Renaissance Public Academy
Employee Handbook

2019-2020
# Table of Contents

Welcome Statement 3

Values, Mission and Vision 4

Introduction and Disclaimer 5

**Section 1: Employment**

Equal Opportunity Employer 6
Americans with Disability Act Policy Statement 6
At-Will Employment 6
Employee Classifications 7
Accommodations 7
Background Checks 7
Employee Evaluation 8
Disciplinary Process 8
Merit Increases 8
Personnel Records 9
Work Schedule 9
Time Records 10
Overtime 10
Pay Periods 10
Extra Duty Pay 10
Direct Deposit 10
Payroll Draws/Advances 10
Reimbursements/Per diem 11
Rest and Meal Periods 11
Attendance and Call in 11
Tardiness and Absenteeism 12
Inclement Weather 12
Termination 12
Resignation 12-13
Exit Interviews 13
Layoff Policy 13
Rehire Policy 13
Arbitration 14-15
Paid Time Off (PTO) 15-16
Jury and Witness Duty 16
Section 2: Leave
Bereavement Leave 17
Military Leave, Military Training, and Emergency Duty Leave 17
Crime Victim and Domestic Violence Victim Leave 18
Holiday Leave 18

Section 3: Employee Benefits
Eligibility for Health Care Plans 19
Health Care Insurance Continuation 19
Retirement Benefits (PERS) 19
FMLA Benefits 20-23
Workers Compensation 23

Section 4: Employee Conduct Policies
Acceptance of Gifts 24
Confidential Information 24
Weapons 25
Child Safety and Reporting of Child Abuse 25-26
Substance Abuse 26
Tobacco Use 28
Safe Driving 28
Work Performance Counseling, Commendations and Warnings 28-29
Dress and Appearance 29

Section 5: Technology
Computer, Internet, Network Usage 29
Email and Email Attachments 30-31
Cellphones 32
Equipment and Supplies 32
Social Media/Open Forums 32
Additional Information 33
Welcome

Welcome to Renaissance Public Academy (RPA). We are excited that you are joining our team of intelligent, creative, collaborative and hardworking staff. You are now part of a school that believes in instilling strong character and laying the foundation of a classical education for all of it’s students. Thank you in advance for your service to RPA!

This Employee Handbook is a summary of our School’s employment policies and procedures. Please take the time to read through these policies and understand them as they will answer many of the questions you currently have. If you have any additional questions that this handbook does not answer, please contact the Administrator with any questions.

This manual is meant to provide information to employees, but does not in any way create a contract between an employee and Renaissance Public Academy.

This manual may include certain policies required by law. When that is the case, a brief summary of the law may be provided or it’s policy number will be written as a point of reference. These are not optional policies and must be upheld by all employees of RPA.

Renaissance Public Academy reserves the right to revise, add, amend and delete policies at any time, with or without prior notice, in the School’s sole discretion. You will be informed of these changes via email or staff meeting.

We, at RPA, are committed to making sure you have a positive work experience with us. In turn, we thank you for making the commitment to work at RPA.

Sincerely,

Nicole Hans
Administrator
**Values**

In order to fulfill our mission and vision, Renaissance Public Academy is committed to building individual and collective character through the following set of shared values:

- Respect
- Responsibility
- Honesty
- Integrity
- Perseverance
- Humility
- Courage
- Citizenship

**Mission**

At Renaissance Public Academy, we develop the academic potential of each student through the classical education model and cultivate invaluable character traits that will help them succeed in their future.

**Vision**

All educational collaboration will result in what best supports student success.

**Upholding the Mission**

Our employees are important in helping us achieve our mission. Meeting the standards set by our mission requires your participation as an individual and as a part of the RPA team. Our employees must engage in conduct worthy of RPA and its mission at all times.

Respecting RPA and its mission means more than following the requirements put forth in this handbook. It means avoiding any circumstances that could cause embarrassment to RPA; place other team members in false light; or place the mission of RPA in jeopardy.
**Introduction and Disclaimer**

Whether you have just joined our staff or have been at Renaissance Public Academy in previous school years, we are confident you will find RPA to be a place of thinking “outside the box,” a place where “stand and deliver” does not exist and a place where collaboration is key.

This handbook should serve as a guide for the employer/employee relationship. While there is a plethora of information about RPA in this handbook, please note that it contains general statements. It does not exist to speak to every specific situation that occurs at the school. Therefore, if you have any questions that you find are not addressed in the handbook, please ask the Administrator.

This handbook applies to all employees of RPA. No changes can be made to the handbook without being approved by the Administrator and the Board of Directors. The statements are subject to change at any time without prior notice at the sole discretion of the school Administrator. No statement or promise by the Administrator or another employee may be interpreted as a change in policy nor will it constitute an agreement with an employee.

The procedures, practices, policies, and benefits described herein may be modified or discontinued from time to time. We will do our best to inform you of any changes as they occur. Any such action shall apply to existing, as well as future employees with continued employment being the consideration between the employer and employee. Oregon law controls the issues in this Handbook except where another state law prevails. Should any provision in this Employee Handbook be found unenforceable and invalid, such a finding does not invalidate the entire Employee Handbook, but only the subject provision.

This Handbook revokes and supersedes any prior summaries or statements of employment policies and procedures. All updates and changes included in the Employee Handbook supersede all other versions.

RPA’s success is only possible when our employees work together to provide our community with a quality education. This means that our employees must perform their jobs efficiently and with pride. Each employee should always show respect, responsibility, honesty, humility, courage, perseverance, integrity and citizenship.
SECTION 1: EMPLOYMENT

Equal Employment Opportunity Policy

Renaissance Public Academy is an Equal Employment Opportunity Employer. We believe every employee has the right to work in an environment free from all forms of unlawful discrimination. It is the policy of RPA that employment decisions for all applicants and employees will be made without regard to race, color, religion, sex, age, national origin, sexual orientation, military status, victim’s status, credit history, pregnancy, childbirth, genetic information, marital status, veteran status, disability or other characteristics protected under local, state and federal law. No employee will be retaliated against for raising concerns under this policy. We seek each employee’s cooperation and assistance in helping us maintain equal employment opportunity.

Americans with Disabilities Act Policy Statement

Renaissance Public Academy is committed to complying with all applicable provisions of the Americans with Disabilities Act ("ADA") and comparable state law. It is the school's policy not to discriminate against any qualified employee or applicant with regard to any 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 with or without accommodation.

Consistent with this policy of nondiscrimination, RPA may provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA within the limits of the law. Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact the Administrator. RPA encourages individuals with disabilities to come forward and request reasonable accommodation.

At-Will Employment

*Employment with Renaissance Public Academy is AT WILL. AT WILL employment means that either the school or the employee may terminate the employment relationship at any time, with or without cause, with or without notice.*
**Employee Classifications**

*Regular, Full Time Employee*: Employees who are regularly scheduled to work 40 hours per week.

*Regular, Part Time Employees*: Employees who are regularly scheduled to work fewer than 40 hours per week.

*Temporary Employees*: Employees hired to work for a limited duration of time or on a project basis.

*Exempt Employees*: Salaried employees performing professional, exempt administrative or managerial duties that do not qualify for overtime pay.

*Non-Exempt Employees*: Employees paid on an hourly basis and qualify for overtime pay.

**Accommodations**

RPA will make reasonable accommodations (changes or exceptions to job routines, requirements, policies, and procedures for example) when necessary for an employee provided the accommodation is not an undue hardship for RPA or direct threat to anyone. What is considered a reasonable accommodation varies and is determined by a number of factors, including safety. All requests for accommodation will be evaluated on a case-by-case basis taking into consideration all known circumstances.

**Background Checks**

A background check is a process whereby RPA gathers information from third party sources regarding an applicant’s or employee’s personal and/or work history. Background checks can include reviewing driving records, criminal convictions, prior employment history, academic history, credit history (only for employees with certain job duties), sex offender registries, social websites as well as conducting interviews of persons that know your past.

Background checks help determine an applicant’s or employee’s ability to perform a job, specific job function or whether an applicant or employee poses a risk to RPA and others that interact with our workplace.

**Notice**

RPA reserves the right to investigate the backgrounds of applicants and employees at any time and without notice. RPA also reserves the right to use third parties to perform these investigations.

Please note that RPA may use information you have previously provided to perform a background check, including, but not limited to, your application for employment, your driver’s license and social security information.
Employee Evaluation Performance evaluation process

In order to attract and retain a highly qualified and competent workforce, RPA has instituted a performance management program to compensate employees in a fair and equitable manner based upon demonstrated job performance, and in accordance with its Equal Employment Opportunity policy. Through this program, employees will receive constructive work reviews designed to address performance and skill developmental needs and interests. RPA endeavors to conduct performance evaluations annually on a school-wide basis or as often as is warranted by the job situation and the employee’s performance.

Disciplinary Process

We are an ATWILL employer. However, the following disciplinary process may be used entirely at the school’s discretion:

1. Oral warning: As a first step in correcting unacceptable performance or behavior, the employee may receive an oral warning of the specific performance or work behavior issue. Written notations of this warning may be kept in the employee’s file for RPA documentation purposes only.

2. Written warning: If the unacceptable performance or behavior continues, the next step may be a written warning. This warning details the exact nature of the issue, the measures the employee is expected to take to resolve the issue, and the time frame within which improvement is expected.

3. Plan of Action: If the problem has not been resolved through written counseling, and/or the circumstances warrant it, the individual may be placed on a Plan of Action. Typically, the goals stated on the Plan of Action will be reviewed at a minimum of two weeks and up to 30 days. If the performance issue continues without resolution, or any further issues arise, the employee may face further disciplinary action, up to and including suspension without pay or termination of employment.

4. Suspension: A suspension from work without pay may be justified when circumstances reasonably require an investigation of a serious incident in which the employee was allegedly involved or for proven misconduct or intentional violation of RPA policies. The length of the suspension will be determined by the nature of the circumstances and at management’s discretion. This school reserves the right to deviate from this disciplinary process, as circumstances require, and the procedures are subordinate to the AT WILL employment relationship.

Merit increases

Merit increases may be reviewed on an annual basis. The amount of money available for raises from year to year is based on the availability of operating funds and is at the discretion of the school.
Personnel Records

To protect our employee’s right to privacy, the personnel records of this school are kept in a safe place under lock and key. The records are kept on school premises. Employees have the right to inspect their own personnel records (unless the information is restricted by law). Upon written request and reasonable notice, Employees may review their personnel records at a mutually convenient, prescheduled time during school hours and may add additional items to the file.

Any concerns regarding the completeness or accuracy of the information contained in the personnel file should be discussed with the Administrator. Keeping your personnel file up to date can be important to you with regard to pay, deductions, benefits and other matters.

If you have a change in any of the following items, please be sure to notify the Administrator or Administrative Assistant as soon as possible:

1. Legal name
2. Home address or mailing address
3. Home telephone number
4. Person to call in case of emergency
5. Number of dependents
6. Marital status
7. Change of beneficiary
8. Military status
9. Exemptions on your W4 tax form

It is to your benefit to ensure that your personnel file includes information about the completion of educational or training courses, outside civic activities, and areas of interest and skills that may not be part of your current position here.

Please provide this information on a current basis to the Administrator or Administrative Assistant for inclusion in your personnel file.

Work Schedule

RPA maintains a work schedule that is compatible with the wage and hour laws and which is, at the same time, consistent with the needs of the school. A normal work week is four (4) days, eight hours a day, Monday through Thursday. The school day begins at 7:35 am and concludes at 3:00 pm. Employees are to be at school by 7:00 am and to remain at school until 4:00 pm Monday through Thursday or until dismissed by the Administrator. However, hours, meal periods, rest periods and shifts may be changed to coordinate the requirements of the school schedule. Employees should be dressed appropriately and ready to start work at the scheduled time.
**Time Records**

Each employee must keep accurate records of the daily and weekly hours worked on forms provided by the School. Hourly employees must complete their timecard at the conclusion of each work day. You must sign your timecard and initial any changes. All employees are required to keep the office advised of their departures from and returns to the premises during the work day.

**Overtime**

Some employees who are classified by law as "nonexempt" (hourly) are paid overtime for hours worked over 40 hours per week measured from Sunday at 12:01am through Saturday at 12:00pm. All overtime hours must be authorized and approved in writing by the Administrator prior to working the overtime hours. All hours worked in excess of 40 hours per work week are paid at one and a half times the employee’s regular rate of pay. Vacation days, sick days, and holidays are not included when calculating work hours for overtime pay.

**Pay Periods**

RPA pays salaries in 12 equal monthly installments between August of the current year and July of the subsequent year. Paychecks are distributed on the last weekday day of the month. Confidential statements of earnings will be provided each pay period. If you lose a paycheck, notify the Administrator immediately. You may be asked to assume the cost of a “stop payment” on the check.

**Extra Duty Pay**

On occasion, RPA may require extra duties outside of an employee’s regular responsibilities. At the Administrator’s discretion, an Extra Duty Contract may be written and signed by both the Administrator and the Employee outlining the expectations of the extra role and the approved hours for the position.

**Direct Deposit**

You may have your paycheck automatically deposited into your banking account on pay days. On pay days, you will receive an earnings statement showing your gross wages, taxes, deductions and net pay. Your money will have already been deposited into your account. The amount of the deposit will appear on your bank statement. You may sign up for direct deposit with the Administrative Assistant by submitting a request form and attaching a blank voided check. There is no cost to you if you choose to use direct deposit.

**Payroll Draws/Advances**

RPA does not allow payroll draws or advances.
Reimbursements
You must have the Administrator’s written authorization (requisition/purchase order, etc.) prior to incurring an expense on behalf of the RPA. To be reimbursed for all authorized expenses, you must submit an expense report/voucher accompanied by receipts and approved by the Administrator.

**Field trip reimbursements-Costs pertaining to a school sponsored trip need to be estimated and approved in advance by the Administrator.**

Per Diem
RPA does not have a per diem. However, in the event that a staff member is driving to a mandatory student event, gas is reimbursed for the trip to the event and the return trip.

Rest and meal periods
All employees are entitled to 2 (two) paid 10 (ten) minute breaks and an unpaid one half hour meal break per work day that exceeds 6 hours.

If the work period is 7 hours or less, the meal period is to be taken between the second and fifth hour of work.

If the work period is more than 7 hours, the meal period is to be taken between the third and sixth hour of work.

If the work period is 4 hours or less, you are entitled to one rest period, but no meal period.

Rest periods may not be added to meal periods or deducted from the beginning or end of the work period. It is the expectation of RPA that you manage your time efficiently and adhere to these policies to the best of your ability.

Attendance and Call-in
We think of our employees as our most important school resource. Your contribution every working day is essential to providing quality education to our students. Our school places a high value on regular attendance because absences have a direct bearing on the effective operation of the school and staff morale.

It is the employee’s responsibility to report to work as scheduled, arriving before the scheduled start time and not departing before the end of the scheduled work day. If you are going to be late or absent, you must call in and notify the Administrator or Administrative Assistant no later than one(1) hour prior to the beginning of your scheduled shift.

The school requires that you provide at least 24 hours notice to your supervisor for any absence other than emergencies. Teachers are responsible for maintaining an up to
date substitute teacher folder with the following information: class list(s), seating chart, arrival and dismissal procedures, teacher and student schedules, attendance sheet, student monitor rotations, location of books and materials, discipline policy, lunch and recess procedures, an adapted lesson plan and other pertinent information.

**Tardiness and Absenteeism**

If you are unable to meet your start time to begin work, you will be considered tardy. If you miss two hours of your scheduled time for the workday without notifying the Administrator, you will be considered absent.

**Notice of Tardiness or Being Absent**

If you are unable to meet the start time to begin work or if you are going to miss your scheduled work day, it is your responsibility to provide notice to the Administrator as soon as you know that you will be tardy or absent. You should provide a reason for why you will be tardy or absent, and, if tardy, the time you expect to arrive at work.

It is at the discretion of the Administrator to ask for proof of the reason for your tardiness or absence.

**Excused and Unexcused Tardiness or Absence**

All employees are required to make an effort to avoid unexcused tardiness and absence. Failure to provide notice of tardiness or to provide notice of being absent within 24 hours will classify your tardiness or absenteeism as unexcused and may lead to discipline. *Being absent for two consecutive scheduled days without reporting to the Administrator will be considered a voluntary resignation of your employment.*

Whether tardiness or absenteeism is excused or unexcused is at the discretion of the Administrator and is considered on a case-by-case basis.

**Inclement Weather**

We may need to alter work schedules or close the school because of inclement weather. The Administrator will make this decision and notify staff members as soon as the decision has been made. We will follow the guidelines of Molalla River School District, however, due to the elevation of RPA, some days when the district is open, RPA may be closed. Additionally, some days may result in a Late Start. The time employees are expected to arrive at school will be communicated following the decision made by the Administrator.

**Termination**

At RPA, either the employer or the employee is free to end the work relationship at any time. Employment with the school is AT WILL. This school reserves the right to discharge an employee with or without cause and with or without notice.

If an employee is terminated, the final paycheck will be available by the end of the next business day.
Resignation
Resignation is a voluntary end to the employment relationship created by the employee. An employee may resign with or without notice. However, to help ensure the uninterrupted flow of our educational service we request that employees submit letters of resignation with a minimum of two weeks notice.

If an employee resigns with less than 48 hours’ notice, excluding weekends and holidays, the employee’s final paycheck will be available no later than five days, excluding weekends and holidays, or at the next regular payday whichever comes first. If an employee resigns and gives the school at least 48 hours notice the final paycheck will be paid on the last working day, unless that day falls on a weekend or holiday. In that case the check will be paid on the next business day.

Employees are required to return all school property previously loaned to the employee on the final day of employment. Failure to do so may cause the school to seek legal action. Your final paycheck will include payment for hours worked or salary earned during the pay period through the termination date including adjustments, which may be required from previous pay periods.

Your signature acknowledging that you received this Employee Handbook also is an agreement that the school may make such deductions from your final paycheck.

Exit Interviews
Employees who resign will be asked to participate in an exit interview with a Board Member. The purpose of this discussion is to allow the employee a chance to talk freely about the reasons for leaving. The information is kept confidential to the extent possible and is used to help the school improve its customer service and working conditions.

The exit interview also will include an explanation of our employee policies on such topics as medical coverage, disability coverage, and unemployment compensation.

Layoff Policy
It is our goal to provide stable employment to our employees through efficient operations. Layoffs may occur, however, when changes affect the school’s needs. If a layoff becomes necessary, we will retain those employees we determine to be the best qualified to perform the available work. If we conclude that those qualifications, including past performance, skills and ability are relatively equal; we may give preference to the employee with the most seniority with our school.

Initially, layoffs may be considered temporary. Employees on temporary layoff status may be eligible for recall for up to 90 days. Following 90 days of a temporary layoff, an employee will no longer be eligible for recall and the layoff will be considered permanent. This policy is subordinate to the AT-WILL relationship.

Rehire Policy
Applications received from former employees will be processed using the same procedures and standards that govern all direct applications. The Administrator will
review the former employee’s personnel records and the circumstances surrounding termination of previous employment with the school.

This information will be provided to the staff responsible for screening and interviewing applicants. Employees who are reemployed by the school after termination will lose their original anniversary date for all purposes and be assigned a new date corresponding to their first day on the job after reemployment. This policy shall not apply to layoffs within the first 90 days or to an employee who was erroneously terminated and later reinstated.

**Arbitration:**

**Claims and Disputes**

Any dispute related to your employment with, or separation from, Renaissance Public Academy, including, but not limited to, claims related to discrimination, harassment, retaliation, wrongful termination, emotional distress, and payment of wages and/or overtime shall be resolved and decided by binding arbitration and not by a judge or jury. This includes claims the employee and the School may have against each other, including any affiliated entities, or the School’s officers, directors, owners, employees, or agents.

This agreement includes any claim or controversy, of any nature, legal, equitable, statutory, federal, state, local, or otherwise, including without any limitation any statutory or common law claims for discrimination, harassment, wrongful discharge, tort claims, breach of contract, withholding of wages or other compensation, whether founded in contract, in tort or otherwise, claims arising under the Fair Labor Standards Act, the Americans with Disabilities Act, Title VII, the Age Discrimination in Employment Act, parallel state laws, and any and all federal or state non-discrimination statutes, and all claims for violation of any federal, state, or other governmental law, statute, regulation, or ordinance, and all claims arising out of, concerning or relating to Employee’s application for employment by the School, termination from employment with the School, or the employment relationship with the School or the performance or breach thereof, whether existing prior to or arising subsequent to this Agreement, whether direct or derivative, whether against the School, its supervisors, officers, directors, owners, parent, subsidiary and successor companies, and whether or not such dispute is arbitratable in the first instance, and the making, performance or interpretation of any agreement between the parties, including specifically, but not limited to, this Agreement.

The scope of coverage of disputes subject to arbitration pursuant to this Agreement is intended to be interpreted as broadly and comprehensively as possible and permitted by applicable law. This agreement does not include claims for workers’ compensation, unemployment compensation, and temporary restraining orders or preliminary injunctions, which are not subject to arbitration. The arbitration is binding and non-appealable. It shall take place in or near the city in which the Employee was last employed with the School.

The arbitration procedure, including the selection of the arbitrator, shall be in accordance with the procedures and policies of the Arbitration Service of Portland, Inc.,
and the terms and conditions of this provision. In the event of any conflict between the policies and procedures of the Arbitration Service of Portland, Inc. and the terms and conditions set forth in this Provision, the latter shall be controlling. Neither the School nor the Employee shall have any right or authority to bring a claim in any arbitration proceedings pursuant to this Provision, against the Employee or the School, as the case may be, or against any of the other parties identified above, either jointly with or on behalf of any other parties or class of parties.

To bring a claim, either the employee or the School must send written notice of the claim to the other party no later than 180 days after the act allegedly violating the law occurred. The parties agree to waive any statute of limitation (deadline for filing claims) under state or federal law that is shorter or longer than this 180-day time period. The parties understand that claims not brought within this 180-day period are time-barred and cannot be pursued in arbitration or in court.

The written notice must state: 1) the nature and factual basis of all claims asserted; 2) the amount of damages or remedy sought; and 3) the requesting party's intent to have the claim resolved in arbitration. The parties must send the written notice to the other party’s address stated below, or last known address, whichever is most current. The notice must be sent by certified or registered mail, return receipt requested, within the 180-day time period.

The Arbitrator, in any arbitration subject to this Provision, shall not have the authority to include in the Award punitive damages or penalties unless the Arbitrator makes a specific written determination that a party has violated a federal or state statute that expressly provides for punitive damages or statutory penalties. Failure by either party at any time to require performance by the other party of any of the provisions hereof shall in no way affect the party's rights hereunder to enforce the same, nor shall any waiver by the party of the breach thereof be held to be a waiver of any succeeding breach or a waiver of this non-waiver clause. This Provision and all the rights, duties and remedies of the parties hereunder shall be governed by the laws of the State of Oregon.

RAII fees and expenses of the Arbitrator, other than the initial filing fee if the Employee is the initiating party (which shall not be more than the filing fee required if the Employee had filed in court), including the arbitrator’s travel costs and related expenses, shall be borne solely by the School. Each party must pay its own attorneys’ fees and costs unless otherwise provided by law or contract. Your signature acknowledging that you received this Employee Handbook also is an agreement to arbitrate such claims.

**Paid Time Off**

All Exempt Employees receive 6 days of Paid Time Off (PTO) each school year. Unused PTO will be “cashed out” for employees who have been employed for more than six months in the final July pay period of that school year.

If an employee leaves RPA for any reason prior to six months of employment, unused paid time off is forfeited and no payment is provided for this forfeited time.
Process for Securing Paid Time Off

These employees must first submit a request to the Administrator for approval. Once the approval has been made, the employee can begin contacting substitutes from the “Substitute List.” When they have secured a substitute, they need to notify the office, so the office can confirm that we have collected all of their hire paperwork as well as prepare them on the payroll.

Teachers are responsible for maintaining an up to date substitute teacher folder with the following information: class list(s), seating chart, arrival and dismissal procedures, teacher and student schedules, attendance sheet, student monitor rotations, location of books and materials, discipline policy, lunch and recess procedures, an adapted lesson plan and other pertinent information. This is required to allow for an uninterrupted flow of educational instruction in the event the teacher is absent from work.

Jury and Witness Duty

RPA encourages all employees to perform their civic duty and participate when called to jury duty or summoned as a witness for a judicial proceeding.

Eligibility

All employees are granted leave to perform jury duty or if summoned as a witness by a recognized court.

Paid jury and witness leave is available up to 40 hours for full-time employees and up to 20 hours for part-time employees. RPA will not pay for jury and witness leave that extends beyond this time. An employee may choose to use paid time off leave, if eligible, during jury and witness leave or may take additional leave without pay for jury and witness leave.

Fees

Employees may keep any fee provided for sitting on a jury or providing testimony.

Requesting Leave

To request jury or witness leave, eligible employees must present their official court summons notifying them of their duty to serve as a juror or provide testimony to the Administrator within 24 hours of receipt of the summons.

Reporting to Work

While serving on jury duty, all employees are required to report to the Administrator about their availability for work each day (notification is to be made the evening before, after calling to verify juror numbers). Importantly, all employees are required to report immediately to work if the court releases them from their duty during a workday. The Administrator may request proof that an employee served on jury duty.
SECTION 2: LEAVE

Bereavement Leave

For all regular, full time employees’ three (3) paid days of bereavement leave will be granted for a death in the immediate family. Immediate family is defined as mother, father, sister, brother, current spouse and child. It is essential that you notify your supervisor as soon as possible before leaving to address these responsibilities and return on the scheduled time.

Military Leave, Military Training and Emergency Duty Leave

RPA understands and honors the sacrifice that the men and women of our armed forces, armed services reserve, National Guard, and US Public Health Service make to preserve our freedoms. RPA strongly supports the laws that support these brave and committed men and women.

Notice

RPA requests that any employee going on active military duty, military training or emergency duty leave provide as much notice as possible to the Administrator and to the Board of Directors.

Leave

Leave is without pay unless an employee elects to use vacation benefits.

Reinstatement

Upon returning from military duty and making a timely request for reinstatement and returning from military training or emergency duty leave, employees that are members of the United States Armed Forces, including volunteers, reservists, and the National Guard, will be restored to the position they would have attained if they had continued to work at their former position or to a “like position” of similar seniority, status and pay.

Wages

Once eligible employees have returned to work, their wages will be determined by what they would have been paid had they not gone on leave or based on the present rates of the position should the position require new responsibilities.

Benefits

All benefits due eligible employees under the policies of RPA will accrue according to the terms of the applicable benefits during the employee’s leave. Returning employees become eligible for these benefits once they return to work.

Prohibitions
Service members that were on active duty with our armed services for six months or more will not be terminated for one full year after their return except when good cause exists for such termination.

Past and present members of the armed services and those that have applied for membership into the armed services are protected from discrimination and retaliation because of their membership in the armed services.

**Crime Victim and Domestic Violence Victim Leave**

An employee who has been the victim of a crime, or whose family member has been the victim of a crime, may be entitled to a leave of absence to attend criminal proceedings under the terms of this policy and applicable law. An employee or an employee’s dependent who is a victim of domestic violence, sexual assault, stalking or harassment may be entitled to take reasonable leave to seek legal or law enforcement assistance, to seek medical treatment for related injuries, to obtain counseling or services or to relocate or secure a home under the terms of this policy and applicable law.

Employees who have worked on average of more than 25 hours per week for approximately six months may be eligible to take an unpaid leave of absence under this policy. Leaves are permissible to attend criminal proceedings related to a crime in which the employee or a member of the employee’s immediate family was a victim or for the services related to domestic violence, sexual assault or stalking as listed above. Employees must provide reasonable notice to the Administrator of their intention to take leave under this policy, discuss the approximate length of the leave with the Administrator, and provide copies of scheduling notices upon request.

Crime victim and Domestic Violence Victim leave is unpaid, however, employees may use any accrued paid time off to receive pay for all or part of their absence. If the employee’s leave would create an undue hardship on the organization, the leave may be limited. If RPA limits leave and the employee as a victim is involved in a criminal proceeding related to the crime, the employee may request that the court take the employee’s work schedule into account when scheduling the proceedings.

**Holiday Leave**

RPA will be closed for the following holidays during the school year:

- New Year’s Day;
- Martin Luther King Day;
- Presidents’ Day;
- Memorial Day;
- Labor Day;
- Veteran’s Day;
- Thanksgiving Day;
• Christmas Eve Day;
• Christmas Day.

*Please note that Federal observances of these days may or may not be observed at the discretion of the BOD.

SECTION 3: EMPLOYEE BENEFITS

Eligibility for Health Care Benefits
Under the plan, health benefits are available to the following employees:

• Full-time employees (employees who work on average at least 32 hours per week) and who have been employed as full-time for 30 days

Employee classifications **not** eligible for health benefits include:

• Full-time employees who have been employed less than 30 days;
• Part-time employees (employees who work on average less than 32 hours per week); and
• All other employee classifications and third party workplace participants not listed as eligible.

If eligible, you will receive information from RPA or from the administrators of the benefit[s] provided. If you choose to select from the above benefits, the premiums may be deducted from your wages.

Health Care Insurance Continuation
The health insurance carrier will inform you of your eligibility for health insurance continuation under Oregon law if your group health coverage is no longer in effect. Currently, the state allows employees of smaller employees to keep the same health coverage from up to nine months after the loss of a job or loss of coverage because of reduction in work hours. Please reference “State Continuation” online for further details. Also, note that COBRA is not applicable to RPA.

Retirement Benefits
The financial wellbeing of you and your family are important. Toward that end, RPA offers the following types of financial benefits to eligible employees:

• Retirement plan (PERS).

Eligibility for Oregon PERS (Public Employee Retirement System)
Under PERS, benefits are available to the following employees:

• Employees who have completed six (6) months of service uninterrupted by 30 or more consecutive work days (the waiting period) and are in an employment
position for which the employee performs more than 600 hours of service in a calendar year.

Employee classifications not eligible for benefits include:

- Employees who have not completed six (6) months of service uninterrupted by 30 or more consecutive work days (the waiting period);
- Employees who are employed in a position in which the employee performs less than 600 hours of service in a calendar year; and
- All other employee classifications and third party workplace participants not listed as eligible for PERS.

If eligible, you will receive information from RPA or the administrators of the benefit[s] provided. If you choose to select from the above benefits, the premiums may be deducted from your wages.

**FMLA Benefits**

RPA recognizes the importance of personal and family responsibilities and provides time away from work to eligible employees in accordance with the Family Medical Leave Act of 1993 ("FMLA"). Accordingly, this policy entitles eligible employees a maximum of 12 weeks of unpaid leave during a rolling 12-month period [or 26 weeks during a rolling 12-month period for leave to care for a covered service member.

**Definitions**

To help you better understand your FMLA eligibility, the following definitions are provided:

Family Member includes an employee’s spouse, son, daughter, and parent (but not a parent “in-law”). A son or daughter is any child under 18 who is the biological; adopted or foster child of the employee; or child whom the employee supervises on a day-to-day basis and for whom the employee is financially responsible. A son or daughter is also any child over 18 who is incapable of self-care because of a mental or physical disability. A parent is the biological parent of the employee, or one who stood in the place of the biological parent when the employee was a child.

Serious Health Condition is defined as an illness, injury, impairment or physical or mental condition that requires in-patient care in a hospital, hospice or residential medical care facility or that requires continuing treatment by a health care provider; a period of incapacity that makes an individual unable to attend work, school, or perform other daily activities for more than three (3) days and that requires continuing treatment by a health care provider; or continuing treatment by a health care provider for a chronic or long-term health condition that is so serious that, if not treated, would likely result in incapacity for more than three days.

The definition of serious health condition is not meant to cover short-term conditions where treatment and recovery are brief; routine physical examinations; or voluntary or cosmetic treatments that are not medically necessary, unless in-patient hospital care is
required.
A serious injury or illness as it applies to service members in the Armed Forces must be incurred while in the line of active duty which renders the member medically unfit to perform the duties of the member’s office, grade, rank or rating. Time off due to the injury or illness can be for the purpose of undergoing medical treatment, recuperation, or therapy.

**Eligibility**

To be eligible to apply for leave under the FMLA, the employee must have worked for RPA for a total of at least 12 months and must have worked at least 1,250 hours during the 12 months immediately preceding the start of the leave.

**Qualifying Events**

RPA will grant eligible employees family medical leave if the employee follows the procedures in this policy and requests the leave for any of the following reasons:

1. The birth of the employee’s child if the leave is completed within twelve (12) months of the date of birth of the child;
2. The placement for adoption or foster care of a child with the employee if the leave is completed within 12 months of the date of placement of the child;
3. To care for an eligible family member if that individual has a serious health condition; or
4. The employee has a serious health condition that makes it impossible for the employee to perform the essential functions of his or her job.
5. If a family member is called to active duty or receives notice of an impending call to active duty in the Armed Forces in support of a contingency operation.
6. To care for a family member who has incurred a serious injury or illness while on active duty in the Armed Forces.

**Requirements**

Employees who are absent due to illness for more than five consecutive workdays are required to apply for a family and medical leave under this policy.

Employees must apply any accrued paid vacation; personal days; or illness, injury and recovery leave or short-term disability leave to family medical leave. [FMLA leave will run concurrently with any other type of paid leave.] Any remaining family medical leave time left after the exhaustion of other leaves will be unpaid leave.

Employees may take leave intermittently (in periods of days or partial days) when medically necessary or occasioned by a qualified exigency. However, employees must apply for and gain approval from RPA to take intermittent leave for the birth or care of a child, except pregnancy-related leave that would qualify as leave for a serious health condition.

RPA requires employees to report periodically to the Administrator as to their leave.
status and their return to work, once known.

No employee may engage in gainful employment while on authorized leave unless permission to engage in such employment is granted in writing by the Board of Directors.

Medical Certification

RPA, at its discretion, may require employees to obtain a medical certification from the health care provider who is treating the employee or the employee’s family member.

RPA may directly contact the employee’s health care provider for verification or clarification purposes using a health care professional, an HR professional, leave administrator or management official. RPA will not use the employee’s direct supervisor for this contact. Before such direct contact with the health care provider, the employee will be given an opportunity to resolve any deficiencies in the medical certification. Failure to resolve any deficiencies may result in the delay or denial of leave.

In order to verify an employee’s serious health condition, RPA may, at its discretion and expense, require the employee to obtain the opinion of a second health care provider designated or approved by RPA. If there is a conflict between the first and second opinions, RPA may, at its discretion and expense, require a third opinion from a different provider.

RPA will require employees to provide certification for the need for qualified exigency leave. During FMLA leave, RPA may request that the employee provide recertification of a serious health condition or a qualified exigency at intervals in accordance with the FMLA.

Certification/recertification must be returned to the Administrator within 15 days. Failure to provide certification in the requested time period may result in the delay or denial of leave.

RPA may require a “fitness for duty” certification upon the employee’s return to work, if leave was taken for the employee’s own serious health condition. The “fitness for duty” certification must certify that the employee is able to return to work and perform the essential functions of his or her position. A copy of the employee’s job description will be supplied with the designation notice.

Spouses’ Combined Leave

Spouses who are both employed by RPA and are both eligible for FMLA leave are jointly entitled to a combined total of 12 weeks of leave for the birth or placement for adoption or foster care of a child or for the care of a sick parent. Likewise, spouses who are both employed by RPA and are both eligible for FMLA leave are jointly entitled to a combined total of 26 weeks of leave to care for a covered service member. FMLA allows spouses to take leave concurrently.

While on Family and Medical Leave

Upon your timely return from leave under this policy, RPA will restore you to the same
or an equivalent position, that is, a position with equivalent pay, benefits, responsibility and other employment terms, unless business circumstances have impacted your position.

Under this policy, during periods of unpaid leave, you are not entitled to accrue benefits. If you are enrolled in RPA medical, dental, vision and/or life insurance plans, you will retain the same coverage during your leave as long as you continue to make any contributions that you made to the plans before taking the leave.

**Application Procedure**

When the need for leave is foreseeable, you must provide the Administrator with a written request at least 30 days prior to the leave and must attempt to schedule the leave to minimize the effect on RPA. When the leave is not foreseeable, you must provide notice as soon as practicable and comply with RPA's normal call-in procedures.

To apply for leave under this policy, eligible employees may pick up a Family Medical Leave form from the front office.

**Workers’ Compensation**

Insurance claim adjuster determines the return to work and call in policies for work related accidents and/or illnesses. An employee who is injured in the course and scope of employment shall have the claim processed as prescribed by the state law and regulations.

If you are injured on the job, you must notify your supervisor immediately of the accident. A form will be provided from the office regarding reporting your work related injury. This form must be completed regardless of whether or not you require medical attention.

If you seek medical treatment other than the designated physician for your work related injury, the costs of that treatment may not be covered by Workers’ Compensation, and you may be required to pay for those expenses. It is RPA’S goal to assist our employees who have sustained a compensable on-the-job injury in returning to work as soon as possible.

Our temporary light /modified duty program is designed to provide covered employees who are currently unable to perform their regular job duties with temporary work for a period of no more than 90 days, during the period of medical recovery; however, light/modified duty may not always be available.

Any employee, unable to return to their full position unrestricted after a 90 day light/modified duty, will go on unpaid medical leave until such time that they have received a full release to return to work from the attending physician. The employees who are eligible to participate in this program are those injured workers with an open Oregon workers’ compensation claim.

The Administrator will facilitate the injured workers participation in the temporary light/modified duty program with assistance from the injured worker, his or her
SECTION 4: EMPLOYEE CONDUCT POLICIES

Acceptance of Gifts
Acceptance of certain types or forms of gifts is not permissible because you are a public official under Oregon Law. (For more information on Public Officials see the Oregon Government Ethics Law, A Guide for Public Officials).

Employees and their immediate family shall not request, accept, or direct others to request or accept gifts, gift certificates, discounts, gratuities or any other item of value (including services of any nature) from any vendor, supplier, student, family, or resource with which RPA has an existing or potential relationship.

If you have questions about whether something is a “gift,” ask the Administrator.

Confidential Information
RPA requires that you not disclose to anyone outside of RPA, or use in any manner outside of your job duties or functions, confidential information relating to the RPA unless such disclosure is specifically authorized in advance and in writing by RPA.

Moreover, you are admonished not to disclose non-public information of students, families, or co-workers to others including friends, acquaintances or relatives.

What Is Confidential Information?
Confidential information includes all confidential and proprietary information of RPA, including, but not limited to, grades, medical records, behavior records, whether in written, oral, electronic, magnetic, photographic, optical, or any other form now existing or created or developed, including, but not limited to, the following:

a. RPA’s financial information;
b. RPA’s business affairs;
c. Any student or family information;
d. Student grades;
e. Student discipline information;
f. Any information about RPA’s contractors or vendors;
g. Any information about RPA’s Board Members;
h. Any information about RPA’s employees;
Confidential information does not include information that is:

a. Generally known to the public, not as a result of an act, omission, or disclosure by RPA;

b. Rightfully in the possession of the employee prior to employment; or

c. Received by the employee in good faith and without restriction from a third party and is not under a confidentiality obligation to either the RPA or the third party.

Authorization

The Administrator is the only person that can authorize the release of confidential information.

Weapons

RPA prohibits weapons on its property including, but not limited to, RPA vehicles or parking lot or while performing a job function.

Weapons Prohibited

Prohibited weapons include, but are not limited to, firearms of any sort; air guns; stun guns, like TASERS©, or other stun devices; knives with blades longer than four inches; explosive material, including fireworks; brass knuckles or other fighting instruments; martial arts weapons such as nun chucks or throwing stars; and all other dangerous weapons.

Employees or workplace participants that are found to have violated this policy will be subject to discipline up to and including termination or removal from RPA property.

Child Safety and Reporting of Child Abuse

RPA is dedicated to providing a child-safe environment for all minor children and wants to make certain that child abuse and sexual conduct is reported and investigated. RPA provides training to employees each year on the prevention and identification of child abuse and sexual conduct and on the obligations to report child abuse and sexual conduct.

RPA considers any person that meets the requirements of being a minor under state or local law as being a minor under this policy.

What Is Child Abuse?

Child abuse includes physical, emotional and sexual abuse and/or neglect of minors.

Child sexual abuse and/or conduct is any verbal or physical conduct that is sexual in nature and directed at a student and can include unwanted and unnecessary touching or fondling of minors; voyeurism; exposing minors to sexual acts or pornography; requests for or offers of sex to a minor; solicitation of sex from minors; sexual exploitation of minors; lewdness or exposing private body parts to a minor; taking nude photographs of minors without proper consent or for illegal purposes; and other sexual
acts to minors such as intercourse, penetration, rape, incest and sodomy.

Child abuse and child sexual abuse and/or conduct are serious crimes.

Sexual Relationships with Minors Prohibited

Employees are prohibited from having any type of sexual relationship with a minor even if the minor or his or her parent(s) provide their expressed consent.

Employees and other workplace participants that are discovered to have committed or are reasonably suspected of committing child abuse will be reported to the proper legal authorities and employment will be terminated.

Proper Interaction with Minors

RPA demands that all employees and workplace participants interact with minors in a safe and proper manner including:

• Eliminating or limiting the times they are alone with minors without other safe adults being present, accessible or in view;
• Never being with a minor in a concealed area, including a locked room or a place where other adults cannot see or hear an adult’s interaction with a minor or minors;
• Never hosting an event for minors or inviting minors to their home unless such hosting or invitation is part of an approved RPA function;
• Never inviting minors to their home without the presence of the minor’s guardians, parents or multiple safe adults as part of an approved function;
• Never entering a home with a minor unless the minor’s guardians or parents are present;
• Never giving a minor a gift or money without the consent of RPA and the guardian or parents of the minor;
• Never providing drugs or alcohol to minors or purchasing drugs or alcohol for minors;
• Never going to an event with a minor without receiving the written consent of the minor’s guardian or parents and RPA;
• Never providing transportation to a minor or minors without approval of RPA and consent of the minor’s guardians or parents;
• Never taking photographs or capturing digital images of a minor without receiving the written consent of the minor’s guardian or parents and RPA; or
• Never communicating to a minor on matters unrelated to performance of your job duties; in an unprofessional manner; or inappropriately via phone, letter, instant messaging, email or in a chat room, RENWEB and email are the only approved forms of communication with minor students.

Reporting Suspected Child Abuse
If you have reasonable suspicion that child abuse is occurring or that a minor is in danger, you must immediately report the abuse to Department of Human Services. If the child abuse is occurring at work or by an employee or other workplace participant you must immediately report to the Department of Human Services and to the Administrator or to the Board of Directors.

**Substance Abuse**

RPA is committed to safety. Therefore, the abuse of drugs or alcohol by employees, and others that interact with RPA is prohibited.

RPA prohibits:

- The use, possession, or sale of illegal drugs on RPA premises, in RPA vehicles or while performing one’s job duties or functions;
- The abuse or improper consumption of alcohol on RPA premises, in RPA vehicles or while performing one’s job duties, or during the school day regardless of location;
- The improper use, possession or selling of any drug, including prescription or over-the-counter medication, on the RPA premises, in RPA vehicles or while performing one’s job duties or functions; and
- Being under the negative influence of drugs (illegal or otherwise) or alcohol on RPA premises, in RPA vehicles or while performing a job function.

**Prescription and Over-the-Counter Medications**

Employees are permitted proper use of prescription or over-the-counter medications so long as their use does not impair their work or create a safety risk to the employee and others that interact with the employee. Employees must make the Administrator aware if they are taking medication that will impair their ability to work productively or safely. This information is confidential.

**Alcohol Consumption**

Employees may not drink alcohol on workplace premises. Intoxication, driving under the influence, and other acts that are a result of alcohol abuse while at a work-related event or performing a work-related function are strictly prohibited and can lead to discipline, including termination.

**Substance Abuse Testing**

To ensure safety, RPA may test employees for drug or alcohol at the following times:

- Pre-employment-after acceptance of a new position, but before work begins;
- After work-related accidents;
- Upon any report that creates reasonable cause to believe that the employee has
used or consumed or is using or is consuming drugs and alcohol while on RPA premises, in RPA vehicles or while performing a job duty in violation of RPA’s policy;

• If RPA has other reasonable cause to suspect that an employee is impaired because of drug or alcohol use in violation of RPA policy; and

• If employee has tested positive for substance abuse in the past.

Employees that refuse testing will be subject to discipline including, but not limited to, suspension and/or termination.

Follow-Up Testing

Employees that test positive for alcohol or drug abuse may request a second test at their own expense, if circumstances permit.

Employees that have tested positive in the past may be retested every three months for the following two years after testing positive.

Tobacco Use

Research proves that the use of tobacco, including cigarettes, cigars, snuff and chewing tobacco, is dangerous to a user’s health. Research has also proven that secondhand smoke is dangerous to those that consume it.

In order to protect all employees and students, RPA prohibits tobacco use in all its forms on RPA property, at any RPA sponsored function, in RPA vehicles or while performing job duties on behalf of RPA.

Safe Driving

Safe driving of RPA vehicles or your own vehicle while conducting RPA business is important for safety and preserving life. To prevent vehicular accidents, RPA prohibits the following acts while driving RPA vehicles or while driving a vehicle while performing your job duties:

• Driving under the influence of alcohol or drugs;
• Operating any vehicle without proper license;
• Speeding;
• Operating a vehicle carelessly, negligently, improperly, illegally or outside recommended safety protocols;
• Driving a vehicle without using a seat belt, shoulder belt or other safety harness;
• Operating a vehicle while holding or physically operating a cellular phone or other device unnecessary to the operation of the vehicle; and
• Turning off or dismantling vehicle safety devices, like airbags.

Any decision requiring whether or not a vehicle is driven carelessly is at the sole discretion of the RPA. An operator is considered to have operated a vehicle carelessly if
he or she:

- Is operating a vehicle while holding or physically operating a cellular phone or other device unnecessary to the operation of the vehicle;
- Operating a vehicle while eating, writing, reading or performing other functions that reduce the driver’s awareness or ability to control the vehicle;
- Looks away or down while driving or otherwise becomes distracted while operating a vehicle;
- Passes another vehicle in a no pass lane or in the wrong lane;
- Tailgates another vehicle;
- Drives too fast or aggressively during poor conditions, like rain or snow;
- Is ticketed by law enforcement after an accident; or
- Operates a vehicle while overly tired or with an illness or condition that impairs or could impair motor skills and judgment.

It is not considered careless to drive and speak to a hands-free device for a cellular phone so long as the employee is not distracted while using that device, both hands are on the steering wheel, and eyes are focused on the road.

Driving a vehicle carelessly is not permitted and could result in discipline including, but not limited to, termination of employment.

**Work Performance Counseling, Commendations and Warnings**

Great teamwork begins with knowing how you are benefiting the team. Therefore, RPA encourages our Administrator to provide continual and ongoing work performance counseling. When and how the counseling is performed is at the discretion of the Administrator. RPA also strongly encourages you to ask for feedback on your work performance and how you can improve.

**Commendations**

When your work performance consistently outpaces the norm or when you perform a task, act or service beyond expectation, management has the discretion to write a commendation for your employment file that provides notice of your positive contribution.

Commendations make RPA aware that your contribution was worth noting in writing and commendations are a positive reminder of your contribution at the time of your evaluation.

**Dress and Appearance**

Every employee is an ambassador of RPA. It is important that employees convey to the public and to each other a positive appearance.
The expectation is that all employees dress in a professional manner. In other words, it needs to be business casual, which means it would be appropriate for a corporate office or attending church.

We follow the same dress code as students with a few additions:

8 Pillars of Fashion

- **NO** hats or hoods on while in the classroom
- Shirts **MUST** have sleeves, no "cold-shoulders"
- **NO** Open backs, **NO** bare midriff, and **No** low-cut necklines
- **NO** Jeggings, or Leggings
- *No Jeans, no denim*
- **NO** holes in clothing
- Shorts and Skirts must be no shorter than **ONE INCH** above the knee and **shorts cannot have more than 5 pockets**.
- **NO** athletic shorts, athletic pants, sweatpants, or leggings/running tights
- **NO** weapons, hateful imagery or slogans, drugs, or alcohol paraphernalia, or crude

**Tattoos and Body Piercing**

Tattoos that are inappropriate **must** be covered at all times. Jewelry must be worn in a professional manner. If you have questions about this, please see the Administrator.

**Shoes**

Required at all times. No slippers. No beach shoes.

Anyone who cannot follow the dress code for medical or religious reasons will need to talk with the Administrator.

**SECTION 5: TECHNOLOGY**

**Computer, Internet and Network Usage**

All computers, computer hardware, software and any and all information received or transmitted utilizing RPA computer equipment, systems or accounts, including, but not limited to, email, is RPA’s property and information. Like other RPA property, these items and information are to be used for the benefit of RPA.

**E-Mail and E-Mail Attachments**

Email is any message created or received on an electronic mail system, including, but not limited to, attached text or word processing documents, spreadsheets, or other data compilations transmitted through a computer or computer system. Any email stored on, transferred through or utilizing RPA property is considered property of RPA, including
email transmitted from or to a non-RPA computer.

**Monitoring**

RPA reserves the right to monitor, review, inspect and access all employees Internet and email activities to determine that the usage is related to the organization’s purposes and complies with all policies, practices, and procedures, including policies prohibiting harassment and discrimination.

Employees and persons that interact with RPA employees should not expect information stored, saved, deleted or transmitted through RPA computers to be private, including, but not limited to, email messages. Employees should expect that RPA is monitoring or auditing all such communications.

Importantly, RPA may keep copies of Internet and email passwords. Please note that the use of a password does not ensure confidentiality of any communication.

**Harassment and Other Wrongful Behavior**

RPA does not tolerate the transmission of discriminatory, offensive or unprofessional messages or accessing any Internet sites that are discriminatory, offensive or explicit in nature, including, but not limited to, pornography sites, sites that encourage violence, or other forms of improper or illegal activities. Employees and users of the RPA computers and Internet system are encouraged to notify the Administrator should you need to access questionable sites for organizational purposes or if access occurs that is unintentional.

Any violation of the above policy may result in termination of employment.

**Security**

Keeping RPA network secure is a priority. As part of its security, RPA will audit its system including reviewing emails, email attachments, and websites visited. In addition, RPA requires that its employees play their part and that every employee adhere to the following:

- Use his or her computer and the RPA network for business purposes only;
- Not copy, sell or distribute any software program;
- Not download software or add attachments onto a RPA computer or database;
- Not register their business email address with other organizations unless it furthers a business purpose;
- Not forward jokes, lists, attachments or anything else not related to business to other employees, students, parents or Board of Directors;
- Not use RPA computer or internet system to solicit donations without prior approval;
- Not provide email addresses of fellow employees to persons outside the organization unless for a legitimate business purpose;
- Not disclose or share usernames or passwords except to authorize RPA.
personnel;

• Not open or forward attachments from unknown senders; and

• Not respond to email requests for sensitive information of RPA, such as credit card numbers, financial information, social security numbers, plans, student lists, even if the request appears to come from a known outside source.

**Cell Phones**

To ensure an environment focused on learning and other reasons, RPA prohibits cell phone usage at the workplace and while performing functions of your job except:

• In cases of emergency;

• When the Administrator has provided prior approval for use; or

• When all other means of communication are not accessible.

**Equipment and Supplies**

RPA provides equipment and supplies to assist employees and other workplace participants to perform their job duties. The equipment and supplies to which you are given access are the property of RPA and may only be used for work related activities.

Employees are encouraged to use all equipment safely and in the manner for which the equipment was designed, and only for fulfilling their specific job duties. Similarly, employees are asked to use only those supplies necessary to perform their job. RPA prohibits the use of equipment or supplies for personal use. Moreover, RPA prohibits the taking of equipment or supplies outside the workplace unless the equipment is checked out through the office.

**Social Media/Open Forums**

RPA supports self-expression, including the right to express oneself to others via letters to the editor, Internet blogs, social WebPages, posting on open forums, or speaking during public events.

However, there are some points that RPA wants you to consider when writing or expressing yourself publicly:

• Unless RPA officially designates you to speak or write for RPA, you should never state that you write or speak on behalf of the RPA or that your viewpoints are the same as RPA, and you should make this clear to those reading or listening to your points of view. You may consider a disclaimer to this effect, but note that it may not excuse improper or illegal conduct;

• Do not disclose private or confidential information about RPA or employees, volunteers, students, parents, or any other person that associates with RPA. You should use common sense and courtesy, and you should follow strictly RPA’s policy on preserving confidential information;

• What you write or say and how you write or say something is up to you.
However, RPA provides notice that it reserves the right to read what you write or say publicly. Written or stated comments harmful or damaging to the RPA or to its employees, volunteers, students, parents, or any other person that associates with RPA may lead to termination.

- RPA does not tolerate persons that solicit minors for sex or violate the laws regarding minors and their protection. Employees that violate child protection laws, including solicitation of sex from minors or posting of illegal pornographic material, will be subject to discipline including, but not limited to, termination.

**Additional Information**
For additional information please review the policy manual.
ACKNOWLEDGEMENT

I, __________________________________, acknowledge that I have received, read, and understand the Employee Handbook dated ______________ [or revised ______________].

I understand the Employee Handbook summarizes various employment policies and procedures applicable to my employment with Renaissance Public Academy. I further understand that the Employee Handbook is not an employment agreement or contract for employment. I have been told and I understand that my employment with the school is “AT WILL” which means it may be terminated at any time, with or without cause, with or without notice, by either me or the school. I also understand that I may be demoted, my job responsibilities may change, or my benefits altered after I accept employment with the school with or without cause and with or without notice.

I understand that the policies, rules and benefits described in it are subject to change at the sole discretion of the Administrator or in consultation with the school's Board of Directors at any time. I am aware that during the course of my employment confidential information will be made available to me. I understand that this information must not be given out or used outside of the school's premises or with nonRPA employees.

In the event of termination of employment, whether voluntary or involuntary, I hereby agree not to utilize or exploit this information with any other individual. I understand that this Handbook supersedes any prior handbooks or policy manuals regarding employment with the school issued by the school. I understand that the School may add to, modify, or delete any of the policies and procedures contained in the Employee Handbook from time to time.

I agree to perform my job and otherwise act in a manner consistent with the Employee Handbook and any subsequent additions, modifications, or deletions, which may be implemented by the school during my employment. I agree to perform my job and otherwise act in a manner consistent with all RPA policies, procedures, processes and protocols.

I understand that, should the content be changed in any way, the school may require an additional signature from me to indicate that I am aware of and understand any new policies.

I understand that my signature below indicates that I have read and understand the above statements and have received a copy of the Employee Manual. I further agree that disputes related to my employment shall be resolved by binding arbitration as set forth in the Employee Handbook. I agree that the School may make deductions from my final paycheck as outlined in this Handbook.
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