

Workplace Policies & Procedures

Reporting Days & Times

To ensure the safety of our students and to ensure our students start each day strong. Staff are required to arrive at school no less than 15 minutes prior to the start of school. Please see the following for required start and end times. If staff must arrive later or leave early, they must notify their supervisor at least 24 hours in advance.

Required Reporting Times

- Middle School: 7:30-4:00
- High School: 7:45-4:15

If you need an adjustment to your start time, you should make arrangements with your supervisor.

Attendance and Punctuality

Timely and regular attendance is an expectation of performance for all Kairos Academies staff members. To ensure adequate staffing, positive staff morale, and to meet expected productivity standards throughout Kairos Academies, staff members will be held accountable for adhering to their campus schedule. In the event a staff member is unable to meet this expectation, he/she must obtain approval from their manager in advance of any requested schedule changes. This approval includes requests to use PTO, as well as late arrivals to or early departures from work.

Managers have discretion to evaluate extraordinary circumstances of a tardy, absence or failure to clock-in or clock-out and determine whether or not to count the incident as an occurrence.

Absent

A staff member is deemed absent when he/she is unavailable for work as assigned/scheduled and such time off was not scheduled/approved in advance as required by school/network notification procedure.

Tardy

A staff member is deemed to be tardy when he/she:

- Fails to report for work at the assigned/scheduled work time.
- Leaves work prior to the end of assigned/scheduled work time without prior supervisory approval.
- Takes an extended meal or break period without approval

Notification

Staff members are expected to notify their supervisor at least 24 hours in advance if they will be late for work, will not be at work, or are requesting planned time away from work. This is a professional courtesy to ensure there is no interruption in providing high quality instruction for our students and that we're able to provide coverage in a timely manner.

Occurrences

The following grid is designed to provide guidelines when addressing the total number of occurrences of absences and tardies during a school year, provided that the reason for an occurrence is not protected under FMLA.

	Occurrences/Days	Discipline Step & Action
Tardies	After 3 tardies	Verbal Warning
	4th tardy	Written Warning
	5th and subsequent tardies	½ day subtracted from your PTO days. Once all PTO days are used, ½ day pay will be deducted for each tardy. Staff members will also be placed on an Improvement Plan
Absences	After all PTO days are used	Full day of pay will be deducted for each absence
No Call/No Show	3 consecutive days	Considered job abandonment, which can lead to termination.

Note: Kairos does not pay out positive balances of Elective PTO or Mandatory PTO to an employee

Workplace Harassment, Discrimination and Retaliation Policy

Kairos Academies has a strict policy against all types of workplace harassment, including sexual harassment and other forms of workplace harassment based upon an individual's age, race, color, national origin, ancestry, religion, sex, pregnancy (including childbirth, lactation and related medical conditions), physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed service

member status, or any other status protected by federal, state, or local laws. All forms of harassment of, or by, employees, vendors, contractors and visitors are strictly prohibited and will not be tolerated.

Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment submission to, or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual or such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

While it is not possible to identify each and every act that constitutes or may constitute sexual harassment, the following are some examples of sexual harassment are provided below:

- unwelcome requests for sexual favors;
- lewd or derogatory comments or jokes;
- comments regarding sexual behavior or the body of another employee;
- sexual innuendo and other vocal activity such as catcalls or whistles;
- obscene letters, notes, emails, invitations, photographs, cartoons, articles, or other written or pictorial materials of a sexual nature;
- repeated requests for dates after being informed that interest is unwelcome; retaliating against an employee for refusing a sexual advance or reporting an incident of possible sexual harassment to Kairos Academies or any government agency;
- offering or providing favors or employment benefits such as promotions, favorable evaluations, favorable assigned duties or shifts, etc., in exchange for sexual favors;
- and any unwanted physical touching or assaults, or blocking or impeding movements.

Other Harassment

Other workplace harassment is often verbal or physical conduct that insults or shows hostility or aversion towards an individual because of the individual's age, race, color, national origin, ancestry, religion, sex, pregnancy (including childbirth, lactation and related medical conditions), physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed service member status, or any other status protected by federal, state, or local laws. Again, while it is not possible to list all the circumstances that may constitute other forms of workplace harassment, the

following are some examples of conduct that may constitute workplace harassment:

- the use of disparaging or abusive words or phrases, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to the above protected categories;
- written or graphic material that insults, stereotypes or shows aversion or hostility towards an individual or group because of one of the above protected categories and that is placed on walls, bulletin boards, email, voicemail, or elsewhere on the Kairos Academies' premises, or circulated in the workplace; and
- a display of symbols, slogans, or items that are associated with hate or intolerance towards any select group.

Reporting Workplace Misconduct

Employees can raise concerns and make reports without fear of reprisal. Employees with questions or concerns relating to equal employment opportunity, including discrimination and disability accommodations, are encouraged to bring these issues to the attention of Kairos Academies' administration.

Kairos Academies has designated Human Resources as the Title IX, Title VII, ADA, and Section 504 Coordinator, who is responsible for receiving and investigating complaints of alleged discrimination, harassment, and/or retaliation:

Open Door Policy

Kairos Academies is committed to providing the most positive and productive work environment possible. To that end, it has an open door policy where it welcomes employee questions, suggestions or complaints relating to the employee's job or conditions of employment. Other than in situations involving unlawful harassment (as outlined and described in the handbook), employees should contact their immediate supervisor with their questions or concerns. If the situation is not resolved to the employee's satisfaction, they should contact the Kairos Academies administration that will further investigate the issue.

Occupational Safety and Health Administration ("OSHA") Statement

Kairos Academies strives to reduce dangers to health and safety by creating and maintaining improved working conditions, free from recognized hazards that might cause serious physical injury. In accordance with the Occupational Safety and Health Act ("OSHA"), Kairos Academies maintains a log of all occupational injuries and illnesses and asks that employees report such injuries and illnesses within 48 hours so that Kairos

Academies may report these occurrences within a lawful period of time to the nearest OSHA office.

As employees of Kairos Academies:

- You have the right to notify Kairos Academies or OSHA about workplace hazards. You may ask OSHA to keep your name confidential.
- You have the right to request an OSHA inspection if you believe that there are unsafe and unhealthy conditions in your workplace. You or your representative may participate in that inspection.
- You can file a complaint with OSHA within 30 days of retaliation or discrimination by Kairos Academies for making safety and health complaints, or for exercising your rights under the OSHA Act. You have a right to see OSHA citations issued to Kairos Academies. Kairos Academies must post the citations at or near the place of the alleged violation.
- Kairos Academies must correct workplace hazards by the date indicated on the citation and must certify that these hazards have been reduced or eliminated.
- You have the right to copies of your medical records and records of your exposures to toxic and harmful substances or conditions.
- Kairos Academies must post this notice in your workplace.
- You must comply with all occupational safety and health.

Disability Accommodation

Kairos Academies is committed to complying fully with the ADA, as amended, and ensuring equal opportunity in employment for qualified persons with disabilities (which includes life threatening illnesses and HIV and AIDS). All employment practices and activities are conducted on a non-discriminatory basis.

Hiring procedures have been reviewed and provide persons with disabilities meaningful employment opportunities. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.

Reasonable accommodation is available to all qualifying disabled employees, where their disability affects the performance of job functions, in accordance with the ADA.

Qualified individuals with disabilities shall not be discriminated against on the basis of disability in regards to recruitment, advertising, job application procedures, hiring, upgrading, promotion, demotion, transfer, layoff, termination, right of return from layoff, rehiring, rates of pay, or any other form of compensation and changes in compensation, benefits, job assignments, job classifications, organizational structures, position descriptions, leaves of absence, sick leave, any other leave, fringe benefits available by

virtue of employment, selection and financial support for training, school-sponsored activities, including social and recreational programs, and any other term, condition, or privilege of employment.

Kairos Academies does not discriminate against qualified employees or applicants because they are related to or associated with a person with a disability.

Religious Accommodation

Kairos Academies does not discriminate on the basis of any aspect of religious observance, practice, or belief unless Kairos Academies demonstrates that it is unable to reasonably accommodate the religious observance or practice of an employee or applicant without undue hardship to Kairos Academies Charter's business.

Disciplinary Action

Because of Kairos Academies' balanced approach of both accountability and support, supervisors must first informally coach and support employees to help increase performance before instituting a formal performance improvement plan or disciplinary action. An employee with a performance or behavior issue is typically given warning so that he or she has an opportunity to correct the problem. If further coaching is necessary, a supervisor may elect to develop a written performance improvement plan in order to help the team member improve performance. A formal written warning of disciplinary action may be necessary.

Kairos Academies may use this progressive discipline process at its discretion. Disciplinary action may include, but is not limited to, any of the following:

- Verbal warning.
- Written warning
- Conference with a supervisor & Performance Improvement Plan
- Suspension with or without pay.
- Termination of employment.

The progression of these steps depends upon the severity of the problem and the number of occurrences. There may also be circumstances when one or more steps are bypassed.

Filing an Appeal

If the complainant is dissatisfied with the review of the supervisor's decision, he or she must forward an appeal to the **Chief Executive Officer** within ten (10) working days. The appeal shall be in writing and include the reason(s) for the appeal. The **Chief Executive Officer** will notify the school leader or designee that a timely appeal has been received.

Right to Petition the Board

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

Overview of Board Involvement

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

Strict Adherence to Time Limits

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

Performance Evaluation

Performance reviews are part of an on-going, year-round process in which supervisors and employees discuss progress toward performance and professional goals. Kairos Academies' supervisors, and employees set goals on an annual basis. Performance reviews may be formal and/or informal, verbal and/or written. Kairos Academies will make best efforts to encourage that employees receive written performance evaluations against progress toward goals a minimum of twice a school year. Kairos Academies performance evaluation cycle includes three rounds in which managers and employees engage in comprehensive evaluative conversations surrounding performance, competencies, and progress towards goals. During performance evaluation conferences, employees are encouraged to discuss any issues raised, as well as any opportunities for advancement or career development with Kairos Academies.

