background criminal records check, and have a satisfactory check of the child abuse/neglect records maintained by the Missouri Department of Family Services.

7.6 Workplace Safety

The development of a comprehensive program by University Academy promotes and ensures the safety of its employees, students, and visitors. The safety program includes guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. To prevent or minimize injuries to employees, co-workers, and students, and to protect and conserve University Academy's equipment, employees must comply with the following requirements:

- Observe all rules
- Keep work areas clean and orderly at all times
- Immediately report all accidents to your principal/supervisor and Human Resources

- Operate only equipment or machines for which you have training and authorization

In the interest of safety and liability, please do not bring your children to work with you, unless it is a special event where children of employees are welcome. Additionally, University Academy does not participate in “Take Your Child to Work Day.” Staff may not bring their children to work with them that day. We appreciate your cooperation.

