

Modifications to the employee handbook for SY2021-2022

2-7 Safe Harbor Policy for Exempt Staff and Teachers: Updated to include a \$500 charge to the employee for broken, lost or mishandled school issued laptops. Previously, laptops were not included on the list with chromebooks, keys or electronic key fobs.

3-2 Holidays: Updated to include new Federal Holiday of Juneteenth Day.

3-3 Paid Leave: Updated to allow for a PTO carryover of up to 48 unused hours to the following school year. Teachers will also have the option to be paid out up to 40 hours of unused PTO at the end of the school year. The payout will be at the current guest teacher rate. In order to be paid out for unused time, they must submit the request to human resources by May 1st.

4-8 Bereavement Leave: Updated to require employee to submit verification of the need for the leave to the Human Resources Department.