



DU BOIS INTEGRITY ACADEMY CHARTER SCHOOL

## EMPLOYEE HANDBOOK

FY 2016-2017

*It is the trained living human soul, cultivated and strengthened by long study and thought, that breathes the real breath of life into boys and girls and makes the human, whether they be black or white, Greek, Russian or American.*

Dr. W.E.B. Du Bois

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## FORWARD

### **Our Mission**

DuBois Integrity Academy's mission is to prepare college and career ready scholars who are confident and inquisitive lifelong learners.

### **Our Academic Program**

Our academic program has two pillars that support substantial achievement improvement: **STEM** (Science, Technology, Engineering and Math) combined with Blended Learning. The charter school's academic commitment deeply embeds a nationally-renowned STEM curriculum and development model that is aligned with Common Core Georgia Performance Standards. We propose to use research-based instructional models that have been implemented in other Georgia charter schools with success.

### **What We Believe**

THE TEACHERS, ADMINISTRATORS AND STAFF AT *Du Bois Integrity Academy* ARE UNITED IN THEIR BELIEF THAT ALL CHILDREN:

- Have the power to learn
- Are curious & creative
- Can succeed

No two students have exactly the same skills or learning style. That's why we create an individual learning plan for every child. Your plan will combine direct instruction, small-group work, and one-on-one instruction in a way that works for your student.

## EMPLOYMENT POLICIES

### About the Handbook

This handbook has been written to serve as the guide for the employer/employee relationship. This handbook is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit or the applicability of a policy or practice to you, you should address your specific questions to administration. Your employment is generally for a school year and may be terminated at-will within the guidelines of Professional Standards code of Ethics 505-6-.01 or failure to fulfill ALL duties and responsibilities as described in your employment contract. Contract renewal will be considered annually based on proficient performance.

The procedures, practices, policies and benefits described may be modified or discontinued from time to time. We will try to inform you of any changes as they occur. Some subjects described in this handbook are covered in detail in official policy documents. Refer to these documents for specific information because the handbook only briefly summarizes those guidelines and benefits.

### Employment at Du Bois Integrity Academy

To all new and current employees of DuBois Integrity Academy, we are confident that you will find DIA a dynamic and rewarding place in which to work, and we look forward to a productive and successful association. DuBois Integrity Academy seeks passionate, innovative, and highly qualified professionals who are ready to make a difference in the lives of children. We consider the employees of DIA to be one of its most valuable resources.

The leadership structure endorses and supports the tenets of academic accomplishment and is committed to implementing excellence-based education. Standards are set for student achievement, rubrics are developed and tasks are designed that implement local, state and national frameworks. Teachers and support staff help all students master learning material through using a written, sequential curriculum, reviewing and re-teaching as necessary, utilizing community resources and technology to help all students in mastering learning material and documenting and thoroughly assessing student achievement.

Realizing parents and caregivers are the most important stakeholders in a student's educational success, Du Bois Integrity Academy establishes school/home communities that extend learning beyond school boundaries. Parents sign a contract to affirm that they will serve as partners with school staff to ensure students' achievement.

### Employee Classification Categories

All employees are designated as either nonexempt or exempt under state and federal wage and hour laws. The following is intended to help employees understand employment classifications and employees' employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time.

Nonexempt employees are employees whose work is covered by the Fair Labor Standards Act (FLSA). They are not exempt from the law's requirements concerning minimum wage and overtime.

Exempt employees are generally managers or professional, administrative or technical staff who are exempt from the minimum wage and overtime provisions of the FLSA. Exempt employees hold jobs that meet the standards and criteria established under the FLSA by the U.S. Department of Labor.

Du Bois Integrity Academy has established the following categories for both nonexempt and exempt employees: Regular, full time: Employees who are not in a temporary status and who are regularly scheduled to work the company's full-time schedule of 35-40 hours per week. Generally, these employees are eligible for the full benefits package, subject to the terms, conditions and limitations of each benefits program. **All Instructional Staff are expected to report to work by 7:15 am and dismiss at 4:00 pm unless PD or staff meetings are scheduled. The**

**instructional day for students starts at 8:00 am and ends at 3:30 pm for upper grades and 3:00 pm for primary grade**

Regular, part-time: Employees who are not in a temporary status and who are regularly scheduled to work less than the full-time schedule but at least 20 hours each week. Regular, part-time employees are eligible for some of the benefits offered by the company subject to the terms, conditions and limitations of each benefits program.

Substitutes: Employees who are hired on an as needed basis. Substitute employees are not eligible for company benefits unless specifically stated otherwise in company policy or are deemed eligible according to plan documents.

**Background and Reference Checks**

To ensure that individuals who join Du Bois Integrity Academy are well qualified and to ensure that Du Bois maintains a safe and productive work environment, it is our policy to conduct pre-employment background checks on all applicants who accept an offer of employment. Background checks may include verification of any information on the applicant's resume or application.

All offers of employment are contingent upon receipt of a background check report that is acceptable to Du Bois Integrity Academy. All background checks are conducted in conformity with the Federal Fair Credit Reporting Act, the Americans with Disabilities Act, and state and federal privacy and antidiscrimination laws. Reports are kept confidential and are only viewed by individuals involved in the hiring process.

If information obtained in a background check would lead Du Bois Integrity Academy to deny employment, a copy of the report will be provided to the applicant, and the applicant will have the opportunity to dispute the report's accuracy. Background checks may include a criminal record check, although a criminal conviction does not automatically bar an applicant from employment,

Any costs incurred by the Cogent System in conducting such investigations of applicants shall be paid by the applicant.

**Employment and Degree Verification Documentation**

Governance Board policy and State of Georgia Audit requires that All instructional staff provide an official copy of their college transcripts to the personnel office. In addition, all instructional staff must provide proof of years of experience from all former accredited schools and school districts. This documentation must come from the human resource office on the approved Du Bois Integrity Academy employment verification form. Failure to provide valid documentation of prior experience will prevent salary increase for years of experience. Any teacher who does not provide valid documentation for the 2017-18 and beyond will risk being paid as a first year teacher.

**Due Process**

Due process is a policy in place to establish fairness and consistency of standard.

Every employee has the duty and the responsibility to be aware of and abide by existing rules and policies. Employees also have the responsibility to perform his/her duties to the best of his/her ability and to the standards as set forth in his/her job description or as otherwise established.

Du Bois Integrity Academy supports the use of progressive discipline to address issues such as poor work performance or misconduct. Our due process policy is designed to provide a corrective action process to improve and prevent a recurrence of undesirable behavior and/or performance issues. Our due process policy has been designed consistent with our organizational values, HR best practices and employment laws and policies set forth by our Governance Board.

Outlined below are the steps of our due process policy and procedure. DuBois Integrity Academy reserves the right to combine or omit steps in this process depending upon the facts of each situation and the nature of the offense. The level of disciplinary intervention may also vary. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling and/or training; the employee's work record; and the impact of the conduct and performance issues on our organization.

The guidelines for disciplinary action constitute a hearing for the employee and represent the due process procedures that are required.

The Principal or Designee will:

- Advise the employee of the charges.
- Advise the employee of the facts on which the charge(s) are based. Give the employee an opportunity to respond to the charge(s) and to provide his/her version. The employee will be asked to give a verbal and written statement concerning the incident.
- The principal or designee will provide written verification of the proposed disciplinary action (including a written statement of appeal procedures) to the employee within 24 hours.
- The School Board should receive written notification of the action taken within 24 hours.

When a designee makes a discipline decision, the employee may appeal to the principal or designee via written request within three (3) school days. The principal's or designee's decision can be appealed to the School Board via written request within three (3) school days.

Employees whose presence pose a continuing danger to persons or property or an on-going threat of disruption will be removed from school immediately. The notice of the charge(s), explanation of facts and opportunity to present his/her version of what occurred, will be provided as soon as practical thereafter within 24 hours.

If it is determined by the School Board or designee that the continued presence of an employee has caused disruption in the school or work environment, the School Board or designee may take appropriate action up to and including transfer, suspension, or termination in order to eliminate or avoid the disruptive or potentially disruptive situation.

### **Separation of Employment**

Separation of employment within an organization can occur for several different reasons.

- **Resignation:** Although Du Bois Integrity Academy hopes your employment with us will be a mutually rewarding experience, we understand that varying circumstances cause employees to voluntarily resign employment. Resigning employees are encouraged to provide two (2) weeks' notice, preferably in writing, to facilitate a smooth transition from the organization. Teachers are required to provide a 30-day notice. If an employee provides less notice than requested, the employer may deem the individual to be ineligible for rehire depending on the circumstances regarding the notice given. In addition, a notice will be sent to The Professional Standards Commission (PSC) for breach of contract.
- **Retirement:** Employees who wish to retire are required to notify administration in writing at least one (1) month before the planned retirement date.
- **Job Abandonment:** Employees who fail to report to work or contact their supervisor for three (3) consecutive workdays shall be considered to have abandoned the job without notice, effective at the end of their normal shift on the third day. The supervisor shall notify the Human Resources Department at the expiration of the third workday and initiate the paperwork to terminate the employee. Employees who are separated due to job abandonment are ineligible to receive accrued benefits and are ineligible for rehire and will be reported to PSC.
- **Termination:** Employees of Du Bois Integrity Academy are employed on an at-will basis, and the company retains the right to terminate an employee at any time as it relates to previous stated Ethics,

Abandonment or other failure to fulfill contract obligations and/or danger or disruption of the work environment that would jeopardize the safety of our students or other staff.

- **Employee Consequences:** Each employee is responsible for their own behavior. Common sense, good judgment, cooperation, appropriate personal behavior and professionalism are required of all of Du Bois Integrity Academy employees. Failure to comply with Du Bois Integrity Academy policies will lead to the following consequences:
  - Verbal Warning
  - Written Warning
  - Possible 2nd Written Warning
  - One Day Suspension without Pay
  - Three Day Suspension without Pay
  - Termination

Administration may recommend to HR to suspend or terminate the employment of any employee, if it is determined that the employee has failed to fulfill the duties and responsibilities and/or demonstrate the qualities outlined in the job description, or if other good cause exists. All employees will be hired on the basis of annual contracts and their terms expire at the end of their annual contract. In the event the school finds it necessary or desirable to terminate an employee's employment before the end of the school year, the school will attempt to give the employee written notice at least ten (10) calendar days before termination, unless the principal and HR determine that the employee poses a threat to the health, safety, or welfare of the school or students.

In the event of termination of employment prior to the end of an employment contract, the employee shall be entitled only to the prorated salary and benefits earned through the last day of employment. Any employee may submit a grievance regarding dismissal, discipline, and termination pursuant to the grievance policy discussed in the section on governance and operations.

## **DIVERSITY**

### **Equality Employment Opportunity Practices**

Du Bois Integrity Academy provides equal employment opportunities to all employees and applicants for recruitment or employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws. DIA complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

DuBois Integrity Academy expressly prohibits any form of unlawful employee harassment based upon race, color, religion, gender, sexual orientation, national origin, age, genetic information, disability or veteran status.

Violations of the Equal Employment Opportunity policy shall be reported to administration or if it is alleged that the administrator violated this policy, notification of violation should be reported to the School Board.

### **Anti-Harassment Policy and Complaint Procedure**

We strive for a working environment for employees that is free from sexual, racial, ethnic, and religious harassment. It shall be a violation of our harassment policy for any employee to participate in harassment activities exhibited

through disparaging conduct or communication that is sexual, racial, ethnic, or religious in nature. The following guidelines are set forth to ensure an appropriate working environment.

Harassment of employees will not be tolerated. Harassment is defined as conduct, advances, gestures or words either written or spoken to include those of a sexual, racial, ethnic, or religious nature which:

1. Unreasonably interfere with an individual's work or performance;
2. Create an intimidating, hostile or offensive work environment;
3. Imply that submission to such conduct is made an explicit or implicit term of employment, or
4. Imply that submission to or rejection of such conduct will be used as a basis for an employment decision affecting the harassed employee.

There will be no retaliation against any person who reports harassment or participates in an investigation. However, any employee who refuses to cooperate or gives false information during the course of any investigation may be subject to disciplinary action. The willful filing of a false report will itself be considered harassment and will be treated as such.

Alleged victims of sexual, racial, ethnic, or religious harassment shall immediately report these incidents. This report should be made to the immediate supervisor except when the immediate supervisor is the offending party. If the immediate supervisor is the offending party, the report may be made to the Director of Human Resources with One Source or Mr. Craig Cason, Executive Director. Allegations of harassment shall be fully investigated. An oral complaint may be submitted; however, such complaint must be reduced in writing to ensure a more complete investigation. The complaint should include the following information:

- Identity of alleged victim and the person accused;
- Location, date, time and circumstances surrounding alleged incident;
- Detailed description of incident(s);
- Any other evidence available.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

After a complete investigation, if the allegations are substantiated, immediate and appropriate corrective or disciplinary action shall be initiated. A school representative will meet with and advise the complainant regarding the findings, corrective measures, and/or disciplinary action. The investigations and response to the complainant will be completed within 30 school days.

If the complainant is not in agreement with the findings of fact as reported by the system representative, an appeal may be made, within five (5) work days to the Principal, Executive Director or other designee.

This harassment policy applies to all applicants and employees, as well as third party individuals, those not employed by DuBois Integrity Academy (e.g. an outside vendor, consultant or customer).

### **Non-Retaliation Policy**

DuBois Integrity Academy faculty and staff members are encouraged to report in good faith all information regarding alleged improper or wrongful activity.

DuBois Integrity Academy is firmly committed to a policy that encourages timely disclosure of such concerns and prohibits retribution or retaliation against any faculty or staff members who, in good faith, report such concerns. No faculty or staff member will be exempt from the consequences of misconduct or inadequate performance by reporting his or her own misconduct or inadequate performance.

Any DuBois Integrity Academy faculty or staff member who, in good faith, reports such incidents as described above will be protected from retaliation (defined as an adverse action taken because an individual has engaged in protected activities), threats of retaliation, discharge, or other discrimination including but not limited to



discrimination in compensation or terms and conditions of employment that are directly related to the disclosure of such information.

## **WORKPLACE SAFETY**

### **Drug-Free Workplace**

DuBois Integrity Academy has a longstanding commitment to provide a safe and productive work environment. Alcohol and drug abuse pose a threat to the health and safety of employees and to the security of our equipment and facilities. For these reasons, DuBois Integrity Academy is committed to the elimination of drug and/or alcohol use and abuse in the workplace. The Governance Board of DIA has adopted a pre-employment drug screen policy for all employees. The drug screen test must be conducted at a Concentra Medical Facility in the Atlanta Metropolitan area. DIA agrees to reimburse fees for pre-employment drug screen only after clean results are confirmed with Concentra.

Employees may be subject to additional random testing based upon observations by a supervisor or apparent workplace use, possession or impairment. School Board must be consulted before recommending an employee for reasonable suspicion testing. Fees for random drug screens will not be reimbursed.

To avoid creating safety problems and violating the Drug and Alcohol Policy, employees must inform administration when they are legitimately taking medication, which may affect their ability to work.

Employees who use, possess, buy, sell, manufacture or dispense an illegal drug in violation of this policy will be terminated. For an employee who tests positive for alcohol or illegal drug use under this policy, the result will be disciplinary action up to and including discharge.

### **Smoke-Free Workplace**

DuBois Integrity Academy prohibits smoking on all company premises in order to provide and maintain a safe and healthy work environment for all employees. The law defines smoking as the “act of lighting, smoking or carrying a lighted or smoldering cigar, cigarette or pipe of any kind.” This also includes electronic cigarettes.

Employees who violate the smoking policy will be subject to disciplinary action up to and including immediate discharge.

### **Violence in the Workplace**

All employees, customers, and vendors must be treated with courtesy and respect at all times. Employees are expected to refrain from conduct that may be dangerous to others. This policy also includes personal relationships outside of the work that threaten the safety of the school, staff and/or students.

Conduct that threatens, intimidates or coerces another employee, customer, or vendor will not be tolerated.

Indirect or direct threats of violence, incidents of actual violence and suspicious individuals or activities should be reported as soon as possible to a supervisor, Human Resources or any member of senior management. Employees should not place themselves in peril, nor should they attempt to intercede during an incident.

DuBois Integrity Academy may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation.

We encourage employees to bring their disputes to the attention of their administration before the situation escalates.

### **Safety**

It is the responsibility of each employee to conduct all tasks in a safe and efficient manner. Complying with all local, state and federal safety and health regulations and program standards is expected.

It is the responsibility of the employee to complete an Accident and Incident Report for each safety and health infraction that occurs by an employee or that the employee witnesses. Failure to report such an infraction may result in employee disciplinary action, including termination. Accident and Incident reports must be completed the day the incident occurs.

## **WORKPLACE EXPECTATIONS**

### **Confidentiality**

Our students, parents, employees, stakeholders and other parties with whom we do business entrust the DuBois Integrity Academy with important information. It is our policy that all information considered confidential will not be disclosed to external parties or to employees without a “need to know.” If an employee questions whether certain information is considered confidential, he/she should first check with his/her immediate supervisor.

The policy is intended to alert employees to the need for discretion at all times and is not intended to inhibit normal business communications.

All inquiries from the media must be referred to the administration.

### **Punctuality and Attendance**

All employees must report absences, at least two (2) hours before the scheduled workday to the individual designated by the principal. **Charter Schools Substitute Teacher Network (CSSTN) will be the organization that provides substitute teachers for DuBois Integrity Academy. Report all absences to CSSTN at 404-200-1048.**

If an employee fails to report to work without notification (except in cases of dire emergency), DIA may consider that employee has abandoned his/her employment. DIA will also monitor excessive absences on Mondays and Fridays throughout the academic school year. A violation in this area will be subject to the Employee Consequences as outlined.

Any employee who is absent for medical reasons for more than ten (10) working days must request a medical leave packet from Human Resources. The leave request must be completed by the employee, employee’s attending physician and signed by the employee’s immediate supervisor. The completed medical leave packet should then be submitted to HR for approval. School administrators must report excessive absences to the HR director.

### **Critical Work Days**

Critical work-days are work-days for which employee absences pose a serious hardship to Du Bois Integrity Academy operations and for which any absence shall require advance approval by the principal. Employees are expected to be on duty during critical periods as determined annually by administration. Critical days consist of:

- The first two weeks of school
- The day prior and after a holiday or scheduled break
- Professional Development days
- The testing period for Georgia Milestone Assessments
- The last three weeks of school

An unapproved absence taken during a critical work-day will be deemed leave without pay.

### **Job Duties**

Employees' job duties and responsibilities are outlined in the job description. The job description is a broad, general, written statement of a specific job, based on the findings of a job analysis. It generally includes duties, purpose, responsibilities, scope, and working conditions of the job along with the job's title, and the name or designation of the person to whom the employee reports. Job description usually forms the basis of job specification.

In the performance of an employee's job duties, the employee will:

- Obey a lawful, reasonable order within the terms of the contract of employment
- Serve faithfully
- Cooperate with the employer
- Perform duties with proper care and diligence
- Take their lunch break with their assigned class (Duty Free Lunch Is Not Allowed at DIA)
- Account for all money or property received
- Indemnify the employer in appropriate cases
- Not misuse the confidential information acquired while in service

### **PTO Policy**

Teachers are required to attend three out of four PTO meetings scheduled for this school year. The curriculum night is a mandatory PTO meeting, and will be considered as one of the three. TKES standard 10 states a proficient level as: *The teacher communicates effectively and consistently with students, parents or guardians, district and school personnel, and other stakeholders in ways that enhance student learning.* An aspect of communicating with our stakeholders consists of regular attendance at PTO meetings.

### **Active Student Monitoring**

The goal of student supervision is a safe school environment. Proactive student supervision ensures the safety of students in areas and activities that take place from the time students enter the building until they exit. All teachers are expected to actively monitor students while on duty.

Monitoring before school, after school, and any school setting using three practices:

1. Moving
2. Scanning
3. Interacting

### **Moving**

When supervising one must circulate among students.

- Continuous movement.
- Proximity with students.
- Random or unpredictable.
- Include moving close to noncompliant students and possible targeted problem areas.

## **Scanning**

Frequently and intentionally look around at students:

- Looking students in the eye.
- Visually sweep all areas of the room as well as look directly at students nearest you.
- If speaking with an individual student, position self so as to scan the entire room and scan occasionally.

## **Interacting**

While moving and scanning you should also frequently interact with students:

- Communicates care, trust, and respect, and helps build relationships.
- Creates positive climate and increases likelihood of accepting correction if needed.
- Teacher behavior remains the same when teaching, encouraging or addressing problem behavior.
- Include: proximity, listening, eye contact, smiles, pleasant voice tone, touch, and use of student's name.

## **Also Include:**

- Proximity, signals, and non-verbal cues.
- Pre-correction.
- Non-contingent attention.
- Specific positive feedback.
- The continuum of responses to address inappropriate behavior.

## **Prohibited Monitoring Behavior:**

- No computer/phone/technology of any kind.
- No writing, drawing, doing crossword puzzles, or Sudoku.
- No grading papers or getting caught up on work.
- No sitting for more than a few minutes.
- No standing in one place.
- No zoning out.

## Dress Code

Du Bois Integrity Academy expects employees to be well groomed, neat, and dressed appropriately for their job function. It is important for all employees to project a professional image while at work. Appropriate dress and hygiene are important in promoting a positive organizational image to our customers, both internally and externally. Teachers will be provided with a detailed dress code to follow.

### Dress Code Policy

W.E.B. DuBois Integrity Academy acknowledges that our role is to educate and set a good example for our students. As such, we are professionals and accountable to support and project an image that visually displays our value of competence and respect for our profession. While it is impossible to cover everything in a dress code, administration has the responsibility to enforce the dress code, approve exceptions (medical reasons with supporting documentation), and also have the right to deem attire inappropriate.

“Children learn more from what you are than what you teach.”  
W.E.B. DuBois

#### Female Personnel are expected to wear:

- Dresses, suits, dress slacks/skirts (twill fabric) and blouses
- Pants mid-calf or longer
- Dresses and blouses must contain sleeves that cover the shoulder (no spaghetti straps or tube dresses without jackets)
- Dresses and skirts are to be no more than two inches above the knee
- Professional, safe and non-distracting footwear (no flip flops or house shoes)
- No Tennis Shoes

#### Male Personnel are expected to wear:

- Button-down, dress shirts or collared polo type shirts
- Dress slacks or twill fabric slacks (eg: Dockers or Khakis)
- Socks at all times
- Professional, safe and non-distracting footwear (no flip flops or house shoes)
- No Tennis Shoes

#### Coaches are expected to wear:

- Sweat pants or nylon (athletic) pants
- W.E.B. DuBois Integrity Academy Polo Shirt
- Professional, safe and non-distracting footwear, Tennis Shoes are acceptable

#### All Personnel

### Wednesday is Dress Day for Students & Staff

- Navy Blue pants or skirt suits
- Uniform Blazer with Navy pants or skirts

#### All Personnel

- Wearing the school uniform every day is acceptable for staff if you chose to lead by example. The expectation would be that you would follow the same schedule the students must follow if that is your decision.

#### All Personnel

- Jeans, T-shirts, and tennis shoes are not acceptable.
- Visible body piercings (other than the ear) are not acceptable.
- Because we are here for the students and it is more about them than us, and we are their role models, we encourage you to cover any visible tattoos. If a tattoo has to be reviewed for appropriate content, then we are expending too much energy on this issue.

#### All Personnel

- Hair must maintain a natural appearance – no bright or unnatural colors (purple, pink, blue, green).
- It is necessary to maintain good hygiene in all settings.

#### All Personnel Spirit Day(s)

- Administration may designate a “spirit day” for the specific purpose of promoting school spirit where employees are permitted to wear school appropriate jeans and a spirit T-shirt. All spirit days will be approved by administration.

#### Enforcement

- If an obvious policy violation occurs, administration will hold a private discussion with the employee and ask the employee to go home and change his/her attire immediately. Remember, we are here to serve the children so time out of the building would be unpaid.
- Repeated policy violations will result in disciplinary action, up to and including termination.

“Either America will destroy ignorance or ignorance will destroy the United States.”

W.E.B. DuBois

### Electronic Communication and Internet Use

The following guidelines have been established for using the Internet, company-provided cell phones and e-mail in an appropriate, ethical and professional manner:

- Internet, company-provided equipment (e.g. cell phone, laptops, computers) and services may not be used for transmitting, retrieving or storing any communications of a defamatory, discriminatory, harassing or pornographic nature.
- The following actions are forbidden: disparaging, abusive, profane or offensive language; creating, viewing or displaying materials that might adversely or negatively reflect upon Du Bois Integrity Academy or be contrary to Du Bois' best interests; and engaging in any illegal activities, including piracy, cracking, extortion, blackmail, copyright infringement, and unauthorized access of any computers and company-provided equipment such as cell phones and laptops.
- Employees may not copy, retrieve, modify or forward copyrighted materials, except with permission or as a single copy to reference only.
- Employees must not use the system in a way that disrupts its use by others. Employees are prohibited from sending or receiving files that are not related to work.
- Employees should not open suspicious e-mails, pop-ups or downloads. Contact administration with any questions or concerns to reduce the release of viruses or to contain viruses immediately.
- Internal and external e-mails are considered business records and may be subject to discovery in the event of litigation. Be aware of this possibility when sending e-mail within and outside the company.
- Teacher/Instructional staff **SHOULD NOT** use their personal cell phone during instructional time. While at work, employees are expected to exercise discretion in using personal cellular phones. Personal calls during the work hours can interfere with employee productivity and the safety of the children under the employee's supervision. **Personal cell phones are prohibited while students are present. This includes the following: in any classroom, cafeteria, morning and afternoon duty, during recess, and in the hallways.** Employees are encouraged to make personal calls prior to morning duty, after school, and during planning period for essential calls. Calls during planning period must be kept to a minimum. (Planning periods are for the purpose of preparing for quality instruction to be delivered in every classroom at Du Bois Integrity Academy). Employees are prohibited from using their cell phones in any unethical or unprofessional manner.

All company-supplied technology and company-related work records belong to Du Bois Integrity Academy and not to the employee. Inappropriate or illegal use of communications may be subject to disciplinary action up to and including termination of employment.

### Social Media – Acceptable Use

Below are guidelines for social media use:

- Employees may not post financial, confidential, sensitive or proprietary information about DuBois Integrity Academy, employees or applicants.
- Employees may not post obscenities, slurs or personal attacks that can damage the reputation of DuBois Integrity Academy, employees or applicants.
- When posting on social medial sites, employees must use the following disclaimer when discussing job-related matters, *“The opinions expressed on this site are my own and do not necessarily represent the views of Du Bois Integrity Academy.”*

DuBois may monitor content on the Internet. Policy violations may result in disciplinary action up to and including termination of employment.

### **Employee Personnel File**

DuBois Integrity Academy shall maintain a confidential personnel file for each employee. The personnel file will contain the evaluation documents, as well as any other employment-related documents or correspondence. All documents placed in the personnel file will have been signed by all concerned parties. Managers and supervisors may only have access to personnel file information on a need-to-know basis.

Personnel file access by current employees and former employees upon written request will generally be permitted within three (3) days of the request unless otherwise required under state law. Personnel files are to be reviewed in the Department of Human Resources. Personnel files may not be taken outside the department.

**Note: All violations of Work Expectations will be subject to the Three (3) Strike Policy described in the Separation of Employment section of the Employee handbook.**

## **COMPENSATION**

### **Payment and Wages**

Salary payment is made semi-monthly. Paydays are usually the 1<sup>st</sup> and 15<sup>th</sup> of each month.

Overtime payment, included with the nonexempt employee's base salary payment, is also semi-monthly with such payment covering hours worked in the prior semi-monthly pay period.

It is the company's practice that employee paychecks will only be given personally to that employee, direct deposited or mailed to his/her home address.

If the normal payday falls on a company-recognized holiday, paychecks will be distributed one workday before the aforementioned schedule.

In the event of a lost paycheck, administration must be notified in writing as soon as possible before a replacement check can be issued. In the event the lost paycheck is recovered and the company identifies the endorsement as that of the employee, the employee must remit the amount of the replacement check to the company within 24 hours of the time it is demanded.

If an employee's marital status changes or the number of exemptions previously claimed increases or decreases, a new W-4 form must be submitted to Human Resources.

No salary advances will be made.

### **Time Reporting**

The workday is defined as the 24-hour period starting at 12:00 a.m. and ending at 11:59 p.m. A work hour is any hour of the day that is worked and should be recorded to the nearest tenth of an hour. The workweek covers seven consecutive days beginning on Sunday and ending on Saturday. The usual workweek period is 40 hours.

Overtime is defined as hours worked by an hourly or nonexempt employee in excess of 40 hours in a workweek and should be recorded to the nearest tenth of an hour. Overtime must be approved in advance by the manager to whom the employee reports. **No salaried employees will receive overtime pay**



Employees will sign in each day as directed by their manager. Each employee is to maintain an accurate daily record of his or her hours worked. All absences from work schedules should be appropriately recorded.

### **Overtime Pay- Nonexempt Employees**

Nonexempt employees who exceed 40 hours of work time in a workweek will be paid time and one half. This does not apply to salaried employees

Paid leave, such as holiday, sick or vacation pay, does not apply toward work time.

The workweek begins at 12:00 a.m. on Sunday morning and ends at 11:59 p.m. on Saturday night.

Employees who anticipate the need for overtime to complete the week's work must notify the supervisor in advance and obtain approval before working hours that extend beyond their normal schedule. Non salaried employees

During peak times, employees may be required to work extended hours and will not be considered overtime

### **Employee Travel and Reimbursement**

Employees will be reimbursed for reasonable expenses incurred with approved travel on behalf of the organization.

Travelers seeking reimbursement should incur the lowest reasonable travel expenses and exercise care to avoid the appearance of impropriety. If a circumstance arises that is not specifically covered in the travel policies, the most conservative course of action should be adopted.

Travel for staff must be authorized in advance. Travelers should verify that planned travel is eligible for reimbursement before making travel arrangements. Upon completion of the trip, and within 30 days, the traveler must submit a Travel Reimbursement Form and supporting documentation to obtain reimbursement of expenses. Exempt employees will be paid their regular salary for weeks in which they travel. Nonexempt employees will be paid for travel time in accordance with federal and state wage payment laws.

## **TIME OFF/LEAVES OF ABSENCE**

### **Holiday Pay**

DuBois Integrity Academy recognizes the following as paid holidays/breaks:

- Labor Day
- Fall Break
- Thanksgiving Break
- Semester Break
- Martin Luther King, Jr. Day
- Winter Break
- Spring Break
- Memorial Day

Please refer to the Board Approved Yearly Calendar regarding above mentioned holidays/breaks.

### **Vacation**

All certified teachers/instructional and administrative staff vacation time is built into their work schedule to include scheduled breaks and summertime. **EMPLOYEES MAY NOT DRAW UNEMPLOYMENT DURING SUMMER AND OTHER SCHEDULED BREAKS DURING THE SCHOOL YEAR.**

### **Sick Leave**

All full-time teachers accrue sick leave from the date of hire, for a total of 10 days per year. All 12 month employees accrue sick leave from date of hire, for a total of 12 days per year. Part-time regular employees accrue sick leave from the date of hire, in a prorated amount using the average number of hours the part-time employee works per week. In addition all full-time teachers will receive 3 personal leave days per year. All personal leave must be submitted in writing and approved by the Principal 5 business days prior to leave request.

Sick leave may be used for an employee's personal illness, well-care, and medical and dental appointments. Sick leave may also be used for illness and well-care in an employee's immediate family.

Immediate family includes:

- Spouse
- Children (step or adopted)
- Parent (step or adopted)

Sick leave may not be used before accrual. An employee who has a sick leave absence in excess of three (3) consecutive working days must present medical documentation for the absence. Employees are not paid for unused sick leave upon termination of employment. If an employee uses excessive amount of sick leave days or uses sick leave days on days deemed critically important by administration the employee can be asked to submit a doctors excuse or the day can be an unpaid day off.

### **Family and Medical Leave Act**

Upon hire, Du Bois Integrity Academy provides all new employees with notices required by the U.S. Department of Labor (DOL) on Employee Rights and Responsibilities under the Family and Medical Leave Act.

The function of this policy is to provide employees with a general description of their FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law.

Under this policy, Du Bois will grant up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) during a 12-month period to eligible employees. The leave may be paid, unpaid or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy.

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

- The employee must have worked for the company for 12 months or 52 weeks. The 12 months or 52 weeks need not have been consecutive.
- The employee must have worked at least 1,250 hours during the 12-month period immediately before the date when the leave is request to commence.
- The employee must work in a worksite where 50 or more employees are employed by the company within 75 miles of that office or worksite.

Please refer to Du Bois Leaves of Absence policy for detailed leave information. If you have any questions, concerns or disputes with this policy, you must contact the Department of Human Resources in writing.

### **Personal Leave of Absence**

Full-time teachers will be entitled to two (2) days of personal leave per school year for urgent personal business or other emergencies, at full pay and benefits. They may use three (3) of their Sick Leave days a personal days which will be deducted once used.

All regular employees employed for a minimum of 90 days are eligible to apply for an unpaid personal leave of absence. All personal leave requests will be considered on a case by case basis. (Job performance, absenteeism and departmental requirements will all be taken into consideration.)

The employee must return to work on the scheduled return date or be considered to have voluntarily resigned from his/her employment.

### **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 will be provided for jury duty required to be served during the school year. Any employee, when advised of his/her notification of jury duty, must immediately inform the principal/supervisor. Salary will be paid as usual, and any compensation/juror fees must be submitted to the school.

### **Military Leave of Absence**

Du Bois is committed to protecting the job rights of employees absent on military leave. In accordance with federal and state law, it is Du Bois Integrity Academy 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 his/her rights under applicable law or company policy. If any employee believes that he or she has been subjected to discrimination in violation of company policy, the employee should immediately contact the School Board.

Employees requesting leave for military duty should contact administration to request leave as soon as they are aware of the need for leave. For request forms and detailed information on eligibility, employee rights while on leave and job restoration upon completion of leave, refer to the policies, procedures or contact administration.

## **BENEFITS**

Du Bois Integrity Academy currently offers regular full-time employees (regularly scheduled to work a minimum of 30 hours per week) enrollment in a comprehensive benefit package through OneSource.

Employees have up to 30 days from their date of hire to make medical and dental plan elections. Once made, elections are fixed for the remainder of the plan year. Changes can only be made during the open enrollment period unless the employee experiences a 'qualifying life change' such as the birth of a child, marriage or death of a spouse or child. Changes in family status allow employees to make appropriate mid-year changes in coverage. Please contact the Human Resources office if you have a change in family status to determine eligibility of a change in any benefits.

The Department of Human Resources is available to answer benefits plan questions and assist in enrollment as needed.

### **Group Life Insurance**

DuBois offers regular full-time employees who have been employed by Du Bois Integrity Academy for 30 days an employer-paid basic group term life policy.

**EMPLOYEE HANDBOOK ACKNOWLEDGMENT AND RECEIPT**

I have received my copy of the Employee Handbook.

The employee handbook describes important information about Du Bois Integrity Academy, and I understand that I should consult my administration any questions not answered in the handbook. I have entered into my employment relationship with Du Bois Integrity Academy voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or Du Bois Integrity Academy can terminate the relationship at-will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

I understand and agree that, other than the School Board of Du Bois Integrity Academy, no manager, supervisor or representative of Du Bois has any authority to enter into any agreement for employment other than at-will; only the School Board of Du Bois Integrity Academy has the authority to make any such agreement and then only in writing and signed by the School Board of Du Bois Integrity Academy.

This handbook and the policies and procedures contained herein supersede any and all prior practices, oral or written representations, or statements regarding the terms and conditions of my employment with Du Bois. By distributing this handbook, the company expressly revokes any and all previous policies and procedures that are inconsistent with those contained herein.

I understand that, except for employment-at-will status, any and all policies and practices may be changed at any time by Du Bois, and the company reserves the right to change my hours, wages and working conditions at any time. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify or eliminate existing policies. Only the School Board of Du Bois Integrity Academy has the ability to adopt any revisions to the policies in this handbook.

I understand and agree that nothing in the Employee Handbook creates, or is intended to create, a promise or representation of continued employment and that employment at Du Bois is employment at-will, which may be terminated at the will of either Du Bois Integrity Academy or myself. Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I understand and agree that employment and compensation may be terminated with or without cause and with or without notice at any time by Du Bois Integrity Academy or myself.

I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Name (Print)

**TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE**