



E.L. HAYNES

Be Kind. Work Hard. Get Smart.

STAFF HANDBOOK

2022-2023

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E.L. Haynes Public Charter School

Employee Handbook

Approved by the Board of Trustees

The E.L. Haynes Public Charter School Employee Handbook was developed to outline the policies, programs, and benefits available to eligible employees. The Board of Trustees of the E.L. Haynes Public Charter School reserves the right to change, discontinue, correct, modify, or revoke any of the following policies.

1. Open Communication

E.L. Haynes Public Charter School is committed to maintaining a positive work environment and a healthy work culture by being responsive to the needs of its employees through regular and direct communications. E.L. Haynes Public Charter School supports an open communications policy under which employees are encouraged to give regular and honest feedback to their supervisors, co-workers, and those they manage. It is important that employees clearly communicate what support they need to be successful in their work and that they feel comfortable raising concerns of any sort regarding their job or other matters affecting their work performance. In the spirit of open communications, employees are expected to attempt conflict resolution through timely and frank discussions. If an issue remains unresolved, or if you feel that you cannot continue to discuss the issue with a particular person/s, then you should bring it to the attention of your supervisor or the supervisor's manager.

2. Staff Qualifications and Expectations

2.1 General Policy

All employees shall demonstrate a strong commitment to the mission, philosophy, and educational approach of the school through their interactions with students, parents, and co-workers. All Teachers, and Educational Aides are required to meet federal, D.C., and local requirements. Other staff members may be required to have specific degrees or certifications, and such requirements will be articulated in the offer letters and the job descriptions.

2.2 Confidentiality

Federal law protects each student from the disclosure of information to individuals or organizations outside E.L. Haynes. This may include something as simple as confirming that a child is in your classroom. For this reason, employees shall not discuss or disclose any information concerning E.L. Haynes' students or their parents/guardians by name without permission with any person who is not employed by the school or a member of the Board of Trustees. Except as provided in Section 2.14, concerns about any student's health, safety, or welfare should be raised directly with the student's parents or guardian and/or the school's Principal. If individuals or organizations request information about a student, please refer them to the Chief Academic Officer. Additionally, employees may not disclose or discuss any information regarding E.L. Haynes budget or personnel with any outside organization or individual who is not employed by the school or a member of the Board of Trustees.

2.3 External Communications

To ensure the quality and consistency of school information disseminated to media sources, all media inquiries are to be handled by the Chief Executive Officer (CEO) or their designee, regardless of who the media representative is or whom they represent or how innocuous the request. Similarly, all press releases and other school publications are to be approved by the Chief Executive Officer or their designee prior to dissemination. Employees may not suggest that they speak for E.L. Haynes, unless expressly authorized by the Chief Executive Officer or their designee.

Employees cannot be precluded from speaking with members of the media on matters of public interest, but if they do so, they must expressly state that they are speaking only for themselves and not as a representative of the E.L. Haynes Public Charter School.

2.4 Punctuality

Regular attendance and punctuality is imperative to the smooth operation of the School and the School will not excuse a pattern of tardiness or chronic absenteeism.

Employees are encouraged to provide as much advance notice as possible of the need to take time off from work or to report to work after their scheduled start time. The School recognizes that unforeseen circumstances may make it impossible to provide adequate advance notice. In those situations, employees must follow these procedures:

- Contact your supervisor: Any campus-based employee who is unexpectedly unable to report for work on time for any portion of the day must make every effort to call their supervisor's cell phone by 6:00 a.m. before the start of the scheduled workday and talk directly to their supervisor or leave a voicemail message or text message on the supervisor's cell phone according to the supervisor's preference. Calls to the front office or supervisor's work voicemail, text messages, instant messages, and e-mail messages are not acceptable forms of notification unless otherwise approved by the supervisor. If extenuating circumstances prevent the employee from contacting the supervisor personally, their spouse, significant other, or another responsible person should contact the supervisor.
- Enter Time Off: Upon returning to work after an unscheduled leave, the employee must document the absence in the E.L. Haynes online attendance system.

If an employee fails to report to work without proper notification to their supervisor, the School may consider that employee to have abandoned their employment and has voluntarily terminated the employment. Such cases are grounds for immediate termination.

2.5 Business Casual Dress Code

We expect employees to use good judgment to dress professionally at all times. Professional dress is a symbol of respect for our students, families, and fellow staff. Business casual, generally consisting of dresses, casual slacks and skirts, collared shirts, blouses, and sweaters, is appropriate attire for most situations. Exceptions to our business casual policy include those situations when an employee is representing the company to an external audience or school-sponsored event.

Inappropriate Attire. Inappropriate attire includes, but is not limited to active sportswear (unless working in Athletics or Physical Education), jeans, hats, shorts, halter tops, beach shoes or similar footwear, T-shirts/apparel with messages or commercial advertising, as well as unkempt or inappropriately revealing clothing. Any employee coming to work in attire that is deemed inappropriate by their direct supervisor may be asked to leave work and return appropriately dressed. The time used to change will not be considered hours worked.

Exceptions. Dress Down Fridays or other school activities, as designated by the CEO or Principal, are an exception to the business casual requirements. On these days, staff are permitted to wear jeans, but are expected to dress in a manner that adheres to standards of professionalism. Business casual is expected when leading fieldwork unless the activity on those days requires more active clothing, such as jeans, hiking boots, or modest athletic clothing. Additionally, E.L. Haynes shirts may be worn any day of the week accompanied by casual slacks or skirts.

2.6 Personal Business

When supervising students, talking or using cell phones for personal business (texting, playing games, using the Internet) or checking personal email accounts is not permitted. When not supervising students, employees should minimize these behaviors during regular school hours in order to model productive behavior for students, be available to colleagues, and fulfill professional responsibilities. If an employee must use a cell phone for personal business, they should find a location out of the public space. In addition, cell phones should be on vibrate only and should not be worn as an earpiece for longer than the duration of the call. Please note that use of personal cell phones for anything other than personal use (for example, videotaping and taking pictures) must be approved by the Principal or employee's manager. Failure to adhere to this policy may include disciplinary action, see Section 15.1, Email/Internet Use below.

2.7 Performance of Duties

Employees are responsible for performing the duties outlined in their job description. For employees participating in teaching fellowship programs (e.g. Urban Teachers), this includes regular participation in required meetings and training facilitated by the respective program. Failure to perform all duties may be a basis for termination of employment.

In addition, all duties must be performed in accordance with all E.L. Haynes Public Charter School policies and procedures. This includes acting with professionalism and in accordance with the values and mission of E.L. Haynes PCS in any forum in which you may interact with students or families (e.g. personal communication, email correspondence, social media accessible to families or students, etc.).

2.8 Other Duties as Assigned

All employees, including teachers, are required to participate in activities directly related to their classroom duties which may be held outside of normal school hours. These duties may include parent-teacher conferences, in-service sessions, staff meetings, and information seminars for parents, prospective parents or others. All employees, including teachers, may also be required to participate in duties unrelated to their classroom duties, including but not limited to monitoring students outside of the classroom or the building, assisting in the maintenance of the school and its resources and coordinating extracurricular activities. All employees are encouraged to attend school functions and events. Teaching Residents and other staff may also have other duties as assigned.

2.9 Continuing Education

All employees are expected to keep current in their professional training and knowledge through ongoing professional development. The Chief Executive Officer, Principal, Assistant Principal, or Supervisor will work with staff to develop personal professional growth plans consistent with that section below. Activities may include attending workshops, taking courses, observing other classrooms and other schools, self-study, classroom research, and participation in professional organizations, including attending conferences.

The school may fully or partially reimburse employees for coursework, seminars, or workshops related to professional development goals if included in the school's annual budget. Any such professional development must be approved in advance by the Chief Executive Officer, Principal, or Supervisor. Employees are required to submit documentation of completed coursework and proof of attendance in order to be reimbursed.

2.10 First-Aid and CPR Training

All employees are strongly encouraged to have a current First-Aid and CPR certification. All EDP staff members are required to attend a course offered at the school or obtain certification on their own. An employee will not be reimbursed for obtaining certification on their own unless such reimbursement is approved by the Chief Talent Officer prior to signing up for the training.

2.11 Tuberculosis (TB) Testing

Before the first day of employment and once every three years after that, all employees, substitute teachers, interns and volunteers must have completed the School's TB Screening Questionnaire or have a tuberculosis test. The current physician's statement must be on file in the TalentEd system or sent to Human Resources before the first day of school or the employee/volunteer's first day of work. Failure to provide documentation on time may result in immediate termination.

2.12 Background Check

Prior to the commencement of employment, all new employees, substitute teachers, interns, and volunteers must complete a DC Police Department background check including fingerprinting. Once employed, an employee may expect that the School will repeat a criminal background check every two

(2) years, but the School reserves the right to conduct more frequent screenings, particularly when required to do so by an authorizing agency, a grantor, or other official. Employees who have signed an authorization of repeat checks will not be notified when these repeat checks occur. Background reports will be maintained by Human Resources in a secured file separate from personnel files. The School will also conduct background checks with the Child Protective Registry (CPR) and National Sex Offender Registry, as required by DC law.

2.13 Ongoing Mandate to Self -Report

Upon employment at E.L. Haynes Public Charter School, all staff members are under a continuous obligation to self-report any arrests, warrants for arrest, and convictions to the Chief Talent Officer and Director of Human Resources. Failure to self-report an arrest, warrant for arrest, or conviction may lead to disciplinary action by the school up to and including termination.

2.14 Mandated Reporting of Child Abuse

The District of Columbia requires that all school employees who know or have reasonable cause to suspect that a child known within a professional or official capacity has been or is in immediate danger of being a mentally or physically abused or neglected, immediately report or have a report made of such knowledge or suspicion to either the Metropolitan Police Department of the District of Columbia or the Child and Family Services Agency (CFSA) of the Department of Human Services. Every E.L. Haynes employees must complete the DC Mandated Reporter training and certification annually, which is provided by CFSA. This certification is done online, and a certificate of completion is required of all new employees prior to beginning work.

2.15 Child Abuse

Physical means of discipline or correction of any student by any employee, dependent, or guest is not permitted. This includes, but is not limited to, slapping, shaking, strong-arming, pushing, or hitting. The only exception to this policy is when physical restraint is necessary under extreme situations of violence which compromises the safety and well-being of staff and students. Any form of corporal punishment that is administered to any student by any employee, dependent, guest, or visitor may result in disciplinary action, up to and including termination of employment, referral for counseling services, or reporting to the individual "cease and desist", with a promise of having to report this to the proper authorities if the individual refuses to do so. Any employee must immediately report observation or knowledge of any type of physical means of correction to the Principal.

E.L. Haynes Public Charter School prohibits and does not tolerate the sexual abuse and/or molestation of students. All school employees who know or have reasonable cause to suspect that a student known in a professional or official capacity has been sexually abused and/or molested have an affirmative obligation to immediately report such knowledge or suspicion to their direct supervisor, Senior Director of Operations, Director of Human Resources, or Chief Executive Officer. Cases of suspected sexual abuse/molestation fall under the District of Columbia's mandated reporting requirements as set forth in Section 2.14 and the school will coordinate reporting to CFSA or the Metropolitan Police Department as needed. The school will cooperate fully with any investigation conducted by law enforcement or other regulatory agencies.

E.L. Haynes Public Charter School will take all allegations of sexual abuse/molestation seriously and will promptly and thoroughly investigate whether sexual abuse/molestation has taken place. It is the school's objective to conduct a fair and impartial investigation. The school will place the accused employee on immediate suspension pending the investigation.

2.16 Employment Eligibility Verification

E.L. Haynes Public Charter School complies with the Immigration Reform and Control Act (IRCA), which requires employers to verify that all newly hired employees have the legal right to work in the United States. Pursuant to the IRCA requirements, all new employees must complete Section 1 of the I-9 form by the first day of employment. In addition, within three business days after the employee begins work, they must present either a List A or a List B and C document (appropriate List A, B and C documents appear on the back of the I-9 form) verifying their identity and employment eligibility. Employees who have indicated in Section 1 that they are already eligible to work in the United States may present an appropriate document receipt, which will allow them to work for up to 90 days. At the expiration of the 90-day period, those employees must present the actual document(s) in order to continue working.

3. Personnel Development and Evaluation

We are committed to students reaching a high level of student achievement; in order to meet that commitment, we expect each employee to perform at the highest levels. To that end, we have implemented the following procedures:

3.1 Confidential Personnel File

The school shall maintain a confidential personnel file for each employee. The personnel file shall be maintained by Human Resources and shall be accessible to only the employee, Chief Executive Officer, members of the Human Resources team, or appropriate designee of the Chief Executive Officer. The Board of Trustees may have access to the file to resolve an internal complaint brought by the employee. The Board of Trustees shall maintain and have full access to the personnel file of the Chief Executive Officer.

3.2 Goal Setting with SMARTIE Goals

SMARTIE goals are *Specific, Measurable, Achievable, Results-Oriented, Timely, Inclusive and Equitable*. For example, "70% of students in second grade will be proficient in reading based on the Terra Nova by the end of the year."

First, E.L. Haynes Public Charter School will set or revise school-wide student achievement SMARTIE goals annually and review these goals every year with staff members. These school-wide student achievement goals drive the school's strategic plan. Teacher teams and administrators also will set student achievement SMARTIE goals for individual classes and grade levels annually, in order to reach the school-wide student achievement SMARTIE goals.

Second, E.L. Haynes Public Charter School will set or refine school-wide organizational SMARTIE goals annually and review those goals each year with staff members. The purpose of the organizational

SMARTIE goals is to articulate the non-instructional goals that must be met in order for the school to reach its student achievement goals. Non-instructional staff members and their supervisor also will set relevant organizational goals for individual staff members or teams annually, in order to reach the school-wide organizational SMARTIE goals.

3.3 Strategic Professional Growth Plans

After establishing student achievement and organizational SMARTIE goals, staff members will develop individual strategic professional development plans. Each staff member and their supervisor will set the key strategies and objectives to help that staff member reach the SMARTIE goals for their individual strategic professional growth plans, using their job descriptions and the organizational goals. All plans should identify specific strategies to achieve each goal, have timelines associated with each goal, and use metrics that will demonstrate the accomplishment of each goal.

Staff members will draft their initial strategic professional development plans before and during a goal-setting meeting with their supervisor at the beginning of the academic year. There will be opportunities during the year to refine the goals, strategies, timelines, or metrics. For instance, after the goal-setting meeting in the fall, teachers will meet with their supervisor quarterly after each interim assessment and will review their strategic professional development plans in light of the assessment results.

3.4 Observations

Instructional staff members will be observed regularly by their supervisors in their classrooms, during Academic and Student Support meetings, at team meetings, leading conferences, or at other school functions. Teachers will receive verbal feedback from their supervisor in the areas of improvement outlined in their strategic professional development plan and any of the other areas outlined in the E.L. Haynes Teacher Competency Rubric. Supervisors will make every effort to provide prompt and specific feedback.

3.5 Evaluations

All staff members will receive a written evaluation at least once each year. The evaluation will address both strengths and areas for growth. For instructional staff members, the evaluation will focus on employee's performance on the Teacher Competency Rubric.

For non-instructional staff members, the evaluation will focus on the employee's performance on the annual goals and core competencies relevant to their job.

If a supervisor has significant concerns about the effectiveness of a staff member during the year, the supervisor may meet with the staff member to discuss performance expectations, highlight problem areas, and create a development plan. In addition, the supervisor may initiate progressive discipline as stated in that section below.

4. Purchasing Policy

4.1 Purchases from School Funds

All staff must follow stated procedures for purchasing materials, services, and supplies. Staff members must have written authorization from their supervisor before making a purchase for the school. Without such authorization, no reimbursement should be expected. Staff members approved to carry a school credit card must sign the authorization form agreeing to only make school-related purchases and submit all receipts monthly for justified purchases. Staff members must work proactively with the finance department, to ensure timely ordering, proper payment, and/or prompt reimbursement. All materials and supplies purchased with school funds are the property of E. L. Haynes Public Charter School.

4.2 Discretionary Funds

Staff may be granted discretionary funds to use in fulfillment of their roles as part of the school's annual budget. Staff will be expected to plan their expenditures for the school year with guidance from their supervisor, make purchases in accordance with the stated procedures, and monitor the current balance in the budget. All materials and supplies purchased with discretionary funds are the property of E.L. Haynes Public Charter School.

4.3 Travel and Expenses

E.L. Haynes will reimburse employees for reasonable expenses incurred on behalf of E.L. Haynes or while on a trip for School business if and only if the trip has been approved by the employee's supervisor. Supervisors may only approve trips that are in the annual budget or expressly approved by the Chief Executive Officer. The following provisions apply for the employee to be reimbursed.

Employees whose travel plans have been approved are expected to make their own travel arrangements. For air, rail, or bus travel, every effort should be made to secure the lowest possible fare. The school reserves the right to request documentation of that effort and price comparison. Automobile expenses are not typically reimbursable. If an employee is undergoing an unusual and supervisor-approved automobile trip for School purposes, the trip will be reimbursed at the mileage rate set each year by the IRS, plus any tolls with receipts.

Expense reimbursement requests should be completed promptly and submitted to the Budget and Finance department via Anybill. Original receipts for travel expenses such as hotels, meals, or other reimbursable expenses must be attached to the reimbursement request. Reimbursable expenses do not include valet parking, in-room movies, long distance charges, fitness center charges, mini-bar charges, alcohol, etc. The expense report must show the amount, date, the nature of the expense, the place, and with whom the expense was incurred, and must be signed by the appropriate supervisor. Meal reimbursements will only be made up to the maximum allowed for the location by the IRS.

Abuse of this business travel expense reimbursement policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

4.4 Personal Property

E.L. Haynes is not responsible for loss or damage to personal property of any employees. Valuable personal items, such as purses, wallets, personal computers, phones, iPods, and all other valuables, should be left at home or locked in a secure area while at school.

5. Dismissal, Discipline, and Termination

5.1 General Policy

E.L. Haynes is an at-will employer and retains the right to dismiss employees for failure to perform (for-cause) or any other reason (without-cause). Generally, employees will be subject to discipline and discharge only for fair, valid, and appropriate reasons as determined by E.L. Haynes. A fair, valid and appropriate reason includes, but is not limited to, a violation of E.L. Haynes Public Charter School's policies and/or procedures, failure to fulfill the requirements set forth in an individual's offer letter, and any other conduct which an employee should reasonably expect would result in disciplinary action. With the exception of offenses that will result in immediate termination, employees will be provided with notice of their deficiency and afforded the opportunity to cure before being discharged. The primary goal of any disciplinary action, excluding termination, will be to gain an understanding of the reason for the discipline and to gain a commitment from the employee that future rule violations will not occur, and that future performance will be acceptable. Employees are required to cooperate and fully participate in any internal investigation conducted by the school.

5.2 Grounds for Immediate Termination

Employees are required to act professionally while present on the School's premises or while representing the School. There are some offenses which may result in immediate termination. These offenses include, but are not limited to the following:

- Serious improper behavior or discourtesy toward a student, a family member, or a co-worker (including but not limited to improper verbal or physical behavior);
- Endangering the health or welfare of a student or fellow staff member;
- Sexual harassment, molestation, and/or abuse of a student, family member, staff member or volunteer;
- Intentionally striking or sexually touching any student;
- Possession of a weapon;
- Illegal conduct of any kind;
- Drinking or being under the influence of alcohol or a controlled substance at any time while on E.L. Haynes Public Charter School's premises (see Drug and Alcohol policy);
- Unlawful possession, or sale of a controlled substance or using a controlled substance at any time while on the E.L. Haynes Public Charter School's premises;
- Theft;
- Inappropriately sharing confidential information with students, parents, or a non-E.L. Haynes related individual or organization;
- Failure to cooperate with an investigation or promptly respond to a document collection request from a supervisor or Human Resources;
- Insubordination;

- Dereliction of duties;
- Dishonesty;
- Failure to report for work without just cause;
- Walking off the job; or
- Misuse of the internet and/or email.

5.3 Progressive Discipline

All E.L. Haynes staff members are expected to deliver high-quality work, support, and services. If it is discovered that high-quality work is not occurring, the principal or supervisor will create an improvement plan. The plan will establish measurable goals and consequences for the staff member if these goals are not met.

For other types of offenses, E.L. Haynes Public Charter School may, in addition to making appropriate notations in the employee's file and/or evaluation, apply the following corrective counseling procedures. At the supervisor's discretion and in consultation with the Director of Human Resources, the supervisor may choose to assign a higher level of offenses based upon the severity of the infraction.

- First Offense - Documented Verbal Counseling

A written record of a discussion between the employee and the supervisor will be made to document a repeated violation of a policy or procedure. The employee's supervisor shall explain other disciplinary measures which may be taken if continued violations occur. Documented verbal warnings will be maintained in the employee's personnel file. The employee will be asked to sign the documented verbal counseling as an acknowledgment of receipt. If an employee refuses to sign, the Director of Human Resources or another school-based leadership employee should be summoned to the counseling/disciplinary session, the entire discussion should be reviewed/summarized in the presence of them, and they should sign the documented verbal counseling to acknowledge that the conversation occurred.

- Second Offense - Written Warning

The employee is informed of the specific violation(s) in a written document which may also identify previous attempts at corrective action and the action which the employee must take to improve performance. The supervisor shall explain other disciplinary measures which may be taken, if any, if continued violation(s) occur.

The written warning will be placed in the employee's personnel file, and the employee will be requested to sign the written warning as an acknowledgment of receipt. If an employee refuses to sign, the Director of Human Resources or another school-based leadership employee should be summoned to the counseling/disciplinary session, the entire discussion should be reviewed/summarized in their presence, and they should sign the warning notice to acknowledge that the conversation occurred.

- Third Offense – Final Warning, accompanied by an Employee's Commitment to Improve

The employee is informed of the specific violation(s) in a written document and a specific time period during which improvement must be achieved. The supervisor shall explain other disciplinary measures which may be taken if continued violation(s) occur.

The employee should be instructed to carefully evaluate their commitment to the school, and then make a decision as to whether to leave the school, or to remain with the school and perform duties which meet the school's expectations. If appropriate, a Performance Improvement Plan (PIP) or Coaching Plan may be implemented at this stage.

The final warning and all additional counseling becomes a part of the employee's personnel record and will be signed by the employee as an acknowledgment of receipt or signed by the Director of Human Resources or another school-based leadership employee if the employee refuses to sign. If an employee refuses to sign, the entire discussion should be reviewed/summarized in their presence prior to them signing the warning.

- Fourth Offense – Suspension Pending Investigation Which May Result in Termination of Employment

The employee may be immediately suspended from work without notice pending investigation to determine whether discharge is warranted. An employee on investigatory suspension shall receive notification of employment status, whenever possible, within five (5) working days of the effective date of the suspension.

Following the issuance of any progressive discipline measures, a supervisor may implement a probationary period. If the employee fails to change the behavior they will be subject to additional disciplinary action, up to and including termination of employment. Verbal counseling, documented verbal counseling, written warnings, and final warnings will be considered active up to a year after issuance. Verbal counseling, documented verbal counseling, written warnings, and final warnings which are no longer active will be removed from the employee's personnel file, and maintained in a separate, archival file, which shall not be considered in the future for the purpose of the imposition of disciplinary penalties, advancement, or benefits.

Each category of offense - attendance, job performance, and interpersonal relations - shall be subject to its own penalty schedule. For instance, if an employee is at the documented verbal counseling stage for an attendance violation, and they then commit their first job performance violation, the job performance violation will result in a verbal counseling.

5.4 Resignation

In the event an employee finds it necessary to resign during the school year, the employee shall give written notice to the Director of Human Resources, Senior Director of Talent, , or their supervisor as soon as possible and at least 30 school days before the effective date of resignation.

6. Schedule

6.1 School Year

All ten (10) month employees, including but not limited to, teachers, Urban Teacher Residents, educational aides, and support staff employees, are required to report to work on the first day of professional development before students begin school until two days after students are dismissed from school unless specified otherwise in the employee's offer letter. All ten (10) month employees will not otherwise be required to work when school is not in session, as delineated in their offer letter. Twelve

(12) month employees are not required to work on school holidays, but are required to work during winter, spring, and summer breaks unless they opt to use personal or vacation days. E.L. Haynes acknowledges the following days as official school holidays: Independence Day, Labor Day, Indigenous People’s Day, Veteran’s Day, the week that includes Thanksgiving (all 5 days), Christmas Day, New Year’s Day, Martin Luther King, Jr., Day, Presidents Day, DC Emancipation Day, Memorial Day, and Juneteenth. This holiday schedule is subject to change at the Chief Executive Officer’s discretion.

6.2 School Day

Prior to the beginning of the school year, the Chief Executive Officer, in cooperation with the Chief Academic Officer and School Principals, will establish the working hours for full-time instructional staff, and communicate those hours to full-time instructional staff. Full-time instructional staff members are expected to be present at the school for the working hours set forth by the Chief Executive Officer, unless other arrangements are approved by the Chief Academic Officer, Principal, or employee’s supervisor. Part-time staff shall report for work as described in their employee contract or as otherwise approved by the Chief Executive Officer, Chief Academic Officer, Principal, or employee supervisor.

7. Leaves of Absence

7.1 General Policy

Regular attendance is imperative for all School employees, particularly those with direct responsibility for the education of students. Employees are encouraged to make every effort to structure their leave in a manner that is least disruptive to students and co-workers.

Refer to Section 2.4 (“Punctuality”) for the procedure to notify the School when you must miss work due to sudden illness or unanticipated need to report to work late. The procedure for requesting leave is the following:

- Leave requests must be presented to your supervisor for approval. All leave requests will be considered at the discretion of the School based on the School schedule and the needs of the School.
- For instructional staff, leave requests must be approved by your Principal and the Chief Academic Officer.
- Employees must make leave requests through the School’s time and attendance online portal (ADP) and submit it for approval by their supervisor or Principal. Phone calls, text messages, and instant messages are not acceptable forms of notification for requesting a planned leave of absence. The Chief Executive Officer, Chief Academic Officer, Principal, or supervisor may require an employee to verify the claimed reason for any absence. All leave requests must be submitted in the ADP online system for approval two weeks prior to taking vacation.
- All employees must meet with their supervisors to discuss coverage for specific duties and/or responsibilities during their leave. Teachers and other classroom-based employees are required to prepare lesson plans to be used during an unexpected

absence. All teachers are required to prepare and submit these lessons to their supervisor at the beginning of the school year.

- In some instances, vacation leave may be limited to specific dates based on the School calendar.
- Leave requests related to long term illness, disability, or parental leave must be planned in coordination with Human Resources and approved by the department Chief.

7.2 Family and Medical Leave

Eligibility

Employees who have been employed by E.L. Haynes continuously for twelve consecutive months and have worked 1,000 hours during the 12-month period immediately preceding the beginning of their leave will be eligible for leave under the D.C. Family and Medical Leave Act (D.C. FMLA).

Employees who have been employed by E.L. Haynes a total of 12 months even if they are not consecutive and have worked at least 1,250 hours during the 12-month period immediately preceding the beginning of their leave are eligible for leave under the Federal Family and Medical Leave Act (FMLA).

E.L. Haynes recognizes both laws set forth by Federal FMLA and D.C. FMLA.

Federal FMLA allows eligible employees a total of 12 workweeks of unpaid leave during any 12-month period. **D.C. FMLA** allows eligible employees a total of 16 workweeks of unpaid family and 16 workweeks of unpaid medical leave within a 24-month period (immediately preceding the request for family or medical leave). Federal FMLA and D.C. FMLA run concurrently and cannot be taken consecutively if leave is covered under both laws.

E.L. Haynes Public Charter School grants leave in accordance with the Family Medical Leave Act of 1993 ("FMLA") and the District of Columbia Family and Medical Leave Act of 1990 ("D.C. FMLA"). Nothing in the FMLA supersedes any provision of the D.C. FMLA that provides greater family or medical leave rights than those provided by the FMLA. An employee eligible for family or medical leave under only one law will receive benefits under that law. Similarly, if leave taken qualifies under the FMLA and the D.C. FMLA, the employee's entitlement under both laws runs concurrently and cannot be used consecutively.

Employees may be eligible for medical leave for the employee's own serious health condition, the care of a family member of the employee who has a serious health condition, or for the birth or placement of a child for foster care, or the placement of a child for whom the employee assumes permanent parental responsibilities. If leave is to be taken for the birth, adoption, or placement of a child, it must be taken within 12 months of the birth, adoption, or placement date.

Scheduling Leave

If the family and/or medical leave is foreseeable, the employee must give E.L. Haynes Public Charter School 30 days prior written notice. In addition, where the need for family and/or medical leave is foreseeable based on planned medical treatment or supervision for the employee or the employee's family member, the employee must make a reasonable effort to schedule the treatment or supervision in a way that does not unduly disrupt the operations of E.L. Haynes Public Charter School. If 30 days advance notice is not possible, the employee must give notice as soon as practicable. Where the need for leave is not foreseeable, the employee is expected to notify E.L. Haynes Public Charter School within 2 business days of learning of their need for leave, except in extraordinary circumstances. Failure to provide such notice may be grounds for delay of leave.

Employees also may be entitled to intermittent leave under FMLA, to obtain an ongoing course of treatment for a chronic serious health condition (such as radiation treatment, dialysis, chemotherapy, etc.) or to bring a covered family member to such treatment where the employee's presence is necessary to provide care for the family member. To obtain intermittent leave, the employee should contact their supervisor and the Director of HR to discuss the best ways to rearrange the work schedule to accommodate and document the leave. In the case of intermittent leaves, E.L. Haynes reserves the right to reassign the employee for the duration of the leave to another position where the intermittent absences can be accommodated more easily.

If two family members both work at E.L. Haynes and seek leave under D.C. FMLA for the same underlying reason, for example to bond with a newborn child or to care for a child with a serious medical condition, such leave is limited to a combined 16 work weeks during a 24-month period. Of that 16-week entitlement, E.L. Haynes reserves the right to limit the leave taken simultaneously by both family members to four weeks. If the two family members also qualify for leave under the FMLA, this time off will be counted against any available FMLA leave time and may be limited to a combined 12 work weeks of leave. Families in such a situation should inform the Talent Management office.

Certification of Leave

If the employee is requesting family or medical leave because of their own or a family member's serious health condition, the employee must provide appropriate medical certification. Failure to provide required medical certification in a timely manner may result in delay of leave until it is provided. E.L. Haynes Public Charter School may, when appropriate and at its expense, require an examination by a second health care provider designated by E.L. Haynes Public Charter School. If the second health care provider's opinion conflicts with the original medical certification, E.L. Haynes Public Charter School, at its expense, may require a third, mutually agreeable, health care provider to conduct an examination and provide a final and binding opinion. E.L. Haynes Public Charter School may require subsequent medical recertification on a reasonable basis.

If the employee takes leave because of their own serious health condition or to care for a family member, the employee must contact the Director of HR and supervisor regarding the employee's status, condition, and their intention to return to work.

Compensation During Leave

Generally, leave under Federal FMLA is unpaid. However, under D.C. FMLA, an employee may be eligible to receive benefits under the D.C. Paid Family Leave Act and must file a claim with the Office of Paid Family Leave. The School also makes short-term disability benefits available to be taken immediately after an eligible illness, injury or birth.

Employees may opt to use available PTO or vacation leave if the employee has earned or accrued the leave. The procedures described in the staff handbook policies for using paid leave apply to FMLA absences as they would to non-FMLA absences.

Group Health Insurance Coverage

During FMLA leave, E.L. Haynes will continue to provide insurance benefits on the same basis as provided before commencement of the leave. Employees will continue to be responsible for paying their portion of benefits premiums and must work with the Director of Human Resources and benefits providers as soon as possible to determine a prepayment or repayment schedule for deductions during the pay periods preceding or following the unpaid FMLA leave.

Returning from Leave

An employee on extended FMLA leave should provide E.L. Haynes with at least two weeks' advance notice of the date the employee intends to return to work. When a medical leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified. If an employee fails to report to work at the end of the medical leave, or fails to submit required documentation to Human Resources during such leave, E.L. Haynes will treat the employee as having resigned.

7.3 Personal Leave

All full time employees are eligible for up to three personal leave days (24 hours) per school year. This leave is combined with up to 7 days (56 hours) of sick leave for a maximum total of 10 days (80 hours) of Personal Leave (PTO) each year. The awarded amount of PTO will be prorated for mid-year hires based on their date of hire. These hours will be frontloaded each school year on July 1st.

Employees can use this combined bucket of leave for any reason, but must receive formal approval from their supervisor in order for their leave to be granted. In accordance with our standing policy, supervisors reserve the right to deny any leave requests. Leave requests due to sickness that last longer than 3 consecutive days require a doctor's note. Leave requests that exceed 1 week must be approved by the department Chief. (see section 7.1 for leave approval process). Such leave shall be at full pay and benefits.

Ten (10) month employees may not take personal leave on the day before or after a holiday or school-wide vacation. Unused personal leave (PTO) cannot be carried over from one year to the next.

E.L. Haynes will comply with DC Law requirements for sick leave for part-time and/or hourly employees.

7.4 PTO Payout

Employees will be eligible to receive payout for up to 24 hours (three days) of unused PTO at the end of the school year. Payouts will be set at a rate of \$100 per 8 hours. If an employee's unused PTO exceeds 24 hours, they will only be eligible to receive payout for 24 of their remaining PTO hours. Any remaining PTO hours past 24 hours will be lost. At the start of the following school year, all returning employees will be replenished with a total of 80 PTO hours.

7.5 Administrative Leave

Administrative leave is granted to employees to provide for full salary and benefits for absences due to the following personal matters:

- Religious observance as required by an employee's faith;
- Attendance at professional development activities approved by the Principal or supervisor; and,
- Appearance in court as a party to a case or pursuant to a subpoena as necessary to protect the rights of the employee.

Employees must provide at least two weeks' notice to their supervisor whenever feasible.

7.6 Bereavement Leave

Full-time employees are allowed up to three days of paid bereavement leave following the death of an immediate family member. An immediate family member is defined as: (1) a spouse, and parents thereof; (2) sons and daughters, and spouses thereof; (3) parents, and spouses thereof; (4) brothers and sisters, and spouses thereof; (5) grandparents and grandchildren, and spouses thereof; (6) domestic partner and parents thereof, including domestic partners of any individual in 2 through 5 of this definition; and (7) any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

Additional time off requests beyond what is already included in this section must be approved at the discretion of the employee's supervisor. The Director of HR will determine whether personal or vacation leave (for 12-month employees) should be used to cover additional days off approved by the supervisor.

7.7 Paid Parental Leave

A "parent" is defined by the District of Columbia Parental Leave Act of 1994 as:

- The biological/natural mother or father of a child;
- a person who has legal custody of a child;
- a person who acts as a guardian of a child regardless of whether they have been appointed legally as such;
- an aunt, uncle, or grandparent of a child; or
- a person who is married to one of the individuals listed above.

E.L. Haynes extends this rule to include the domestic partners of any parent as defined above.

E.L. Haynes provides leave for either the **adoption or birth of a child** and several policies work in coordination to ensure adequate bonding time and pay while on leave. These policies are:

E.L. Haynes' Parental Leave Policy: E.L. Haynes will provide up to eight weeks of paid parental leave to the eligible parent serving as the primary caregiver following the birth or adoption of a child. This is paid directly through payroll. In cases where other policies are employed concurrently, E.L. Haynes will compensate the employee with the remaining difference to provide the employee with their full salary. The amount of the benefit will be based upon the employee's current semi-monthly salary. All parental leave must be coordinated with Human Resources and approved by the department Chief and Principal (for instructional staff).

Short Term Disability: In the case of a birth of a child, the childbearing employee is required to file a short-term disability claim within thirty (30) days of the birth of the child. Upon approval, employees will receive a benefit equal to 60% of their weekly pay directly from the disability carrier.

DC Paid Family Leave: All eligible employees are required to file a claim with the D.C. Office of Paid Family Leave at the start of their leave. Employees are eligible for up to eight (8) weeks of pay, within 12 months of the birth or adoption of a child, capped at \$1,000 per week. This benefit is paid directly from the District of Columbia.

Eligibility: Full-time employees working 35 or more hours per week. Employees must use paid parental leave concurrently with FMLA.

- a. Please note that DC Paid Family Leave benefits may be reduced if an employee has worked in the District of Columbia for less than one full year.

2. School Related Activities

- a. Benefit: Employees that are "parents" are entitled to 24 hours of unpaid parental leave within a 12-month period to participate in school-related events for the employee's children, such as parent-teacher conferences, meetings with administrators, student performances, games, practices, or classroom activity.
- b. Eligibility: Employees must generally provide 10-day notice of their intent to take leave for school-related events to their supervisor.

7.8 Maternity Considerations

Under the District of Columbia's Protecting Pregnant Workers Fairness Act, employers are required to provide reasonable workplace accommodations for employees whose ability to perform job duties is limited because of pregnancy, childbirth, breastfeeding, or a related medical condition. E.L.

Haynes commits to engage in a timely and interactive process to determine the proper accommodations.

E.L. Haynes will provide a reasonable amount of break time and make an effort to provide a private lactation space to accommodate a female employee's need to express breast milk for the employee's infant child. The break time should, if possible, be taken concurrently with other break periods already provided or normally scheduled rest periods. Employees should notify their supervisor to request time to express breast milk under this policy. If you would like to pursue other accommodations, please reach out directly to the Director of Human Resources.

7.9 Military Leave

Full-time employees who are absent from work due to service in the uniformed services, including but not limited to, service in the armed forces of the United States or the armed forces reserves, the national guard, or another commissioned corps of public service, will be granted an unpaid leave of absence in accordance with federal and D.C. laws such as the Uniformed Services Employment and Reemployment Rights Act (USERRA). Unless otherwise provided by D.C. law, employees on such leaves of absence are generally entitled to certain reemployment rights and benefits if they meet the following requirements:

- **Advance Notice:** The employee must personally, or through an officer of the service, give written or verbal notice to the Director of Human Resources at least two weeks before the need for military leave begins, unless precluded by military necessity or circumstances which make notice unreasonable or impossible;
- **Duration of Leave:** The employee's cumulative period of service in the uniformed services while in E.L. Haynes's employment may not exceed five years, unless additional service is required to complete an initial period of obligated service, the employee is unable to obtain orders of release through no fault of their own, the employee is able to certify in writing by the Secretary of Defense that additional training is required, or additional service is required during a national emergency or war; and
- **Timely Reemployment Application:** The employee must return to work or submit an application for reemployment within the required time frame depending on the length of the employee's service.
- **Payment:** This leave is unpaid. Days off for military leave are granted in addition to the employee's regular leave accruals which may be used during military leave.

In accordance with the law, it is E.L. Haynes' policy that no employee or prospective employee will be subjected to any form of discrimination on the basis of 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 on the basis of such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised their rights under this policy.

7.10 Jury Duty

Upon notification by a court to report for jury duty, the employee shall immediately request jury duty during non-school months. In the event this request is not granted, time off with no loss of salary limited to two (2) weeks will be provided for all full-time employees who are required to serve jury duty during the school year. Any employee, when advised of their notification of jury duty, must immediately inform their supervisor or Principal. Salary will be paid as usual, and the check for juror fees is to be signed over to the school. The employee must provide the jury summons to Human Resources upon request.

7.11 Vacation Leave

Twelve-month employees receive vacation days in their annual offer letter. Unused vacation time may be carried over from one year to the next, up to a limit of an employee's annual allotment of vacation days as delineated in employee's most recent offer letter. Unused vacation days will be paid out to employees upon leaving E.L. Haynes at their most recent hourly rate.

7.12 Voting Time

Typically, polling places throughout the area are open for extended periods of time, and an increasing number of jurisdictions are offering early voting options. Therefore, excused absence should rarely be needed in order to vote. Most employees have adequate time to vote before or after work hours. If special arrangements need to be made for an employee to vote in a federal, D.C., or municipal election, the employee should make such arrangements with their supervisor at least three days before the election and in a way that requires the least time away from work.

8. Salaries and Benefits

8.1 Salary

The Chief Executive Officer shall set parameters for staff salaries and present them for approval to the Board of Trustees as part of the annual budget process. Any employee who wishes to request a salary review must adhere to the following process. The employee must make the request to the Senior Director of Talent in writing with a copy of their resume within 30 days of receiving their offer letter (annually). The Senior Director of Talent will review and analyze the compensation and make a recommendation to the Chief Talent Officer and Chief Executive Officer. Any changes to compensation as a result of the salary review will require the Chief Executive Officer's approval and will take effect in the following school year.

8.2 Overtime Pay

Non-exempt employees are eligible for overtime pay for all hours worked in excess of forty (40) hours during the employee's regularly scheduled workweek. This means that all non-exempt employees will be paid one and one-half times their regular hourly rate of pay for all hours worked in excess of forty (40) hours in any work week. Time paid but not worked, such as holidays, sick days, vacation time, and early closing will not be considered hours worked in a given week for the purpose of computing overtime pay.

All overtime must be approved by the supervisor and department Chief prior to an employee actually working overtime. Employees working overtime without approval will be subject to disciplinary action, up to and including termination of employment.

Exempt employees are not entitled to overtime compensation.

8.3 Pay Periods

Employees are paid on the 15th and the last day of each month, 24 times a year, subject to adjustments due to holidays and weekends. The annual payroll schedule is available on the Haynes intranet site.

8.4 Health Benefits

The School will attempt to offer a selection of health, dental, and vision insurance coverage for current staff. The School will pay a set amount of premium for all full-time employees that will cover at least the cost of the least expensive coverage for an individual. Any additional premium in more expensive coverage or for family coverage selected by the employee must be paid by the employee. Full-time equivalent (FTE) employees may also request such coverage and the School will pay a prorated premium amount based on average hours worked per week. The School contribution shall represent the proportion the hours worked by the employee bears to a full-time equivalent position. No staff member will receive paid health benefits beyond their term of employment.

8.5 Retirement Benefits

The School will make the required employer contribution toward federal Social Security for all employees. The School will automatically contribute an amount equal to a specific percentage of the employee's base salary as designated by the Board of Trustees to the 403b plan. An employee must work for the E.L. Haynes Public Charter School for two years before having a vested interest in the contributions of the School to the employee's 403b plan. E.L. Haynes Public Charter School will contribute these required amounts to existing retirement plans for employees on leave from the District of Columbia Public Schools System who elect to retain their existing retirement plan with the District of Columbia Public Schools System unless they elect to participate in the School's 403b plan.

8.6 Continuation of Health Benefit Coverage

In the event of an employee's death, termination of employment (including resignation or retirement), certain reductions of hours or entitlement of Medicare benefits, or loss of dependent status, the employee or the employee's eligible dependents will be contacted by the Haynes' third-party COBRA administrator and receive information regarding applicable continuation rights. If the employee becomes divorced or separated or has a child who no longer qualifies as a dependent under our plan, the employee must notify Human Resources, in writing, within 31 days of the event in order to receive applicable continuation rights.

The employee or the employee's dependents will be entitled to continue medical coverage through the School by paying the full monthly premium for the coverage. The maximum time allowed for continuation coverage is 18 months in the event of termination or a reduction in work hours and 36

months for all other events. Failure to make timely payment of the employee premiums will result in the forfeiture of this benefit. This benefit is subject to change as necessary to comply with federal or D.C law.

9. Internal Grievance Procedure

E. L. Haynes is committed to providing the best working conditions for its employees and always strives to address employee grievances in a method that preserves good will. Employees are strongly encouraged to raise complaints in a direct and timely manner as this most often yields the best results.

The aim of the Internal Grievance Procedure is to settle complaints justly, while operating as simply and quickly as possible. The following grievance procedures should be employed accordingly to ensure complaints receive full consideration.

Informal Procedure

The School truly believes that most difficulties can be resolved by communicating any grievance to the school directly and promptly. Employees should discuss their grievance with their supervisor or Principal first. If the complaint is about a supervisor or Principal, or if an employee is not comfortable discussing it with their supervisor or Principal, the employee may reach out directly to the Director of Human Resources or designee.

The informal procedure allows the employee and the School to discuss concerns candidly and expediently. To achieve this, the employee will meet with the Director of Human Resources to discuss what the informal process will look like. The goal of the meeting is to understand the employee's specific concerns and how the employee is looking to resolve the issue. The informal procedure usually includes open and honest dialogue between colleagues that may be mediated by a third party. If an employee is unable to resolve a grievance informally and would like to raise a formal complaint, they may use the procedure outlined below.

The School reserves the right to formalize a complaint under specific circumstances such as but not limited to:

- Sexual harassment
- Discrimination
- Abuse

Formal Procedure

Raise the grievance in writing.

- If a grievance cannot be resolved informally, the employee must put the complaint in writing to the Director of Human Resources or designee within 30 days of the incident. The employee's written complaint should be as detailed as possible and include names of all individuals involved, any witnesses, relevant dates and times, and the specific concern or issue that the employee seeks to address.

- The Director of Human Resources may use their discretion to determine what action is appropriate, based on the particulars of the grievance including a thorough investigation and interview with relevant parties. Employees can, however, expect a written response to their grievance within fifteen (15) business days following receipt of their written grievance. If the Director of Human Resources or designee determines that any misconduct has occurred, the School will take appropriate remedial action.

Appeal.

- If the employee is unsatisfied with the resolution reached by the Director of Human Resources or designee, they may appeal the decision within ten (10) business days following receipt of the formal determination. The employee should present the written material (their grievance and response) to the Chief Executive Officer (CEO) and must explain the basis for appeal. The employee must also notify the Director of Human Resources of this action.
- The CEO will issue a decision in writing to the employee and HR within ten (10) business days of receiving the grievance appeal unless the CEO notifies the employee within the ten (10) business day period that additional time is needed to provide a response. The decision of the CEO is final. The total time period for the CEO to consider the grievance appeal and provide a written response shall generally be no more than fifteen (15) business days.

Employees are obligated to cooperate in good faith in the investigation and resolution of any grievance raised by them or against them. The School will not retaliate against any employee for bringing a grievance under this procedure nor any witnesses that participate in an investigation.

The School reserves the right to modify the foregoing procedures in a particular case, with notice to the employees, if the modification is consistent with ensuring the School has sufficient information to respond to the grievance and/or the School's other policies.

10. EQUAL EMPLOYMENT OPPORTUNITY (EEO) POLICY AND D.C. HUMAN RIGHTS ACT

E.L. Haynes provides equal employment opportunities to all employees and applicants for employment without regard to race, color, sex, religion, gender, sexual orientation, gender identity or expression, national origin, ethnicity, age, disability, genetic information, political affiliation, personal appearance, marital status, family responsibilities, matriculation, amnesty or status as a protected veteran, or any other protected status as established by applicable federal or D.C. law. The School complies with applicable federal and D.C. laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training.

E.L. Haynes Public Charter School shall not discriminate because of race, color, age, sex, marital status, sexual orientation, gender identity or expression, disability, pregnancy, national origin or ancestry, religion, veteran status, genetic information or any other protected status under District of Columbia and Federal law. E.L. Haynes Public Charter School will not tolerate any employee, parent or family, contractor or other visitor creating a hostile work environment for an employee because of race, color, age, sex, marital status, sexual orientation, gender identity or expression, disability, pregnancy, national origin or ancestry, religion, veteran status, genetic information or any other protected status under District of Columbia and Federal law.

Any concern regarding discrimination or harassment may be brought to the attention of the Principal, the Director of Human Resources, the Chief Executive Office or any other member of the administration with whom the employee feels comfortable. Complaints regarding the Chief Executive Officer shall be handled through the Board of Trustees of the E.L. Haynes Public Charter School and in consultation with the Executive Committee when appropriate. All complaints will be promptly investigated in as confidential manner as possible. E.L. Haynes Public Charter School will not retaliate against an employee who, in good faith, expresses concern about discrimination or harassment, or participates in an investigation of a complaint of discrimination or harassment.

11. Americans with Disability Act (ADA)

E.L. Haynes Public Charter School shall comply with the intent of the Americans with Disabilities Act of 1990 and the District of Columbia law against discrimination based upon disability and shall attempt to provide a reasonable accommodation to qualified individuals with disabilities. If an employee believes they need accommodation to perform the essential functions of the job, the employee should contact a member of the Director of Human Resources. E.L. Haynes Public Charter School will provide an accommodation so long as it will not cause an undue hardship to the School and the employee does not pose a direct threat to the health and safety of themselves or others. E.L. Haynes Public Charter School may request additional information, including medical confirmation, to determine the appropriate accommodation. All requests for accommodation will be handled in a confidential manner.

12. Sexual Harassment

E.L. Haynes Public Charter School prohibits any employee, volunteer, or vendor from making unwelcome sexual advances of a verbal or physical nature toward another employee or applicant for employment.

Sexual harassment is viewed as a form of employee conduct that undermines the integrity of the employment relationship. All employees must be allowed to work in an environment free from unsolicited and unwelcome sexual overtures. Sexual harassment is defined as behavior that is unwelcome and personally offensive. It reduces morale, interferes with work productivity, impugns individual dignity, and is contrary to E.L. Haynes Public Charter School's mission.

Some examples of sexual harassment are:

- Unwelcome or unwanted sexual advances. This includes patting, pinching, brushing up against, hugging, cornering, kissing, fondling, or any other similar physical contact considered unacceptable by another individual.
- Requests or demands for sexual favors. This includes subtle or blatant expectations, pressures, or requests for any type of sexual favor accompanied by an implied or stated promise of preferential treatment or negative consequences concerning one's employment.
- Verbal abuse or kidding that is sexually oriented and considered unacceptable by another individual. This includes comments about an individual's body or appearance (where such comments go beyond a mere compliment); off-color jokes that are clearly unwanted; or any other tasteless, sexually-oriented comments, innuendoes, or offensive language.
- Any sexually oriented conduct that would unreasonably interfere with another's work performance. This includes extending unwanted sexual attention to someone, which reduces personal productivity.
- Participation in fostering a work environment that is generally intimidating, hostile, or offensive because of unwelcome or unwanted sexually oriented conversation, suggestions, requests, demands, physical contacts, or attention.

Sexual harassment is a practice that demeans the individual being treated in such a manner. Consequently, E.L. Haynes Public Charter School will not tolerate sexual harassment of its applicants, employees, or volunteers by anyone. If you believe that you are being sexually harassed, you should let E.L. Haynes Public Charter School know by making a complaint in accordance with the EEO Policy and D.C. Human Rights Act section. E.L. Haynes Public Charter School will, as necessary, take disciplinary action, up to and including termination, in accordance with this policy to ensure that we meet our responsibilities to our employees.

12. Whistle-Blower Policy

E.L. Haynes Public Charter School is committed to maintaining a workplace where employees are free to raise concerns regarding the school's business practices, specifically;

1. Reporting suspected violations of law on the part of the school, including but not limited to federal laws and regulations;
2. Providing truthful information in connection with an inquiry or investigation by a court, agency, law enforcement, or other government body; and
3. Identifying potential violations of E.L. Haynes Public Charter School's policy, specifically the policies contained in its Personnel Policies.

13. Worker's Compensation

All work-related injuries are covered under D.C. Worker's Compensation laws. The School is required by law to maintain accurate and complete records concerning work-related injuries and illnesses, and the complete cooperation of each employee is expected. It is the employee's responsibility to report all work-related injuries to a supervisor before the end of the work day it occurred on, or as soon as possible, regardless of the severity of the injury. All injuries that occur on the job must be reported to your supervisor. Failure to report an accident or injury may result in the claim being

questioned or denied. In the event that the accident or injury requires treatment and/or medical attention beyond first aid, the employee must inform their supervisor and the Director of Human Resources; the employee must give the doctor the appropriate Workers' Compensation paperwork which must be sent back to the Director of Human Resources within one business day of being seen.

If an employee needs to go to the doctor or a clinic for an injury that does not require immediate first aid (i.e., sprained finger, sore back, etc.), the appointment should be made during non-working hours if possible. All follow-up appointments should be made during non-working hours whenever possible. If an employee needs follow-up care during work hours, prior authorization must be obtained from their supervisor.

The School is a modified duty employer. The purpose of the program is to return workers to full employment at the earliest date following any injury or illness. Where feasible, transitional positions will be made available to injured employees in order to minimize a period of lost wages for the employee. The transitional/temporary position is developed with guidance from the physician.

The School will determine appropriate work hours, shifts, duration and locations of all work assignments. The School reserves the right to determine the availability, appropriateness, and continuation of all transitional assignments and job offers.

14. Remote Work Policy

E.L. Haynes recognizes that working remotely at home or at another alternative location may be necessary. A full-time, part-time, or short-term remote work arrangement may also be granted by the CEO or designee to an individual employee, upon request, provided that the position is suitable for remote work, the employee has consistently demonstrated the ability to work independently and meet performance expectations, and the work arrangement does not hinder school operations.

In some cases, employees may need to work from home due to conditions that render working at the physical school site untenable. Such examples include declared States of Emergency that directly affect the school building, damage, or disaster to the building, or any situation where having the students/staff at school is not possible. State action or administrative decision would determine a situation meeting the necessary criteria for this policy.

Definition of Telework

When employees do their work from places other than on E.L. Haynes school premises, this constitutes telework and will be governed by this policy.

Telework is a work alternative that may be appropriate for some employees and some jobs. Not all roles at E.L. Haynes are suitable for telework. It is not an entitlement; it is not a school-wide benefit; and it in no way changes the terms and conditions of employment with E.L. Haynes.

Telework Suitability

Supervisors may approve short-term telework arrangements. For example, a supervisor may approve telework when the employee is looking after a dependent for a day, has a medical appointment, etc. Any long-term arrangement must be approved by the CEO or designee. Before entering any telework

arrangement, the employee and supervisor, with the assistance of the Human Resource department, will evaluate the suitability of such an arrangement paying particular attention to the following areas:

- Employee Suitability - the employee and manager will assess the needs of the employee
- Job Responsibilities - the employee and supervisor will discuss the job responsibilities and determine if the job is appropriate for a telework arrangement
- Equipment and technology needs
- Customary work hours and accessibility

E.L. Haynes is committed to fair and equitable treatment of all employees when considering telework suitability.

Telework Agreement

- Telework eligibility and scheduling are at the discretion of the employee's supervisor and corresponding Chief.
- Employees will maintain a professional appearance in accordance with E.L. Haynes's dress code when they appear on-camera for remote meetings and instruction.
- If the employee plans to work from home, they must be able to provide a suitable work environment at home free of distractions and background noise.
- Telework employees are expected to uphold E.L. Haynes' obligations regarding safety of equipment, files, and/or protected information. At no point are employees exempted from FERPA obligations regarding data privacy.
- Employees are expected to be reachable during the entire work period. Just as when working in the school building, employees are expected to take PTO when completing tasks (outside of break/lunchtime) that are not work-related. It is expected that employees will attend all regular meetings in a virtual capacity and maintain a regular amount of communication with supervisors, colleagues, students, and parents as appropriate to the position.
- Hourly employees are still obligated to approve hourly work conditions. This includes breaks, work hours, overtime, and all similar mandatory requirements. Any deviation from this needs to be pre-approved by the employee's direct supervisor.

Guidelines

Reviews and Evaluations

The supervisor and employee will formulate objectives, expected results, and evaluation procedures for work completed while the employee is teleworking. The supervisor will monitor and evaluate performance by relying more heavily on work results and responsiveness rather than direct observation. The supervisor and employee will meet at regular intervals to review the employee's work performance. Performance evaluation requirements for employees who have a telework agreement shall not differ from existing performance evaluation requirements.

Communication and Accessibility

The employee and supervisors are expected to develop an effective communications strategy. The employee will be as accessible as their on-site counterparts during their agreed upon regular business hours, regardless of work location.

Work Hours

Telework is performed during assigned work hours, up to a specific number of days per week. The number of hours spent teleworking varies by employee. Telework does not change the

number of hours an employee is expected to work. Any changes in work hours are to be approved in advance by the supervisor, including requests for overtime or leave.

Emergency Operations

If an emergency school closure occurs, reasonable accommodations will be made to allow affected employees to work remotely. During a school closure, employees are not excused from working unless otherwise instructed.

The employee must notify their immediate supervisor in the event of any telework site emergency. If a situation such as a power failure prevents work at the telework site, the employee may either take time off using accrued leave or may be required to report to the school, as instructed by the supervisor.

Performance Standards

The performance standards for employees working at alternate workplaces will be equivalent to the standards used when the employees are working on E.L. Haynes's campuses. Nothing in the Telework Policy waives or changes standards of performance or behavior in the workplace.

Workspace

The employee is responsible for establishing and maintaining a designated, adequate workspace at the telework site. The employee shall maintain this workspace in a safe condition, free from hazards and other dangers to the employee and equipment. Employees will be offered appropriate assistance in setting up a workstation designed for safe, comfortable work.

Equipment

E.L. Haynes will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs for each employee on a case-by-case basis. Equipment supplied by the school is to be used for business purposes only. The employee agrees to take appropriate action to protect the items from damage or theft. Upon termination of employment, all company property will be returned to the school unless other arrangements have been made.

When the employee uses his or her own equipment, the employee is responsible for maintenance and repair of equipment.

Modification or Termination

Employee telework arrangements may be modified at any time by the supervisor or Chief based on their assessment of the employee's work performance, a change in the requirements of the job, or any other business reasons.

Policy of Non-Compliance

Individual non-compliance may result in adverse disciplinary actions up to and including termination. Employees are expected to report circumstances of non-compliance with this or any other Haynes policy to their supervisor or Human Resources.

15. Technology Policy

15.1 E-mail/Internet Use

Internet sites accessed through the school's computer system and email communication must not contain obscene materials, racial or sexual comments, or other derogatory, harassing, or inappropriate contents/comments. E.L. Haynes Public Charter School reserves the right to terminate any employee's internet/email access when the employee has failed to comply with this policy.

All employees must respect all software intellectual property rights. No employee may copy or distribute copyrighted material in electronic form, including electronic links, without legal authorization.

E.L. Haynes Public Charter School's computer/e-mail system should be used primarily for business purposes. While E.L. Haynes Public Charter School recognizes that occasional and incidental personal use may occur, users should keep such activity to a minimum and restrict it to off hours.

All passwords must be made known to E.L. Haynes Public Charter School. The use of passwords to gain access to the computer system or to secure specific files does not provide employees with an expectation of privacy in the respective system or document. The School has the ability and reserves the right to monitor individual's use of the computer, including email. By use of the School's email system and internet, individuals waive the right to privacy in anything they send or receive. Under no circumstances should any employee grant personal access privileges to any person outside the school, nor should employees use another individual's account or identity. Violation of this policy may result in disciplinary action, up to and including termination and/or legal action.

15.2 Computers and Other Devices

E.L. Haynes Public Charter School may issue computers and other devices to certain members of the staff. School-owned computers and other devices should be used primarily for business purposes. The use of computers and other devices, including off-campus use, is governed by the policies in Section 14.1 ("E-Mail/Internet Use") above.

Employees are expected to take precautions to ensure that laptops and other devices are not stolen, lost, or damaged. If laptops and other devices are lost, stolen, or otherwise damaged such that they cannot be restored to normal working order, the employee may be responsible for the cost of replacing the laptop or other device. In case of theft or loss, the user must file a report with the police department of the locality from which the laptop or other device was stolen or lost and provide a copy of the police report immediately to the Senior Director of Operations.

Users are encouraged to check their home insurance policies regarding coverage. The E.L. Haynes Public Charter School will evaluate the circumstances of the theft or loss to determine if the required reimbursement should be waived.

All laptops and other devices must be returned to the School by the close of business on the last day the employee terminates. The School will take appropriate action to recover any laptop that is not returned in a timely manner.

15.3 Social Media

While E.L. Haynes encourages its employees to enjoy their off-duty time, certain activities on the part of employees may become a concern if they have a detrimental effect on our school community. In the area of all social media, employees may use such media in any way they choose as long as such use does not negatively impact our school community. For this reason, E.L. Haynes reminds individuals that the following guidelines apply in their use of social media, both on and off duty:

1. If an employee publishes any personal information about themselves, another employee of the organization, the school, a student, or other community member in any public medium (print, broadcast, digital, or online) that:
 - a. negatively affects any student or family;
 - b. interferes with the work of any employee;
 - c. creates a harassing, demeaning, or hostile working environment for any employee;
 - d. harms the goodwill and reputation of the school among its peers or in the community at large;
 - e. reveals confidential information; or
 - f. tends to place in doubt the reliability, trustworthiness, or sound judgment of the person who is the subject of the information, the employee(s) responsible for such problems will be subject to counseling and/or disciplinary action, up to and potentially including termination of employment, depending upon the severity and repeat nature of the offense.
2. No employee may use company equipment or facilities for furtherance of non-work-related activities or relationships without the express advance permission of the Sr. Director of Operations.
3. Social media access and use involving company equipment and resources are subject to E.L. Haynes E-Mail/Internet (section 14.1), and Computer usage (section 14.2) policies at all times.

How an employee uses social media is not a matter of concern as long as it is consistent with the above guidelines. Employees may address any questions on this policy to the Senior Director of Operations .

16. Drug and Alcohol-Free Workplace

16.1 Statement of Policy

It is the policy of E.L. Haynes to create and maintain a drug- and alcohol-free environment in the workplace, as required by the Drug-free Workplace Act of 1988. The abuse of alcohol or controlled substances (including the misuse or abuse of prescription drugs) or the use of illegal drugs, including but not limited to marijuana, cocaine, heroin, morphine, barbiturates, or amphetamines is inconsistent with the professional and responsible behavior we expect of employees, subjects all employees and visitors to unacceptable safety risks and undermines E.L. Haynes's ability to operate effectively and efficiently.

Therefore, the employees of E.L. Haynes are strictly prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances or illegal drugs, as defined above, on E.L. Haynes's premises or while conducting E.L. Haynes business off E.L. Haynes's premises.

Such conduct and/or use of illegal drugs or controlled substances is also prohibited during non-working time to the extent that it, in the opinion of the management of E.L. Haynes (1) impairs the employee's ability to perform their job; (2) affects E.L. Haynes' reputation or threatens its integrity; and (3) jeopardizes the employee and/or others in the workplace. Reporting to work while under the influence of illegal drugs, controlled substances, or alcohol is strictly prohibited.

Employees who violate any aspect of this policy are subject to disciplinary action, up to and including immediate termination from E.L. Haynes. In the case of applicants, if they violate the drug-free workplace policy, the offer of employment will be withdrawn. The applicant may reapply after six months and at a minimum must successfully pass a pre-employment drug test.

An employee who is undergoing medical treatment with any controlled substance that may impair their physical or mental ability, even if a licensed physician has legally prescribed it, is strongly advised to report such treatment to her or his immediate supervisor so that an appropriate response can be made in the event of a reaction or emergency. E.L. Haynes will determine whether the employee constitutes a direct threat to themselves or others. If so, the employee shall not be permitted to work while undergoing such treatment.

16.2 Drug Testing

For certain employees, drug testing will be required as a condition of their employment. For all other employees, E.L. Haynes reserves the right to randomly drug test any employee. To ensure the accuracy and fairness of our testing program, all testing will be conducted according to Substance Abuse and Mental Health Services Administration (SAMHSA) guidelines where applicable and will include a screening test and a confirmation test, if necessary. E.L. Haynes will contract with an independent Medical Review Officer (MRO) who will review all presumptive positive test results and who will offer applicants and employees to discuss, in confidence, information that might explain the positive result. If the individual provides the MRO with a legitimate medical explanation, such as a current prescription for the drug that caused the positive result, the MRO will verify the test as negative and report that result to E.L. Haynes. If the individual fails to provide a legitimate medical explanation for the test, the MRO may verify the test as positive and report that result to E.L. Haynes. All drug-testing information received by E.L. Haynes will be maintained in secure, confidential records, separate from personnel records.

The substances that will be tested for include, but are not limited to: Amphetamines, Cannabinoids (THC), Cocaine, Opiates, Phencyclidine (PCP), Barbiturates, Benzodiazepines, Methaqualone, Methadone and Propoxyphene. Marijuana remains illegal as a matter of federal law and therefore its use, even for medical reasons, violates this policy.

Any employee who receives a verified positive test result will be terminated immediately. An employee will be subject to the same consequences of a positive test if they refuse the test, adulterates or dilutes the specimen, substitutes the specimen with that from another person or sends an imposter, will not sign the required forms or refuses to cooperate in the testing process in such a way that prevents completion of the test.

17. No Smoking Policy

For the health and safety of students, staff, and visitors to E.L. Haynes Public Charter School and pursuant to District of Columbia law, there will be no smoking or vaping of tobacco or nicotine products within the facilities and upon the school premises at any time, or when supervising students in any setting. Staff members, when on an approved break, are not to smoke or vape in public spaces near the school that are easily visible to students and visitors. Employees found to be in violation of this policy may be subject to discipline.

18. Weapon-Free Workplace

E.L. Haynes employees are not permitted to bring weapons of any kind onto or within 1,000 feet of the School's premises (D.C. Code §22-4502.01) or to School functions. If you are suspected of possessing a weapon, you will be subject to a search at the School's discretion. Such searches may include, but not be limited to, your personal effects, desk, and workspace. Any violation of this policy shall subject the offending employees to disciplinary action, up to and including termination. Visitors who violate this policy will be banned from the School's premises.

19. Employee Privacy

14.1 Searches

To safeguard the property of the employees, the students, and the School, and to prevent the possession, sale, and use of illegal drugs on School premises, the School reserves the right to search an employee's office, desk, files, mailboxes and so forth. The School also reserves the right to question employees and all other people entering and leaving School premises and to inspect any packages, parcels, purses, handbags, briefcases, lunchboxes or any other possessions or articles carried to and from the School's property. Inspections may be conducted at any time at the discretion of management.

People requesting entrance to the premises who refuse to cooperate in a workplace search/inspection will not be permitted to enter the premises. Employees working on, entering, or leaving the premises who refuse to cooperate in an inspection, as well as those employees who are found to be in possession of stolen property, illegal drugs or other prohibited items, will be subject to discipline, up to and including termination. Local law enforcement may be notified.

14.2 Video Surveillance

E.L. Haynes reserves the right to install security cameras in work areas for specific business reasons, such as security, theft protection or protection of proprietary information. The school may find it necessary to monitor work areas with security cameras when there is a specific job- or business-related reason to do so. The School will do so only after first ensuring that such action is in compliance with D.C. and federal laws. Employees should not have any expectation of privacy in work-related areas.

Employee privacy in non-working areas will be respected to the extent possible. E. L. Haynes' reasonable suspicion of onsite drug use, physical abuse, theft, or similar circumstances would be possible exceptions. Legal advice will be sought in advance in such rare cases where non-working-area privacy must be compromised. Employees should contact their supervisor or Human Resources if they have questions about this policy

20. Contact Information

Contact Information

Director of Human Resources Ashley Cyrus acyrus@elhaynes.org	Senior Director of Talent Joel Brown jbrown@elhaynes.org
Benefits and Payroll Manager Aide Peralta aperalta@elhaynes.org	Chief Talent Officer Alexandria Brooks abrooks@elhaynes.org

I acknowledge that I have received a copy of the Personnel Policy, and I understand that it is my responsibility to read and comply with the policies contained in the Personnel Policy and any revisions made to it. I further acknowledge that the Personnel Policy supersedes all prior oral or written statements by E. L. Haynes Public Charter School concerning its employment policies, guidelines and benefits.

I understand and agree that E. L. Haynes Public Charter School reserves the right to change, modify, or delete any of the information, policies, and benefits described in the Personnel Policy at any time, with or without notice, except to the policy of employment-at-will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only E. L. Haynes Public Charter School has the ability to adopt any revisions to the policies in this Personnel Policy.

I acknowledge that the Personnel Policy contains E. L. Haynes Public Charter School's Family and Medical Leave policy. I understand that the policy advises me of the steps the company has taken to comply with the Family and Medical Leave Act of 1993, 29 U.S.C. § 2601, *et seq.*, and the D.C. Family and Medical Leave Act of 1990, D.C. Code § 32-501, *et seq.*, as well as my rights and obligations under those laws. I also understand that I may contact E. L. Haynes Public Charter School's Chief Executive Officer or Principal for further information about E. L. Haynes Public Charter School's Family and Medical Leave policy.

Furthermore, I understand and agree that this handbook is neither a contract of employment nor a legal document, and my employment with E. L. Haynes Public Charter School is at-will and of no definite duration. **Nothing contained in the Personnel Policy or any oral representations alter the at-will status of this employment relationship.**

I also understand that E. L. Haynes Public Charter School reserves the right to modify or alter my position, in its sole discretion, with or without cause or advance notice, through actions other than termination, including demotion, promotion, transfer, reclassification or reassignment. I further understand that no express or implied promise or guarantee with regard to the duration of my employment, wages or benefits is binding upon E. L. Haynes Public Charter School unless made in writing and duly executed by the Board of Trustees of the E. L. Haynes Public Charter School and explicitly and specifically identified as an employment agreement or contract.

The Personnel Policy describes important information about my employment with E. L. Haynes Public Charter School and I understand that if I have any questions regarding any materials contained in, or not answered by, the Personnel Policy, I should consult with the Chief Executive Officer or Principal.

Employee Name (please print): _____

Employee Signature: _____

Date: _____

