

**777 EDUCATIONAL
MANAGEMENT COMPANY**

EMPLOYEE HANDBOOK
FOR EMPLOYEES
ASSIGNED TO
ROSS-HILL ACADEMY

This Employee Handbook has been tailored expressly for your company by
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WELCOME TO ROSS-HILL ACADEMY!

Starting a new job is exciting, but at times can be overwhelming. This employee handbook has been developed to help you get acquainted with our company and answer many of your initial questions.

As an employee assigned to Ross-Hill Academy, the importance of your contribution cannot be overstated. Our goal is to provide the finest-quality public educational services to students and parents/guardians and to do this more efficiently and economically than other public school districts. This is accomplished by adhering to all mandates and compliance requirements governed by the departments of education - federal, state and local - as well as those of the authorizer and school. By satisfying educational service needs, families will continue trusting and relying on us and will recommend us to others.

You are an important part of this process for your work directly influences the reputation of Ross-Hill Academy and 777 Educational Management Company.

This employee handbook explains our personnel policies and benefits, and the specific opportunities and responsibilities that exist for you within our company. In an effort to be responsive to the needs of a growing organization, changes or additions to this handbook will be made when necessary. We will keep you informed when these changes are made.

We are glad you have joined us, and we hope you will find your work to be both challenging and rewarding.

Sincerely,

Nellie M. Hawkins-Williams
Chief Executive Officer

BUILDING FOR THE FUTURE

As with any business, revenues are an absolute necessity for maintaining jobs and building for the future. With respect to school districts, this places emphasis on student enrollment and student attendance. Rather than look at generating sales and revenue as an “undesirable task”, we look at increasing the student population at Ross-Hill Academy as a “must” situation. How do we continue to attract families to ensure future operations as a viable public charter school? With teamwork. Together we must meet the challenges we face on a daily basis.

In general, we have mentioned benefits, responsibilities and operations. We have saved the most crucial component of this business for last - - You.

At all times, you represent Ross-Hill Academy and 777 Educational Management Company, and it is up to each one of you to put your best foot forward. Our organization exists with your joint efforts. Never underestimate your contribution to it. A great many people outside the school who invest their time, money and faith in us are part of that equation. They are our clients who will determine how fast we grow, how many people we employ, how much service we render and the success we achieve. In order to retain these clients, we want to ensure that our good service continues by always giving our students the best possible quality education. Working together and working well provides us with a bright future and with the most important commodity, a good reputation.

Throughout this handbook 777 Educational Management Company shall be referred to as “the company” and Ross-Hill Academy shall be referred to as “the school.” The term “organization” shall refer to the management company and the school, jointly.

This handbook contains general descriptions of workplace etiquette, safety, and expectations. General terms, such as “supervisor,” should be understood to imply the person(s) in a position of the same authority, regardless of the title used on site. Questions or concerns should be directed to the CEO or office manager.

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SECTION I: THE WAY WE WORK

A Word About This Handbook

The policies outlined in this booklet should be regarded as management guidelines only, which in a developing business will require changes from time to time. The company retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the employees and the company. This handbook supersedes and replaces any and all prior handbooks, policies, procedures and practices of the company.

This employee handbook also describes the current benefit plans maintained by the company. Refer to the actual plan documents and summary plan descriptions if you have specific questions regarding the benefit plan. Those documents are controlling.

The employee handbook and other plan documents are not contractual in nature and do not guarantee any continuation of benefits.

Our company abides by employment-at-will, which permits the company or the employee to terminate the employment relationship at any time, for any reason, with or without notice. Neither the policies contained in this employee handbook, nor any other written or verbal communication are intended to create a contract of employment for any specified period of time or a warranty of benefits. The policies contained in this handbook may be added to, deleted or changed by the company in its sole discretion, except that we will not modify our policy of employment-at-will in any case.

Equal Employment Opportunity

Our company is committed to equal employment opportunity. We will not discriminate against employees or applicants for employment on any legally-recognized basis including, but not limited to: veteran status, race, color, religion, sex, marital status, national origin, physical or mental disability and/or age.

In addition to the above, pregnancy, childbirth or related medical condition, AIDS, height, weight and familial status are protected classes in Michigan.

You may discuss equal employment opportunity related questions with the CEO or other company management member.

Americans With Disabilities Act

Our corporation is committed to providing equal employment opportunities to otherwise qualified individuals with disabilities, which may include providing reasonable accommodation where appropriate. In general, it is your responsibility to notify your supervisor of the need for accommodation. Upon doing so, your supervisor may ask you for your input or the type of accommodation you believe may be necessary or the functional limitations caused by your disability. Also, when appropriate, we may need your permission to obtain additional information from your physician or other medical or rehabilitation professionals.

Life Threatening Illnesses

Employees occasionally develop serious or life threatening illnesses. Our company is committed to supporting such employee's efforts to continue their normal pursuits, including working. When necessary and where required by law, the company will provide reasonable accommodations to otherwise qualified individuals with disabilities, including employees with serious or life threatening illnesses. All employees, including employees with serious or life threatening illnesses, must maintain acceptable performance standards.

An employee's medical information is confidential. Disclosure of employee medical information is restricted to limited situations where a manager or supervisor has a job-related reason to know it. Employees who disclose employee medical information without proper authorization will be subject to disciplinary action, up to and including discharge.

Employees with questions or concerns about life threatening illnesses are encouraged to contact the office manager and/or the school administrator for information and referral to appropriate services and resources.

A Word About Our Employee Relations Philosophy

We are committed to providing the best possible climate for maximum development and goal achievement for all employees. Our practice is to treat each employee as an individual. We seek to develop a spirit of teamwork; individuals working together to attain a common goal.

In order to maintain an atmosphere where these goals can be accomplished, we provide a comfortable and progressive workplace. Most importantly, we have a workplace where communication is open and problems can be discussed and resolved in a mutually respectful atmosphere. We take into account individual circumstances and the individual employee.

We firmly believe that with direct communication, we can continue to resolve any difficulties that may arise and develop a mutually beneficial relationship.

Non-Harassment

We prohibit harassment of one employee by another employee, supervisor or third party for any reason including, but not limited to: veteran status, race, color, religion, marital status, national origin, physical or mental disability, age and/or sex. Harassment of third parties by our employees is also prohibited.

In addition to the above, pregnancy, childbirth or related medical condition, AIDS, height, weight and familial status are protected classes in Michigan.

The purpose of this policy is not to regulate the personal morality of employees. It is to assure that in the workplace, no employee harasses another for any reason.

While it is not easy to define precisely what harassment is, it includes: slurs, epithets, threats, derogatory comments or visual depictions, unwelcome jokes and teasing.

Any employee who feels that (s)he is a victim of such harassment should immediately report the matter to the school administrator, office manager or CEO. Our company will investigate all such reports as confidentially as possible. Adverse action will not be taken against an employee who reports or participates in the investigation of a violation of this policy. Violations of this policy are not permitted and may result in disciplinary action, up to and including discharge.

Sexual Harassment

We firmly prohibit sexual harassment of any employee by another employee, supervisor or third party. Harassment of third parties by our employees is also prohibited. The purpose of this policy is not to regulate the morality of employees. It is to assure that in the workplace no employee is subject to sexual harassment. While it is not easy to define precisely what sexual harassment is, it includes: unwelcome sexual advances, requests for sexual favors and/or verbal or physical conduct of a sexual nature including, but not limited to, sexually-related drawings, pictures, jokes, teasing, uninvited touching or other sexually-related comments.

Sexual harassment of an employee will not be tolerated. Violations of this policy may result in disciplinary action, up to and including discharge. There will be no adverse action taken against employees who report violations of this policy or participate in the investigation of such violations.

Any employee who feels that (s)he is a victim of sexual harassment should immediately report such actions in accordance with the following procedure. All complaints will be promptly and thoroughly investigated.

1. Any employee who believes that (s)he is a victim of sexual harassment or retaliated against for complaining of sexual harassment, should report the act immediately to the school administrator or CEO. If you prefer not to discuss the matter with the school administrator and/or CEO, you may contact the office manager.
2. The organization will investigate every reported incident immediately. Any employee, supervisor or agent of the organization who has been found to have sexually harassed another employee may be subject to appropriate disciplinary action, up to and including immediate discharge.
3. The organization will conduct all investigations in a discreet manner. The organization recognizes that every investigation requires a determination based on all the facts

facts in the matter. We also recognize the serious impact a false accusation can have. We trust that employees will continue to act responsibly.

4. The reporting employee and any employee participating in any investigation under this policy have the company's assurance that no reprisals will be taken as a result of a sexual harassment complaint. It is our policy to encourage discussion of the matter, to help protect others from being subjected to similar inappropriate behavior.

Categories of Employment

Introductory Period: Full-time and part-time employees are on an introductory period during their first 90 days of employment.

During this period of time you will be able to determine if your new job is suitable for you, and your supervisor will have an opportunity to evaluate your work performance. However, the completion of the introductory period does not guarantee employment for any period of time thereafter.

The company will honor the 90-day probation administered by Ross-Hill Academy. Recommendations and advisements will be received from the school principal or other designated school administrative staff member and will become a part of the employee's records. Employees should refer to the school principal for details.

Full-Time Employees regularly work a 40-hour workweek and are eligible for our fringe benefits package in accordance with their position and length of employment.

Part-Time Employees work less than 40 hours each week and are eligible for statutory benefits, a leave of absence and the employee assistance program.

Statutory benefits are mandated by federal, state or local law and include Social Security, Workers' Compensation insurance and unemployment compensation insurance, as applicable by law.

In addition to the preceding, employees are also categorized as "exempt" or "non-exempt."

Non-Exempt Employees - Pursuant to the Fair Labor Standards Act (FLSA) and applicable state laws, non-exempt employees are entitled to overtime pay for all hours worked in excess of 40 hours per week.

Overtime requires advance approval by the CEO.

Exempt Employees - Pursuant to the Fair Labor Standards Act (FLSA) and applicable state laws, exempt employees are those who perform administrative, professional, supervisory or managerial responsibilities. Exempt employees are not entitled to overtime pay, and are not subject to certain deductions to their weekly salary under the company's policies.

Upon hire, your contract will indicate your employment classification as salaried or hourly.

Anniversary Date

The first day you report to work will be recorded in company records as your anniversary date. This date is used to calculate many different company benefits. If you have any questions regarding your anniversary date, please see the office manager.

New Employee Orientation

After reading this handbook, please sign the receipt page and return it to the office manager. You will be asked to complete personnel, payroll and benefit forms.

The school principal is responsible for the instructional operations of the school. (S)he is a good source of information about the duties and responsibilities of the instructional and support staff. The office manager is responsible for the non-instructional operations. (S)he is a good source of information about non-instructional matters.

Immigration Reform and Control Act (I-9)

In compliance with the Federal Immigration Reform and Control Act of 1986 (IRCA), as amended, our company is committed to employing only individuals who are authorized to work in the United States.

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. I-9 forms must be completed within three business days of hire. When a new hire has presented evidence that required documents have been requested from appropriate government agencies, federal law permits the individual 90 days to produce the appropriate documents.

If an employee is authorized to work in this country for a limited time period, the individual will be required to submit proof of renewed employment eligibility prior to expiration of that period to remain employed by the company.

Your Human Resources Department

The human resources department acts as an information center for both employees and management. This department plays an important part in formulating and interpreting company policy and offers help with a variety of problems and matters that concern employees and management. Human resources staff members are available to discuss subjects such as employment/recruitment, benefits, employee records, safety and disciplinary problems.

The human resources department is open from 8:00 A.M. to 4:30 P.M., Monday through Friday. Appointments may be arranged for assistance.

You are encouraged to contribute suggestions and/or questions so the staff may be more responsive to your needs.

Suggestions And Ideas

We are always interested in your constructive ideas and suggestions for improving our operations. Your suggestions should be submitted in writing to the office manager and/or CEO. Written suggestions related to instructional operations should be directed to the school principal or other school administrator.

After investigation of your suggestion, you will be notified whether it is feasible to be put into practice.

We believe that suggestions indicate initiative. With your approval, we will place the written suggestion in your personnel file and consider it at the time of your performance review.

Talk To Us

We encourage you to bring your questions, suggestions and complaints to our attention. We will carefully consider each of these in our continuing effort to improve operations.

If you feel you have a problem with instructional operation, present the situation to the school principal so the problem can be settled by examination and discussion of the facts. We hope the principal is able to satisfactorily resolve most matters. For non-instructional matters, please contact the office manager.

If you still have questions after meeting with the principal or office manager, or if you would like further clarification on the matter, request a meeting with the school Chief Executive Officer.

Your suggestions and comments on any subject are important and we encourage you to take every opportunity to discuss them with us. Your job will not be adversely affected in any way because you choose to use this procedure.

SECTION II: YOUR PAY AND PROGRESS

Recording Your Time

All employees must record their hours on time sheets/cards.

All employees subject to this policy are required to accurately record all time worked.

For payroll purposes, the workweek starts on Sunday and ends on Saturday.

Payday

You will be paid bi-weekly on Tuesdays.

Please review your paycheck for errors. If you find a mistake, report it to the office manager immediately. (S)he will assist you in taking the steps necessary to correct the error.

Paycheck Deductions

The company is required by law to make certain deductions from your paycheck each pay period. Such deductions typically include federal and state taxes and Social Security. Depending on the state in which you are employed and the benefits you choose, there may be additional deductions. All deductions and the amount of the deductions are listed on your pay stub. These deductions are totaled each year for you on your Form W-2, Wage and Tax Statement.

If you have any questions please see the office manager.

Direct Deposit

You have the option of receiving your pay in a payroll check or having your pay deposited into your bank account through our direct deposit program.

Performance Reviews

Your performance is important to our organization. At the beginning of each calendar year the principal will review your job progress within our organization and help you to set new job performance plans.

The performance review program provides the basis for better understanding between you and the school administration with respect to your job performance, potential, and development within the organization.

New employees will generally be reviewed at the end of their introductory period.

Ross-Hill Academy adheres to Michigan Department of Education's mandatory performance review of instructional staff.

Promotions and Transfers

We believe that career advancement is rewarding for both the employee and the organization. We will promote qualified employees to new or vacated positions whenever possible. In addition, the principal and CEO are available to discuss transfer opportunities with you.

Job openings may be posted in-house. If you are interested in applying for one of these positions, notify the person indicated on the notice.

Pay Raises

Depending upon your performance and the school's budget, adjustments in your pay may be made when there has been an improvement in or sustainment of an already good performance during the review period.

Overtime

There may be times when you will need to work overtime so that we may successfully meet the needs of the school or organization. Non-exempt employees must have all overtime approved in advance by the CEO.

Non-exempt employees will be paid at a rate of time and one-half their regular hourly rate for hours worked over 40 in a week.

Only actual hours worked count toward computing weekly overtime.

**SECTION III: TIME AWAY FROM WORK
AND OTHER BENEFITS**

Employee Benefits

Our company has developed a comprehensive set of employee benefit programs to supplement our employees' regular wages. Our benefits present a hidden value of additional income to our employees.

This employee handbook describes the current benefit plans maintained by the company. Refer to the actual plan documents and summary plan descriptions if you have specific questions regarding the benefit plan. Those documents are controlling.

The company reserves the right to modify its benefits at any time. We will keep you informed of any changes.

Holidays

Our organization normally observes the following holidays during the year:

- New Year's Day
- Martin Luther King Day
- Good Friday
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving
- Christmas

If one of the above holidays fall on Saturday, it normally is observed on the preceding Friday. If one falls on Sunday, it normally is observed on the following Monday.

Full-time employees are eligible for paid holidays after completing their introductory period.

Exempt employees will receive holiday pay in compliance with state and federal wage and hour laws.

Eligible employees are paid for the holiday only if the holiday falls on their regularly scheduled workday.

Employees must work their full scheduled workdays before and after the holiday in order to be paid for the holiday, unless they are absent with prior approval from the CEO. Requests must be submitted in writing, in advance.

Paid holidays, for eligible employees: one paid day for each of the following - New Year's Day, Martin Luther King Day, Good Friday, Memorial Day, Fourth of July, and Labor Day; two paid days for Thanksgiving and Christmas, each.

Employees should refer to their employment contract and the school calendar for further information.

Personal Days

Full-time employees may be eligible for two paid personal days each year. Refer to your employment contract.

Requests for planned personal days must be given to the office manager for approval.

Personal days cannot be carried over to the following year nor can employees be paid in lieu of taking the actual time off.

Upon termination, employees are not paid for earned but unused personal days.

Sick Days

Full-time employees may be eligible for eight paid sick days each year.

Sick days are calculated according to the school year calendar.

During your initial year of employment, after completing your introductory period, you receive sick days on a prorated basis. The office manager will inform you of the number of days and the date on which you become eligible.

All employees who are eligible to take earned sick days are allowed to use this time to care for a sick child.

Sick days cannot be carried over to the following year. Employees are not paid in lieu of taking the actual time off.

Employees are not paid for earned but unused sick days upon termination.

Employees should refer to their employment contract.

Jury Duty

Full-time employees summoned for jury duty are paid the difference between their normal rate of pay and the jury duty pay for up to five days. Thereafter, full-time employees summoned for jury duty are granted an unpaid leave in order to serve.

All other employees summoned for jury duty are granted an unpaid leave in order to serve.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Instructional staff, para-professionals and teachers aids must inform the school principal and office manager as soon as you receive your summons. Non-instructional staff must inform the office manager as soon as you receive your summons.

We expect you to return to your job if you are excused from jury duty during your regular working hours. Upon your return, submit your jury duty excusal letter from the court to the office manager.

Military Leave

Employees who are required to serve in any branch of the Armed Forces of the United States or are engaged in state military service are given the necessary time off and reinstated in accordance with federal and state law.

Full-time employees are paid the difference between their normal rate of pay and their military pay for up to two weeks. Thereafter, the time off is unpaid.

All other employees are granted an unpaid leave in order to serve.

Exempt employees may be provided additional time off with pay when necessary to comply with state and federal wage and hour laws

Military orders should be presented to the school administrator and office manager, and arrangements for leave made as early as possible before a departure. Employees are required to give advance notice of their service obligations to the company unless military necessity makes this impossible. You must notify the office manager of your intent to return to employment based on requirements of the law. Your benefits may continue to accrue during the period of leave in accordance with state and federal law.

Volunteer Firefighter Leave

Employees who are volunteer firefighters are given the necessary time off without pay to respond to an emergency situation.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Employees must provide a written statement from their fire chief stating that the absence was due to a fire emergency.

Witness Leave

Employees who are subpoenaed to serve as a witness in a criminal or civil proceeding are given the necessary time off without pay. Our company does not discriminate against any employee who is requested to serve as a witness.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Bereavement

Full-time employees, who have completed their introductory period, are eligible for three paid days for the death of an immediate family member. Members of the immediate family include spouses, parents, brothers, sisters, children, grandchildren, grandparents and parents-in-law.

Full-time employees, who have completed their introductory period, are eligible for one paid day to attend the funeral of aunts, uncles, nieces and nephews.

Requests for bereavement leave should be made to your immediate supervisor and/or office manager as soon as possible.

Leave of Absence

Under special circumstances, full-time and part-time employees, who have completed one year of employment, or who have been granted a contract renewal immediately following a full year's contract, may be granted a leave of absence without pay. The granting of this type of leave is normally for compelling reasons and is dependent upon the written approval of the school administrator.

Leaves may not exceed two weeks. We will continue to provide medical insurance for the full length of your leave.

We will make reasonable efforts to return you to the same or similar job you held prior to the leave of absence, subject to the school's staffing and business requirements.

Medical Insurance

Eligible employees may participate in our medical insurance plan.

Full-time employees may enroll in either a single or a family contract after completing their introductory period. Information and enrollment forms may be obtained from the office manager.

To assist you with the cost of this insurance, the company pays a portion of a single or a family contract. You are responsible for paying the balance through payroll deduction.

Participating employees are also covered under our medical insurance plan's dental insurance, prescription drug and vision care programs.

Details containing the plan description and eligibility requirements may be obtained from the office manager.

Upon termination, you may be entitled to continuation or conversion of the group medical insurance plan in accordance with the terms of the policy and/or applicable state law. For more information, contact the office manager.

COBRA

You and your covered dependents will have the opportunity to continue medical (and/or dental and vision)* benefits for a period of up to 36 months under the provisions of the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) when group medical (and/or dental and vision)* coverage for you and your covered dependents would otherwise end because:

- Your employment terminates, for a reason other than gross misconduct;
- Your employment status changes due to a reduction in hours;
- Your child ceases to be a “dependent child” under the terms of the medical (and/or dental and vision)* plan;
- You become divorced or legally separated;
- You become entitled to Medicare; or
- You die.

In the event of divorce, legal separation, or a child’s loss of dependent status, you or a family member must notify the plan administrator within 60 days of the occurrence of the event.

The plan administrator will notify the individuals eligible for continuation coverage of their right to elect COBRA continuation coverage.

*COBRA applies to dental and vision care insurance only if dental and vision care insurance are offered.

Life Insurance

Eligible employees may enroll in our life insurance plan.

Full-time employees are eligible to enroll in this plan upon completion of their introductory period.

You must complete an insurance form and designate your beneficiary.

The amount of coverage is approximately \$25,000 or less, dependent upon the guidelines of the insurance plan.

There is no cost of this insurance to the employee.

You also have the option of purchasing additional insurance through our group plan.

This is intended as a summary of benefits only. Additional information on this plan may be obtained from the office manager.

Section 125 Plan

We offer a pre-tax contribution option for employees. This employee benefit is known as a Section 125 plan.

A Section 125 plan is a benefit plan that allows you to make contributions toward premiums for medical insurance on a “before-tax” rather than an “after-tax” basis. This means your premium contributions are deducted from your gross pay before income taxes and Social Security are calculated.

You can not make any changes to your medical insurance coverage until the next enrollment date, unless family status changes or you become eligible for a special enrollment period

due to a loss of coverage. Family status changes include marriage, divorce, death of a spouse or child, birth or adoption of a child or termination of employment of your spouse. A change in election due to a change in family status is effective the next pay period.

Disability Leave

Full-time employees are eligible for an unpaid disability leave after completing one year of employment. Disability leave due to non-occupational illness, injury or pregnancy-related disability is not to exceed four weeks.

The granting of this leave prior to the completion of the eligibility period and/or beyond the maximum period as stated above may be required as a reasonable accommodation to an employee in accordance with the Americans with Disabilities Act.

Provide written notice of disability, including a doctor's certificate stating the nature of the disability and the expected date of return to work.

We will continue to provide medical insurance coverage to employees on authorized disability for the full length of the leave.

When you are able to return to work, give us at least one week's advance written notice. Include a doctor's certificate stating that you are medically able to return to your normal duties.

We will return you to the same or similar position you held prior to the disability leave, subject to our staffing and business requirements. Your continued absence from work beyond your disability, as determined by your physician, will be deemed a voluntary termination of your employment.

This leave may run concurrently any applicable state medical and/or family leave.

Social Security

During your employment, you and the company both contribute funds to the Federal government to support the Social Security Program. This program is intended to provide you with the retirement benefit payments and medical coverage once you reach retirement age.

Unemployment Insurance

Upon separation of employment, you may be entitled to state and federal unemployment insurance. Generally, an employee is entitled to benefits from this plan if the employee becomes unemployed through no fault of his or her own. Information about unemployment insurance can be obtained from the local unemployment insurance office.

Workers' Compensation

On-the-job injuries are covered by our Workers' Compensation insurance policy. This insurance is provided at no cost to you. If you are injured on the job, no matter how slightly, report the incident immediately to the principal. Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize your claim. We ask for your assistance in alerting management to any condition which could lead or contribute to an employee accident. Additionally, the organization will attempt to provide a reasonable accommodation which is medically necessary, feasible and does not impose an undue hardship on the organization as prescribed by applicable federal, state or local law.

The organization will abide by all requirements set forth by the state's Workers' Compensation law and any other applicable laws or regulations. We will not take any adverse action against an employee in retaliation for filing a Workers' Compensation claim.

The amount of the benefits payable to you and the duration of payment depend upon the nature of your injury or illness. You will be taken to a nearby urgent care center or hospital if you cannot be treated adequately on the premises.

Employment Assistance Service

Employees with children ages 2 1/2 through 5 years of age are eligible to receive free child care services, dependent upon availability. This service is offered on a first-come, first-serve basis. Parents will be required to meet all state requirements for families receiving child care services.

This is not a negotiable benefit. Employees not needing this service or opting not to receive this service are not entitled to a cash value or other type of substitute benefit.

SECTION IV: ON THE JOB

Attendance and Punctuality

Attendance and punctuality are important factors for your success within the organization. We work as a team and this requires that each person be in the right place at the right time.

Tardiness and leaving early will result in payroll deductions. It is each employee's responsibility to be mindful of clocking in and out at the correct time. Wage/salary deductions for tardiness and/or leaving early will be applied in 15 minute increments. Continual tardiness and/or leaving early may result in further action.

If you are going to be late for work, notify the principal or the office manager by 7:00 A.M. If you are going to be absent, notify the principal or office manager the evening before your scheduled workday.

Personal issues requiring time away from work, such as doctors appointments or other matters, should be scheduled during your non-work hours if possible.

If you are absent for three days without notifying the office manager, it is assumed that you have voluntarily abandoned your position and you will be removed from the payroll.

Workweek

Because of the nature of our business, your work schedule may vary depending on your job. Our normal business hours are 7:45 A.M. to 4:15 P.M., Monday through Friday. Refer to your employment contract for your hours of work. Non-instructional staff with modified schedules should check with the office manager if you have questions about your hours of work. Administrative staff members may also have modified work hours. All modified work schedules must be approved by the CEO.

Meal Time

A 45-minute, unpaid meal break should be taken each day. The principal is responsible for approving the scheduling of this time.

Clean Up

At the end of each shift, 20 minutes are designated for cleaning the work area and washing up. This time is paid.

Standards of Conduct

Each employee has an obligation to observe and follow the organizations policies and to maintain proper standards of conduct at all times. In most cases, responsible and caring morals and personal standards will ensure good standards of conduct on your job. Additionally, employees are expected to and responsible for adhering to all school policies and procedures, memos, notices, etc. All policies and procedures exist for the welfare and/or safety of students, employees, visitors and the school as a whole, and/or compliance of legal mandates imposed by federal, state and/or local educational agencies. Important school district policies and procedures include, but are not limited to:

- Parent and Student Handbook
- Technology Plan
- Acceptable Use Policy
- Anti-Bullying Policy

Some policies may be found on our website at www.rosshillacademy.org. For policies or procedures not located on the website employees should request a copy from the office manager. If an individual's behavior interferes with the orderly and efficient operation of a classroom, school event or the school district as a whole, corrective disciplinary measures will be taken.

Disciplinary action may include a verbal warning, written warning, suspension and/or discharge. The appropriate disciplinary action imposed will be determined by the organization. The organization does not guarantee that one form of action will necessarily precede another.

The following may result in disciplinary action, up to and including discharge: violation of the school's policies or safety rules; insubordination; unauthorized or illegal possession, use or sale of alcohol or controlled substances on work premises, during working hours, while engaged in school activities; unauthorized possession, use or sale of weapons firearms or explosives on work premises; theft or dishonesty; harassment; sexual harassment; disrespect toward fellow employees, students, visitors or other members of the public; poor attendance or poor performance. These examples are not all inclusive. We emphasize that discharge decisions will be based on an assessment of all relevant factors.

Nothing in this policy is designed to modify our employment-at-will policy.

Access to Personnel Files

Employees, upon written request, will be allowed to review their personnel records up to twice a year or as otherwise permitted by law, during normal business hours. If a review during normal business hours would require you to take time off from work, the company must provide some other reasonable time for a review. The record may be copied and a reasonable fee may be charged for duplicating the personnel record. If there is a disagreement as to the information in the record, you may ask to have it corrected or removed and you may submit a statement explaining your position. Such statement becomes part of the file.

For more information, contact the office manager.

Client and Public Relations

Our organization's reputation is built on excellent service and quality work. To maintain this reputation requires the active participation of every employee.

Professionalism and courtesy are required at all times. The opinions and attitudes that students, families, outside educational agencies and departments, the community and other stakeholders develop toward our school are of utmost importance. They are our clients and their long term perceptions may be determined by the actions of one employee. It is sometimes easy to take a client for granted, but when we do, we run the risk of losing not only that client, but his or her associates, friends or family who may also be clients or prospective clients.

Each employee must be sensitive to the importance of providing courteous and professional treatment in all working relationships.

Solicitation and Distribution

In order to avoid unnecessary annoyances and interruptions from your work, solicitation by an employee of another employee, a student or family is prohibited during business hours on while either person is on working time.

Employee distribution of literature, including handbills, in work areas is prohibited at all times.

Trespassing, soliciting or distribution of literature by non-employees on school premises is prohibited at all times.

Changes in Personal Data

To aid you and/or your family in matters of personal emergency, we need to maintain up-to-date information.

Changes in name, address, telephone number, marital status, number of dependents or changes in next of kin and/or beneficiaries should be given to the office manager, in writing, promptly.

Protecting Corporate Information

Protecting our company's and school's information is the responsibility of every employee and we all share a common interest in making sure it is not improperly or accidentally disclosed. Do not discuss the organization's confidential business with anyone who does not work for us.

All school employees are required to be mindful of the privacy and protection rights of our students and families. Refer to the Family Educational Rights and Privacy Act and Children's Internet Protection Act online:

www.michigan.gov/documents/FERPA_34CFR99_119434_7.pdf
www.fcc.gov/guides/childrens-internet-protection-act.

All telephone calls regarding a current or former employee's position/compensation with our organization must be forwarded to the office manager.

The company's or school's address shall not be used for the receipt of personal mail.

Conflict Of Interest/Code of Ethics

A corporation's reputation for integrity is its most valuable asset and is directly related to the conduct of its officers and other employees. Therefore, employees must never use their positions with the school, or any of its clients, for private gain, to advance personal interests or to obtain favors or benefits for themselves, members of their families or any other individuals, corporations or business entities.

The company adheres to the highest legal and ethical standards applicable in our business. The company's business is conducted in the strict observance of both the letter and spirit of all applicable laws and the integrity of each employee is of utmost importance.

Employees of the company shall conduct their personal affairs in such a fashion that their duties and responsibilities to the organization are not jeopardized and/or legal questions do not arise with respect to their association or work with the company.

Care of Equipment

You are expected to demonstrate proper care when using the school's property and equipment. No property may be removed from the premises without the proper authorization of management. If you lose, break or damage any property, report it to the principal and/or office manager at once.

Employees will also be required to comply with the school's Acceptable Use Policy.

Personal Property

The company nor the school are responsible for loss or damage to personal property. Valuable personal items, such as purses and all other valuables, should not be left in areas where theft might occur.

Identification Badges

The school may issue identification badges upon hire. It must be worn where it can be seen at all times when you are working.

Visitors must wear a badge if they will be going beyond the reception area.

Visitors

If you are expecting a visitor, please notify the office manager. All visitors must first check in at the reception area. Visitors are not allowed in any area of the building without being accompanied by an authorized employee. Under no circumstances will visitors be allowed in confidential, unauthorized or potentially hazardous areas. Full day visitors must be approved in advance.

Signing In and Out

A daily sign in/sign out sheet is used to maintain an accurate record of each employee's location. Please use these sheets whenever you enter or leave the building.

Severe Weather

Severe weather is to be expected during the winter months. Except in cases of severe storms, we are all expected to work our regular hours. Time taken off due to poor weather conditions while the school remains open is unpaid.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

If extreme weather conditions require closing of the building, you will be notified. Employees should check the major local television news networks for official school closings.

Personal Telephone Calls

It is important to keep our telephone lines free for client calls. Although the occasional use of the school's telephones for a personal emergency may be necessary, routine personal calls should be kept to a minimum.

It is also expected that calls on your personal cell phones be restricted to your break time, unless a case of extreme emergency.

Dress Policy

Employees are expected to maintain the highest standards of personal cleanliness and present a neat, professional appearance at all times.

Our clients' satisfaction represents the most important and challenging aspect of our business. Whether or not your job responsibilities place you in direct client contact, you represent the school with your appearance as well as your actions. The properly attired individual helps to create a favorable image for the school, to the public and fellow employees.

Refer to the dress code policy.

Reference Checks

Our company will not honor any oral requests for references. All requests must be in writing and on company letterhead. Generally, we will only confirm our employees' dates of employment, salary history and job title.

An employee, under no circumstances, should provide another individual with information regarding current or former employees of the school. If you receive a request for reference information, please forward it to the principal, office manager or CEO.

Outside Employment

We hope that you will not find it necessary to seek additional outside employment. However, if you're are planning to accept an outside position, you should notify the principal and office manager in writing.

Outside employment must not conflict in any way with your responsibilities within our organization. It is expected that you shall not work for competitors nor take an ownership position with a competitor.

Employees may not conduct outside work on the premises or use school property, equipment or facilities in connection with outside work.

Parking

Free parking facilities are available to employees.

You are welcome to park in the parking lots across the street. This is not company or school property, but usage is extended as a courtesy to us and our employees and visitors. Parking in the lot shall be at your own risk. The company, school and church shall not be responsible for loss, damage or theft of your vehicle or other personal property. We urge you to take the best possible security measures when parking on the lot.

Bulletin Board

Information of interest and importance to you is regularly posted on the bulletin board in the front office. We suggest that you look at it regularly. This bulletin board is for administrative use only. Employees may not post or remove any information.

Lunch Area

A lunch area is available for your use. Although general custodial care is provided by the organization, you are expected to clean up after eating in this area. This area should be kept clean for the next person's use.

If You Must Leave Us

Should you decide to leave your employment with us, we ask that you provide the principal and office manager with at least two weeks' advance notice. Your thoughtfulness and professionalism is appreciated and will be noted favorably should you ever wish to reapply for employment with the company.

Employees who are rehired following a break in service in excess of 12 months, other than an approved leave of absence, must serve a new initial introductory period, whether or not such a period was previously completed. Such employees are considered new employees from the effective date of the reemployment for all purposes, including the purpose of measuring benefits.

Additionally, all resigning employees are urged to complete a brief exit interview prior to leaving. All company and school

property, including this handbook, must be returned upon termination. Company/school property includes all records and or record books (grade books, lesson plans, attendance records, students work, etc.), all keys, textbooks, teachers' texts, etc. Students/families personal information should never be removed from the school by exiting employees. This includes submission of students/families information via email, texting, etc. Otherwise, the organization may take further action to recoup any replacement costs and/or seek the return of corporate property through appropriate legal recourse.

You should notify the office manager if your address changes during the calendar year in which termination occurs so that your tax information will be sent to the proper address.

SECTION V: SAFETY IN THE WORKPLACE

Each Employee's Responsibility

Safety can only be achieved through teamwork. Each employee, supervisor and manager must practice safety awareness by thinking defensively, anticipating unsafe situations and reporting unsafe conditions immediately.

Please observe the following precautions:

1. Notify your supervisor of any emergency situation. If you are injured or become sick at work, no matter how slightly, you must inform your supervisor immediately.
2. The use of alcoholic beverages or illegal substances during working hours will not be tolerated. The possession of alcoholic beverages or illegal substances on school premises and any premises utilized for school operations, including field trip locations, work sponsored or work mandated meetings or conferences, and the transport to and from field trip locations and/or meetings or conferences, and any and all locations of work related functions, is forbidden. This also applies to all school functions attended by students and/or their family members scheduled prior to or after normal school hours.
3. Use, adjust and repair machines and equipment only if you are trained, qualified and authorized to do so.
4. Get help when lifting or pushing heavy objects.
5. Understand your job fully and follow instructions. If you are not sure of the safe procedure, don't guess... ask your supervisor.
6. Know the locations, contents and use of first aid and fire fighting equipment.

Fire Drills

Fire drills are scheduled periodically throughout the year. These drills are an important aspect in employee safety. We expect your complete cooperation during these drills. If you have any questions concerning evacuation procedures, see your supervisor.

Workplace Searches

To protect the property and to ensure the safety of all employees, clients and the organization, the organization reserves the right to conduct personal searches consistent with state law, and to inspect any packages, parcels, purses, handbags, brief cases, lunch boxes or any other possessions or articles carried to and from the school premises. In addition, the organization reserves the right to search any employee's office, desk, files, lockers, equipment, or any other area or article on our premises. In this regard, it should be noted that all offices, desks, files, lockers, equipment, etc. are the property of the company or school, and are issued for the use of employees only during their employment. Inspection may be conducted at any time at the discretion of the organization.

Persons entering the premises who refuse to cooperate in an inspection conducted pursuant to this policy may not be permitted to enter the premises. Employees working on or entering or leaving the premises who refuse to cooperate in an inspection, as well as employees who after the inspection are believed to be in possession of stolen property or illegal and/or prohibited substances, will be subject to disciplinary action, up to and including discharge, if upon investigation they are found to be in violation of the organization's security procedures or any other rules and regulations.

Workplace Violence

Violence by an employee or anyone else against an employee, supervisor or member of management will not be tolerated. The purpose of this policy is to minimize the potential risk of personal injuries to employees at work and to reduce the possibility of damage of company or school property in the event someone, for whatever reason, may be unhappy with an organizational decision or action by an employee, member of management or client.

If you receive or overhear any threatening communications from an employee or outside third party, report it to the principal or office manager at once. Do not engage in either physical or verbal confrontation with a potentially violent individual. If you encounter an individual who is threatening immediate harm to an employee or visitor to our premises, contact an emergency agency (such as 911) immediately.

All reports of work-related threats will be kept confidential to the extent possible, investigated and documented. Employees are expected to report and participate in an investigation of any suspected or actual cases of workplace violence.

Violations of this policy, including your failure to report or fully cooperate in the organization's investigation, may result in disciplinary action, up to and including immediate discharge.

Hazard Communication

The school may use some chemicals (e.g., cleaning compounds, inks, etc.) in some of its operations. You should receive training and be familiar with the handling, use, storage and control measures relating to these substances if you will use or likely be exposed to them. You must follow all labeling requirements.

Good Housekeeping

Good work habits and a neat place to work are essential for job safety and efficiency. You are expected to keep your place of work organized and materials in good order at all times. Report anything that needs repair or replacement to your supervisor.

Smoking In The Workplace

The organization is committed to providing a safe and healthy environment for employees and visitors, and operating in compliance with legal state mandates. Therefore, smoking is not permitted.

Concealed Weapons

Unauthorized possession, use or sale of weapons, firearms or explosives on work premises is forbidden, in accordance with state and local laws. Violations of this policy will result in disciplinary action, and may include immediate discharge.

Substance Abuse

The organization has vital interests in ensuring a safe, healthy and efficient working environment for our employees, their co-workers and the clients we serve. The unlawful or improper presence or use of controlled substances or alcohol in the workplace presents a danger for everyone. For these reasons, we have established as a condition of employment and continued employment the following substance abuse policy.

Employees are prohibited from reporting to work or working while using illegal or unauthorized drugs. Employees are prohibited from reporting to work, or working when the employee uses any drugs, except when the use is pursuant to a doctor's orders and the doctor advised the employee that the substance does not adversely affect the employee's ability to safely perform his or her duties.

In addition, employees are prohibited from engaging in the unlawful or unauthorized manufacture, distribution, sale or possession of illegal drugs and alcohol in the workplace including: on paid time, on work premises, work vehicles, or while engaged in work related activities. Employees are also prohibited from reporting for duty or remaining on duty with any alcohol in their systems. Employees are also prohibited from consuming alcohol during working hours, including meal and break periods. This does not include the authorized use of alcohol at work-sponsored functions or activities for adult staff members.

Your employment or continued employment within the organization is conditioned upon your full compliance with the foregoing substance abuse policy. Any violation of this policy may result in disciplinary action, up to and including discharge. Furthermore, any employee who violates this policy who is subject to termination, may be permitted in lieu of termination, at the organization's sole discretion, to participate in and successfully complete an appropriate treatment, counseling or rehabilitation program as recommended by a substance abuse professional as a condition of continued employment and in accordance with applicable federal, state and local laws. The company and school assures that any information concerning an individual's drug or alcohol use will remain confidential.

Consistent with its fair employment policy, the company and school maintains a policy of non-discrimination and reasonable accommodation with respect to recovering addicts and alcoholics, and those having a medical history reflecting treatment for substance abuse conditions. We encourage employees to seek assistance before their drug or alcohol use renders them unable to perform their essential job functions or jeopardizes the health and safety of themselves, or others. The company and school will attempt to assist its employees through referrals to rehabilitation, appropriate leaves of absence and other measures consistent with the organization's policies and applicable federal, state or local laws.

The organization further reserves the right to take any and all appropriate and lawful actions necessary to enforce this substance abuse policy including, but not limited to, the inspection of company or school issued lockers, desks or other property, or suspected areas of concealment, as well as an employee's personal property when there is reasonable suspicion to believe that the employee has violated this substance abuse policy.

This policy represents management guidelines only and should not be interpreted as a contract of employment.