
CAPSTONE CLASSICAL ACADEMY
CAREER HANDBOOK



2018-2019

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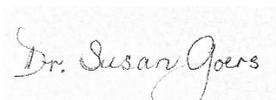
Welcome to Capstone Classical Academy!

We are overjoyed that you have joined the Capstone Classical Academy team! You have a valuable contribution to make to the education of our scholars and we sincerely hope that you will find your employment with our organization to be a professionally rewarding experience. We look forward to working with you in preparing our scholars to become exemplary citizens who master skills in an environment of practiced virtues. You have joined an organization that is committed to its core virtues and mastery-based system. We believe that ensuring a strong foundation for our scholars prepares them for a vocational career or university experience upon graduation.

As a new member of the Capstone Classical Academy team, you were hired for your specific education, experience, and commitment to the classical model of education. With your dedication to our vision and mission, we know Capstone Classical Academy will continue to thrive in northern Utah for years to come.

This Employee Handbook should provide answers to your questions related to our benefit programs, policies, and procedures. If any part of this handbook is unclear, please discuss the matter with your supervisor or administrative staff.

Sincerely,

A handwritten signature in cursive script that reads "Dr. Susan Goers". The signature is written in black ink on a light-colored, slightly textured background.

Dr. Susan Goers
Director, Capstone Classical Academy

About this Handbook

This handbook has been written to serve as the guide for the employer/employee relationship. This handbook applies to faculty and staff at Capstone Classical Academy. In addition, certain individuals who are not employees of Capstone Classical Academy but who nevertheless work on premises, such as independent contractors and employees of the local school district or board of education and volunteers, are also expected to comply with the terms and conditions of this handbook to the extent that it sets standards of conduct for individuals who work on premises. Unless otherwise indicated, a benefit, policy, program, or procedure applies or is available to all employees.

This handbook contains only general information and guidelines. It 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, please address your specific questions to your supervisor or the Director. You are responsible for reading, understanding, and complying with the provisions of this manual. Our objective is to provide you with a work environment that is constructive to both personal and professional growth. Changes will be effective on the dates determined by administrative staff and/or the board of directors, and after those dates all superseded policies will be null.

Neither this handbook nor any other Capstone Classical Academy document (except an executed employment agreement), confers any right, either express or implied, to remain in Capstone Classical Academy employment, nor does it guarantee any fixed terms and conditions of your employment. Except as otherwise provided in an executed agreement of employment, your employment is not for any specific time and may be terminated at will, with or without cause and without prior notice, by Capstone Classical Academy or you may resign for any reason, at any time.

No supervisor or other representative of Capstone Classical Academy, other than the Director, has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above. Second, the procedures, practices, policies and benefits described here may be modified or discontinued with or without advanced notice. We will try to inform you of any changes as they occur.

Mission Statement

Capstone Classical Academy exists to assist parents in their mission to develop exemplary citizens equipped with analytical thinking skills, virtuous character, and a passion for learning, built upon a solid foundation of knowledge.

Section 1

1.1 EMPLOYMENT APPLICATIONS

We rely upon the accuracy of information contained in the employment application and the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

1.2 OPEN COMMUNICATION

We want to hear from you. Capstone Classical Academy strongly encourages employee participation in decisions affecting them and their daily professional responsibilities. We truly believe that our greatest strength lies in our employees and our ability to work together. To this end, we encourage you to engage in open communication about all aspects of our organization.

Employees are encouraged to discuss with their supervisor any problems or suggestions so appropriate action may be taken. If the supervisor cannot be of assistance, an administrative staff member will be available for consultation and guidance. Capstone Classical Academy cares about employee success and happiness. We, therefore, welcome the opportunity to help employees whenever practical. We do expect employees to fully execute the communications policy with the proper protocol for addressing concerns. Gossip and slanderous commentary are not indicators of an excellent environment. The administration will address any employee who is not

practicing excellence in relationships at CCA and will take necessary action with employees who do not follow protocol. Everyone desires to have a workplace free from drama and confusion. We can all work together to create that environment.

SECTION 2 YOUR EMPLOYMENT

2.1 AT WILL EMPLOYMENT

All employment at Capstone Classical Academy is “at will.” This means that both the employee and Capstone Classical Academy have the right to terminate employment at any time, with or without advance notice and with or without cause. No one other than the director has the authority to alter this arrangement, to enter into an agreement for employment for a specified period of time, or to make any agreement contrary to this policy, and any such agreement must be in writing and must be signed by the director. In addition, at Capstone Classical Academy, we hold our mentors/instructors in high regard and give them a certain amount of autonomy to do what they do best; teach. However, a mentor/instructor and/or other job description at Capstone Classical Academy may be changed at any given time by the appropriate administrative staff member(s). Nothing in this manual is intended to change this policy. However, Capstone Classical Academy will not discharge an employee who has legitimately invoked the Whistleblower Protection policy; for exercising their right to vote or to their political affiliation; answering the call for military duty; exercising their right of association; answering the call to jury duty; for filing a workers’ compensation claim; or for receiving an order for wage garnishment.

2.2 STATUS

An “employee” of Capstone Classical Academy is a person who regularly works for Capstone Classical Academy on a wage or salary basis. “Employees” may include exempt, non-exempt, regular fulltime, regular part-time, and temporary persons, and others employed with the Capstone Classical Academy who are subject to the control and direction of Capstone Classical Academy in the performance of duties they have been assigned.

EXEMPT

Employees whose positions meet specific criteria established by the Fair Labor Standards Act (FLSA) and who are exempt from overtime pay requirements.

NON-EXEMPT

Employees whose positions do not meet FLSA criteria and who are paid one and one-half their regular rate of pay for hours worked in excess of 40 hours per week.

REGULAR FULL-TIME

Employees who have completed the 30-day probationary period and who are regularly scheduled to work 40 or more hours per week. Generally, they are eligible for the Capstone Classical Academy benefit package, subject to the terms, conditions, and limitations of each benefit program.

REGULAR PART-TIME

Employees who have completed the 30 day probationary period and who are regularly scheduled to work less than 38 hours per week.

TEMPORARY (FULL-TIME or PART-TIME)

Those whose performance is being evaluated to determine whether further employment in a specific position or with Capstone Classical Academy is appropriate or individuals who are hired as interim replacements to assist in the completion of a specific project or for vacation relief. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status until they are notified of a change. They are not eligible for any of Capstone Classical Academy benefit programs.

2.3 CRIMINAL HISTORY AND EDUCATION HISTORY

As a condition of employment, all employees are required to submit to a criminal background check. A criminal history review through Bureau of Criminal Identification, shall be administered. The criminal history review shall include a fingerprint check and simultaneous FBI check. Individuals who refuse to submit to a criminal history review or whose criminal history review reveals that they have been convicted of a crime or have violated the law may not be offered employment and/or may be subject to termination. Individuals whose criminal history review reveals that they have been convicted of a felony will not be offered employment and/or will be terminated. Individuals whose criminal history reveals that they have been convicted of or have pleaded *nolo contendere* to a crime listed in UCA 53-10-108; UCA 53A-1a-512; 53A-3-410; UCA 53A-6-401; UCA 53A-15-1508 will not be offered employment for a position of supervisory or disciplinary authority over school children. No person employed or otherwise associated with Capstone Classical Academy charter school, including members of the Board of Trustees, who has been convicted of or has pleaded *nolo contendere* to a crime related to misappropriation of funds or theft shall be engaged in direct processing of charter school funds.

Employees are required to provide official transcripts or submit to an educational verification search to verify units earned/degree received or in-service hours. These requirements must be completed prior to beginning employment, and the information must be submitted to the Director. To the extent permitted by law, Capstone Classical Academy may require that these costs be borne by the employee. Individuals whose educational background differs from that of the job application will not be considered for employment.

2.4 CONFLICT OF INTEREST AND EMPLOYMENT STATEMENT

Just as Capstone Classical Academy expects the highest personal conduct from our scholars, we expect you to conduct business according to the highest ethical standards of conduct. Employees are expected to devote their best efforts to the interest of Capstone Classical Academy. Business dealings that appear to create a conflict between the interests of Capstone Classical Academy and an employee are unacceptable. Capstone Classical Academy recognizes your right to engage in activities outside of your

employment, which are of a private nature and unrelated to our business. However, you must disclose any possible conflicts so that Capstone Classical Academy may assess and prevent potential conflicts of interest from arising. Please disclose actual or potential conflicts of interest, in writing, to your supervisor. A potential or actual conflict of interest occurs whenever an employee is in a position to influence a decision that may result in a personal gain for the employee or an immediate family member (*i.e.*, spouse or significant other, children, parents, siblings) as a result of the Capstone Classical Academy business dealings.

Although it is not possible to specify every action that might create a conflict of interest, this policy sets forth the ones that most frequently present problems. If you have any question whether an action or proposed course of conduct would create a conflict of interest, you should immediately contact your supervisor to obtain advice on the issue. The purpose of this policy is to protect you from any conflict of interest that might arise. A violation of this policy will result in immediate and appropriate discipline, up to and including immediate termination.

Outside Employment

If you are a full time employee, you are expected to devote full professional effort to your position at Capstone Classical Academy. If you wish to participate in outside work activities such as tutoring or evening teaching, we ask that you provide that information in writing to the Director. Outside work is deemed acceptable as long as the activity does not conflict with Capstone Classical Academy's interest.

In general, outside work activities are not allowed when they:

- Prevent you from fully performing work for which you are employed at Capstone Classical Academy;
- Involve organizations that are doing or seek to do business with Capstone Classical Academy including actual or potential vendors; or
- Violate provisions of law or Capstone Classical Academy ethical standards, policies or rules.

In cases of conflict with any outside activity, your obligations to Capstone Classical Academy must be given priority. Full-time employees are hired and continue in Capstone Classical Academy employment with the understanding that Capstone Classical Academy is their primary employer and that other employment, commercial involvement or volunteer activity which is in conflict with the business interests of Capstone Classical Academy is strictly prohibited. Capstone Classical Academy office space, equipment, and materials are not to be used for outside employment.

Raising scholar achievement is hard work! From time to time Capstone Classical Academy might ask you to work beyond your normally scheduled hours. Capstone Classical Academy asks that full-time employees perform this work when requested, within reason. Examples may be a particular competition, evening event at the academy, or offsite training. Employees will be remunerated appropriately for taking on extra tasks.

2.5 IMMIGRATION LAW COMPLIANCE

Capstone Classical Academy employs only United States citizens and those non-U.S. citizens authorized to work in the United States in compliance with the Immigration Reform and Control Act of 1986.

Each new employee as a condition of employment must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with Capstone Classical Academy within the past three years or if their previous I-9 is no longer retained or valid.

2.6 WORK PRODUCT OWNERSHIP

Please be aware that Capstone Classical Academy retains legal ownership of the product of your work while employed with us. All product created while employed by Capstone Classical Academy will be shared between the academy and the individual, even after employment by Capstone Classical Academy has been terminated or the relevant project completed. This includes written and electronic documents, audio and video recordings,

system code, and also any concepts, ideas, or other intellectual property developed for Capstone Classical Academy, regardless of whether the intellectual property is actually used by Capstone Classical Academy. Although it is acceptable for you to display and/or discuss a portion or the whole of certain work product as an example in certain situations (*e.g.*, on a resume), please bear in mind that information classified as confidential must remain so even after the end of employment, and that supplying certain other entities with certain types of information may constitute a conflict of interest. In any event, it must always be made clear that work product is shared between the employee and Capstone Classical Academy.

2.7 PUBLIC RELATIONS

The success of Capstone Classical Academy depends upon the quality of relationships between Capstone Classical Academy, its employees, scholars, parents and the general public. The public impression of Capstone Classical Academy and its interest in Capstone Classical Academy will be formed, in part, by Capstone Classical Academy employees. Capstone Classical Academy employees are ambassadors. The more goodwill an employee promotes, the more employees, scholars, parents and the general public will respect and appreciate the employee, Capstone Classical Academy and Capstone Classical Academy services.

There are several things employees can do to help leave people with a good impression of Capstone Classical Academy. These are the building blocks for our continued success and include:

- Communicate with parents regularly.
- Act competently and deal with others in a courteous and respectful manner.
- Communicate pleasantly and respectfully with other employees at all times, including social media platforms.
- Follow up on requests and questions promptly, provide businesslike replies to inquiries and requests, and perform all duties in an orderly manner.
- Respond to e-mail and voice mail communication within 24 hours during the workweek.

- Take great pride in their work and enjoy doing their very best.
- Maintain a high standard of ethics in all circumstances.

2.8 WHISTLEBLOWER POLICY

Capstone Classical Academy is committed to maintaining a workplace where employees are free to raise good faith concerns regarding the business practices, specifically: (1) reporting suspected violations of the law, including but not limited to federal laws and regulations; (2) providing truthful information in connection with an inquiry or investigation by a court, agency, law enforcement, or other government body; and (3) identifying potential violations of Capstone Classical Academy, specifically the policies contained in the Capstone Classical Academy employee handbook.

An employee who wishes to report a suspected violation of law or Capstone Classical Academy policy may do so confidentially by contacting the director, or in the case of the director being at fault, the Chairman of the Board.

Capstone Classical Academy expressly prohibits any form of retaliation, including harassment, intimidation, adverse employment actions, or any other form of retaliation, against employees who raise suspected violations of law, cooperate in inquiries or investigations, or identify potential violations of Capstone Classical Academy. Any employee who engages in retaliation will be subject to discipline, up to and including termination.

Any employee who believes that he or she has been subjected to any form of retaliation as a result of reporting a suspected violation of law or policy should immediately report the retaliation to one of the following: the employee's immediate supervisor, or the director. Anyone who receives a complaint of retaliation must immediately inform the Chairman of the Board.

Reports of suspected violations of law or policy and reports of retaliation will be investigated promptly and in a manner intended to protect confidentiality, consistent with a full and fair investigation. The director and a member of Capstone Classical

Academy Board of Directors will conduct or designate other internal or external parties to conduct the investigations. The investigating parties will notify the concerned individuals of their findings directly.

SECTION 3

EMPLOYMENT POLICIES AND PROCEDURES

3.1 EQUAL EMPLOYMENT OPPORTUNITY

Equal employment opportunity is a fundamental principle at Capstone Classical Academy, where employment is based upon personal qualifications without discrimination because of race, color, religion, sex, national origin, age, disability, political affiliation or belief, or any beneficiary of any program financially assisted under Title 1 of the Workforce Investment Act of 1988 (WIA) on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or on the basis of his/her participation in any Utah Department of Labor program or activity veteran status, pregnancy or any other protected characteristic as established by law.

This policy of Equal Employment Opportunity applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, termination and all other terms and conditions of employment.

The director has overall responsibility for this policy and maintains reporting and monitoring procedures. Employees' questions or concerns should be referred to their supervisor or the director.

Appropriate disciplinary action may be taken against any employee willfully violating this policy.

3.2 DISABILITY ACCOMODATION

Capstone Classical Academy is committed to complying with all applicable provisions of federal, state and local laws prohibiting discrimination on the basis of disability. It is Capstone Classical Academy policy not to discriminate against any qualified

employee or applicant with regard to terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with this policy of nondiscrimination, Capstone Classical Academy will provide reasonable accommodations to a qualified individuals with a disability who has made Capstone Classical Academy aware of his or her disability, provided that such accommodation does not constitute an undue hardship on Capstone Classical Academy. Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact the Director. Capstone Classical Academy encourages individuals with disabilities to request reasonable accommodation.

Consistent with the non-discrimination in employment policy, all scholars of Capstone Classical Academy are accorded rights and privileges, and have access to programs and activities made available to them at Capstone Classical Academy in a non-discriminatory manner. Capstone Classical Academy does not discriminate in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs. All testing and evaluation materials and procedures used for the purpose of evaluation, testing, assessments and/or for placement of children with disabilities are selected and administered so as not to be discriminating.

3.3 HARASSMENT

It is the policy of Capstone Classical Academy to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, age, disability, marital status, citizenship or any other characteristic protected by law. Capstone Classical Academy prohibits any such discrimination or harassment. It is our mission to provide a professional work and learning environment free of harassment that maintains equality, dignity, and respect for all. It shall be a violation of this policy for any scholar, mentor, instructor, administrator, or other employee of CCA to harass a scholar, mentor/instructor, administrator, or other employee through conduct or other communication. This policy applies to all applicants and employees, whether related to conduct by fellow employees or someone not directly connected to Capstone

Classical Academy (e.g., an outside vendor, consultant or customer). Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

What is Harassment?

Harassment can take many forms. As used in this Employee Handbook, the term “harassment” includes:

- Offensive remarks, comments, jokes or slurs pertaining to an individual’s race, religion, sex, age, national origin or ancestry, disability, citizenship, veteran status or any other protected status defined by law.
- Offensive sexual remarks, sexual advances, flirtations, or requests for sexual favors regardless of the gender of the individuals involved.
- Offensive physical conduct, including touching, regardless of the gender of the individuals involved, including threats of harm, violence or assault.
- Offensive pictures, drawings or photographs or other communications, including e-mail. Threatening reprisals of an employee’s refusal to respond to requests for sexual favors or for reporting a violation to this policy.

Unwelcome sexual advances, requests for sexual favors and other verbal physical conduct of a sexual nature, regardless of gender, when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment.
- Submission to, or rejection of, such conduct by an individual is used as a basis of employment decisions affecting such individual.
- Such conduct has the purpose or effect of substantially interfering with the individual’s work performance or creating an intimidating, hostile or offensive working environment.

Responsibility

All Capstone Classical Academy employees have a responsibility for keeping our work environment free of harassment.

Reporting

Capstone Classical Academy encourages reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been the victim of such conduct should discuss concerns with their immediate supervisor or the director. In addition, Capstone Classical Academy encourages individuals who believe they are being subjected to such conduct promptly to advise the offender that his or her behavior is unwelcome and request that it be discontinued. Often this action alone will resolve the problem. Capstone Classical Academy recognizes, however, that an individual may prefer to pursue the matter through informal or formal complaint procedures.

Every effort will be made to keep such reports as confidential as possible, although it is understood that an investigation will normally require the involvement of third parties. Capstone Classical Academy is serious about enforcing its policy against harassment. However, Capstone Classical Academy cannot resolve a harassment problem it does not know about. Therefore, employees are responsible for bringing any such problems to Capstone Classical Academy's attention so it can take whatever steps are necessary to correct the problems.

Investigation/Complaint Procedure

All complaints of harassment will be promptly investigated. If the investigation substantiates the accusations, the appropriate corrective action will be taken. This may include, but not be limited to, reprimand, suspension or dismissal, depending on the nature and severity of the offense. Appropriate action will also be taken in the event the accusations are intentionally false or malicious in intent.

Informal Procedure: If an individual does not wish to address the offender directly, or if such action does not successfully end the offensive conduct, the individual should notify his/her immediate supervisor and/or the director, who may, if the individual so requests, talk to the alleged offender on the individual's behalf. In addition, there may

be instances an individual seeks only to discuss matters with one of the Capstone Classical Academy designated representatives, and such discussion is encouraged. An individual reporting harassment, discrimination or retaliation should be aware; however, that Capstone Classical Academy may decide it is necessary to take action to address such conduct beyond an informal discussion. This decision will be discussed with the individual. The best course of action in any case will depend on many factors and, therefore, the informal procedure will remain flexible. Moreover, the informal procedure is not a required first step for the reporting individual.

Formal Procedure: As noted above, individuals who believe they have been the victims of conduct prohibited by this policy statement or believe they have witnessed such conduct should discuss their concerns with the director. Capstone Classical Academy encourages the prompt reporting of complaints or concerns so constructive action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. Confidentiality will be maintained throughout the investigatory process consistent with adequate investigation and appropriate corrective action. Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay or termination, as Capstone Classical Academy believes appropriate under the circumstances. If a party to a complaint does not agree with its resolution, that party may appeal to Capstone Classical Academy Chairman of the Board. False and malicious complaints of harassment, discrimination or retaliation as opposed to complaints, which,

even if erroneous, are made in good faith, may be the subject of appropriate disciplinary action.

Retaliation

Retaliation against an individual for reporting a harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy, and like harassment or discrimination itself will be subject to disciplinary action. Acts of retaliation should be reported immediately and will promptly be investigated and addressed.

Conclusion

This policy was developed to ensure that all employees can work in an environment free from harassment, discrimination and retaliation. Capstone Classical Academy will make every reasonable effort to ensure that all concerned are familiar with these policies and aware that any complaint in violation of such policies will be investigated and resolved appropriately. Any employee who has questions or concerns about these policies should talk with the director. Finally, these policies should not, and may not, be used as a basis for excluding or separating individuals of a particular sex, or any other protected characteristic, from participating in business or work-related social activities or discussions. In other words, no one should make the mistake of engaging in discrimination or exclusion in order to avoid allegations of harassment. The law and the policies of Capstone Classical Academy prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges and perquisites of employment. The prohibitions against harassment, discrimination and retaliation are intended to complement and further those policies, not to form the basis of an exception to them.

3.4 GRIEVANCE PROCEDURE

The grievance procedure is a process by which an employee of Capstone Classical Academy can bring workplace concerns to upper levels of management. This is a formal process and requires rules be strictly followed. Failure to follow procedures will

forfeit your right to this process. In the event of a dispute involving employment practices or the enforcement of the personnel policies contained in this Employee Handbook, and after a good faith effort with the supervisor to thoroughly resolve the dispute, all employees may submit their grievance following the procedures outlined below. The good faith effort shall be documented, including problem identification, possible solutions, selection of resolution, timeline for implementation, and follow-up. This documentation will be included in the personnel file. Failure to follow the procedures and timelines below constitutes a waiver of the employee's right to grieve.

Non-Grievable Issues

The following issues are not eligible for processing through the Capstone Classical Academy Employee Grievance Procedure:

- Issues which are pending or have been concluded by the Utah Commission on Equal Opportunity, or through other administrative or judicial procedures.
- Performance responsibilities, expectations, and evaluations.
- Temporary work assignments.
- Budget and organizational structure, including the number or assignments of positions in any organizational unit.
- The selection of an individual to fill a position, unless it is alleged that the selection is in violation of an agency's written policy.
- Termination, demotion, reassignment, furlough, layoff from duties because of lack of work, or other actions resulting from a reduction in the work force or job abolition.

If the subject of your grievance is related to any of the areas listed above, your grievance cannot be processed through the Employee Grievance Procedure.

A grievance can have up to four steps. (1) grievance statement; (2) qualification for hearing, (3) hearing; and (4) review of the hearing decision. Not all grievances are qualified for a hearing.

Step 1: The employee may submit his/her grievance in writing either by email or pre-printed grievance forms to the Capstone Classical Academy Administrative Committee within seven calendar days of a failed good faith effort to resolve the dispute. The committee is comprised of the director, the assistant director and the head counselor.

Step 2: Within fourteen calendar days of receipt of the written grievance, the Administrative Committee will inform the employee of the decision to schedule a formal meeting. If a formal meeting is scheduled, it will take place at a mutually convenient time and location for discussion of the complaint with all parties involved, but no later than twenty days after receipt of the written grievance and after notification to the employee.

Step 3: The Administrative Committee will hold a hearing and render a decision, as established by a majority vote of the members of the Administrative Committee. If the director or any member of the Administrative Committee is an involved party, he/she will be precluded from hearing the grievance and participating in the decision. In this case the Chairman of the Board will take the third position on the committee. The decision shall be rendered within seven calendar days of completion of the final hearing. Any such proceedings shall be conducted in closed session, unless otherwise requested by the employee. The employee may not have counsel present at the hearing. In the event that additional information, investigation, or hearings are necessary after the initial hearing, the hearing may be continued and the final decision shall be made within seven calendar days of the last committee hearing.

Step 4: The decision of the Administrative Committee shall be final unless appealed by the employee to the Chairman of the Board, who may review and recommend modification of the decision to the Administrative Committee. A request for an appeal must be submitted to the Chairman of the Board within seven calendar days of the

decision of the Administrative Committee. After receiving an appeal request, the Chairman shall schedule a meeting with the Administrative Committee to consider such an appeal as soon as practical. Any employee or affiliate, who is an interested party, shall excuse themselves from any reviews of Administrative Committee decisions. Any such proceedings shall be conducted in closed session, unless requested otherwise by the employee. The employee may not have counsel participate in any such proceedings. Written notice of the result of the review shall be sent to the employee and the members of the Administrative Committee within 7 working days.

3.5 SUBSTANCE ABUSE POLICY

Capstone Classical Academy is committed to providing a safe and productive workplace for its employees. In keeping with this commitment, the following rules regarding alcohol and drugs of abuse have been established for all staff members, regardless of position, including both regular and temporary employees. The rules apply during working hours to all employees of Capstone Classical Academy and while they are on Capstone Classical Academy business.

- The manufacture, distribution, possession, sale, or purchase of a controlled substance of abuse on Capstone Classical Academy property is prohibited.
- Being under the influence of illegal drugs, alcohol, or substances of abuse on Capstone Classical Academy property is prohibited.
- Working while under the influence of prescription drugs that impair performance is prohibited.

So that there is no question about what these rules signify, please note the following definitions:

Company property/Capstone Classical Academy Property: All Company owned or leased property used by employees.

Controlled substance of abuse: Any substance listed in Schedules I-V of Section 202 of the Controlled Substance Act, as amended.

Drug: Any chemical substance that produces physical, mental, emotional, or behavioral change in the user.

Drug paraphernalia: Equipment, a product, or material that is used or intended for use in concealing an illegal drug, or otherwise introducing into the human body an illegal drug or controlled substance.

Illegal drug:

- a. Any drug or derivative thereof whose use, possession, sale, transfer, attempted sale or transfer, manufacture, or storage is illegal or regulated under any federal, state, or local law or regulation.
- b. Any drug, including, but not limited to, a prescription drug, used for any reason other than that prescribed by a physician.

Under the Influence: A state of not having the normal use of mental or physical faculties resulting from the voluntary introduction into the body of an alcoholic beverage, drug, or substance of abuse.

Consistent with the rules above, any of the following actions constitutes a violation of the Capstone Classical Academy policy on drugs and may subject an employee to disciplinary action, up to and including immediate termination. Using, selling, purchasing, transferring, manufacturing, or storing an illegal drug or drug paraphernalia, or attempting to or assisting another to do so, while in the course of employment. Working or reporting to work, conducting business or being on Capstone Classical Academy property while under the influence of an illegal drug or alcohol, or in an impaired condition.

3.6 SMOKING

The use of tobacco products is not permitted when on the Capstone Classical Academy premises or while conducting business in relation to Capstone Classical Academy (conferences, training, etc.).

3.7 NON-DISCLOSURE/CONFIDENTIALITY

The protection of confidential business information is essential to the interests and success of Capstone Classical Academy. Such confidential information includes, but is not limited to, the following examples:

- Compensation data

- Financial information
- Marketing strategies
- Pending projects and proposals
- Proprietary production processes
- Personnel/Payroll records, and
- Conversations between any persons associated with the company

All employees are required to sign a non-disclosure agreement as a condition of employment.

Employees who improperly use or disclose trade secrets or confidential business information will be subject to disciplinary action, including termination of employment and legal action, even if they do not actually benefit from the disclosed information. Once again, a culture of excellence respects confidentiality. Capstone promotes a culture of excellence.

3.8 NEW EMPLOYEE ORIENTATION

Orientation is a formal welcoming process that is designed to make new employees feel comfortable, informed about the company, and prepared for their position. New employee orientation is conducted by the director and includes an overview of the Capstone Classical Academy history, an explanation of the Capstone Classical Academy core virtues, vision, and mission; and company goals and objectives. In addition, the new employee will be given an overview of benefits, tax, and legal issues, and complete any necessary paperwork.

3.9 PROBATIONARY PERIOD FOR NEW EMPLOYEES

The probationary period for regular full-time and regular part-time employees lasts up to 90 days from date of hire. During this time, employees have the opportunity to evaluate Capstone Classical Academy as a place to work and management has its first priority to evaluate the employee. During this probationary period, both the employee and Capstone Classical Academy have the right to terminate employment without advance notice.

3.10 PERSONNEL FILES

Employee personnel files include the following: job application, job description, résumé, participation in training events, salary history, disciplinary action and documents related to employee performance reviews, coaching, and mentoring.

Personnel files are the property of Capstone Classical Academy and access to the information is allowed with prior notice. Management personnel of Capstone Classical Academy who have a legitimate reason to review the file are allowed to do so.

Employees who wish to review their own file should contact the director. With reasonable advance notice, the employee may review his/her personnel file in the Capstone Classical Academy office and in the presence of his/her supervisor.

3.11 PERSONNEL DATA CHANGES

It is the responsibility of the employee to promptly notify the director and front office personnel of any changes in personal data such as:

- Telephone numbers
- Name and number of dependents, and
- Individuals to be contacted in the event of an emergency

All employees' personnel data should be accurate and current at all times.

3.12 INCLEMENT WEATHER/EMERGENCY CLOSINGS

At times, emergencies such as severe weather, fires, or power failures can disrupt company operations. The decision to close the academy will be made by the director and communicated on the website and through the use of Remind. Office personnel will attempt to contact each employee in a timely manner.

When the decision is made to close the office, employees will receive official notification from their supervisors.

Time off from scheduled work due to emergency closings will be unpaid for all non-exempt employees. However, if employees would like to be paid, they are permitted to use vacation time if it is available to them.

Please listen to local news and radio reports. In general, Capstone Classical Academy will make closure decisions based on the best information available on a given day. Days that Capstone Classical Academy is closed due to inclement weather may create a need to extend the school year or shorten holiday breaks.

SECTION 4 PERFORMANCE

4.1 EMPLOYEE PERFORMANCE REVIEW AND PLANNING SESSIONS

Supervisors will conduct performance reviews with all regular full-time and part-time employees twice annually. Supervisors may conduct informal performance reviews and goal setting sessions more often if they choose.

Performance reviews are designed for the supervisor and employee to discuss current job tasks, encourage and recognize attributes, and discuss positive, purposeful approaches for meeting work-related goals. Together, employee and supervisor discuss ways in which the employee can accomplish goals or learn new skills. The goal setting sessions are designed for the employee and his/her supervisor to make and agree on new goals, skills, and areas for improvement.

Capstone Classical Academy directly links wage and salary increases with performance in a number of areas. Please refer to the Utah Effective Teaching Standards for an overview of expectations for professional mentor/instructors. Your performance reviews and goal setting sessions may have a direct effect on any changes in your compensation. For this reason (among others), it is important to prepare for these reviews carefully, and participate in them fully.

4.2 CORRECTIVE ACTION

Capstone Classical Academy holds each of its employees to work rules and standards of conduct. When an employee deviates from these expectations, Capstone Classical Academy expects the employee's supervisor to take corrective action.

Corrective action is progressive. That is, the action taken in response to a rule infraction or violation of standards typically follows a pattern increasing in seriousness until the infraction or violation is corrected.

The usual sequence of corrective actions includes a documented oral warning, a documented written warning, probation, and finally termination of employment. In deciding which initial corrective action would be appropriate, a supervisor will consider the seriousness of the infraction, the circumstances surrounding the matter, and the employee's previous record.

Though committed to a progressive approach to corrective action, Capstone Classical Academy considers certain rule infractions and violations of standards as grounds for immediate termination of employment. These include but are not limited to: theft in any form, insubordinate behavior, any misconduct concerning a child/scholar, vandalism or destruction of company property, the use of company equipment without prior authorization by administration, untruthfulness about personal work history, skills, or training, divulging business practices, and misrepresentations of Capstone Classical Academy to another employee, a prospective employee, or the general public.

4.3 DISCIPLINE

All employees are expected to meet Capstone Classical Academy standards or work performance. Work performance encompasses many factors including attendance, punctuality, personal conduct, job proficiency and general compliance with Capstone Classical Academy policies and procedures. If an employee does not meet these standards, Capstone Classical Academy may, at sole discretion, take corrective action other than immediate dismissal.

The intent of corrective action is to formally document problems while providing the employee reasonable time 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 Capstone Classical Academy policies and procedures and/or other disciplinary problems.

Warnings:

The supervisor should discuss any problem and present a warning to the employee that clearly identifies the problem and outlines a course of corrective action within a specific time frame. The employee should clearly understand both the corrective action and the consequence (*i.e.*, termination) if the problem is not corrected or recurs. The employee should acknowledge receipt of the warning and include any additional comments of his or her own before signing it. A record of the discussion and the employee's comments should be placed in the employee's file. Employees who have had formal written warnings may not be eligible for salary increases, bonus awards, promotions, leave of absence or transfers during the warning period. Corrective action may include any of a variety of actions depending upon the circumstances and severity of the particular situation.

Corrective actions may be taken at the discretion of management and include any of the following:

- Verbal counseling with the employee, confirmed in writing by the supervisor and placed in the personnel file.
- Written warning, also placed in the employee's personnel file.
- Suspension, which will be confirmed in writing and placed in the employee's personnel file. Suspension is normally used to remove an employee from the organization premises during an investigation, or as a disciplinary action. This may be paid or unpaid. If an employee is suspended, that information will be placed in the personnel file.
- Discharge, which will be documented in the employee's file.

The corrective action process will not always commence with a verbal counseling or include every step. The above options are not to be seen as a process in which one step always follows another. Some acts, particularly those that are intentional or serious, warrant more severe action on the first or subsequent offense. Consideration will be given to the seriousness of the offense, intent and motivation to change the performance, and the environment in which the offense took place.

4.4 STANDARDS OF CONDUCT

The work rules and standards of conduct for Capstone Classical Academy are important, and Capstone Classical Academy regards them seriously. All employees are encouraged to become familiar with the rules and standards. In addition, employees are expected to follow the rules and standards faithfully in doing their own jobs and conducting Capstone Classical Academy business. Please note that any employee who deviates from these rules and standards will be subject to corrective action, up to and including termination (See Section 3.12, Corrective Action).

While not intended to list all forms considered unacceptable in the workplace, the following are examples of rule infractions or misconduct that may result in disciplinary action, including termination of employment.

- Theft or inappropriate removal or possession of property;
- Falsification of timekeeping records (See Section 5.2, Timekeeping);
- Working under the influence of alcohol or illegal drugs (See Section 4.6, Substance Abuse);
- Fighting or threatening violence in the workplace;
- Boisterous or disruptive activity in the workplace;
- Negligence or improper conduct leading to damage of Capstone Classical Academy-owned or stakeholder-owned property;
- Insubordination or other disrespectful conduct;
- Violation of safety or health rules;
- Smoking in the workplace

- Sexual or other unlawful or unwelcome harassment (See Section 4.3, Harassment, Including Sexual Harassment);
- Excessive absenteeism or any absence without notice (See Section 4.1, Attendance/Punctuality and 4.2, Absence without Notice);
- Unauthorized use of telephones, or other Capstone Classical Academy-owned equipment (See Section 4.4, Telephone Use);
- Using Capstone Classical Academy equipment for purposes other than business (i.e. playing games on computers or personal Internet usage);
- Unauthorized disclosure of Capstone Classical Academy “secrets” or confidential information.
- Violation of personnel policies; and
- Unsatisfactory performance or conduct.

4.5 PHYSICAL CONTACT WITH SCHOLARS AND OTHER STAFF MEMBERS

Under Utah Law, a touching is a battery, and illegal, if there is an intentional use of force or violence upon the person of another; or the intentional administration of a poison or other noxious liquid or substance to another. To establish battery, Utah courts have held that it is sufficient if the actor intends to inflict an offensive contact without the other’s consent. There is no requirement for maliciousness or intent to inflict actual damage. The essential element of a battery is physical contact, whether injurious or merely offensive, and a battery may be committed by touching another through the clothing. It is the policy of Capstone Classical Academy that no mentor/instructor or staff member will use corporal punishment against a scholar. This prohibition includes spanking, slapping, pinching, hitting or the use of any other physical force as retaliation or correction for inappropriate behavior. While the use of appropriate touching is part of daily life and is important for scholar development, a mentor/instructor and staff member must ensure that they do not exceed appropriate behavior. If a child or other staff member specifically requests that he or she not be touched, then the request must be honored without question. If the child or other staff member has not requested that they not be touched, then the following forms of touching are considered appropriate:

- Hugs initiated by the scholar

- Hugs given with permission
- Pats on the shoulder or back
- Handshakes
- “High fives” and hand slapping
- Touching shoulders and arms around the shoulder area
- Touching face to check temperature, wipe away a tear, and remove hair from face or other similar types of contact for similar purposes
- Arms around shoulders
- Reasonable self defense
- Reasonable restraint of a violent person to protect others or property

Except as discussed above, the following forms of touching are never appropriate:

- Inappropriate or lengthy embraces
- Kisses on the mouth
- Corporal punishment
- Sitting scholars on one’s lap
- Touching buttocks, chest or genital areas
- Pushing a person or another person’s body part (other than in self-defense, defense of another or property)
- Showing affection in isolated areas
- Wrestling with scholars or other staff-members
- Bench-pressing another person
- Tickling
- Piggyback rides
- Massages
- Any form of unwanted affection
- Any form of sexual contact
- Poking fingers at another person that results in an offensive contact

This policy does not prevent touching a scholar for the purpose of guiding them along a physical path, helping them up after a fall, engaging in a rescue or the application of Cardio Pulmonary Resuscitation (CPR) or other emergency first-aid. Nor does it prohibit the use of reasonable force and touching in self-defense or in the defense of another. Restraining a child who is trying to engage in violent or inappropriate behavior is also allowed. Only such force as necessary to defend one's self or another or to protect property is legally allowed. Excessive force is prohibited. In Utah, an assault is an attempt to commit a battery or the intentional placing of another in reasonable apprehension of receiving a battery.

Consequently, an attempt to violate this policy or placing another person in reasonable apprehension that they will be victim of the acts prohibited under this policy is also prohibited. A reasonable apprehension normally includes an overt act, but words alone may be sufficient to violate this policy if the words uttered were such that under the circumstances it could be reasonably assumed that physical contact would be attempted. Violation of this policy could subject the mentor/instructor or staff member to discipline to include termination for cause. The victim may also choose to bring civil or criminal charges against the violator. This policy must necessarily be somewhat flexible. An accidental touch is never inappropriate provided it is a true accident. It is impossible to define each and every instance when touching is inappropriate. Mentor/instructors and staff members should apply the rules of common sense in the circumstances they find themselves.

4.6 REPORTING CHILD ABUSE

Pursuant to U.C.A. Section 62A-4a-403, 62A-3-302

Important information in the Abuse and Neglect Reporting Laws:

1. Any person, including, but not limited to, any social worker, physician, psychologist, nurse, teacher, or employee, who has a reason to believe that any person has been subject to abuse, neglect, or exploitation, shall immediately notify the nearest peace officer, law enforcement agency, or protective services agency.

2. Anyone who, in good faith, makes such a report shall be immune from civil liability in connection with the report.
3. When the initial report is made to the peace officer or law enforcement agency, such officer or agency shall immediately notify the nearest protective services agency and the agency shall initiate protective service procedures as provided in this chapter. When the initial report is made to the protective services agency, and it appears that the abuse, neglect, or exploitation has caused serious injury or a serious imposition on the rights of the person, the agency shall immediately notify the local law enforcement agency, which shall initiate an investigation, and in cooperation with the protective services agency, initiate appropriate protective service procedures.
4. Any person required to report a suspected case of abuse, neglect, or exploitation, who willfully fails to do so, is guilty of a class B misdemeanor.
5. Any person who abuses, neglects, or exploits, is guilty of a third degree felony.

4.7 CONFIDENTIALITY TO ACCESS CHILDREN'S RECORDS

All information contained in a scholar's records, including information contained in an electronic database, is confidential and maintained in accordance with the Family Educational Rights and Privacy Act. These records are the property of Capstone Classical Academy, whose responsibility it is to secure the information against loss, defacements, tampering or use by unauthorized persons.

Please do not speak about children in hallways or public areas. The information about children is confidential and must not be discussed in the outside community. No child's files are permitted to be taken off premises unless granted specific permission by the director.

Only mentor/instructors, administrative and office personnel at Capstone Classical Academy are permitted to review the children's files. When a file is requested from the main office, it must be signed out and returned the same day. Files may not be copied without express authorization from the director or their designee. If a file is needed by 8:00 a.m. the following morning, you must request this file the day before, not later

than 2:30 p.m. and that file will be pulled and ready for you when you arrive the following day.

Please do not remove any materials from any scholar's file. Files may not leave the building without specific written authorization from the director or their designee. If you request a scholar's file, you will be responsible for the contents within that scholar's file.

LIABILITY:

The effective mentor/instructor is concerned for the welfare of scholars and takes measures to insure their welfare. Nevertheless, it is well to be aware of the possible consequences of negligence.

The mentor/instructor is legally responsible to act in a reasonable and prudent manner at all times. Specifically the mentor/instructor must do the following:

1. Never leave scholars unsupervised. Leaving a classroom without another responsible adult present is leaving scholars unsupervised.
2. Require scholars to conduct themselves in an orderly, safe manner and administer such disciplinary actions as are reasonable and proper in any situation involving scholar misconduct.
3. Report any unsafe condition in the room or on campus to the director or assistant director so that it may be corrected.
4. Strictly adhere to all stated policies of the district and of the individual school.

Failure by mentors/instructors to meet their responsibilities may have severe consequences, e.g., revocation of their license, criminal charges, etc. Additionally, mentors/instructors may be held legally liable for negligence in the performances of their duties.

SECTION 5 ATTENDANCE

5.1 ATTENDANCE/PUNCTUALITY

The presence of each Capstone Classical Academy team member is of critical importance to the successful operation of Capstone Classical Academy. Therefore, Capstone Classical Academy expects all of its employees to be on time, ready to begin work at the beginning of their day, and to work the full time in which they are assigned. Capstone Classical Academy reserves the right to assign team members to jobs other than their usual assignment when necessary, provided the employee is capable of performing the essential functions of the alternate assignment. Non-exempt employees should not work before (or after) their scheduled hours unless specifically authorized for each occurrence by their supervisor. Non-exempt employees should not work while on scheduled nonpaid lunch break, unless specifically assigned by the supervisor. Employees violating these rules may be subject to disciplinary action up to and including, termination.

5.2 ATTENDANCE WITHOUT NOTICE

From time to time, it may be necessary for employees to be absent from work. Capstone Classical Academy is aware that emergencies, illnesses, or pressing personal business that cannot be scheduled outside an employee's work hours may arise. Paid time off (PTO) has been provided for this purpose. Employees who are unable to report to work, or who will arrive late, should contact their Supervisor and inform him/her of their situation. Employees who know in advance that they will need to be absent should request this time off directly from the director. Employees who are unable to call in themselves because of an illness, emergency or for some other reason, should have someone call for them. Employees who are absent because of an illness for three or more consecutive days may be asked by the director or immediate supervisor to submit written documentation from their doctor stating that they are able to resume normal work duties before they will be allowed to return to work. A consistent pattern of questionable absences can be considered excessive, and may be cause for concern. In addition, excessive lateness or leaving early without informing administration will a

“lateness pattern” and may carry the same weight as an absence. Other factors, like the degree and reason for the lateness taken into consideration. Three consecutive days of no call/no show is considered a voluntary termination. Supervisor’s will make a note of an employee’s absence or lateness, and his or her reasons, and have it placed in the employee’s personnel file. Employees should be aware that excessive absences, lateness or leaving early may also lead to disciplinary action, up to and including termination. Note: Please see section 4.3 Discipline for Capstone Classical Academy discipline procedure.

SECTION 6

WAGE AND SALARY POLICIES

6.1 BASIS FOR DETERMINING PAY

Several factors may influence your rate of pay. Some of the items Capstone Classical Academy considers are the nature and scope of your job, what other employers pay their employees for comparable jobs (external equity), what Capstone Classical Academy pays employees in comparable positions (internal equity), as well as Capstone Classical Academy performance. It is Capstone Classical Academy’s goal to have a current Job Description on hand that broadly defines your job responsibilities.

6.2 WAGE OR SALARY INCREASES

Each employee’s hourly wage or annual salary will be reviewed at least once each year. The employee’s review date will usually be conducted on or about the end of April each year. Such reviews may be conducted more frequently for a newly created position, or based on a recent promotion.

Increases will be determined on the basis of performance, adherence to company policies and procedures, and ability to meet or exceed duties per job description and achieve performance goals (See Section 3.10, Performance Review/Goal Setting Sessions).

6.3 TIMEKEEPING

Non-Exempt Employees: Accurately recording time worked is the responsibility of every nonexempt employee. Time worked is the time actually spent on a job(s) performing assigned duties. Capstone Classical Academy will not pay for extended breaks or time spent on personal matters. Nonexempt employees will be able to log in when they arrive on campus and log out for breaks, lunch, or when leaving.

Authorized personnel will review time records each week. Any changes to an employee's time record must be approved by his/her supervisor. Questions regarding the timekeeping system or time cards should be directed to the appropriate person.

Time Sheets – Non-exempt employees will be issued a password and will record their time electronically on the school system.

Exempt Employees: Exempt employees are responsible for following the school procedure for signing in and out during the school day. It is imperative that the administration know who is out of the building in case of an emergency where a count will be required.

6.5 PAYDAYS

All employees are paid on the 1st and the 15th and of the month. In the event that a regularly scheduled payday falls on a weekend or holiday, employees will receive pay on the prior day of operation.

Pay will be distributed via electronic payment.

Capstone Classical Academy pays all salaried employees on a twelve (12) month year, therefore required training days throughout June and August are considered agreement and employment days.

Hourly employees are paid semi-monthly on the same schedule as salaried employees.

Employees will be paid through direct deposit of funds to savings or checking accounts at their bank of choice (providing the bank has direct deposit capability). To activate direct deposit, a *Direct Deposit Authorization* form may be obtained from the front office. Due to banking requirements it may take several weeks for activation of the Direct Deposit.

A statement of earnings is available via the educational service provider for each pay period to employees indicating Gross Pay, Statutory Deductions, and Voluntary Deductions. Voluntary deductions must be declared and authorized in writing by the employee through our “Voluntary Deductions Form”. The amount of Federal withholding is affected by the number of exemptions claimed on Form W-4, Employee’s Withholding Allowance Certificate. If an employee’s marital status changes or the number of exemptions previously claimed increases or decreases, a new Form W-4 must be submitted.

6.6 SALARY DEDUCTIONS

Capstone Classical Academy will pay exempt employees a salary rather than by the hour. Once an employee’s PTO (paid time off) days have been exhausted or are otherwise unavailable, Capstone Classical Academy will deduct pay from an exempt employee’s salary under the following circumstances: (i) one or more full days absences for personal reasons; (ii) one or more full day absences for illness, injury, or sickness, (iii), one of more full day disciplinary suspensions; and (iv) partial or full day absences during an approved family or medical leave. Capstone Classical Academy will not deduct pay from an exempt employee’s salary if the employee has a partial day absence within reason (to be determined by the director). Exempt employees who believe that Capstone Classical Academy made an incorrect or improper salary deduction should promptly report the deduction to their supervisor or the director. If Capstone Classical Academy incorrectly or improperly made a deduction from an exempt employee’s salary, it will reimburse the employee for the deducted pay. Capstone Classical Academy reserves the right to

terminate an employee's employment once absenteeism exceeds paid or unpaid leave available.

6.7 EFFECTIVE DATE OF COMPENSATION CHANGES

Changes to the amount of a Capstone Classical Academy employee's wage or salary will become effective on the first regular pay period following the date the change was introduced.

6.8 DIRECT DEPOSIT

Direct payroll deposit is the automatic deposit of your pay into the financial institution account of your choice. All employees are paid by direct deposit.

6.9 ERROR IN PAY

Every effort is made to avoid errors in your pay. Employees who believe an error has been made should tell the director immediately. They will take steps to research with the ESP and endeavor to make any necessary corrections by the next regular pay day.

6.10 WAGE GARNISHMENT

When an employee's wages are garnished by court order, Capstone Classical Academy is legally bound to withhold the amount indicated in the garnishment order from the employee's pay. Capstone Classical Academy will, however, honor the Federal Consumer Credit Protection Act, which places restrictions on the total amount that may be garnished from an employee's paycheck. A \$3.00 service fee may be charged per check written to cover the administration of the above, if permitted by the judgment of garnishment.

SECTION 7

BENEFITS AND TIME OFF

7.1 GROUP BENEFITS

Capstone Classical Academy offers a benefits program for its regular full-time employees. However, the existence of these programs does not signify that an employee will necessarily be employed for the required time necessary to qualify for the benefits included in and administered through these programs.

Purpose and Policy

Capstone Classical Academy strives to provide the best, most equitable and cost-effective benefits for employees in recognition of the influence employment benefits have on the economic and personal welfare of our employees. Paid in various benefit forms on your behalf, the total cost to provide the benefit program described in this Handbook and other documents is a significant supplement to your pay and should be viewed as additional compensation.

Policies, provisions and procedures that govern the organization's benefit program apply to all regular full-time and part-time employees, whether exempt or nonexempt status, unless otherwise provided in a particular benefit plan.

Some benefits may earn credit during your new-hire introductory period, but eligibility to use the benefit will not occur in most cases until you obtain regular status, or meet other conditions of employment specified in the Handbook or contained in the benefit policy/plan booklets.

Employee Cost Sharing

Discretionary employment benefits, those benefits that are not mandated by state or federal law, are selected and controlled by Capstone Classical Academy. Decisions to provide and continue providing these benefits are based on such considerations as cost, composition of our workforce, operational efficiency, and desirability of benefit provisions. Where costs of discretionary insurance benefit plan exceed the organization's interest, ability, or willingness to pay the full premium rate to maintain the current benefit level, you may be required to share in the cost to continue the insurance coverage.

Benefit Design and Modification

Capstone Classical Academy reserves the right to design specific plan provisions and to add, eliminate, or in other ways modify any discretionary benefits in this Handbook or elsewhere in plan documents, where and when it is deemed in the organization's best interest to do so. These benefits are subject to change depending on specific management decisions and available resources. Therefore, it is not appropriate for an employee to make a serious personal decision based solely on the current presence of an organization benefit.

Benefit Plan Documents

You will be provided with summary plan descriptions upon eligibility and enrollment. The benefit programs are explicitly defined in legal documents, including insurance contracts, official plan texts, and trust agreements. In the event of a conflict between these documents and this policy, the plan documents will govern. All of these official documents are readily available from the ESP.

Capstone Classical Academy Right to Modify

Capstone Classical Academy reserves the right, in its sole and absolute discretion, to amend, modify or terminate, in whole or in part, any or all of the provisions of the benefit plans described herein, including any health benefits that may be extended to retirees and their dependents. Further, Capstone Classical Academy reserves the exclusive right, power and authority, in its sole and absolute discretion, to administer, apply and interpret the benefit plans described herein, and to decide all matters arising in connection with the operation or administration of such plans.

For more complete information regarding any of our benefit programs, please contact our ESP.

Other Benefits

Capstone Classical Academy will provide such other benefits to employees as may from time to time be mandated by applicable law and reserves the right at any time to

terminate, substitute or modify such benefits to the extent permissible under applicable law.

7.2 COBRA BENEFITS

The Federal Consolidated Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under Capstone Classical Academy health plan when a “qualifying event” would normally result in the loss of eligibility.

Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee’s hours or leave of absence, divorce or legal separation and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at Capstone Classical Academy group rates plus an administration fee. Capstone Classical Academy or our carrier provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the Capstone Classical Academy health insurance plan. The notice contains important information about the employees’ rights and obligations.

7.3 SOCIAL SECURITY/MEDICARE

If you are a full time regular employee contributing to mentor/instructors retirement, your earnings from this job are covered under Social Security. When you retire, or if you become disabled, you may receive a pension based on earnings from this job. If you do, and you are also entitled to a benefit from Social Security based on either your own work or the work of your husband or wife, or former husband or wife, your pension may affect the amount of the Social Security benefit you receive. Your Medicare benefits, however, will not be affected. Under the Social Security Law, there are two ways your Social Security benefit may be affected.

1. Windfall Elimination Provision

2. Government Pension Offset.

For more information, please contact the ESP.

Capstone Classical Academy withholds income tax from all employees' earnings and participates in FICA (Social Security), for temporary employees and Medicare withholding and matching programs as required by law.

7.4 RETIREMENT

Capstone Classical Academy offers participation in our ESP retirement plan for those employees who are eligible to participate.

Paid time off (PTO) provides regular full time staff members with an entitlement of days away from work with pay upon the completion of a 30 day introductory period. PTO days may be used for vacation, personal time, illness or time off to care for family or dependents. PTO must be scheduled at least five (5) days in advance and approved by the director, except in the case of an illness or emergency. In the case of illness or emergency you are required to contact your immediate supervisor at least one hour before your shift begins, if possible. Employees using extended PTO time (in excess of 3 days) must submit a request at least two weeks before the extended PTO or if used as sick time the employee must submit a doctor's release upon return to work. Your supervisor uses his/her discretion to approve PTO without advance notice.

Temporary employees, part time employees, workers being paid short or long-term disability insurance, and workers being paid workers' compensation are not eligible to receive or accrue PTO.

PTO may not be taken the last week of the school year or on scheduled in-service/or training days or immediately before or after holidays without supervisor's permission. See your supervisor for specific department blackout dates.

From the date of hire, all 12-month employees are eligible to earn up to ten (10) days of PTO during their scheduled work year. All 12-month school based administrators are eligible to earn up to 24 days of PTO during their scheduled work year.

Carryover

There is no carryover of PTO and all employees will be paid for non-used PTO in July of each year, prior to a new contract starting August 1.

PTO Exceptions:

- Employees, who miss more than three consecutive unscheduled days, may be required to present a doctor's release to the Human Resources department and/or Supervisor that permits them to return to work.
- PTO taken in excess of the PTO accrued can result in disciplinary action up to and including employment termination. This time will be unpaid. The only possible exception to this policy must be granted by the employee's supervisor.
- Under the Family and Medical Leave Act (FMLA) policy, all accrued PTO time is taken before the start of the unpaid FMLA time.
- Employees will not take any paid time off days while on FMLA leave or any other unpaid leave of absence.
- In the event an employee has exhausted PTO, additional time off must be approved by the supervisor and may be donated by other employees to ease financial stress.
- Any employee who misses three consecutive days of work without notice to their supervisor may be considered to have voluntarily quit their job.
- Upon the voluntary or involuntary termination of employment, employees will be paid their earned PTO based on their date of separation and their hourly rate of pay.
- PTO accrued prior to the start of a requested and approved unpaid leave of absence must be used to cover hours missed before the start of the unpaid leave.
- Under the Family and Medical Leave Act (FMLA) policy, all accrued PTO time is taken before the start of the unpaid FMLA time.

- Employees will not take any paid time off days while on FMLA leave or any other unpaid leave of absence.

7.5 DONATION OF PTO

Capstone Classical Academy recognizes that employees may have a family emergency or personal crisis that causes a severe impact to them resulting in a need for additional time off in excess of their available paid time off. To address this need, all eligible employees will be allowed to donate PTO time from their unused balance to their co-workers in need in accordance with the policy outline below. This policy is strictly voluntary.

Eligibility

Employees who donate sick/personal time must be employed with Capstone Classical Academy for a minimum of 6 months.

Guidelines

Employees who would like to make a request to receive donated sick/personal time from their co-workers must have a situation that meets the following criteria:

- **Family Health Related Emergency-** Critical or catastrophic illness or injury of the employee or an immediate family member that poses a threat to life and/or requires inpatient or hospice health care. Immediate family member is defined as spouse, child, parent or other relationship in which the employee is the legal guardian or sole caretaker.
- **Other Personal Crisis-** A personal crisis of a severe nature that directly impacts the employee. This may include a natural disaster impacting the employee's primary residence such as a fire or severe storm.

Employees who donate sick/personal time from their unused balance must adhere to the following requirements:

- Donation minimum- 4 hours

- Donation maximum- 40 hours or no more than 50 % of your current balance

Note: Employees who donate time must have sufficient time in their balance and will not be permitted to exhaust their balance since they may experience their own personal need for time off. Employees cannot borrow against future sick/personal time to donate.

Employees who receive donated sick/personal time may receive no more than 40 hours within a 12-month period.

Employees who are currently on an approved leave of absence cannot donate sick/personal time.

Procedure

1. Employees who would like to make a request to receive donated PTO time are required to complete a Donation of Sick/Personal Time Request Form which includes authorization to present their request to the employees of Capstone Classical Academy for the sole purpose of soliciting donations.
2. Employees who wish to donate PTO time to a co-worker in need must complete a Donation of Sick/Personal Time Form.

All forms should be returned to the ESP before leave is taken.

Approval

1. Requests for donations of sick/personal time must be approved by the director.
2. If the recipient employee has available PTO time in their balance, this time will be used prior to any donated PTO time. Donated sick/personal time may only be used for time off related to the approved request. PTO time donated in excess of the time off needed will be returned to the donor.

7.6 RECORD KEEPING

The ESP and front office keep a record of PTO days accrued, used and donated. Each employee is responsible for verifying his/her pay stub to make sure the correct amount of hours appear.

7.7 BEREAVEMENT

Capstone Classical Academy provides its full-time employees up to four days paid bereavement leave, beyond sick or personal time, due to the death of an immediate family member. This includes a parent (including an in-law and step-parent), spouse, dependent, sibling, stepsibling, grandparent, or grandchild. If a funeral is more than 500 miles away from your home, you may receive paid leave for five days with prior approval from your supervisor. Employees may take more leave (unpaid) once approval has been given from the director.

7.8 JURY DUTY

Capstone Classical Academy encourages and expects all employees to fulfill their civic responsibility by serving jury duty when required. Capstone Classical Academy employees summoned for jury duty will be granted a leave of absence for the period of time required for such jury duty. The leave of absence will be granted without loss of PTO or any other benefit. If an employee is present at court and has not been picked to serve trial he or she must turn in hours served from the clerk of court to their supervisor daily. If employee has been picked to serve trial, all time after the first day, he or she will be paid the difference between his or her regular salary or wage and the amount he or she receives as a juror. Any employee summoned for jury duty must provide his or her supervisor with an authentic summons, subpoena, or notice for such duty and upon returning to work must present proof of jury duty service, including the dates of the employee's service. Employees are expected to return to work if they are excused for jury duty during their regular working hours.

7.9 MILITARY DUTY

Regular employees requiring a leave of absence for service in the uniformed services are provided leave and will be re-employed at the end of the leave. Policies governing

this leave are designed according to the Uniformed Services Leave and Re-employment Act and applicable state regulations. The policy covers those employees who enter active military duty voluntarily and extends to Reservists or National Guard members who are called to limited active duty or extended training duty, including regularly scheduled annual training and military summer camp training.

Eligibility

All employees of CCA except those hired on a temporary basis are eligible for the leave.

Length of Leave

The length of military leave is determined by the uniformed services organization calling you to active duty or military encampment.

Request Procedure

You must provide written notice, using the Leave of Absence Request Form, of your obligation or intention to perform service in the uniformed services, unless notice is precluded by military necessity or is otherwise unreasonable or impossible. Failure to do so may result in loss of reemployment rights.

Pay While on Leave

Military leaves are without pay unless you elect to utilize vacation benefits earned before commencement of the leave and are otherwise eligible to use such benefits. You must request and obtain approval to receive vacation pay during military leaves of absence.

Status of Benefits

Reservists, National Guard members and veterans returning from military service in the Armed Forces have and retain rights with respect to seniority, vacation, compensation and length of service pay increases, as may be from time to time provided by applicable statutes of the United States and the state of Utah. You may maintain health care insurance benefits for up to 18 months while on leave by paying the insurance premium through COBRA for any leave extending beyond 30 days.

Reinstatement

If you are returning from a Uniformed Service Leave, you must report to work or request reemployment within prescribed time limits, which are based on the length of the leave:

1 to 30 days: You are expected to report to work on the first regularly scheduled workday following completion of training and you will be reinstated to the same position you held at the time the service leave began.

31 to 180 days: If you are a Reservist or National Guard member returning from initial active duty for training you must submit an application for re-employment within 31 days after release from service under honorable conditions. You will be returned to the same position held at the time the service leave began, provided the leave has been for less than 90 days in length. If 91 days or longer, when you return you will be reinstated to the same job, or comparable job in terms of like seniority, status and pay, as long as you are qualified to perform the duties.

180 days or longer: If you are returning from active duty in the armed services, you must submit an application for employment within 90 days after completion of satisfactory service. You will be reinstated to an equivalent position as long as you are qualified to perform the duties and the organizations circumstances have not changed to the extent that it would be impossible or unreasonable to provide reemployment. When returning you are required to provide documentation to verify your rights to employment, including your separation papers. Time limits for application for re-employment are extended up to two years for disabled veterans.

Failure to file an application within the required time period forfeits the right to re-employment.

7.10 FAMILY MEDICAL LEAVE ACT (FMLA)

Eligible employees may take up to 12 workweeks of unpaid, job protected leave under the Family and Medical Leave Act (“FMLA”) in a 12-month period for specified family and medical reasons. Additional information regarding this policy may be obtained from the ESP.

Conditions Triggering Leave

FMLA leave may be taken for any of the following reasons:

1. The birth of an employee's child and to care for the newborn child;
2. The placement and care for a newly adopted or recently placed foster child;
3. To care for a spouse, child, or parent (but not parent-in-law) who has a serious health condition; or
4. An employee's own serious health condition that renders the employee unable to perform one or more of the essential functions of his or her job.

Duration of Leave

Eligible employees may receive up to 12 work weeks of unpaid leave during a “rolling” 12 month period, measured backward from the date of any FMLA leave. FMLA leave for the birth or placement of a child for adoption or foster care must be completed within 12 months of the birth or placement.

Use of Accrued Paid Leave

Any unused paid leave that is available at the time of the request for the FMLA leave will be applied concurrently and at the beginning of the leave. Except for any paid leave that is applied, an employee is not entitled to any compensation during the FMLA leave.

Intermittent Leave

Employees may request intermittent leave or reduced schedule leave to care for a family member with a serious health condition or if you have a serious health condition that warrants such a request.

Notice and Medical Certification

When seeking FMLA leave, employees must provide:

- Thirty (30) days advance notice of the need to take FMLA leave, if the need is foreseeable, or notice as soon as practicable in the case of an unforeseeable leave;
- Medical certification supporting the need for leave due to a serious health condition affecting you or an immediate family member must be returned before your leave begins, or if not possible, within 15 days of Capstone Classical Academy request to provide the certification. If you fail to do so, Capstone Classical Academy may delay the commencement of your leave or withdraw any designation of FMLA leave, in which case your leave of absence would be unauthorized, subjecting you to discipline up to and including termination. Second to third opinions and periodic recertification may also be required;
- Periodic reports as deemed appropriate during the leave regarding your status and intent to return to work; and
- Medical certification of fitness for duty before returning to work if the leave was due to your serious health condition.

Failure to comply with the foregoing stated requirements may result in delay or denial of leave.

Maintenance of Benefits

While on a leave of absence provided for under this policy, Capstone Classical Academy will continue your group health insurance benefits under the same terms as provided to other employees, for up to a maximum of 12 weeks leave during any one year period. If your leave extends beyond 12 weeks, you shall be offered the opportunity to purchase continuing coverage under state and federal COBRA continuation rules. Employees who fail to return to work after expiration of FMLA leave may be required to reimburse the Capstone Classical Academy for health insurance premiums paid during the leave.

Other accumulated fringe benefits such as retirement, service credits and the like, shall be preserved at the level accrued as of commencement of the leave, but shall not be earned or accrue further during any such leave period.

Reinstatement

Subject to certain exceptions permitted by law, Capstone Classical Academy will restore employees to their original and equivalent positions upon return from FMLA leave. If, due to medical circumstances, you are no longer able to perform your original job, Capstone Classical Academy will attempt to transfer you to alternate suitable work, if available.

Definitions

For purposes of this policy:

- A child is defined as a natural, adopted, or foster child, a step-child or legal ward.
- A parent is defined as the employee's or his/her spouse's natural, adoptive, or foster parent, stepparent, or legal guardian.
- A serious health condition is defined as a disabling physical or mental illness, injury, impairment, or condition involving a) inpatient care in a hospital, nursing home, or hospice; or b) outpatient care requiring continuing treatment or supervision from a healthcare professional.

7.11 PROFESSIONAL DEVELOPMENT

Capstone Classical Academy expects all employees to maintain necessary certifications and encourages all employees to attend meetings, conferences, and other educational sessions that provide training and ideas helpful to the development or operation of the academy. Employee requests to attend short-term professional development opportunities (two days or less) not sponsored by Capstone Classical Academy are subject to the approval of the director.

Employees will be allowed with the approval of the director to attend extended professional development programs. Extended professional development programs are considered more than two days. An employee will be compensated up to and \$500 for

the training and be expected to present a summary of the training to the faculty/staff for professional development upon returning. It is preferred that extended training programs be planned during the summer so as to not interfere with teaching time.

Employees should submit written requests to take professional development days to their supervisors for approval. The request shall include a printed or written agenda and/or printed material pertaining to the professional development. Capstone Classical Academy request that employees submit requests to take professional development days at least 10 days for in town events and 30 days for out-of-town events. The granting of request will be solely in the discretion of the director.

7.12 Staff Member Children

Staff may have their non-scholar children in the building with them (with Director approval) at any time while they are working, however:

- Children are to respect the administrative hall and stay in the reception area unless otherwise noted
- Children are not to help themselves to supplies or materials of the academy
- Children are to adhere to the same policies as scholars, including the cell phone policy
- Children are to be check in with the front office as visitors
- Children do not have access to wifi other than the scholar wifi
- If CCA property is damaged, parents take responsibility to replace it
- Children may not be in the building without their parents

Non scholar children who are homeschooling:

- If he or she is checked into daycare, they need to be signed in and out and paid for appropriately
- Children need to be provided with their own curriculum/computers
- Children are not to help themselves to supplies or materials of the academy
- Children need to be self-sufficient
- Children are to report to the life skills hub every morning from 9:00 am until noon
- Children need to report and remain with his or her parent from noon – 2:15pm
- After 2:15 pm children are to report to their perspective overseer (must be identified to the Director) for the rest of the day OR stay in their parent's hub
- If CCA property is damaged, parents take responsibility to replace it
- Children may not be in the building without their parents

Staff scholar children:

- Scholars are to respect the administrative hall and stay in their parents' hub unless otherwise noted
- Scholars are not to help themselves to supplies or materials of the academy
- Scholars do not have access to wifi other than the scholar wifi
- If CCA property is damaged, parents take responsibility to replace it

If any of these conditions are not met, or approved, non-scholar children will not be allowed to return to CCA. Should CCA scholars violate this policy, discipline measures will be taken

SECTION 8 SEPARATION OF EMPLOYMENT

8.1 EMPLOYMENT TERMINATION

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are a few examples of some of the most common circumstances under which employment is terminated:

- **Resignation-** voluntary employment termination initiated by an employee.
- **Termination-** involuntary employment termination initiated by Capstone Classical Academy.
- **Layoff/Non-Retention-** involuntary employment termination initiated by Capstone Classical Academy for non-disciplinary reasons.
- **Surplus-** involuntary employment termination initiated by Capstone Classical Academy for budgetary reasons.

When a non-exempt employee intends to terminate his/her employment, he/she shall give Capstone Classical Academy at least two (2) weeks written notice. Exempt employees shall give at least four (4) weeks written notice.

Since employment with Capstone Classical Academy is based on mutual consent, both the employee and Capstone Classical Academy have the right to terminate employment at will, with or without cause.

Any employee who terminates employment with Capstone Classical Academy shall return all files, records, keys, and any other materials that are property of Capstone Classical Academy. No final settlement of an employee's pay will be made until all items are returned in appropriate condition. The cost of replacing non-returned items will be deducted from the employee's final pay. Furthermore, any outstanding financial obligations owed to Capstone Classical Academy will also be deducted from the employee's final pay.

Employee's benefits will be affected by employment termination in the following manner. Some benefits may be continued at the employee's expense (See Section 5, Benefits) if the employee elects to do so. The employee will be notified of the benefits that may be continued and of the terms, conditions, and limitations.

8.2 OFFER LETTERS: NON-RENEWAL, RENEWAL

All new employees are given an initial offer letter as a term of employment.

Non-Renewal of Offer Letter

At the time designated by the School Calendar, a supervisor may recommend Non-Renewal of an employment offer, effective at the end of the current school year. The reasons for nonrenewal cannot be based on an employee's exercise of Constitutional rights, or based on unlawfully on an employee's race, color, religion, sex, nation origin, disability, or age. Reasons for a recommendation of Non-Renewal must be based on one of the following:

- Deficiencies pointed out in observation reports, appraisals or evaluations, supplemental memoranda, or other communication.
- Failure to fulfill duties or responsibilities.
- Incompetency or inefficiency in the performance of required or assigned duties.
- Inability to maintain discipline in the classroom or at assigned school-related functions.

- Insubordination or failure to comply with official directives.
- Failure to comply with policies or administrative regulations.
- Conducting personal business during school hours when it results in neglect of duties.
- Reduction in Force (RIF) because of financial exigency or program change.
- Drunkenness or excessive use of alcoholic beverages; illegal use of drugs, hallucinogens, or other substances.
- The possession, use, or being under the influence of alcohol, alcoholic beverages, or drugs and narcotics while on school property, working in the scope of the employee's duties, or attending any school or school sponsored activity.
- Conviction of a felony or any crime involving moral turpitude.
- Failure by an employee to report his or her indictment, conviction, or deferred adjudication for any felony or any crime involving moral turpitude as required by policy.
- Failure to meet the employee standards of professional conduct.
- Failure to comply with reasonable requirements regarding advanced coursework or professional improvement and growth.
- Disability, not otherwise protected by law, which impairs performance of required duties.
- Immorality which is conduct the association determines is not in conformity with the accepted moral standards of the community. Immorality is not confined to sexual matters, but includes conduct inconsistent with rectitude, or indicative of corruption, indecency, or depravity, including breaking social media restrictions or code.
- Any activity, school-connected or otherwise, because of the publicity given it, or knowledge of it among scholars, faculty, community, impairs or diminishes the employee's effectiveness in the academy.
- Reasons specified in individual employment offer letters reflecting special conditions of employment such as but not limited to failure to fulfill requirements for certification.

- Failure to maintain an effective working relationship, or maintain good rapport, with parents, the community, or colleagues.
- A significant lack of scholar progress.
- Assault on an employee or scholar.
- Falsification of records or other documents related to the academy's activities.
- Falsification of required information on an employment application.
Misrepresentation of facts to a supervisor.
- Any attempt to encourage or coerce a child to withhold information from the child's parent or administration.

Renewal

Renewal offer letters will be issued at the end of April or sooner each year.

8.3 EXIT INTERVIEWS

In a termination or voluntary resignation situation, Capstone Classical Academy management will conduct exit interviews to discuss an employee's reasons for leaving and any other impressions that the employee may have about Capstone Classical Academy. During the exit interview, employees can provide insights into areas for improvement that Capstone Classical Academy can make. Every attempt will be made to keep all information confidential.

8.4 RETURN OF CAPSTONE CLASSICAL ACADEMY PROPERTY

Property issued/purchased for you, such as, but not limited to, computer equipment, keys, communication device, and petty cash must be returned to Capstone Classical Academy at the time of the employee's separation of employment from Capstone Classical Academy. Employees will be responsible for any lost or damaged items. The value of property issued and not returned may be deducted from the employees' pay.

8.5 POST EMPLOYMENT INQUIRIES

Employees, other than the director of Capstone Classical Academy, should not under any circumstances respond to any requests for information regarding another employee. Employees who receive request for information regarding other employees

should forward those requests to their supervisor who should then forward them to the director.

SECTION 9 EMPLOYEE COMMUNICATIONS

9.1 COMPUTER, E-MAIL, AND INTERNET POLICY

The following policy applies only to those employees with access to Capstone Classical Academy computers and the Internet

Every employee is responsible for using Capstone Classical Academy computer system, including, without limitation, its electronic mail (E-mail) system and the Internet, properly and in accordance with this policy. Any questions about this policy should be addressed to the assistant director.

The Computer system is Capstone Classical Academy Property

The computers that you use at work and the E-mail system are the property of Capstone Classical Academy and have been provided for use in conducting Capstone Classical Academy business. All communications and information transmitted by, received from, created or stored in its computer system (whether through Word processing programs, E-mail, the Internet or otherwise) are Capstone Classical Academy records and property of Capstone Classical Academy. The computer system is to be used for Capstone Classical Academy purposes only. Employees may, however, use Capstone Classical Academy technology resources for the following incidental personal uses so long as such use does not interfere with the employees duties, is not done for pecuniary gain, does not conflict with Capstone Classical Academy business, and does not violate any Capstone Classical Academy policy: (1) To send and receive necessary and occasional personal communications; (2) To prepare and store incidental personal data (such as personal calendars, personal address lists, and similar incidental personal data) in a reasonable manner; (3) To use the telephone system for brief and necessary personal calls; and (4) To access the Internet for brief personal searches and inquires during meal times or other breaks, or outside of work hours, provided employees adhere to all other usage policies.

No Expectation of Privacy

Although Capstone Classical Academy does not wish to examine personal information, from time to time Capstone Classical Academy may need to access its technology resources. Capstone Classical Academy has the right, but not the duty, to monitor any and all of the aspects of its computer system, including, without limitation, reviewing documents created and stored on its computer system, deleting any matter stored in its system (including, without limitation, its E-mail and word processing systems), monitoring sites visited by employees on the Internet, monitoring chat and news groups, reviewing material downloaded or uploaded by users to the Internet, and reviewing E-mail sent and received by users. Further, Capstone Classical Academy may exercise its right to monitor its computer system for any reason and without the permission of any employee. Employee use of Capstone Classical Academy computer system constitutes consent to all the terms and conditions of this policy.

Even if employees use a password to access the computer system (or any aspect thereof), the confidentiality of any message stored in, created, received, or sent from Capstone Classical Academy computers is not assured. Use of passwords or other security measures does not in any way diminish Capstone Classical Academy right to monitor and access materials on its system, or create any privacy rights of employees in the messages and files on the system. Any password used by employees will be monitored by Capstone Classical Academy, as files may need to be accessed by Capstone Classical Academy in an employee's absence or for any other reason that Capstone Classical Academy in its discretion deems appropriate. Further, employees should be aware that deletion of any E-mail messages or files will not truly eliminate the messages from the system. All E-mail messages and other files may be stored on a central back-up system in the normal course of data management.

Therefore, employees should not have an expectation of privacy in anything they create, store, send or receive on the computer system.

Notwithstanding the foregoing, even though Capstone Classical Academy has the right to retrieve, read and delete any information created, sent, received or stored on its computer system, E-mail messages should still be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any E-mail messages that are not sent to them or by them. Any exception to this policy must receive the prior approval of a supervisor.

Professional Use of Computer System Required

Employees are reminded to be courteous to other users of the system and always to conduct themselves in a professional manner. E-mails, in particular, are sometimes misdirected or forwarded and may be viewed by persons other than the intended recipient. Users should write E-mail communications with no less care, judgment and responsibility than they would use for letters or internal memoranda written on Capstone Classical Academy letterhead. Because E-Mail and computer files may be subject to discovery in litigation, employees are expected to avoid making statements in E-mail or computer files that would not reflect favorably on the employee or Capstone Classical Academy if disclosed in litigation or otherwise. Finally, employees may not send unsolicited e-mail to persons with whom they do not have a prior relationship absent the express permission of the supervisor. All emails sent to parents and families must first be approved by a supervisor. To ensure excellence in our communications, supervisors are responsible for checking correctness of the information, grammar, spelling, and appropriate use of language.

Offensive and Inappropriate Material

Capstone Classical Academy policy against discrimination and harassment, sexual or otherwise, applies fully to Capstone Classical Academy computer system, and any violation of that policy is grounds for discipline up to and including discharge. Therefore, no e-mail messages should be created, sent, or received if they contain intimidating hostile, or offensive material concerning race, color, religion, sex, age, national origin, disability or any other classification protected by law. Further, material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene,

intimidating, inflammatory, or unlawful, inappropriate, offensive (including offensive material concerning sex, race, color, national origin, religion, age, disability, or other characteristic protected by law) may not be downloaded from the Internet, or displaced or stored in Capstone Classical Academy computers. Employees encountering or receiving this kind of material should immediately report the incident to the assistant director.

Capstone Classical Academy may (but is not required) use software to identify inappropriate or sexually explicit Internet sites. Such sites may be blocked from access by Capstone Classical Academy networks. Notwithstanding the foregoing, Capstone Classical Academy is not responsible for material viewed or downloaded by users from the Internet. The Internet is a worldwide network of computers that contains millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. In addition, having an e-mail address on the Internet may lead to receipt of unsolicited e-mail containing offensive content. Users accessing the Internet do so at their own risk. Employees who encounter inappropriate or sexually explicit material while browsing on the Internet should immediately disconnect from the site, regardless of whether the site was subject to Capstone Classical Academy blocking software and contact their supervisor to report it. The same process is mandatory for a scholar report of unsolicited inappropriate material while working on a school computer. Immediate notification is required to the assistant director who will handle the incident with parents.

Solicitations

Capstone Classical Academy computer system (including, without limitation, its E-Mail system) may not be used to solicit political causes, commercial enterprises, outside organizations, or other non-job related solicitations. Approval from a supervisor is required before anyone can post any information on commercial online systems or the Internet.

Licenses and Fees

Employees may not agree to a license or download any material over the Internet for which a registration fee is charged without first obtaining the express written permission of a supervisor.

Games and Entertainment Software

Employees may not use a Capstone Classical Academy Internet connection to download games or other entertainment software, or to play games over the Internet.

Confidential Information

Employees may not transmit information over the Internet or through e-mail that is confidential or proprietary. Employees are referred to Capstone Classical Academy “Confidential Nature of Work” policy, contained herein, for a general description of what Capstone Classical Academy deems confidential or proprietary. When in doubt, employees must consult their immediate supervisor and obtain approval before transmitting any information, which may be considered confidential or proprietary.

Copyrights and Trademarks

Capstone Classical Academy computer system may not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization from a supervisor. Employees, if uncertain about whether certain information is copyrighted, proprietary, or otherwise inappropriate for transfer, should resolve all doubts in favor of not transferring the information and consult a supervisor.

Further, any Capstone Classical Academy-approved material that is posted or sent via its computer system should contain all copyright and trademark notices. Absent prior approval from a supervisor to act as an official representative of Capstone Classical Academy, employees posting information must include a disclaimer in that information stating, “views expressed by the author do not necessarily represent those of Capstone Classical Academy”

Maintenance and Security of System

Employees must not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, engaging in online chat groups, printing excessive copies of documents, or otherwise creating unnecessary network traffic. Because audio, video and picture files require significant storage space, files of this or any other sort may not be downloaded unless they are business-related. In addition, employees should routinely delete outdated or otherwise unnecessary E-mails and computer files. These deletions will help keep the system running smoothly and effectively, as well as minimize maintenance costs.

To ensure security and to avoid the spread of viruses, employees accessing the Internet through a computer attached to the Capstone Classical Academy network must do so through an approved Internet firewall. Accessing the Internet directly by modem is strictly prohibited unless the computer you are using is not connected to Capstone Classical Academy network.

In addition, files obtained from sources outside Capstone Classical Academy, including disks brought from home; files downloaded from the Internet, news groups, bulletin boards, or other online services; files attached to e-mail; and files provided by customers or vendors may contain dangerous computer viruses that may damage the Capstone Classical Academy computer network.

Employees should never download files from the Internet, accept e-mail attachments from outsiders, or use thumb drives from non-Capstone Classical Academy sources, without first scanning the material with Capstone Classical Academy-approved virus checking software. If you suspect that a virus has been introduced into Capstone Classical Academy network, notify technology personnel immediately.

Social Media Policy

The responsibility of an educator or staff member at CCA is a huge undertaking. Scholars look to employees of the academy for representation of what they are working toward as responsible citizens. At no time is it acceptable for a mentor/instructor or staff member to “friend” a scholar or a scholar’s parent on any social media platform, including but not limited to FaceBook, SnapChat, or Instagram. An employee’s social life is to remain separate. Employees of CCA agree and will sign a document upon hire that indicates that he or she will not slander or otherwise speak against the academy, or engage in negative discussion in regards to the academy on any social platform. If an employee has a concern, he or she is to bring it to the attention of the administration and not air it on social media. Employees should not share any photos on social media that include scholars. All academy photos uploaded to the internet must be done by the administrative and marketing staff. Employees are welcome to share photos with the administration to publicize if they portray excellence in education. Educators understand the weight of their calling and will adhere to this policy strictly.

Violations of Policy

Violations of this policy will be taken seriously and may result in disciplinary action, including possible termination, and civil and criminal liability.

Amendment and Modification of Policy

Capstone Classical Academy reserves the right to modify this policy at any time, with or without notice. In particular, Capstone Classical Academy may require employees to acknowledge and comply with a separate Acceptable Use Policy for Internet and Network Resources.

Acknowledgment

Employees acknowledge this policy by signing the receipt of this handbook.

9.2 EMPLOYER INFORMATION AND PROPERTY

The protection of Capstone Classical Academy business information, property and all other Capstone Classical assets are vital to the interests and success of Capstone Classical Academy. No Capstone Classical Academy related information or property, including

without limitation, documents, files records, computer files, equipment, office supplies or similar materials (except in the ordinary course of performing duties on behalf of Capstone Classical Academy), may, therefore, be removed from Capstone Classical Academy premises or disclosed to without permission from the director. In addition, when an employee leaves Capstone Classical Academy, the employee must return to Capstone Classical Academy all Capstone Classical Academy information, related information, and property that the employee has in his/her possession, including without limitation, documents, roll books, files, records, manuals, information stored on a personal computer or on a computer disc, supplies and equipment or office supplies. Violation of this policy is a serious offense and will result in appropriate disciplinary or legal action.

9.3 INTERNAL INVESTIGATION AND SEARCHES

From time to time Capstone Classical Academy may conduct internal investigations pertaining to security, auditing, or work-related matters. Employees are required to cooperate fully with and assist in these investigations if required to do so.

Whenever necessary, and at Capstone Classical Academy discretion, employees' work areas (*i.e.* desks, file cabinets, lockers, etc.) and personal belongings (*i.e.* brief cases, handbags, etc.) may be subject to a search without notice. Employees are required to cooperate. Because even a routine search of Capstone Classical Academy property might result in the discovery of an employee's personal possessions, all employees are encouraged to refrain from bringing into the workplace any item of personal property that they do not wish to reveal to Capstone Classical Academy.

Capstone Classical Academy will generally try to obtain an employee's consent before conducting a search of work areas and personal belongings, but it may not always be able to do so.

9.4 CELL PHONE POLICY

Administrative personnel will have access to their cell phones for communication purposes. However, it is highly recommended that mentors/instructors/and staff keep cell phones locked in desks or lockers throughout the day as that will be the requirement for

scholars. There will be wired telephones available in all learning areas for use by mentors/instructors/staff to be able to communicate with the front office. At no time should an administrator find a mentor or instructor on a cell phone while students are in a learning session. Offenses will be documented.

9.5 SAFETY

The management of Capstone Classical Academy is committed to providing the resources and manpower necessary to develop, implement, and administer a safety program for the protection of its employees. All management personnel and employees are expected to meet their responsibilities to make the safety program effective and productive. Periodic reviews of our safety program will be conducted by management to maintain its effectiveness.

All accidents, injuries, potential safety hazards, safety suggestions and health and safety related issues must be reported immediately to the assistant director. If you or another employee is injured, you should contact outside emergency response agencies, if needed. If an injury does not require medical attention, an Employer Report of Injury/Illness Form must still be completed in case medical treatment is later needed and to insure that any existing safety hazards are corrected. The employee's claim for Workers Compensation Benefits Form must be completed in all cases in which an injury requiring medical attention has occurred.

Safety Rules

1. Horseplay and fighting will not be tolerated in the workplace.
2. Possession of alcoholic beverages, illegal drugs, or unauthorized medically prescribed drugs will not be tolerated in the workplace. Inform your immediate supervisor if you are required to take medication during work hours. Written medical evidence stating that the medication will not adversely affect your decision making or physical ability may be required, particularly if you drive a vehicle on company business.
3. Report all work related injuries to your supervisor immediately.

4. Immediately report accidents, near accidents, and property damage to your supervisor regardless of severity.
5. Use required personal protective equipment (PPE) and/or safety procedures to protect yourself from potential hazards that cannot be eliminated. Maintain your PPE in good condition.
6. Operate equipment only if you are trained and authorized.
7. If you do not understand your specific job assignment, ask your supervisor for help.
8. Inspect your work station for potential hazards and ensure that the equipment is in safe operating condition before using it.
9. Immediately report any unsafe condition or act to your supervisor. Take any temporary corrective action you can to render the area safe until permanent corrections can be made.
10. If your work creates a potential hazard, correct the hazard immediately or use safety tape to isolate the area before leaving it unattended.
11. If there is any doubt concerning the safety work method to be used, consult your supervisor before beginning the work.
12. Follow recommended work procedures outlined for the job including safe work methods.
13. Maintain an orderly environment. Clutter will indicate an inability to keep the workplace free of accident. All work areas are to be kept neat at all times. Store all equipment in a designated place. Put scrap and waste material in a refuse container.
14. Report any smoke, fire, or unusual odors to your supervisor.
15. Use proper lifting techniques. For objects exceeding 50 pounds in weight, specific methods for safe lifting should be determined by your immediate supervisor.
16. Never attempt to catch a falling object.
17. Comply with all state and local traffic laws, signs, signals, markers, and persons designated to direct traffic. Fasten seat belts before driving any motor vehicle.

18. Know and follow departmental rules regarding first aid, emergency procedures, evacuation routes, and fire department notification.
19. Assist and cooperate with all safety investigations and inspections and assist in implementing safety procedures as requested.

Employees who are found in non-compliance with the safety rules noted above may be subject to disciplinary action. Further, employees who do not comply with these safety rules may be considered undesirable for continued employment with Capstone Classical Academy.

9.6 NO SOLICITATION/DISTRIBUTION POLICY

1. Non-employee visitors have a limited right of access to Capstone Classical Academy facilities and should only be on Capstone Classical Academy property for purposes directly related to their children's education. Those who are not visiting for the purpose of directly dealing with their child should report to the front office and will only be allowed visitation for purposes of other educational services (interns), or proper maintenance or repair of academy equipment. Exceptions to this policy can be obtained only through administrative approval to non-employee representatives of a limited number of charitable non-profit organizations. Employees may not engage in solicitation or in the distribution of literature during working time in working areas. Working time means the period scheduled for the performance of job duties, not including meal times, break times, or other periods when employees are properly not engaged in performing work-related duties.

9.7 FEE AND CASH COLLECTION

No staff member, other than specifically authorized individuals, is permitted to accept cash and/or checks. All school events, for which money is collected, must be approved by the director. The front office will supervise the collection of all fees and will be responsible for managing the receipts with the ESP. Teaching staff and scholars are not permitted to do fundraising or fee collection; rather, all financial transactions should be coordinated with the front office and ESP. Mentor/instructors and staff are

not permitted to conduct personal sales or fundraising (such as Avon, bath/beauty products, etc.).

9.8 NEPOTISM

Capstone Classical Academy permits the employment of qualified relatives of employees; of the employee's household or immediate family as long as such employment does not, in the opinion of Capstone Classical Academy, create actual conflicts of interest. For purposes of this policy, "qualified relative" is defined as a spouse, child, parent, sibling, grandparent, grandchild, aunt, uncle, first cousin, corresponding in-law, "step" relation, or any member of the employee's household. Capstone Classical Academy will use sound judgment in the placement of related employees in accordance with the following guidelines:

- Individuals who are related by blood, marriage, or reside in the same household are permitted to work in the same department, provided no direct reporting or supervisor to subordinate relationship exists. That is, no employee is permitted to work within "the chain of command" when one relative's work responsibilities, salary, hours, career progress, benefits, or other terms and conditions of employment could be influenced by the other relative.
- Related employees may have no influence over the wages, hours, benefits, career progress and other terms and conditions of the other related staff members.
- Employees who marry while employed, or become part of the same household are treated in accordance with these guidelines. That is, if in the opinion of Capstone Classical Academy, a conflict arises as a result of the relationship, one of the employees may be transferred at the earliest practicable time.

Any exceptions to this policy must be approved by the director or assistant director.

9.9 VIOLENCE IN THE WORKPLACE

Capstone Classical Academy has adopted a policy prohibiting workplace violence. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, and/or coercion, which involve or affect Capstone Classical Academy or which occur on Capstone Classical Academy property will not be tolerated. Acts or threats of violence include conduct which is sufficiently severe, offensive, or intimidating to alter the employment conditions at Capstone Classical Academy or to create a hostile, abusive, or intimidating work environment for one or several employees. Examples of workplace violence include, but are not limited to, the following:

- All threats, written or otherwise, or acts of violence occurring on Capstone Classical Academy premises, regardless of the relationship between Capstone Classical Academy and the parties involved.
- All threats of violence, written or otherwise, occurring off Capstone Classical Academy premises involving someone who is acting in the capacity of a representative of Capstone Classical Academy.

9.10 BUILDING SECURITY

- All employees who are issued keys to the academy are responsible for their safekeeping. All key disbursement will be documented.
- The last employee, or a designated employee, who leaves the academy at the end of a business day assumes the responsibility to ensure that all doors are securely locked. The alarm system will automatically arm and thermostats are set on appropriate evening and/or weekend setting. All appliances and lights are to be turned off with exception of the lights normally left on for security purposes.
- Employees supervising extracurricular activities are allowed on academy property after hours with prior authorization.

9.11 EXPENSE REIMBURSEMENT

Expenses incurred by an employee must have meet the requirements of the administration. Mentors/Instructor teams will have supply funds to use for consumable items in the teaching spaces. Reimbursement requests need to have receipts attached to them and should be submitted to the appropriate staff member at the front office. These

submissions will need approval by the director and then sent on to the ESP for reimbursement.

9.12 PARKING

Employees must park their vehicles in areas indicated and provided by the Capstone Classical Academy management. If employees have questions or comments related to parking situations, they may address those questions to the director.

9.13 PUBLIC IMAGE

A professional appearance is important any time that you come in contact with parents and visitors. Employees should be well groomed and dressed appropriately for our academy and for their position in particular. Men may have minimal facial hair, less than one inch in length. Hair colors are limited to natural colors. No facial piercings are permissible. When in doubt, staff should consult the student dress code policy and abide by its regulation. Staff should always be dressed as well as, if not more professionally than scholars. Appropriate business attire is expected of classical academy personnel at all times. At no time are the following acceptable:

- Denim (unless indicated by the a particular day or field trip)
- Pants with patch pockets
- Leggings worn alone (Leggings may be worn under dresses and skirts that reach the knee)
- Skirts above the knee
- Flip flop type shoes
- Exposed tattoos
- T-shirts
- Sheer clothing of any type

It is also not acceptable for a staff member to change out of their professional clothing after school and remain on premises in casual wear.

