

# Kairos Academies Employee Handbook

Updated 2023-24



**KAIROS**  
ACADEMIES: ST. LOUIS



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# Hiring Policies and Procedures

## At-Will Employment

Your employment with Kairos Academies Charter School ("Kairos Academies") is on an "at-will" basis. This means your employment may be terminated at any time, with or without notice and with or without cause. Likewise, we respect your right to leave Kairos Academies at any time, with or without notice and with or without cause. Nothing in the employee handbook or any other Kairos Academies' document should be understood as creating guaranteed or continued employment, a right to termination only "for cause," or of any other guarantee of continued benefits or employment. The Chief Executive Officer or her/his designee has the authority to make promises or negotiate with regard to guaranteed or continued employment, and any such promises are only effective if placed in writing and signed by the Chief Executive Officer or her/his designee.

## Equal Employment Opportunity Statement

Kairos Academies is an equal opportunity employer and makes employment decisions based on merit and in accordance with applicable state and federal law. Kairos Academies' policy prohibits unlawful discrimination on the basis of race, color, national origin, religion, sex or gender, sexual orientation, gender identity and expression, disability, military or veteran status, genetic information, or age in its employment practices as required by Titles VI and VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Title I and Title V of the Americans with Disabilities Act of 1990, as amended ("ADA"); the Age Discrimination in Employment Act of 1967, as amended ("ADEA"); Section 504 of the Rehabilitation Act of 1973, as amended; the Genetic Information Nondiscrimination Act of 2008 ("GINA"); and any other legally-protected classification or status protected by federal, state, or local law. Additionally, Kairos Academies does not discriminate against an employee or applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to an alleged discriminatory employment practice.

Kairos Academies promotes a positive, productive work environment within which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal opportunity and prohibits discriminatory practices for any reason. It is the responsibility of every employee to conscientiously follow this policy.

# Employment of Relatives

Kairos Academies is committed to providing equal employment opportunities to its employees. Intimate relationships have the potential to interfere with Kairos Academies’ ability to provide equal employment opportunities for its employees, and in some instances, may constitute sexual harassment or other unlawful discrimination. To minimize potential conflicts of interest, Kairos Academies strongly discourages its employees from entering into intimate relationships with other employees for which they have professional supervisory responsibility.

While some relatives of employees or the Board of Directors may be employed by Kairos Academies, a familial relationship among employees can also create an actual, or at least a potential, conflict of interest in the employment setting, especially where one relative has professional supervisory responsibility over another relative. Kairos Academies administration must be notified of all managerial relationships between Kairos Academies employees.

Kairos Academies may refuse to hire or assign a relative in a position where the appearance of or potential for favoritism or conflict exists or where otherwise prohibited by law. Employees shall also refrain from making hiring, firing or other decisions impacting the terms or conditions of employment of relatives. Where hardship exists, employees may appeal to the Chief Executive Officer or her/his designee in accordance with the Kairos Academies’ formal complaint procedures set forth in this handbook.

For the purposes of this section, a “relative” is any person who is related by blood or marriage within the third degree, as described below, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

<b>1st Degree</b>	Parent, Child, Spouse, Stepparent, and Stepchild
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**2nd Degree**

Grandparent, Grandchild, Sibling

**3rd Degree**

Great-Grandparent, Great-Grandchild, Aunt, Uncle, Niece, and Nephew

## Certification and Licensure of Instructional Staff

Each of Kairos Academies' teachers is strongly encouraged to hold a current Missouri Department of Elementary and Secondary Education teaching certificate, permit or other document equivalent to that which certified teachers would be required to hold. If teachers do not have certification, there must be a documented action plan on file with Kairos Academies administration to complete the certification within an agreed timeframe.

It is the responsibility and a condition of continued employment of all instructional staff, including teachers, instructional coaches, substitutes and paraprofessionals to maintain the appropriate credential, certificate, permit or other documentation required for their respective position and to ensure that a current copy is on file in Kairos Academies administration at all times. Failure to comply with this requirement may result in a change in position assignment from an instructional position to a substitute position affecting both pay and health benefits.

## COVID Vaccination Requirements

Kairos requires employees to provide proof of full vaccination at the time of hiring. Employees must submit a completed "COVID Vaccination Record Card", inclusive of a COVID Booster, when eligible.

## Criminal Background Review

As a condition of employment, Kairos Academies will obtain criminal record summary information from the local, state and national law enforcement databases. In addition, Kairos Academies conducts Missouri Automated Criminal History System (MACHS) checks on all employees upon recommendation for employment. State law requires MACHS checks to be done on teachers. This MACHS report screening process helps to ensure that employees working at Kairos Academies are able to provide a safe and healthy environment for all students. Kairos Academies will not employ a person who has been convicted of a violent or serious felony nor been declared a sex offender by any

State or jurisdiction. Kairos Academies shall also request subsequent arrest notification from the Department of Justice and take all necessary action based upon such further notification.

Reasonable background inquiries and checks are required for any volunteers who have unsupervised contact with students. Prior to the usage of any volunteer in a role which may allow unsupervised contact with students, the school leader, besides checking appropriate references, shall also submit required documentation to Kairos Academies administration, signed by the prospective volunteer.

In accordance with this legal authority, criminal history reviews of employees (or volunteers whose duties are performed where students are regularly present) may be obtained at any time during employment or volunteer service. Information collected on an individual to comply with the requirements listed above is confidential and may not be released except as authorized by law or with the consent of the person who is the subject of the information.

All employees and applicants must complete the Authorization for Criminal History Background Check form distributed as part of Kairos Academies's new hire process.

# Workplace Policies and Procedures

## Reporting Days and Times

To ensure the safety of our students and to ensure our students start each day strong, Kairos Academies staff are required to use the following protocols:

- Staff will report at their mandatory start of the school day as deemed by their board approved calendar.
- Any staff with a morning/afternoon duty are required to arrive at school no less than 15 minutes prior to the start of school/stay no less than 15 minutes until the end of the school day. Duty will be compensated at a board approved rate and paid with our salary schedule. 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: 7:45am–3:55pm

Duty Arrival: 7:30am / Duty Dismissal: 4:10pm

High School: 8:00am–4:00pm

Duty Arrival: 7:45am / Duty Dismissal: 4:15pm

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; or
- 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.

Event	Occurrence / Days	Discipline Step and Action
<b>Tardies</b>	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
<b>Absences</b>	After all PTO days are used	A full day of pay will be deducted for each absence.
<b>No Call / No Show</b>	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 Health and Safety 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.

The following conduct is prohibited and will not be tolerated by Kairos Academies. This list of prohibited conduct is illustrative only; other types of conduct injurious to security, personal safety, employee welfare, and Kairos' operations also may be prohibited. Violation of the following standards may result in disciplinary action, up to and including immediate termination:

- Falsifying time records.
- Theft, damage or destruction of any Kairos property of any employee or client.
- Removing or borrowing Kairos property without prior authorization.
- Unauthorized use of Kairos equipment, time, materials, or facilities.

- Provoking a fight or fighting during working hours or on Kairos property.
- Participating in horseplay on Kairos time or on Kairos premises.
- Carrying firearms or any other dangerous weapons on Kairos premises at any time.
- Causing, creating, or participating in a disruption of any kind during working hours on Kairos property.
- Insubordination including, but not limited to, failure or refusal to obey the legitimate orders or instructions of a supervisor or administrator, or the use of abusive or threatening language toward a supervisor or administrator.
- Using abusive, profane, threatening, indecent, or foul language and/or having inappropriate physical contact with students, parents, or other employees at any time on Kairos premises.
- Unreported absences.
- Failure to observe working schedules, including meal and rest periods.
- Working overtime without authorization or refusing to work assigned overtime.
- Working "off the clock" or failing to record or report all hours worked.
- Violation of any safety, health, security, or other Kairos policies, rules, or procedures.
- Committing a fraudulent act or a breach of trust under any circumstances
- Engaging in unlawful harassment, discrimination, or retaliation.
- Making false or malicious statements about Kairos or its employees
- Poor attendance, including but not limited to, habitual tardiness and/or absenteeism, leaving early without permission, absence from work without permission, and abuse of time during work hours, to the extent permitted by law.
- Unsatisfactory work performance.
- Sleeping or malingering on the job.
- Failing to keep confidential information pertaining to parents, students, or vendors.
- Violation of the Drug and Alcohol Abuse Policy, including, but not limited to, refusing to submit to a drug/alcohol test mandated by the School.

This statement of prohibited conduct does not alter Kairos' at-will employment policy. Kairos and you retain the right to terminate the employment relationship at any time, with or without reason or advance notice.

**Tier 1 actions** are non-violent. Tier 1 actions do not necessarily pose a threat to the health, safety or property of others. Positive interventions and supports are used to address Tier 1 actions. Staff are not referred to HR for Tier 1 actions unless they continue after appropriate intervention and support.

**Tier 2 actions** are of a serious nature and may pose a threat to the health, safety or property of any person. An administrator/HR is notified when a Tier 2 action occurs. Staff may be suspended for Tier 2 actions.

**Tier 3 actions** are of a serious nature and , when they occur, can be expected to pose a threat to the health, safety or property of any person. An administrator/HR is notified when a Level 3 action occurs. Staff will be suspended for any Level 3 action, and disciplined up to termination.

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.

# Standards of Conduct

## Code of Conduct

Kairos employees are expected to adhere to certain standards to ensure orderly operations and to protect the safety of all employees. The guidelines set forth in this policy are intended to provide employees with fair notice of unacceptable conduct. This policy, however, cannot identify all unacceptable conduct. Therefore, employees should be aware that conduct not specifically listed below, but which adversely affects or is otherwise detrimental to the interests or property of Kairos Academies, other employees or families, may result in disciplinary action. The Board requires all staff members to serve as positive role models for all students. Kairos 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:

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

The Board expects employees to follow certain work rules and conduct themselves in ways that protect the interests and safety of all employees and students at Kairos. While it is impossible to list every action that is unacceptable conduct, the following lists some examples. Employees who break work rules such as these may be subject to disciplinary action, up to and including termination of employment:

1. Theft or inappropriate removal or possession of property.
2. Falsification of timekeeping records.
3. Working under the influence of alcohol or illegal drugs
4. Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
5. Fighting or threatening violence in the workplace
6. Boisterous or disruptive activity in the workplace
7. Negligence or improper conduct leading to damage of employer-owned or customer-owned property
8. Insubordination or other disrespectful conduct
9. Violation of safety or health rules
10. Smoking in prohibited areas
11. Sexual or other unlawful or unwelcome harassment
12. Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
13. Excessive absenteeism or any absence without notice
14. Unauthorized absence from work station during the workday
15. Unauthorized use of telephones, mail system, or other employer-owned equipment
16. Unauthorized disclosure of business "secrets" or confidential information
17. Violation of personnel policies
18. Unsatisfactory performance or conduct

## **Suspension or Termination**

This policy describes the policy for administering fair and consistent discipline for unsatisfactory conduct at Kairos. We believe it is important to make sure that all employees are treated fairly and that disciplinary actions are prompt, consistent, and impartial. The major purpose of a disciplinary action is to correct the problem, prevent it from happening again, and prepare the employee for

satisfactory performance in the future. Examples of prohibited conduct which may result in suspension or termination include, but are not limited to the following:

- Conflict of interest
- Failure to follow Kairos procedures or administrative directives
- Conviction of a crime against society
- Falsifying records of documents, including an employment application
- Knowingly providing untruthful information in official activities
- Possession of or use of illegal drugs
- Reporting for duty under the influence of intoxicants or narcotics
- Unauthorized disclosure of confidential information concerning employees, students, or Kairos
- Possession of explosives, firearms, or other weapons on Kairos' premises or during School activity
- Theft or unauthorized use or possession of property belonging to Kairos, its students, other employees or visitors.
- Other conduct deemed by Kairos to be injurious to security, personal safety, employee welfare and the School's operations
- Loss of confidence/trust
- Poor performance or disregard of a lawful directive by the employee's supervisor, member of the leadership team at Kairos, or School Board

## **Drug-Free Workplace Requirements**

Kairos Academies intends to provide a safe and drug-free work environment for our students and employees. Kairos Academies maintains an alcohol-, smoke-, and tobacco-free work environment. It is a violation of state law to ingest or possess alcohol or smoke or use tobacco products (including, but not limited to, e-cigarettes, cigarettes, pipes, cigars, snuff, or chewing tobacco) on Kairos Academies property or during Kairos Academies-related or Kairos Academies sanctioned activities, on or off campus. Any violation of this policy may result in immediate termination.

With this goal in mind, we have established the following policy for all Kairos Academies employees.

Kairos Academies explicitly prohibits:

- The unlawful manufacture, distribution, dispensation, possession, or use of narcotics or other illegal drugs, alcohol, cigarettes, e-cigarettes or prescription medication without a prescription on Kairos Academies premises or while attending a school-sponsored or school-related activity.
- Being impaired or under the influence of legal or illegal drugs or alcohol away from school property, if such impairment or influence adversely affects the employee’s work performance, the safety of the employee or of others, or puts at risk Kairos Academies reputation.
- The presence of any detectable amount of prohibited substances in the employee’s system while at work, on Kairos Academies property, or while attending a school-sponsored or school-related activity. “Prohibited substances” include illegal drugs, alcohol, or prescription drugs not taken in accordance with a prescription given to the employee.

Employees who violate this policy may be terminated from employment.

If an employee is tested for drugs or alcohol outside of the employment context and the results indicate a violation of this policy, or if an employee refuses a request to submit to testing under this policy, the employee may be subject to appropriate disciplinary action, up to and possibly including termination. In such a case, the employee will be given an opportunity to explain the circumstances prior to any final employment action becoming effective.

## **Weapon and Firearms Possession**

Section 571.010 RSMo prohibits the possession of firearms and dangerous weapons on the physical premises of a school, any grounds or building on which an activity sponsored by a school is being conducted, or school transportation vehicle. Any violation of this policy by a Kairos Academies employee may result in immediate termination. To ensure the safety of all persons, employees who observe or suspect a violation of this prohibition should report it immediately to their supervisor.

## **Reporting Suspected Child Abuse and Neglect**

The Missouri Children’s Division relies on people notifying them of their concerns for a child’s safety. Mandated reporters make up almost 75 percent of calls to the Missouri Child Abuse and Neglect hotline with school professionals reporting more than any other category of workers, including police or medical personnel.

In the event that a child discloses abuse or abuse is suspected, school professionals must understand their role as mandated reporters.

## Who is Required to Report?

Teachers, principals or other school officials are mandated (required) to report child abuse and neglect under Missouri law (Section 210.115(4) RSMo).

## Legal Requirements of a Mandated Reporter

If a mandated reporter has reasonable cause to suspect that a child has been or may be subjected to abuse or neglect or observes a child being subjected to conditions or circumstances which would reasonably result in abuse or neglect, that person shall immediately report to the Children's Division (Section 210.115(1) RSMo). **The hotline number is 1-800-392-3738.**

**Note:** the term "abuse" is not limited to abuse inflicted by a person responsible for the child's care, custody and control as specified in Section 210.110 RSMo, but shall also include abuse inflicted by any other person.

Responsibilities as a mandated reporter:

- If a child discloses abuse to you, do not conduct an internal investigation.
- Directly report child abuse and neglect to Children's Division at 1-800-392-3738. The reporting requirements are individual, and no supervisor or administrator may impede or inhibit any reporting.
- Law enforcement can be contacted in addition to the Children's Division. Calling law enforcement does not fulfill your duty as a mandated reporter to report the abuse to the Children's Division.
- Mandated reporters must make a report if they have received information from a third party.

Effective Reporting Reports are to be made immediately to the 24-hour, seven-days-a-week Child Abuse/Neglect Hotline telephone number (1-800-392-3738 or 1-844-CAN-TELL) maintained by Children's Division. Mandated reporters may also report cases online at <http://dss.mo.gov/cd/can.htm>. It is the hotline unit's role to gather as much information as possible about the abuse. It is OK to not know the answer to every question.

## **Employee Training**

Kairos Academies shall provide training for all new and existing employees on awareness of issues regarding sexual abuse and other maltreatment of children, including prevention techniques for and recognition of sexual abuse and all other maltreatment of children.

## **Confidential Information**

Confidential information is any information regarding Kairos Academies and its employees and students that is not known generally to the public. For example, student lists, student cumulative files, student health files, student Individual Education Plans, personnel files, computer records, financial and marketing data, and research plans are considered confidential in nature. In addition, in the case of student information, federal law provides that information may not be disseminated except under certain limited conditions. Employees who obtain access to such confidential information as part of their employment are expected to maintain the confidentiality of this information to the extent required by law and applicable policy. Employees will be subject to appropriate disciplinary action, up to and including termination, for knowingly or unknowingly revealing information of a confidential nature that is obtained during the course of employment.

## **Visitors in the Workplace**

All visitors are expected to enter any Kairos Academies facility through the main entrance and sign in or report to the building's main office. Authorized visitors will receive directions or be escorted to their destination. Employees who observe an unauthorized individual on Kairos Academies premises should immediately direct him or her to the building office or contact the administrator in charge.

## **Dress and Grooming**

Kairos Academies staff and students wear Kairos branded gear to show school pride and to identify themselves at the school and when traveling. Students are able to choose the style of the Kairos-branded gear as long as it is school-appropriate (see Clothing/Shoes section, below). Staff and students are reminded that they will be interacting with many professionals as part of their work at Kairos and should consider that fact when deciding what to wear on any given school day.

## Acceptable Dress

- Kairos-branded shirt or outerwear
  - Shirt covers midriff and undergarments
  - Straps must be 2 fingers' wide
- Khakis, jeans, shorts, skirts, or capris
  - May not sag or be excessively loose, tight, and/or short
  - Shorts, skirts, and dresses must be at least fingertip length, or 3 in. inseam
- Shoes
  - Shoes should be closed-toed and flat when working in hazardous areas (ie: science lab)

## Unacceptable Dress

- Chains, spiked jewelry, or jewelry/accessories that represent violence
- Clothing of any kind encouraging drug use, illegal activities, or gang-affiliation
- Shirts with holes/rips
- Sunglasses inside the school building
- Pajamas or slippers

It is expected to come to work appropriately attired. If an employee experiences uncertainty about acceptable, professional formal business attire for work, they should ask their supervisor.

## Social Media

Kairos Academies Charter has policies that govern use of its own electronic communication systems, equipment, and resources which employees must follow. Employees have a right to participate in social networking sites, blogs, forums, etc. as individuals in the community. However, employees should not post anything that would violate student confidentiality or the professional and ethical conduct expected of Kairos Academies employees. Inappropriate communications, even if made on

one's own time using one's own resources, may be grounds for disciplinary actions up to and including immediate termination. Employees are encouraged to adhere to the following guidelines when engaging in activity on social media:

Be respectful of the privacy and dignity of your co-workers, and do not post student photographs without appropriate authority. Do not "friend" students on your personal social media page unless you have an appropriate out-of-school relationship with the student, such as a family relationship, church affiliation, scouts, or other activity that would be appropriate for such informal communications.

- Do not create a link from your blog, website, or other social networking site to an Kairos Academies website without identifying yourself as an Kairos Academies employee.
- Do not infringe on Kairos Academies's logos, taglines, slogans, trademarks, or other symbols. Employees may not set up or update a personal social network page using Kairos Academies's computers, network, or equipment.
- Employees may not create private social media groups that involve use or display of Kairos Academies's logo or proprietary information.
- Employees shall limit use of personal electronic communication devices to send or receive calls, text messages, pictures, and/or videos to breaks, meal times, and before and after scheduled work hours, unless there is an emergency or the use is authorized by a supervisor to conduct school business.

Harassing, obscene, defamatory, threatening, or other offensive content must be avoided. Maintain the confidentiality of Kairos Academies trade secrets and private or confidential information concerning Kairos Academies employees, students, and/or agents that is obtained from Kairos Academies's files or records in the course of employment. Do not post internal reports or other business-related confidential communications.

If an employee's use of social media violates state or federal law or Kairos Academies policy, or interferes with the employee's ability to effectively perform his or her job duties or adversely impacts Kairos Academies and its service to students and parents (as solely determined by Kairos Academies), the employee is subject to disciplinary action, up to and including termination of employment.

## Electronic Communications with Students

“Electronic Communication” includes any communication facilitated by the use of any electronic device, including a cellphone, computer, computer network, personal, and includes e-mail, text message, instant message, and any communication made through an internet website, including a social media website or social networking website. Employees shall not engage in inappropriate electronic communications with students.

Employees are encouraged not to “friend” students on their personal social media pages unless they have an appropriate out-of-school relationship with the student such as relatives, church, scouts, or other activity that would be appropriate for such informal communication. Employees may elect not to disclose to a student the employee’s personal telephone number or e-mail address.

Employees shall immediately notify the appropriate school administrators concerning an incident in which a student engages in improper communications with an employee. A report should include a summary of the student’s communication, as well as the time, date, and method of communication.

## Compensation and Benefits

### Compensation

#### Fair Labor Standards Act: Exempt vs Non-Exempt Classification

All employees are classified as either exempt or non-exempt, according to job duties as determined by the provisions of the federal Fair Labor Standards Act (“FLSA”). Non-exempt employees are paid on an hourly basis and are covered by the overtime provisions of the FLSA and by Missouri wage and hour laws. Non-Exempt employees are required to complete timesheets accounting for all hours worked in a pay period. Altering, overstating, or falsifying time records may result in disciplinary action up to and including termination.

Exempt employees are salaried and classified based on specific tests as mandated by the FLSA. Thus, exempt status applies to the position and not the employee. Meeting these qualifications exempts designated positions from overtime provisions of the FLSA. Exempt employees are paid a fixed salary

determined by the duties to be performed rather than the number of hours worked. However, any full days of absence taken in excess of the employee's allotment of leave will result in an employee payroll deduction calculated on a prorated daily rate. Deductions for less than full-day absences may be made for exempt teaching positions.

## **Pay Procedures**

Kairos Academies follows all federal and state laws. Exempt and non-exempt employees are paid bi-monthly. If a scheduled payday falls on a weekend or holiday, employees will be paid on the day preceding the weekend or holiday.

An employee's payroll statement contains detailed information, including pay amounts, deductions, withholding information, leave balances and year to date totals. Employees should contact Kairos Academies Administration with any questions pertaining to pay procedures and pay dates.

All Kairos employees are paid on the 15th and the last working day of the month.

## **Payroll Deductions**

Automatic payroll deductions for federal income tax, and Medicare are required for all full-time employees. Other payroll deductions, authorized in writing by the employee, include the employee's share of premiums for health and supplemental insurance. Employees may also request payroll deduction for court-ordered garnishments (in accordance with court order or directives from appropriate government authorities). If you have questions about why deductions have been made from your paycheck or how they were calculated, please contact Kairos Academies Administration.

## **Direct Deposit**

All employees are required to participate in automatic payroll direct deposit. Kairos Academies will electronically deposit payroll checks to employee accounts. Every employee participating in automatic payroll direct deposit must sign a direct deposit authorization agreement form at the time of hire.

## **Extra-Duty and Tutoring Pay**

Teachers are compensated at the rate of \$25.00 per hour for hours worked on Saturday and for tutoring. The school leader determines which teachers have the opportunity to teach Saturday school or tutor.

## **Bonuses**

Performance bonuses are designed to provide incentive compensation for all eligible employees and ultimately, reward them for exceptional work and helping Kairos Academies reach its organizational goals. To be eligible for the bonus payment, an employee:

- Must have been employed as of October
- Must have a satisfactory year-end performance rating

Performance bonuses are provided at the discretion of Kairos Academies administration and thus, Kairos reserves the right to administer, modify or terminate the plan with or without notice.

## **Pay Increases**

Pay increases are for employees who meet and exceed performance goals and for continued service to Kairos Academies. If given, pay increases for all employees are implemented to coincide with the start of the new fiscal year. Kairos Academies reserves the right not to issue pay increases to employees due to lack of merit or for budgetary reasons.

Employees must have worked in the same position for a minimum of six months to be eligible for a pay increase. Employees who have received an increase in pay or received a promotion resulting in a higher salary within six months of the annual pay increase will be ineligible for a pay increase.

## **Travel and Reimbursement**

Kairos Academies employees will be reimbursed for reasonable travel expenses incurred in connection with official Kairos Academies business. Kairos Academies shall only reimburse expenses that conform with applicable travel requirements pertaining to maximum allowable rates for reimbursements and that are reasonable and necessary.

Kairos Academies employees are responsible for adequately and clearly stating the business purpose of the trip and the nature of the expenditures. Kairos Academies employees and their supervising managers are responsible for ensuring that all expenses are appropriate and in compliance with this policy and applicable law. Kairos Academies employees traveling on official business will be reimbursed for appropriate expenses incurred.

Kairos Academies employees must submit their travel reimbursement requests within ten (10) calendar days after the date they return from conducting official business on behalf of Kairos Academies.

Any expenses incurred while traveling on behalf of Kairos Academies that are not associated with official school business will not be reimbursed.

### **Travel by Commercial Airline**

Kairos Academies employees shall travel via a common, commercial airline in coach-class accommodations. When booking travel, Kairos Academies employees must make travel arrangements at the lowest available non-refundable coach airfare at least fourteen (14) calendar days before traveling or on the date that the employee is directed to travel to conduct official Kairos Academies business

### **Travel by Vehicle**

Employees will be reimbursed for mileage accumulated when using a personal vehicle while traveling on Kairos Academies related business with prior approval. The mileage reimbursement rate is .56 cents per mile.

## **Benefits**

### **Health Insurance**

Kairos Academies offers its full-time employees health insurance to include medical, dental, Kairos paid life insurance and employee paid supplemental insurance and vision insurance at the employee's expense. Employees can make changes to their benefits elections each year during the annual benefits open enrollment period. Plans elected during this period become effective January 1st and end December 31st. This period is defined as the Benefits Plan Year. Employees lock in their elections each year and are allowed to make changes to their plan elections if they experience a qualifying event during the Benefits Plan Year, such as loss of other coverage, marriage/divorce, birth/adoption of a child, etc. A detailed description of insurance coverage, employee cost, and eligibility requirements is provided to all employees separately each year.

Employees are eligible for benefits as of their date of hire.

The new hire window to elect benefits is 15 days from their start date. After the 15-day window, employees may enroll in insurance for a qualifying event only defined as the following:

- Marriage
- Birth of a child
- Adoption of a child
- Divorce, legal separation, or annulment
- Dependent become ineligible
- Dependent passes away

Returning employees can adjust their plan election every year during the open enrollment period. Kairos does not pay out benefits for employees who forgo insurance.

## **Disability Insurance**

Employees eligible for FMLA who have experienced a disabling illness or injury are eligible for short-term disability. Through Kairos' short-term disability plan, full-time employees are eligible to receive 60% of their salary, although no more than \$1,500 per week less other income sources. Employees are eligible for up to 12 weeks of paid leave, as determined by medical and insurance professionals.

In order to qualify for short-term disability, one of the following must be true:

- You are unable to perform the majority of substantial duties of your job, OR
- You are unable to earn 80% of your income prior to your disability while working in a modified capacity

## **Public School Pension Plan (Retirement)**

Per statute, employees are required to participate in the Public School Retirement System of the City of St. Louis (PSRSSTL). Both Kairos and all employees have legally required contribution percentages as defined in the [PSRSSTL member manual](#).

PSRSSTL is a defined benefit plan, which means that while PSRSSTL manages an investment portfolio which is variable, non-variable payouts are promised to pensioners based on age and years of work. Employees are entitled to benefits once they “vest” after 5 years of work in a public school in St. Louis. However, those benefits only accrue to their full level after “the Rule of 80,” which is when the sum of the employee’s (i) age and (ii) years of employment in a public school in St. Louis equals 80 or more.

Employees and Kairos’ contribution on their behalf pays for the membership in PSRS; employee’s contribution becomes a principal that earns interest and returns for the fund. If employee’s would like to take your money out of PSRS (e.g., if you leave St. Louis teaching before you vest), you can request a refund of your contributions and interest in a lump-sum payment. One way to do that is to “roll over” the amount to an IRA at your personal investment firm, such as Vanguard or Fidelity. A Rollover IRA is an account that allows you to move funds from your old employer-sponsored plan, such as a pension or 401(k,) to an IRA).

For [more information about PSRS](#), your defined benefits schedule, or anything else, please visit their Frequently Asked Questions section or review their member manual. Please note that Kairos is not a fiduciary nor an expert in personal finances, retirement or the public retirement system. All questions should be directed to PSRS.

## **Workers’ Compensation Insurance**

Workers' compensation insurance coverage is paid for by the employer and governed by state law. The workers' compensation system provides for coverage of medical treatment and expenses, occupational disability leave, rehabilitation services, as well as payment for lost wages due to work related injuries. If you are injured on the job, no matter how slight, you are to report the incident immediately to Human Resources. Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize your claim for benefits.

To receive workers' compensation benefits, notify Human Resources immediately of your claim. If your injury is the result of an on-the-job accident, you must fill out an accident report. You will be required to submit a medical release before you can return to work.

## COBRA

COBRA, the Consolidated Omnibus Budget Reconciliation Act (COBRA), provides the opportunity for eligible employees and their beneficiaries to continue health insurance coverage under the Kairos Academies health plan when a "qualifying event" could result in the loss of eligibility. Qualifying events include resignation, termination of employment, death of an employee, reduction in hours, a leave of absence, divorce or legal separation, entitlement to Medicare, or where a dependent child no longer meets eligibility requirements. Please contact Kairos Academies administration to learn more about your COBRA rights.

# Leaves and Absences

## Paid Time Off

Kairos Academies staff will receive a bank of paid time off (PTO) depending on their start date. PTO is managed through [Employee Navigator](#). PTO must be planned/scheduled in advance. If not scheduled, proof of a doctor's excuse may be requested by the supervisor. A negative PTO balance will result in a deduction of pay.

## Personal Time Off

Kairos Academies offers a single-bank of personal time off for employees at the beginning of their contract with Kairos. All employees will be granted **seven (7)** days of personal time off that may be used throughout the calendar year except for blackout dates as defined below.

Blackout days may be taken as unpaid time off and is subject to manager approval barring extenuating circumstances. Blackout days include the following:

- State and/or network testing days
- 1-2 days before/after any scheduled holidays
- 1-2 days before the beginning/end of the cycle

Refer to the [Workplace Policies and Procedures](#) section for guidance on attendance policies and procedures.

Refer to the [school calendar](#) for cycle and holiday dates.

## Paid Holidays

Holidays observed by Kairos Academies' are: New Year's Day, Martin Luther King, Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. Refer to the board approved academic calendar for additional paid time off.

Full-time employees are eligible for holiday pay on designated holidays that fall within their normal work schedule as designated by the work calendar. Holiday pay is paid at the employee's normal hourly rate. Employees on a leave of absence are ineligible for holiday benefits.

## Bereavement

Employees may be granted up to three (3) days of absence with pay for bereavement in their household or in the immediate family. For the purposes of bereavement leave, immediate family is defined as:

- Spouse
- Child, stepchild
- Parent, stepparent
- Brother, stepbrother
- Sister, stepsister
- grand parent
- Grandchild

Human Resources is authorized to extend the leave up to six (6) additional days with pay in special circumstances.

A one day leave of absence with pay will be allowed, subject to administrative approval, for bereavement involving other family relationships such as:

- Mother-in-law
- Father-in-law
- Brother-in-law
- Sister-in-law
- Son-in-law
- Daughter-in-law
- Aunt
- Uncle
- Nephew
- Niece

Human Resources is authorized to extend the leave up to two (2) additional days with pay in special instances.

## **Jury Leave and Other Court Appearances**

Kairos Academies may not discharge, threaten to discharge, intimidate, or coerce an employee because the employee serves as a juror, or for the employee's attendance or scheduled attendance in connection with jury service in any court in the United States. Additionally, Kairos Academies may not terminate the employment of an employee because the employee serves as a juror or grand juror.

Kairos Academies will provide up to two days of paid leave, at an employee's regular daily or hourly rate, for any employee absence due to service on a jury or grand jury, up to a total of two days of jury or grand jury service per year. Any absences of more than two days for jury or grand jury service may be unpaid as allowed by applicable law. An employee may also elect to use paid leave for any time spent on jury or grand jury service that would otherwise be unpaid.

An employee on jury or grand jury duty is expected to report to work any day he or she is excused from such duty. An employee summoned for jury or grand jury duty must notify his or her supervisor immediately, and provide a copy of the jury notice.

## Military Leave

Kairos Academies is committed to protecting the rights of employees absent on military leave. In accordance with federal and state law, it is Kairos Academies's policy that no employee or prospective employee will be subjected to any form of discrimination based on that person's membership in, or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied employment, reemployment, promotion, or other benefit of employment based on such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised his or her rights hereunder. If any employee believes that he or she has been subjected to discrimination in violation of this provision, the employee should immediately contact Kairos Administration.

## Parental Leave

Kairos Academies offers eligible employees the opportunity to utilize paid parental leave for the birth, adoption, or foster care placement of a child. This leave can be taken consecutively or intermittently. The purpose of this policy is to outline both the job protections under this policy, as well as the conditions under which compensation will be provided. It is important to note that the benefits under the Parental Leave Policy may be used alone and/or in conjunction with approved FMLA leave.

### Eligibility Requirements

Employees are eligible for parental leave if they have been full-time employees at Kairos for at least twelve (12) consecutive months. Employees should notify their direct managers and Kairos Administration as soon as possible in order to determine eligibility for paternity leave. Expectant employees who wish to utilize parental leave in conjunction with FMLA leave should consult with the Kairos Administration as soon as possible in order to determine if they qualify for FMLA leave. Details about the FMLA leave policy are located under the FMLA section of the handbook.

Non-expectant employees not qualifying for FMLA leave but who wish to utilize only parental leave should contact Kairos Administration for more information.

## Take Parental Leave

Employees may take up to 9 weeks of parental pay at 60% base pay and an additional 3 weeks at no pay, per the Parental Leave Policy found below. Leave must be taken directly following the birth of the employee's child and must be consecutive, regardless of holidays and vacation.

## FMLA

The FMLA provides employees who meet certain eligibility criteria with unpaid leave for certain family and medical reasons during a 12-month period. During this leave, eligible employees are entitled to continue group health plan coverage as if they had continued to work. At the conclusion of the leave, subject to some exceptions, eligible employees generally have the right to return to the same or an equivalent position and equivalent pay, benefits, and working conditions.

### Eligibility Requirement

To be eligible for FMLA leave, an employee must have been employed by Kairos Academies for at least 12 months (which need not be consecutive) and for at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave.

Please note that for purposes of an employee's entitlement to leave under the FMLA, the 12-month period within which employees shall be eligible for 12 weeks of FMLA shall be defined as a rolling 12-month period, measured backward from the last date an employee uses leave under the FMLA.

### Events That May Entitle Employees to FMLA Leave

An eligible employee shall be entitled to a total of up to 12 weeks of unpaid, job-protected leave for one or more of the following reasons:

- Birth of a child of the employee and in order to care for such child.
- Placement of a child with the employee for adoption or foster care.
- To care for the employee's spouse, child, or parent, who has a serious health condition;
- For a serious health condition that makes the employee unable to perform the essential functions of the employee's position; or

Because of any Qualified Exigency (defined below) arising out of the fact that the spouse, child, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.

The maximum amount of leave available to spouses who are both employed by Kairos Academies is limited to a 12-week period total between the spouses when leave is taken for the birth, adoption, or foster placement of a child with the employee. Military caregiver leave for spouses is extended to a combined total of 26 weeks.

Upon eligibility for family and medical leave, and at 30-day intervals thereafter, the employee shall provide medical certification of the illness or disability. The employee's request for reinstatement shall be accompanied by medical certification of the employee's ability to perform essential job functions.