



COLORADO MILITARY
ACADEMY

Employee Handbook

2018-2019

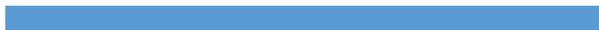


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INTRODUCTION

Congratulations on your employment with Colorado Military Academy! The staff at CMA are dedicated to creating a learning environment focused on STEM education and the development of high character leaders.

The Colorado Military Academy (CMA) Employee Handbook establishes policies, procedures, and working conditions for all employees to ensure the effective operation of the school, as well as protecting employee rights. This Handbook is not a contract of employment nor is it intended to create contractual obligations for the school of any kind. **NO REPRESENTATIVE OF CMA, OTHER THAN THE EXECUTIVE DIRECTOR, HAS AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE EXECUTIVE DIRECTOR AND THE EMPLOYEE.**

The policies and procedures outlined in this handbook will be applied at the discretion of CMA. The school reserves the right to deviate, amend, or withdraw from the policies, procedures, and working conditions described in this Handbook at any time, for any reason, and without prior notice. CMA will make reasonable effort to notify employees when an official change in policy or procedure is made; however, employees are responsible for following all school policies and procedures.

CMA values the talents and abilities of our employees and seeks to foster an open, cooperative, and dynamic environment in which employees and the school alike can thrive. The school leaders have an “open door” policy, and employees are encouraged to discuss problems and improvement initiatives with their Supervisor. When employees identify problems, they can also use the complaint resolution and whistleblower policies defined in this Handbook.

CMA is an equal opportunity employer. Religion, age, gender, national origin, race, and color do not affect hiring, promotion, development opportunities, pay, or benefits. CMA provides fair treatment of employees based on merit.

EQUAL EMPLOYMENT OPPORTUNITY

CMA is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of age (40 and over), race, sex, color, religion, national origin, disability, military status, genetic information, or any other status protected by applicable state or local law. CMA complies with applicable state and local laws governing non-discrimination in employment.

ADA, RELIGIOUS, AND PREGNANCY ACCOMMODATION

CMA will make reasonable accommodation for qualified individuals with known disabilities unless doing so would result in an undue hardship to CMA or cause a direct threat to health or safety. CMA will make reasonable accommodation for employees

whose work requirements interfere with a religious belief, unless doing so poses undue hardship on the school. CMA will make reasonable accommodation to otherwise qualified employees due to pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth absent undue hardship.

SERVICE DOGS

Dogs and other pet animals are not permitted at CMA, because they can be disruptive to the learning environment, and because some children may have allergies to pets. In accordance with federal and state law, CMA permits trained service dogs in the work place for qualified individuals with a disability. Employees must provide to the HR Manager adequate proof of training/certification for the service dog, as well as a medical note identifying the medical condition for which the dog is specifically trained to assist the disabled employee. Emotional support dogs are not permitted at CMA, unless otherwise required by law.

NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY

The school is committed to a work environment in which all individuals are treated with respect and dignity. Everyone has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Therefore, the school expects that all relationships among persons in the workplace will be professional and free of harassment, including sexual harassment.

REPORTING HARRASSMENT

CMA encourages employees to report any problems they experience or observe concerning harassment, including sexual harassment, discrimination or retaliation. Employees should report harassment before it becomes severe or pervasive. Any employee who believes that he or she has been subjected to objectionable conduct prohibited by this policy is encouraged (but not required) to let the offending person know immediately and firmly that the behavior is offensive. Any employee who believes that he or she has been subjected to objectionable conduct prohibited by this policy must report it to their immediate supervisor, a Human Resources Representative, or a member of the CMA leadership team, if the supervisor is the offending individual.

Individuals reporting complaints or providing information in good faith in connection with an investigation will not be retaliated against for their participation in this procedure.

Leadership and investigators will minimize the number of people made aware of such complaints, although confidentiality is not guaranteed.

INVESTIGATION

CMA will promptly undertake an investigation of all complaints of harassment, discrimination or retaliation. The investigation will include a private interview with the person filing the complaint, as well as an interview with witnesses if applicable. The person alleged to have engaged in harassment will also be interviewed. Confidentiality will be maintained throughout the investigatory process to the extent consistent with an adequate investigation and appropriate corrective action.

RESPONSIVE ACTION

Employees found to have engaged in conduct in violation of this policy will be subject to disciplinary action, up to and including termination of employment. No employee will be disciplined or otherwise retaliated against for filing a complaint or participating in the investigation of a credible complaint.

COMPLAINT RESOLUTION PROCEDURES

Employees are encouraged to solve problems and disagreements at the lowest level possible. If issues cannot be solved at the individual level, then address concerns with the direct Supervisor. The School leadership has an open door policy and encourages all employees to discuss concerns, as well as initiatives for improvement, with their Supervisor. If a disagreement cannot be solved informally, employees may use the formal complaint resolution process, as follows: (Confidentiality is not guaranteed during this process.)

Complaint Resolution Step 1, Address Issue with Those Directly Involved:

The staff member must first in writing (email acceptable) bring the concern to the attention of the individual(s) directly involved. A meeting should be scheduled where the concerns can be expressed in private and in an environment conducive to resolution. If the staff member brings the concern directly to the attention of a school leader without first attempting to address the issue at the lowest level, the school leader may re-direct the staff member to the appropriate level in the process. Either party may request a facilitator. The complainants supervisor can assist with identifying a facilitator.

Complaint Resolution Step 2, Address Issue with the Supervisors a School Leader:

If a satisfactory resolution is not reached at the lowest possible level, or where the complaint directly involves a school leader, the concern may then be brought to the attention of the appropriate school leader (e.g. Principal, Commandant, Director of Finance and Operations, or Executive Director) Supervisors of those involved. To do so, the staff member must contact the school leader Supervisors within 10 days in writing (email is acceptable) of the above Step 1 meeting. Within 5 days from receiving notification from the staff ~~or~~ member, the school leader will schedule a time to discuss the issue with the staff member either by phone or an in-person meeting to address the situation, facilitate ongoing communication, and develop goals for conflict resolution. The school leader will continue to monitor the issue until either a resolution or an impasse is reached.

Complaint Resolution Step 3: Address Issue with the Supervisory Chain of Authority: If the complainant remains unsatisfied following Step 2, the complainant will repeat Step 2 with each subsequent member of the supervisory chain of authority. Before contacting the Executive Director, complete Step 4.

Complaint Resolution Step 4: Address Issue with HR: If the supervisory chain of authority is unable to successfully resolve the complaint, the complainant may request further advice, mediation, and review from the HR staff. To do so, the staff member must contact the HR manager within 10 days in writing (email is acceptable) of the most recent Step 3 meeting. Within 5 days from receiving notification from the staff member, the HR manager will schedule a time to discuss the issue with the staff member either by phone

or an in-person meeting to address the situation, facilitate ongoing communication, and develop goals for conflict resolution. The HR manager will continue to monitor the issue until either a resolution or an impasse is reached. The HR staff may involve other senior leaders or personnel deemed beneficial to the resolution process.

Complaint Resolution Step 5: Address Issue with Executive Director: If HR is unable to facilitate a resolution, then the complainant may file a written notice to the Executive Director. To do so, the staff member must contact the Executive Director within 10 days in writing (email is acceptable) of the Step 1 meeting. Within 5 days from receiving notification from the staff member, the Executive Director will schedule a time to discuss the issue with the staff member either by phone or an in-person meeting to address the situation, facilitate ongoing communication, and develop goals for conflict resolution. The Executive Director will continue to monitor the issue until either a resolution or an impasse is reached.

Complaint Resolution Step 6, Prepare a Written Complaint Resolution for the Board of Directors:

In cases when the concern has not been addressed at Steps 1 and 2 during previous steps to the satisfaction of the staff member, the staff member may file a formal written complaint ~~resolution~~ to the School's Board of Directors. The written complaint ~~resolution~~ must detail (i) the date of the incident (if applicable); (ii) the CMA staff members involved; (iii) a description of the incident, decision, or practice that gave rise to the issue; (iv) the conflict resolution strategies that have been attempted thus far; and (v) the staff member's requested resolution. Current contact information for the Board can be found on the CMA website, under the "Board of Directors" page. Within 10 days from receipt, the Board Chair, or his/her designee, will review the written complaint ~~resolution~~ and provide a written response to the staff member either determining that the complaint ~~resolution~~ warrants full review by the Board or declining to review the written complaint ~~resolution~~. If the Board Chair, or his/her designee, determines that the complaint ~~resolution~~ warrants full review by the Board, the Board shall review the complaint ~~resolution~~ at a time determined by the Board and issue a written decision to the staff member within 10 days of the meeting. If declining review, the Board Chair, or his/her designee, will send written response to the staff member explaining the reasons for the determination. The Board Chair may appoint a committee of Board members to review and decide complaint resolutions.

Complaint Resolution Step 7, Submit a Written Complaint Resolution to the Colorado Charter School Institute ("the Institute") Executive Director:

The following is in accordance with Institute policy. If the CMA staff member is not satisfied with the CMA Board's determination not to review the written complaint ~~resolution~~ or the written ~~resolution response reached by from~~ the CMA Board after reviewing the complaint ~~resolution~~, the staff member may submit ~~its~~ concerns in writing to the Institute within ~~five-5~~ business days from receiving the written decision of the CMA Board. After review, the Institute's Executive Director will publish his/her conclusions in writing within 15 calendar days from receipt of the written concern. The decision of the CMA Board will not be overturned unless there are compelling grounds that CMA violated an applicable law, regulation, policy, or contract provision. The Institute can be contacted at (303) 866-3299 or csi_info@csi.state.co.us.

WHISTLEBLOWER

The CMA Board of Directors and school leadership endeavor to provide a professional working and learning environment where all applicable laws and regulations are followed at all times. Any employee who believes that a law or regulation is being violated, or that the safety or welfare of students is threatened, is strongly encouraged to address this with their Supervisor as soon as possible. If the Supervisor is unable or unwilling to correct the violation, the Employee is strongly encouraged to contact any member of the Board of Directors with a "Whistleblower Complaint." Employees following this procedure will be protected from reprisal. Employees will not receive this protection if they address the complaint outside of the Whistleblower or Complaint Resolution sections of this Handbook. (Confidentiality is not guaranteed during this process.)

PAY

OVERTIME

From time to time, employees may be required to work overtime. In these instances, employees are given as much advance notice as practical. Nonexempt employees are paid at the rate of one and one-half times their regular hourly rate for hours worked in excess of 40 during the established workweek. The established workweek begins at 12:00 a.m. midnight on Sunday and ends at 11:59 p.m. on Saturday.

For purposes of calculating overtime payments, only hours actually worked are counted.

PAYDAYS

Employees are paid the first day of each month. If the regular payday occurs on a banking holiday, the payday is the last working day prior to the holiday. On each payday, employees receive a statement showing gross pay, deductions, and net pay. Automatic deductions such as additional tax withholding, contributions to voluntary benefit plans, and individual savings plans may be arranged through the HR payroll Managermanager. For the employees' convenience, we CMA offers the option of having their paycheck automatically deposited to their bank account.

PAY FOR EXEMPT EMPLOYEES

Exempt employees must be paid on a salary basis. This means exempt employees will regularly receive a predetermined amount of compensation each pay period on a monthly basis. CMA is committed to complying with salary basis requirements which allows properly authorized deductions. If you believe an improper deduction has been made to your salary, you should immediately report this information to Human Resources. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed.

TIME REPORTING

Nonexempt (hourly) employees are required to complete a time card daily track their work hours daily. Nonexempt employees will sign-in and out of work daily and for breaks using the Raptor system (or other designated system). Employees must report in person to access that system. At the conclusion of each pay period (the last day of the month), employees must sign the time card and submit it to their immediate supervisor for signature and approval. It is necessary for employees to indicate whether the recorded hours are for time worked, or for time off.

Nonexempt employees must take a full 30-minute lunch period. Notify your supervisor immediately, if your lunch is shorter than 30 minutes or if your lunch is interrupted by work.

Exempt employees are required to report to their department manager monthly only time off from their regular work schedule.

These records are the only ones used by CMA to calculate employee pay and paid time off balances. It is very important that they are accurate and complete. Nonexempt employees are expected to submit accurate and complete time records reflecting all hours worked. Employees who also choose to keep their own personal time records must timely provide them to CMA if they find a discrepancy between CMA's records and their records. Employees should contact their supervisors or HR Manager with any questions about how their pay is calculated. Employees must promptly notify their supervisors or HR Manager of any mistakes in their time records or pay. Employees also must notify one of these individuals if they perceive that anyone is interfering with their ability to record their time accurately and completely. All reports will be investigated and appropriate corrective action will be taken. CMA will not tolerate retaliation against employees for making a report or participating in an investigation.

BENEFITS

INSURANCE

Medical insurance benefits begin on the first day of the month after the 45th day of employment. Medical insurance ends on the last day of the month in which your last day of employment falls, whichever is later. An employee, unless dismissed for gross misconduct, has the option to convert to continue insurance benefits in accordance with the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) regulations.

CMA will pay 50% of the medical insurance premium for the employee. Employees may purchase medical insurance for spouses and dependent children.

PERSONAL DAYS/HOLIDAYS/SCHOOL BREAKS

CMA employees receive personal days in accordance with their employment agreement. Employees must complete and submit a Leave Request Form to their Supervisor at least two weeks in advance for requested personal days. All personal days are subject to approval of the Supervisor. Paid personal days cannot be used for days scheduled for professional development, ~~nor adjacent to school holidays or breaks.~~

Professional development days are mandatory for ~~teachers~~ academic staff unless personal time off is approved by the Principal ~~or designated representative, in which case, such time off will be unpaid.~~ Principals will notify the payroll manager when approving academic staff to miss professional development.

~~Only the Executive Director can approve paid personal time off for professional development or adjacent to a holiday. Such approval will only be given for an emergency such as bereavement of an immediate family member.~~

Full-time hourly employees will be paid for the typical six federal holidays. Part-time employees are not eligible for sick pay or holiday pay. Please see the published CMA Academic calendar for a complete list of holiday and school breaks.

Unless addressed in the Employment Agreement, CMA will roll-over up to three days of unused PTO into the following school year for each employee. Employees who have more than 3 days of PTO remaining at the end of the school year will be reimbursed as follows: hourly employees at their hourly daily rate; teachers at the rate for substitute teachers; and annual salaried employees at their daily rate. For annual salaried employees, CMA will not reimburse nor allow roll-over of unused summer vacation days. up to 10 personal days may be carried over to a new academic year. Unused personal days will not be paid at termination of employment.

MILITARY LEAVE

An employee who is a member of the United States Army, Navy, Air Force, Marines, Coast Guard, National Guard, Reserves or Public Health Service will be granted unpaid leave of absence for military service, training or related obligations in accordance with applicable law. At the conclusion of the leave, upon the satisfaction of certain conditions, an employee generally has a right to return to the same position he or she held prior to the leave or to a position with like seniority, status and pay that the employee is qualified

to perform. Any requested leave must receive prior authorization for personal time off.

BEREAVEMENT

For the verifiable death of an immediate family member (i.e., parent, child, sibling, grandparent), an employee will receive two days of non-chargeable leave of absence.

JURY DUTY

CMA recognizes jury duty as a civic responsibility of everyone. When summoned for jury duty, an employee will be granted leave to perform his or her duty as a juror. If the employee is excused from jury duty during his or her regular work hours, he or she is expected to report to work promptly.

Employees receive regular pay for the first three days of jury duty if they were scheduled to work and they provide confirmation of juror service.

Beginning the fourth day and thereafter, employees, as jurors, are paid a per diem rate by the State of Colorado for state, district, or county court jury duty. Jury duty leave beyond this time is without pay from CMA.

LEAVE UNDER THE FAMILY AND MEDICAL LEAVE ACT ("FMLA")

The Family and Medical Leave Act (FMLA) provides eligible employees with up to 12 work weeks of unpaid leave for certain family and medical reasons during a 12-month period. Employees become eligible for FMLA leave after one year of employment and at least 1,250 hours of service. Eligible employees are entitled to continued group health plan coverage during FMLA leave as if the employee had continued to work. At the conclusion of the leave, subject to some exceptions, an employee generally has a right to return to the same or to an equivalent position. Any requested leave must receive prior authorization for personal time off. Requests for FMLA leave should be made as soon as practicable, and in most cases with at least 30-days' notice, in writing to the employee's direct supervisor.

WORKERS' COMPENSATION INSURANCE

All employees are covered by workers' compensation insurance. Employees must report any accident or injury immediately to his/her Supervisor and the Human Resources representative. Failure to report accidents is a serious matter, as it may preclude or reduce an employee's coverage under Worker's Compensation Insurance.

ATTENDANCE, PUNCTUALITY AND DEPENDABILITY

Employees are expected to attend work as scheduled. Dependability, attendance, punctuality, and a commitment to do the job right are essential. As such, employees of CMA are to report to work on time. Employees must notify their Supervisor as far in advance as possible, but not later than two hours before their scheduled starting time if they expect to be late or absent. This policy applies for each day of the absence. Supervisors may establish processes for reporting and tracking of absences. Employees will be required to follow the respective process.

A detailed record of absenteeism and lateness is kept by the employee's Supervisor.

Supervisors will provide this record to the HR manager for inclusion in ~~and becomes part of~~ the Employee's personnel record. To the extent permitted by law, absenteeism and lateness lessen an employee's chances for advancement and may result in dismissal.

Employees departing campus during the work day will follow their supervisor's policy for signing-out and for signing-in upon return to the campus.

TOBACCO USE

In order for all employees to be positive role models to our cadets, use of tobacco products, including e-cigarettes, vaping devices, etc. is prohibited on CMA campus (including in vehicles), in CMA vehicles, and at all CMA sponsored activities, including field trips, sporting events, CAP activities, etc.

STAFF DRESS CODE

Staff members project an image to the community and to students about the professionalism of CMA. Our example is a significant teaching opportunity and is especially important to maintaining a military culture. During the workday and at all work-related activities, employees shall adhere to professional standards of dress and appearance. The Executive Director has the final authority on whether attire and appearance are professional. Professional dress and appearance meets the following requirements (list not inclusive):

- Clean, pressed, and free of holes, tears, and frays.
- Must not advertise tobacco, alcohol, drugs, etc.
- Pants may not be excessively tight or baggy; no ~~capri pants, gauchos,~~ stretch/yoga pants, leggings, or footless tights; conservative patterns; may not be tucked into boots; no jeans or denim of any color. Leggings and footless tights may be worn under dresses and skirts.
- Blouses/shirts: no T-shirts, V-neck T-shirts, tanks, spaghetti straps, strapless shirts, unless worn under a blazer, dress jacket, or sweater (not sheer or lace); no cleavage showing; no skin showing between top of pants and bottom of shirt; men's shirts must always be tucked.
- Women may wear skirts no shorter than 2 inches above the knee.
- Hair must be a natural color. No radical styles.
- Tattoos must be completely covered.
- Visible body piercings must be removed.
- Outdoor wear, hats, and sunglasses may not be worn in the building.
- Men may not wear make-up.
- Women's hair and make-up must be a natural and conservative color. Nail polish must be one color (not be black) and nail art is not permitted.
- Jewelry must be conservative, i.e. presenting a professional image consistent with clothing.
- Footwear must be professional. Flip-flops, athletic shoes, and heels over 3 inches are prohibited. Dress sandals with a strap around the heel are permitted for women.

Supervisors may authorize exceptions to the dress code as appropriate for "specials"

teachers, or for field trips and other special occasions. ~~Additionally, staff members are welcome to participate in the school-wide dress theme days.~~

SCHOOL SECURITY

Building and classroom security is everyone's responsibility. Employees should ~~C~~challenge those you they do not recognize and that do not have proper credentials. When ~~you~~ leavinge the building, ensure it is secured. Report suspicious behavior.

STAFF MEETINGS

Staff meetings are intended to provide professional development, celebrate successes, and distribute relevant and important information. All employees will attend staff meetings unless their absence is approved by their Supervisor. Staff members with an excused absence must make arrangements to receive meeting information. ~~The academic staff will hold meetings at least monthly. Additional meetings may be required to satisfy specific needs.~~

PROFESSIONAL DEVELOPMENT

The more teachers know, the more the cadets will know; therefore, the staff of CMA are expected to be the models of lifelong learning. Employees will actively participate in professional growth and development activities to build educational skills and abilities and to keep pace with learning styles and teaching pedagogy. Professional development will be needs-based and results-focused.

MEDIA SPOKESPERSON

The official spokespeople for the school will be the Executive Director, Headmaster, Principal, and Commandant. Prior to discussing school activities with the media or in a public setting, employees will ~~confer with the Public Information Officer, and~~ seek approval of their Supervisor. Following Supervisor's approval, employee will confer with the Public Information Officer (Ms. Nicola Roark at the time of this Handbook's approval).

During a crisis of any kind, the Executive Director, Headmaster, or Principal will provide each staff member with information regarding the school's official position; however, the Executive Director, Headmaster, Principal, or Public Information Officer will issue all public comments.

DISCIPLINE

All employees are expected to meet the school's standards of work performance as ~~and~~ described in this Handbook and as assigned by the Supervisor. If an employee does not meet the standards described in ~~these standards~~ this Handbook, the school may, under appropriate circumstances, take corrective action.

The intent of corrective action is to formally document problems while providing the

employee with a reasonable timeframe to improve performance. The process is designed to encourage development by providing employees with guidance in areas that need improvement, such as poor work performance, attendance problems, personal conduct, general compliance with the school's policies and procedures and/or other disciplinary problems.

WRITTEN WARNING

The Supervisor should discuss the problem and present a written warning to the employee in the presence of a Human Resources representative. This should clearly identify the problem and outline a course of corrective action within a specific time frame. The employee should clearly understand both the corrective action and the consequence (e.g., termination) if the problem is not corrected or reoccurs. The employee should acknowledge receipt of the warning and include any additional comments of their own before signing acknowledgment. A record of the discussion and the employee's comments will be placed in the employee's personnel file.

Employees who have had formal written warnings may be excluded from~~are not eligible for~~ salary increases, bonus awards, promotions or transfers during the warning period.

POST RESIGNATION/TERMINATION PROCEDURES

Return all school property, including but not limited to the following:

- Picture Identification Card
- Keys
- School issued credit cards/checks
- School manuals and files
- Laptop computer
- Any additional school-owned or issued property

Employees may choose the continuation of group medical coverage and dental coverage under COBRA. Specific information will be provided at the exit interview.

For employees who voluntarily separate from employment, the final paycheck will be deposited or mailed during the next normal pay period. For employees who involuntarily are terminated from employment, a final paycheck will be available as soon as is required under Colorado law. If there are unpaid obligations to the school, the final paycheck will reflect the appropriate deductions.

DISMISSALS

Any employee whose conduct, actions or performance violates or conflicts with the School's policies may be terminated immediately and without warning.

The following are some examples of grounds for immediate dismissal of an employee:

- Breach of trust or dishonesty
- Conviction of a felony
- Willful violation of an established policy or rule
- Falsification of school records

- Gross negligence
- Insubordination
- Falsifying record of hours worked
- Excessive absenteeism or tardiness
- Deliberate non-performance of work
- Larceny or unauthorized possession of, or the use of, property belonging to any co-worker, visitor or customer of the school
- Unauthorized possession, use or copying of any records that are the property of the school
- Unauthorized posting or removal of notices from bulletin boards
- Marring, defacing or other willful destruction of any supplies, equipment or property of the school
- Fighting or serious breach of acceptable behavior, including use of unprofessional language
- Gambling, conducting games of chance or possession of such devices on the premises during work hours
- Sleeping on duty
- Inappropriate relationships with students

This list is intended to be representative of the types of activities that may result in disciplinary action. The list is neither exhaustive nor comprehensive. This section does not change the employment-at-will relationship between the employee and the school.

In the event of dismissal for misconduct, all benefits will cease at the end of the month of dismissal. COBRA (Consolidated Omnibus Budget Reconciliation Act of 1985) insurance may not be available to anyone dismissed from the school for gross misconduct.

REFERENCES

CMA does not furnish open letters of recommendation addressed “To Whom It May Concern.” If employees receive a call inquiring about a former employee, please refer the caller to Human Resources. Only the HR Manager has the authority to respond to such inquiries. This restriction includes recommendations on social media sites.

SELF REPORTING

All personnel shall self-report, in writing, to the Human Resources Manager within forty-eight (48) hours of any arrests, citations, or charges involving the abuse of a child, the sale and/or possession of a controlled substance, or charges involving sexual misconduct, sexual battery, possession (including e-mail transmissions) or sale of pornography involving minors, and sexual relations with students. Such notice, by itself, shall not be considered an admission of guilt; however, failure to self-report may result in immediate termination of employment.

All personnel whose job duties include driving any kind of vehicle (personal or commercial) as a condition of employment, shall self-report in writing, within forty-eight (48) hours any citations, arrests, or charges involving driving under the influence (DUI) or driving while intoxicated (DWI). In addition, all persons shall self-report, in writing, within forty-eight (48) hours, any conviction, finding of guilt, withholding of adjudication,

commitment to a pretrial diversion intervention program, or entering a plea of guilty or nolo contendere for any criminal offense other than minor traffic violations. DUI and DWI must be reported by all employees with driving job duties.

DRUG & ALCOHOL ABUSE

Manufacture, distribution, dispensation, possession, or use of any illegal drug, alcohol, or controlled substance while on the school's premises is strictly prohibited. These activities constitute serious violations of school policy, because they jeopardize students and staff, by creating unsafe situations and substantially interfere with job performance.

VIOLENCE IN THE WORKPLACE

The school strongly believes that all employees should be treated with dignity and respect, and that disagreements will be solved without violence. Acts of violence will not be tolerated. Any instances of violence must be reported to the employee's Supervisor and/or the Human Resources representative. All complaints will be fully investigated. The school will promptly respond to any incident or suggestion of violence. Violation of this policy will result in disciplinary action, up to and including immediate termination.

ACCIDENTS AND EMERGENCIES

Maintaining a safe work environment requires the continuous cooperation of all employees. The school strongly encourages employees to communicate with fellow employees and their supervisor regarding safety issues. FOR ALL EMERGENCIES CALL 911.

STAFF ACCIDENTS

All employees will be provided care, first-aid and emergency services, as required, for injuries or illnesses while on school premises. Employees should contact their Supervisor and/or 911 in the event of an accident or emergency.

STUDENT ACCIDENTS

Employees must submit an accident form to the Front Office for any type of accident occurring on school grounds, in a classroom or at a school-sponsored event. Accident forms are in the Front Office and must be turned-in the same day (or at the beginning of the day for accidents occurring at night). Employees should always be conscious of their liability in both handling and reporting student injury.

INSPECTIONS

CMA may conduct searches and inspections of any employee or CMA-owned property without notice. Any employee who refuses to submit to a search will be subject to disciplinary action up to and including termination.

COMPUTERS

CMA will provide each teacher and other select staff members a computer. Computers and peripheral devices are for the benefit of the students and advancement of CMA's goals. Faculty are liable for damage (beyond normal wear and tear) to the computers and

peripherals. Additionally, all faculty must follow the email and internet policies for proper use of computers. Employees may use computers for personal purposes only as use does not interfere with job performance or other CMA policies. Computers may not be used for personal business purposes. Any personal files stored on CMA computers become the property of CMA, subject to inspection without notice, and will not be restored to the employee.

E-MAIL POLICY

The email system is the property of CMA. It has been provided by the school for use in conducting school business. All communications and information transmitted by, received from, or stored in this system are records and property of CMA. There is no right to privacy using CMA email and content may be monitored in accordance with federal and state law. Emails must be archived rather than permanently deleted.

INTERNET USE POLICY

Employees may be provided access to the Internet to assist and enhance job performance. The Internet can be a valuable source of information and research; however, use of the Internet must be tempered with common sense and good judgment. Material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful, inappropriate, or offensive may not be downloaded from the Internet or displayed or stored on the school's computers. Employees encountering or receiving this kind of material should immediately report the incident to their Supervisor or the Human Resources Department. Any violation of these policies is grounds for discipline up to and including termination.

SOCIAL MEDIA

Employees must use social media responsibly. Expect that everything on social media will eventually be seen by students. Faculty may not "friend" or make other direct social media connections between their personal accounts and student's personal accounts, unless the student is related to the faculty member. CMA also discourages direct social media connections (including use of Smart Phone aps and other third party software) between faculty and student's family members. Communication with student's family members is better achieved through the established communication channels that CMA provides. Since all faculty members are representatives of the school, CMA expects all communication from CMA employees to be respectful, courteous, and professional.

Faculty may create organizational social media accounts with their supervisor's approval. Such organizational accounts, when managed effectively, can serve to promote CMA and CMA activities, as well as to contribute to information sharing with students, families, and the community. Passwords for organizational social media accounts will be provided to the school.

CHILD ABUSE REPORTING

State law requires that ALL school officials and employees report SUSPECTED child abuse IMMEDIATELY. Failure to do so may result in a fine, imprisonment, and/or liability for damages caused by the abuse.

If ~~you~~ an employee SUSPECTS child abuse ~~YOU~~ they MUST:

- In an emergency, call 911
 - Call the El Paso County Department of Human Services (719-636-0000) and personally file a report, ~~or call 1-844-CO-4-KIDS~~. Record the date, time, and the name of the person to whom you spoke.
- ~~Complete the "Child Abuse Report" form and retain a copy in your files.~~
- Immediately inform your ~~the~~ Supervisor, as well as the grade level counselor of the actions you ~~have~~ taken.
- Your Employee responsibility is not to investigate but to report. When in doubt, report it!

As Department of Defense (DOD) employees, Military Family and Life Counselors, (MFLCs) will follow DOD mandatory reporting guidelines.

USE OF CMA FUNDS

Employees must receive written approval (email acceptable) from their Supervisor and the Director of Finance and Operations prior to spending money for which they will request reimbursement from the CMA. Employees must use the school tax exempt form, as taxes will not be reimbursed. Employees will provide an expense log with accompanying receipts to the Finance Office. Travel via privately owned vehicle will be reimbursed at the federal non-profit mileage rate. CMA Board Financial Policy has primacy over this Handbook.

AMENDMENTS AND REVISIONS

This Handbook may be amended or revised from time to time as the need arises. ~~Users~~ Employees will be provided with copies of all amendments and revisions.

EMPLOYMENT AT WILL POLICY

The school does not offer tenured or guaranteed employment. Either the school or the employee can terminate the employment relationship at any time, with or without cause, and with or without notice.

This at-will employment relationship exists regardless of any other written statements or policies contained in this Handbook or any other school documents or any verbal statements that have been made to the contrary.

GENERAL SCHOOL POLICIES

CLASS COVERAGE

~~All classes require appropriate faculty supervision at all times. Any employee may be asked to cover a class for another teacher due to unique circumstances or emergency. This request will come from the Front Office. Remuneration will be made for each block covered in accordance with school policy and applicable laws.~~

All teachers will be assigned “coverage days.” They will be assigned class coverage during their planning period on days there is a guest teacher shortage or due to illness or emergency. “Coverage teachers” must check with the Front Office at the start of their planning period to see if they are needed for that day. When teachers will not be available on their coverage day, it is the teacher’s responsibility to find another teacher to cover the duty, and to inform the Front Office of the duty change.

TEACHERS’ WORK DAY

Elementary teachers are expected to be in the building from 8:15 a.m. to 3:45 p.m. each day. Middle School teachers are expected to be in the building from 8:00 a.m. to 4:00 p.m. each day and in the halls during all passing periods. If a teacher has an emergency and must leave the building during regular work hours, the teacher must contact the Front Office and their supervisor, if available.

CLASSROOM POLICIES

Establishing clear expectations for your cadets at the beginning of the school year will enhance their experience and make your job more enjoyable. An electronic copy of your classroom policies must be on file with the Assistant Principal no later than the first Friday after school begins.

GRADING POLICIES

The most important factor in the many systems of grading is that the cadet, parent and teacher have a mutual understanding of the basis upon which a grade is earned. Teachers are to explain the grading system both verbally and in writing at the beginning of each semester. Teachers are expected to maintain accurate grades and timely post them on the PowerSchool grading program for cadet and parent review. Failure to do so will be considered a professional performance concern.

GRADES/PERFORMANCE AND INFORMING PARENTS

Parents/guardians appreciate communication with their child’s teacher. Contact parents to report outstanding achievement, difficulties or attendance concerns. If you see a dramatic change in a cadet’s performance, contact the parent/guardian. When in doubt, talk to the parent/guardian. When staff members receive a phone call requesting a return phone call or e-mail, the employee will make return communication within 24 hours. Teachers are expected to communicate with parents/guardians of cadets who will be receiving a “D” or “F” or equivalent standards-based grade prior to those marks being issued. When a teacher contacts parents by phone, he/she will complete a “phone log” documenting the specifics of the call.

CADET ATTENDANCE AND TARDY REPORTING

Cadet attendance will be recorded directly into PowerSchool by the classroom teacher. Mark any cadet absent who is not physically present. Should a student arrive tardy, change the attendance reporting in PowerSchool. Middle School cadets who miss more than half of a class period are considered absent. Attendance will be taken within 15 minutes of the start of each period or day.

CLASSROOM SUPERVISION RESPONSIBILITIES

Teachers are responsible for supervising cadets in their classes. All teachers are

expected to remain in their classrooms whenever cadets are present. An unsupervised classroom creates a liability risk for the teacher and school. ~~Teacher Assistants may supervise a classroom for no more than 5 minutes, unless a longer time period is approved by the Principal or designated representative.~~ Cadets may not be left unsupervised in the hallway. During passing periods, teachers are expected to be in the hallways supervising students.

~~GUEST SPEAKER GUIDELINES~~

~~Teachers and administrators will ensure that the presentation adheres to all school guidelines. Employees scheduling a guest speaker must receive approval from their Supervisor. It is the responsibility of the employee arranging the speaker to ensure the speaker is directly supervised by a staff member at all times in the school. Guest speakers and other visitors must sign-in at the Front Office.~~

PLEDGE OF ALLEGIANCE

In accordance with Colorado law, CMA shall provide an opportunity each school day for willing cadets to recite the Pledge of Allegiance. Any person not wishing to participate in the recitation of the Pledge of Allegiance shall be exempt from reciting the Pledge but will follow proper military decorum and stand while the pledge is being recited by other students. ~~The principal will call parents to notify them that their cadet refuses to recite the pledge.~~

~~ANNOUNCEMENTS~~

~~Announcements may be available on e-mail, over the projection system or over the P.A. system. Staff members requesting an announcement must fill out the proper form in the Front Office and submit the form to the Principal's secretary prior to 8:00 a.m. on the date the announcement is to be read. Cadets submitting requests for announcement will include the signature of a teacher or administrator overseeing or approving the message. Employees are required to post daily announcements and make them available to cadets.~~

ASSEMBLIES

~~Assemblies are an important part of our cadets' educational process and will be scheduled to meet specific needs. Teachers will attend and supervise all assemblies involving the grade level they teach.~~

HANDBOOK ACKNOWLEDGEMENT

By signing below, I acknowledge that I have received a copy of the CMA Employee Handbook. I also acknowledge that I understand that this Handbook replaces any and all prior verbal and written communications regarding CMA working conditions, policies, procedures and appeal processes.

I acknowledge that I have read and understand the policies established in this Handbook, and I agree to act ~~in~~-accordingly. I acknowledge that my employment with CMA is at-will and either the school or myself can terminate the employment relationship at any time, with or without cause, and with or without notice. I understand that if I have questions or concerns at any time about the Handbook, I will consult my immediate Supervisor, or a Human Resources representative.

Print Name: _____

Signature: _____ **Date:** _____