LEMAN ACADEMY of EXCELLENCE

Leman Classical School

Employee Handbook

Colorado

Updated July 2026

ABOUT THIS HANDBOOK / DISCLAIMER

We prepared this handbook to assist Staff and Teachers in finding the answers to many questions that they may have regarding their employment with Leman Classical School (D.B.A. Leman Academy of Excellence, Inc.) Please take the necessary time to read it.

We do not expect this handbook to answer all employee questions. Human Resources, Senior Administration, Principals, Vice Principals, and Supervisors also will be a major source of information.

Neither this handbook nor any other verbal or written communication by any Senior Administration representative is, nor should it be considered to be, an agreement, contract of employment, express or implied, or a promise of treatment in any particular manner in any given situation nor does it confer any contractual rights whatsoever. Leman Classical School adheres to the policy of employment at will, which permits the School or the employee to terminate the employment relationship at any time, for any reason, with or without cause or notice.

No School representative other than Human Resources Director may modify at-will status and/or provide any special arrangement concerning terms or conditions of employment in an individual case or generally and any such modification must be in signed writing.

Many matters covered by this handbook are also described in separate School documents. These School documents are always controlling over any statement made in this handbook or by any member of Senior Administration.

This handbook states only general School guidelines. The School may, at any time, in its sole discretion, modify or vary from anything stated in this handbook, with or without notice, except for the rights of the parties to terminate employment at will, which may only be modified by an express written agreement signed by the employee and Human Resources Director.

This handbook supersedes all prior handbooks.

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Welcome Statement

For those of you who are commencing employment with Leman Academy of Excellence, Inc. (herein: “Leman Academy” or “Leman Academy of Excellence” or “the School”), on behalf of Leman Academy of Excellence, Inc., let me extend a warm and sincere welcome. I hope you will enjoy your work and feel as fulfilled as one can feel in your work here with us. I cannot explain how glad and excited we are to have you as part of our team and community.

For those of you who have been with us, thank you for your continued service.

I extend to you my personal best wishes for your personal success and professional satisfaction here at Leman Academy of Excellence. I understand that it is our Staff and Teachers that offer the support, love and guidance our families expect for their scholars. It is also you who will grow and enable us to create new opportunities in the years to come.

Jason Edwards

Head of Schools - Colorado

Leman Academy of Excellence, Inc.

Section 1 - Governing Principles of Employment

1-1. Equal Employment Opportunity

Leman Academy of Excellence, Inc. is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, religion, creed, color, age, sex, sexual orientation, gender, gender identity, gender expression, national origin, ancestry, marital status, civil union status, medical condition, disability (mental and physical), military and veteran status, pregnancy, childbirth and related medical conditions, or any other characteristic protected by applicable federal, state, or local laws and ordinances. Our Senior Administration team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, and general treatment during employment.

Title II of the Genetic Information Nondiscrimination Act (GINA) of 2008 protects applicants and employees from discrimination based on genetic information in hiring, promotion, termination, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers' acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees, or their family members; the manifestation of diseases or disorders in family members (family medical history); and requests for or receipt of genetic services by applicants, employees, or their family members.

The School will endeavor to accommodate the sincere religious beliefs of its employees to the extent such accommodation does not pose an undue hardship on the School's operations. Employees who wish to request such an accommodation should speak to the Human Resources Department.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of the Human Resources Department. The School will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. To ensure our workplace is free of artificial barriers, violation of this policy will lead to discipline, up to and including termination. All employees must cooperate with all investigations.

1-2. Americans with Disabilities Act (ADA)

Leman Academy of Excellence, Inc. complies with all applicable federal, state, and other laws concerning the employment of persons with disabilities. Leman Academy of Excellence, Inc. does not discriminate against qualified individuals with disabilities regarding application procedures, hiring, advancement, termination, compensation, training, or other terms, conditions, and privileges of employment. Leman Academy of Excellence, Inc. will not tolerate harassment on the basis of disability. Any concerns regarding discrimination or harassment based on a disability should be reported to the Benefits Department and/or Senior Administrator. Bringing these concerns to Senior Administration's attention is protected under the policies of Leman Academy of Excellence, Inc. forbidding retaliation.

Leman Academy of Excellence, Inc. will provide reasonable accommodations to qualified individuals with disabilities who need them to perform the essential functions of their jobs unless the accommodation would impose an undue hardship on the operation of our business. Employees who may need accommodations should notify the Benefits Department. Employees are expected to cooperate with Leman Academy of Excellence, Inc. and engage in an interactive process to determine what reasonable accommodations might be available. The School will not allow any form of retaliation or discrimination against an individual who requests an accommodation for a disability.

ADA Reasonable Accommodation: Service Animals

According to the Americans with Disabilities Act (ADA), a service animal is defined as "any animal individually trained to work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals to an impending seizure or protecting individuals during one, and alerting individuals who are hearing impaired to intruders, or pulling a wheelchair and fetching dropped items." A person with a disability uses a service animal as an auxiliary aid. In compliance with the ADA, service animals are welcome in all buildings on company property and may attend any class, meeting or other event. There may be an exception to certain areas.

Employees requesting accommodation for a disability that includes a service animal must contact the Benefits Department and complete a Service Animal request form. The Benefits Department will maintain documentation of approved service-animal accommodations to ensure appropriate coordination and support.

Requirements of service animals and their owners include:

•All animals need to be immunized against rabies and other diseases common to that type of animal. All vaccinations must be current.
•Animals must wear a rabies vaccination tag.
•All dogs must be licensed per state law.
•Service animals must wear an owner identification tag (which includes the name and phone number of the owner) at all times.
•Animals must be in good health.
•Animals must be on a leash, harness or other type of restraint at all times, unless the owner/partner is unable to retain an animal on leash due to a disability.
•The owner must be in full control of the animal at all times. The care and supervision of
•the animal is solely the responsibility of the owner/partner.
•The owner/partner must provide the Benefits Department staff with information as to how the animal accommodates for the individual's disability.

Reasonable behavior is expected from service animals while on company property. The owners of disruptive and aggressive service animals may be asked to remove them from Leman Academy's facilities. If the improper behavior happens repeatedly, the owner may be told not to bring the service animal into any facility until the owner takes significant steps to mitigate the behavior.

Cleanliness of the service animal is mandatory. Consideration of others must be taken into account when providing maintenance and hygiene of service animals. The owner/partner is expected to clean and dispose of all animal waste.

Reasonable Accommodations for Pregnant Workers Policy

As required by the federal Pregnant Workers Fairness Act (PWFA), Leman Academy will provide reasonable accommodations to employees and applicants with limitations related to pregnancy, childbirth or related medical conditions, unless the accommodation will cause undue hardship to Leman Academy's operations.

An employee or applicant may request an accommodation due to pregnancy, childbirth or a related medical

condition by submitting the request in writing to the Benefits Department. The accommodation request should include an explanation of the pregnancy-related limitations, the accommodation needed and any alternative accommodation(s) that might be reasonable. Depending on the nature of the accommodation, the individual may be requested to submit a statement from a health care provider substantiating the need for the accommodation.

Upon receipt of a request for accommodation, the Benefits Department will contact the employee or applicant to discuss the request and determine if an accommodation is reasonable and can be provided without significant difficulty or expense, i.e., undue hardship.

While the reasonableness of each accommodation request will be individually assessed, possible accommodations include allowing the individual to:

• Frequent breaks
• Sitting/standing
• Schedule changes, including part-time work and paid or unpaid leave
• Remote work
• Providing reserved parking
• Light duty assignments
• Making existing facilities accessible or modifying the work environment (e.g., moving an employee's workspace or providing protective equipment)
• Job restructuring
• Temporarily suspending one or more essential job functions
• Acquiring or modifying equipment, uniforms or devices
• Adjusting or modifying examinations or policies

An employee may request paid or unpaid leave as a reasonable accommodation under this policy; however, Leman Academy will not require an employee to take time off if another reasonable accommodation can be provided that will allow the employee to continue to work.

Leman Academy prohibits any retaliation, harassment or adverse action due to an individual's request for accommodation under this policy or for reporting or participating in an investigation of unlawful discrimination under this policy. If unpaid leave is provided as a reasonable accommodation, it will run concurrently with leave under the federal Family and Medical Leave Act and/or any other leave where permitted by law.

1-3. Discrimination, Harassment, Workplace Bullying and Retaliation Prevention Policy

Leman Academy of Excellence, Inc. does not tolerate and prohibits discrimination, harassment, or retaliation of or against job applicants, contractors, interns, volunteers, or employees by another employee, supervisor, vendor, customer, or any third party on the basis of actual or perceived race, religion, creed, color, age, sex, sexual orientation, gender, gender identity, gender expression, national origin, ancestry, marital status, civil union status, medical condition, disability (mental and physical), military and veteran status, pregnancy, childbirth and related medical conditions, or any other characteristic protected by applicable federal, state, or local laws and ordinances. Leman Academy of Excellence, Inc. is committed to a workplace free of discrimination, harassment, workplace bullying and retaliation.

Discrimination Defined

Discrimination under this policy means treating differently or denying or granting a benefit to an individual because of the individual's protected characteristic.

Harassment Defined

Harassment is defined in this policy as unwelcome verbal, visual, or physical conduct creating an intimidating, offensive, or hostile work environment that interferes with work performance. Harassment can be verbal (including slurs, jokes, insults, epithets, gestures, or teasing), graphic (including offensive posters, symbols, cartoons, drawings, computer displays, or emails) or physical conduct (including physically threatening another, blocking someone's way, etc.) that denigrates or shows hostility or aversion towards an individual because of any protected characteristic. Such conduct violates this policy, even if it is not unlawful. Because it is difficult to define unlawful harassment, employees are expected to behave at all times in a professional and respectful manner.

Sexual Harassment Defined

Sexual harassment can include all of the above actions, as well as other unwelcome conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities, and other verbal or physical conduct of a sexual nature.

Examples of conduct that violates this policy include:

- unwelcome sexual advances, flirtations, advances, leering, whistling, touching, pinching, assault, blocking normal movement;
- requests for sexual favors or demands for sexual favors in exchange for favorable treatment;
- obscene or vulgar gestures, posters, or comments;
- sexual jokes or comments about a person's body, sexual prowess, or sexual deficiencies;
- propositions or suggestive or insulting comments of a sexual nature;
- derogatory cartoons, posters, and drawings;
- sexually explicit emails or voicemails (including instant messages or text messages);
- uninvited touching of a sexual nature;
- unwelcome sexually related comments;
- conversation about one's own or someone else's sex life;
- conduct or comments consistently targeted at only one gender, even if the content is not sexual; and
- teasing or other conduct directed toward a person because of the person's gender.

Retaliation Defined

Retaliation means adverse conduct taken because an individual reported an actual or perceived violation of this policy, opposed practices prohibited by this policy, or participated in the reporting and investigation process described below. "Adverse conduct" includes but is not limited to:

shunning or avoiding an individual who reports harassment, discrimination, or retaliation;

express or implied threats or intimidation intended to prevent an individual from reporting harassment, discrimination, or retaliation;

denying employment benefits because an applicant or employee reported harassment, discrimination, or retaliation or participated in the reporting and investigation process described below.

All discrimination, harassment, and retaliation is unacceptable in the workplace and in any work-related settings such as business trips and business-related social functions, regardless of whether the conduct is engaged in by a supervisor, co-worker, client, customer, vendor, or other third party.

Workplace Bullying

Leman Academy of Excellence, Inc. defines bullying as repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment. Such behavior violates Leman Academy of Excellence, Inc's, Discrimination and Harassment Zero Tolerance Policy, which clearly states that all employees will be treated with dignity and respect.

Examples

Bullying may be intentional or unintentional. However, it must be noted that when an allegation of bullying is made, the intention of the alleged bully is irrelevant, and will not be given consideration when meting out discipline. As in sexual harassment, it is the effect of the behavior on the individual that is important. Leman Academy of Excellence, Inc considers the following types of behavior examples of bullying:

- Verbal bullying: Slandering, ridiculing or maligning a person or his or her family; persistent name calling that is hurtful, insulting or humiliating; using a person as butt of jokes; abusive and offensive remarks.
- Physical bullying: Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, damage to a person's work area or property
- Gesture bullying: Non-verbal threatening gestures; glances that can convey threatening messages.
- Exclusion: Socially or physically excluding or disregarding a person in work-related activities.

In addition, the following examples may constitute or contribute to evidence of bullying in the workplace:

- Persistent singling out of one person.
- Shouting or raising voice at an individual in public or in private.
- Using verbal or obscene gestures.
- Not allowing the person to speak or express himself of herself (i.e., ignoring or interrupting).
- Personal insults and use of offensive nicknames.
- Public humiliation in any form.
- Constant criticism on matters unrelated or minimally related to the person's job performance or description.

- Ignoring or interrupting an individual at meetings.
- Repeated and uncalled for Public reprimands.
- Repeatedly accusing someone of errors that cannot be documented.
- Deliberately interfering with mail and other communications.
- Spreading rumors and gossip regarding individuals.
- Encouraging others to disregard a supervisor's instructions.
- Manipulating the ability of someone to do his or her work (e.g., overloading, underloading, withholding information, assigning meaningless tasks, setting deadlines that cannot be met, giving deliberately ambiguous instructions).
- Inflicting menial tasks not in keeping with the normal responsibilities of the job.
- Refusing reasonable requests for leave in the absence of work-related reasons not to grant leave.
- Deliberately excluding an individual or isolating him or her from work-related activities, such as meetings.
- Unwanted physical contact, physical abuse or threats of abuse to an individual or an individual's property (defacing or marking up property).

Reporting Procedures

The following steps have been put into place to ensure the work environment is respectful, professional, and free of discrimination, harassment, and retaliation. If an employee believes someone has violated our harassment, retaliation, workplace bullying, or the Equal Employment Opportunity Policy, the employee should promptly bring the matter to the immediate attention of their immediate supervisor or by contacting the Human Resources Department. (Phone numbers are available through the School directory.) If this individual is the person toward whom the complaint is directed the employee should contact any higher level manager in the reporting chain including the CEO. If the employee makes a complaint under this policy and has not received a satisfactory response within five (5) business days, he/she should contact Human Resources (HR) immediately.

Every supervisor who learns of any employee's concern about conduct in violation of this policy, whether in a formal complaint or informally, must immediately report the issues raised to the Human Resources Department.

While Employees are encouraged to report claims internally, if an employee believes that he/she has been subjected to harassment, discrimination, or retaliation, he/she may file a formal complaint with a government agency. Using the School's complaint process does not prohibit an employee from filing a complaint with a government agency.

Investigation Procedures

Upon receiving a complaint, Leman Academy of Excellence, Inc. will promptly conduct a fair and thorough investigation into the facts and circumstances of any claim of a violation of this policy or our Equal Employment Opportunity policy. To the extent possible, Leman Academy of Excellence, Inc. will endeavor to keep the reporting employee's concerns confidential. However, complete confidentiality may not be possible in all circumstances. The Human Resources Department alongside Senior Administration and the CEO will conduct this investigation.

During the investigation, Leman Academy of Excellence, Inc. generally will interview the complainant and the accused, conduct further interviews as necessary and review any relevant documents or other information. Based on the nature of the allegations, the accused/offending employee may be placed on a paid administrative leave during the duration of the investigation. Upon completion of the investigation, the School shall determine whether this policy has been violated based upon its reasonable evaluation of the information gathered during the investigation. The School will inform the complainant and the accused of the results of the investigation.

Leman Academy of Excellence, Inc. will take corrective measures against any person who it finds to have engaged in conduct in violation of this policy, if the School determines such measures are necessary. These measures may include, but are not limited to, counseling, suspension, or immediate termination. Anyone, regardless of position or title, who the School determines has engaged in conduct that violates this policy will be subject to discipline, up to and including termination.

Remember, Leman Academy of Excellence, Inc. cannot remedy claimed discrimination, harassment, or retaliation unless employees bring these claims to the attention of management. Employees should not hesitate to report any conduct which they believe violates this policy.

1-4. Drug and Alcohol-Free Workplace

Purpose and Goal

Leman Academy of Excellence, Inc. is committed to protecting the safety, health and well-being of all employees and other individuals in our workplace. We recognize that alcohol abuse and drug use pose a significant threat to our goals. We have established a drug and alcohol-free workplace program that balances our respect for individuals with the need to maintain an alcohol and drug-free environment. This restriction does not apply to responsible drinking of alcohol at business meetings and related social outings.

The School encourages employees to voluntarily seek help with drug and alcohol problems.

Covered Workers

Any individual who conducts business for the School, is applying for a position or is conducting business on the School's property is covered by our drug and alcohol-free workplace policy. Our policy includes, but is not limited to, full-time employees and part-time employees.

Applicability

Our drug and alcohol-free workplace policy is intended to apply whenever anyone is representing or conducting business for the School. Therefore, this policy applies during all working hours, whenever conducting business or representing the School, while on School property and at School-sponsored events.

Prohibited Behavior

It is a violation of our drug and alcohol-free workplace policy to use, possess, sell, trade, and/or offer for sale alcohol, illegal drugs or intoxicants.

Prescription and over-the-counter drugs are not prohibited when taken in standard dosage and/or according to a physician's prescription. Any employee taking prescribed or over-the-counter medications will be responsible for consulting the prescribing physician and/or pharmacist to ascertain whether the medication may interfere with safe performance of his/her job. If the use of a medication could compromise the safety of the employee, fellow employees, scholars or the public, it is the employee's responsibility to use appropriate personnel procedures (e.g., call in sick, use leave, request change of duty, notify supervisor, notify School nurse, or resign your position) to avoid unsafe workplace practices. However, this does not extend any right to report to work under the influence of medical marijuana or to use medical marijuana as a defense to a positive drug test, to the extent an employee is subject to any drug testing requirement and/or to the extent permitted by and in accordance with applicable law.

The illegal or unauthorized use of prescription drugs is prohibited. It is a violation of our drug and alcohol-free workplace policy to intentionally misuse and/or abuse prescription medications. Appropriate disciplinary action will be taken if job performance deterioration and/or other accidents occur.

If an employee is deemed unsafe to be at work by their supervisor/team member due to what has the supervisor/team members views as an employee "under the influence", the employee can be sent home, with pay, for the day. After that day is complete, the Human Resources Department will meet with the employee to discuss the circumstances of their believing to be "under the influence". At such time, the employee may discuss prescription medications or why they believe their supervisor/team member believed them to be "under the influence". The Human Resources Department may ask the employee to be screened for drug/alcohol usage. This follows the Schools Search and Drug Testing policy. If negative/satisfying results are obtained through this investigation the report will be dismissed and not added to the employee's file. However, should the testing/investigation render negative results the employee may be disciplined and even terminated.

Caution of reporting: If it is found that an employee/supervisor is using the "under the influence" reporting as a way to harass/bully another employee the reporting employee may be disciplined for harassment and workplace bullying.

Notification of Convictions

Upon conviction for violating any state or federal drug law, each employee of this School is required to notify his/her immediate supervisor of such conviction within five (5) business days thereof. This "notification of drug conviction" requirement applies whether the conviction resulted from conduct performed while in the course and scope of employment or off duty. employees are required to report any drug-related criminal charge brought against them, whether the result of on-duty or off-duty conduct. The School will take appropriate action within 30 days of notification. Federal contracting agencies will be notified when appropriate.

Searches

Entering the School's property constitutes consent to searches and inspections. If an individual is suspected of violating the drug and alcohol free workplace policy, he/she may be asked to submit to a search or inspection at any time. Searches can be conducted of pockets and clothing, lockers, wallets, purses, briefcases and lunchboxes, desks and workstations and vehicles and equipment.

Drug Testing

To ensure the accuracy and fairness of our testing program, all testing will be conducted according to Substance Abuse and Mental Health Services Administration (SAMHSA) guidelines where applicable and will include a screening test; a confirmation test; the opportunity for a split sample; review by a Medical Review Officer, including the opportunity for employees who test positive to provide a legitimate medical explanation, such as a physician's prescription, for the positive result; and a documented chain of custody.

All drug-testing information will be maintained in separate confidential records.

The substances that will be tested for are: Amphetamines, Cannabinoids (THC), Cocaine, Opiates, Phencyclidine (PCP), Alcohol, Barbiturates, Benzodiazepines, Methaqualone, Methadone and Propoxyphene.

Testing for the presence of alcohol will be conducted by analysis of breath, saliva, or blood. Testing for the presence of the metabolites of drugs will be conducted by the analysis of urine.

Any employee who tests positive will be immediately removed from duty and terminated from employment.

An employee will be subject to the same consequences of a positive test if he/she refuses the screening or the test, adulterates or dilutes the specimen, substitutes the specimen with that from another person or sends an imposter, will not sign the required forms or refuses to cooperate in the testing process in such a way that prevents completion of the test.

Prescription Medication Policy

The proper use of medication prescribed by your physician is not prohibited; however, we do prohibit the misuse of prescribed medication. Employees' drug use may affect their job performance, such as by causing dizziness or drowsiness. Employees are required to disclose any medication that would make them a risk of harm to themselves or to others in performing their job responsibilities. It is the employee's responsibility to determine from his/her physician whether a prescribed drug may impair job performance.

Consequences

One of the goals of our drug and alcohol free workplace program is to encourage employees to voluntarily seek help with alcohol and/or drug problems. If, however, an individual violates the policy, the consequences are serious.

In the case of applicants, if he/she violates the drug and alcohol free workplace policy, the offer of employment will be withdrawn. The applicant may reapply after one (1) year and must successfully pass a pre-employment drug test.

If an employee violates the policy, he/she will be subject to progressive disciplinary action and potential termination. An employee required to enter rehabilitation who fails to successfully complete it and/or repeatedly violates the policy will be terminated from employment. Nothing in this policy prohibits the employee from being disciplined or terminated for other violations and/or performance problems.

Return-to-Work Agreements

Following a violation of the drug and alcohol free workplace policy, an employee may be offered an opportunity to participate in rehabilitation. In such cases, the employee must sign and abide by the terms set forth in a Return-to-Work Agreement as a condition of continued employment.

Assistance

Leman Academy of Excellence, Inc. recognizes that alcohol and drug abuse and addiction are treatable illnesses. We also realize that early intervention and support improve the success of rehabilitation. To support our Staff and Teachers, our drug and alcohol-free workplace policy:

- Encourages employees to seek help if they are concerned that they or their family members may have a drug and/or alcohol problem.

- Allows the use of accumulated paid leave while seeking treatment for alcohol and other drug problems.

However, employees may not request an accommodation to avoid discipline for a policy violation. Treatment for alcoholism and/or other drug use disorders may be covered by the employee benefit plan. However, the ultimate financial responsibility for recommended treatment belongs to the employee.

Confidentiality

All information received by the School through the drug and alcohol-free workplace program is confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and Human Resources and Senior Administration policies.

Shared Responsibility

A safe and productive drug and alcohol-free workplace is achieved through cooperation and shared responsibility. Both employees and Senior Administration have important roles to play.

All employees are expected, if their ability to perform job duties is impaired due to on- or off- duty use of alcohol or other drugs, to stay home and not report for their time at work. Failure to adhere to the above policy will result in immediate separation from the organization.

In addition, employees are encouraged to:

- Be concerned about working in a safe environment.
- Support fellow workers in seeking help.
- Report dangerous behavior to their supervisor.

It is the supervisor's responsibility to:

- Inform employees of the drug and alcohol free workplace policy.
- Observe employee performance.
- Investigate reports of dangerous practices.
- Document negative changes and problems in performance.
- Counsel employees as to expected performance improvement.
- Clearly state consequences of policy violations.

Communication

Communicating our drug and alcohol free workplace policy to supervisors and employees is critical to our success. To ensure all employees are aware of their role in supporting our drug and alcohol free workplace program:

- All Employees will receive a written copy of the policy. Acknowledgment and receipt of this handbook will constitute acknowledgment and receipt of the Drug and Alcohol Free Workplace Policy.

1-5. Discipline Policy

Violation of School employment policies, procedures, practices, or directives may result in disciplinary action including, without limitation, employment termination. The School may also implement other forms of employment discipline such as, without limitation, a formal reprimand, demotion, transfer, or suspension without pay (to the extent allowed by FLSA). The School is not obligated to utilize a system of progressive discipline and may discipline or terminate staff members at any time for any reason deemed appropriate by the School. Any attempt or practice of progressive discipline or period for performance improvement does not require the School to use the same practice in the future or mean that an employee's employment is anything other than on an "at-will" basis. While the School is concerned with consistent enforcement of workplace rules, the School is not obligated to follow any specific disciplinary procedure and may elect to discipline or terminate an employee without any prior warning, hearing or specific procedure, except to the extent required by applicable law.

1-6. Workplace Violence

Workplace Violence Prevention Policy
Leman Academy is committed to preventing workplace violence and to maintaining a safe work environment. Leman Academy has adopted the following guidelines to deal with intimidation, harassment or other threats of or actual violence that may occur onsite or offsite during work.

Prohibited Conduct

All employees, volunteers, contractors, and vendors should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay" or other conduct that may be dangerous to others. Conduct that threatens, intimidates, or coerces another employee, volunteer, contractor, or vendor will not be tolerated. Leman Academy resources may not be used to threaten, stalk, or harass anyone at or outside the workplace. Leman Academy treats threats coming from an abusive personal relationship as it does other forms of violence.

Indirect or direct threats of violence, incidents of actual violence, and suspicious individuals or activities should be reported as soon as possible to any member of senior administration and/or human resources (HR). When reporting a threat or incident of violence, the employee should be as specific and detailed as possible. Employees should not place themselves in eril, nor should they attempt to intercede during an incident.

Employees should promptly inform the HR department of any protective or restraining order that they have obtained that lists the workplace as a protected area. Employees are encouraged to report safety concerns with regard to intimate partner violence. Leman Academy will not retaliate against employees making good-faith reports. Leman Academy is committed to supporting victims of intimate partner violence by providing referrals to the company's employee assistance program and community resources and providing time off for reasons related to intimate partner violence.

Investigations and Enforcement

Leman Academy will promptly and thoroughly investigate all reports of threats of violence or incidents of actual violence and of suspicious individuals or activities. The identity of the individual making the report will be protected as much as possible. Leman Academy will not retaliate against employees making good-faith reports of violence, threats, or suspicious individuals or activities. To maintain workplace safety and the integrity of its investigation, Leman Academy may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation.

Anyone found to be responsible for threats of or actual violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

Leman Academy encourages employees to bring their disputes to the attention of their supervisors or the HR department before the situation escalates. Leman Academy will not discipline employees for raising such concerns.

Weapon-Free Workplace Policy

To ensure that Leman Academy maintains a workplace safe and free of violence for all employees, the company prohibits the possession or use of dangerous weapons on company property.

Covered Individuals

All Leman Academy workers are subject to this policy, including contract workers and temporary employees, as well as visitors and vendors on company property. A license to carry a weapon does not supersede this company policy. Any employee in violation of this policy will be subject to disciplinary action, up to and including termination.

Definitions
"Company property" is defined as all company-owned or leased buildings and surrounding areas such as sidewalks, walkways, driveways and parking lots under the company's ownership or control. This policy applies to all company-owned or leased vehicles and all vehicles that come onto company property.

"Dangerous weapons" include firearms, explosives, knives, and other weapons that might be considered dangerous or that could cause harm. Employees are responsible for making sure that any item possessed by the employee is not prohibited by this policy.

Searches of Personal Property
Leman Academy reserves the right at any time and at its discretion to search all company- owned or leased vehicles, personal vehicles, containers, briefcases, purses, packages and people entering the property, as well as lockers, desks and other areas for the purpose of determining whether any weapon is being, or has been, brought onto the property or premises in violation of this policy. Employees who fail or refuse to promptly permit a search under this policy will be subject to discipline up to and including termination.

Enforcement
This policy is administered and enforced by the human resources (HR) department. Anyone with questions or concerns specific to this policy should contact the HR department.

1-7. Pay Transparency

Leman Academy of Excellence, Inc. will not terminate or in any other manner discriminate against employees or applicants because they have inquired about, discussed or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions such as Supervisors, Vice Principals, Principals or any other person directing a team, cannot disclose the pay of other employees s or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is: (a) in response to a formal complaint or charge; (b) in furtherance of an investigation, proceeding, hearing or action, including an investigation conducted by the School; or (c) consistent with the School's legal duty to furnish information.

1-8. Whistleblower Policy

General
LEMAN ACADEMY OF EXCELLENCE, INC. (the "Corporation") requires directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the Corporation, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility
It is the responsibility of all directors, officers and employees to report ethics violations or suspected violations in accordance with this Whistleblower Policy.

No Retaliation

No director, officer or employee who in good faith reports an ethics violation shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the Corporation prior to seeking resolution outside the Corporation.

Reporting Violations

The Corporation has an open door policy and suggests that employees share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee's supervisor is in the best position to address an area of concern. However, if you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with someone in management whom you are comfortable in approaching. Supervisors and managers are required to report suspected ethics violations to a member of the Corporation's Board of Directors. For suspected fraud, or when you are not satisfied or uncomfortable with following the Corporation's open door policy, individuals should contact a member of the Board of Directors directly.

Board of Directors

The Board of Directors is responsible for investigating and resolving all reported complaints and allegations concerning violations.

Accounting and Auditing Matters

The Board of Directors (or audit committee of the board of directors if one has been appointed) shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing.

Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

A member of the Board of Directors will notify the sender and acknowledge receipt of the reported violation or suspected violation within ten business days. All reports will be promptly investigated, and appropriate corrective action will be taken if warranted by the investigation.

1-9. Grievance Procedures

Leman Academy recognizes that there are times when the need arises for employees to express concerns or complaints in a formal manner. The following procedures will ensure that employees receive a fair and unbiased review of workplace concerns.

Procedures

Step 1: Informal discussion with supervisor
Employee concerns should first be discussed with the employee's immediate supervisor. Many concerns can be resolved informally when an employee and supervisor take time to review the concern and discuss options to address the issue.

Step 2: Written complaint to supervisor
If the employee is not satisfied with the results of the informal discussion in Step 1, the employee may submit a written complaint within five days to his or her immediate supervisor to include:

- The nature of the grievance.
- Detailed information including evidence of the issue, witnesses, related policies, etc.
- The remedy or outcome desired.

The immediate supervisor will have five working days to respond to the employee in writing.

If the employee complaint is regarding illegal harassment, discrimination or retaliation, or their supervisor, the employee should submit the written complaint directly to the human resources (HR) department.

Step 3: Written formal complaint to human resources
If the employee is not satisfied with the response from the immediate supervisor, the employee may submit a written formal complaint to human resources. The request for review should include:

- An explanation of the grievance and details of all previous efforts to resolve the issue.
- A copy of the written complaint submitted to the immediate supervisor.
- A copy of the immediate supervisor's written response to the employee's complaint.
- Detailed information regarding the employee's dissatisfaction with the immediate supervisor's response.

Human Resources will consult with the employee's immediate supervisor and any other relevant parties to evaluate the grievance and provide a written response to the employee within five days. The outcome of the review by human resources will be final unless new evidence or other circumstances warrant additional review of the complaint.

Recordkeeping
HR will maintain records of the grievance process confidentially and securely.

Section 2 - Operational Policies

2-1. Immigration Law Compliance

Leman Academy of Excellence, Inc. is committed to employing only United States citizens and those who are authorized to work in the United States while at the same time recognizing its obligation to avoid discrimination on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, and other applicable federal laws, all Staff and Teachers must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility as a condition of employment. Former Staff and Teachers who are rehired must also complete the form if they have not completed an I-9 with Leman Academy of Excellence, Inc. within the past three (3) years or if their previous I-9 is no longer retained or valid.

The School will periodically review I-9 documentation to re-verify employment eligibility. Employees may be required to provide updated documentation to support continued employment.

Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

2-2. Employment Applications

Leman Academy of Excellence, Inc. relies upon the accuracy of the information contained in each individual's employment and volunteer applications, as well as the accuracy of other data presented throughout the hiring process or obtained during employment or volunteer opportunities. Any misrepresentations, falsifications, or material omissions in any of this information or data will result in disqualification from further consideration for employment or, if already hired, termination of employment.

2-3. Pre-Employment & Post-Employment Background Checks

Pre-Employment Background Checks
Prior to hiring a professional staff member, Leman Academy of Excellence, as instructed by the the senior administration and the Human Resources Department team, shall:

- Check with the Colorado Department of Education to determine if there is any information on record indicating the applicant has been convicted of any felony or misdemeanor crime involving unlawful sexual behavior or unlawful behavior involving children.

- The Department's records will indicate if the applicant has been convicted of, pled nolo contendere to, received a deferred sentence or a deferred prosecution, or had his or her certificate annulled, suspended, or revoked for such crimes. The Department will also provide any available information to indicate whether the applicant has been dismissed by or resigned from another educational institution as a result of an allegation of unlawful behavior involving a child, including unlawful sexual behavior, which was supported by a preponderance of the evidence according to information provided to the Department by another Educational Institution and confirmed by the Department in accordance with state law. Information of this type that is learned from a different source shall be reported by the Personnel/Business Office to the Department.

- Contact previous employers of the applicant to obtain information or recommendations relevant to the applicant's fitness for employment. An applicant who has been formally dismissed by another Educational Institution or has resigned from another Educational Institution in lieu of a dismissal for misconduct shall not be eligible for rehire within the Organization.

Post-Hiring Background Checks
Subsequent to hiring a professional staff member, if Leman Academy of Excellence has good cause to believe the professional staff member has been convicted of a felony or misdemeanor, other than a misdemeanor traffic offense, the Leman Academy shall check with the Colorado Department of Education and other agencies, as appropriate, to determine if there is any information indicating the employee has been convicted of a felony or misdemeanor.

In addition to checking with the Colorado Department of Education and other appropriate agencies, Leman Academy of Excellence shall require the professional staff member to submit a complete set of fingerprints taken by a qualified law enforcement agency. The employee shall submit his or her fingerprints within twenty (20) days of the employee's receipt of Leman Academy's written request for such fingerprints. Leman Academy shall release the fingerprints to the Colorado Bureau of Investigation for processing. Leman Academy shall not charge the professional staff member any fees for the direct and indirect costs of fingerprint processing performed.

If the information indicates the employee has been convicted of a felony or misdemeanor, other than a misdemeanor traffic offense, Leman Academy shall determine whether a nexus exists between the conviction and Leman Academy's educational mission. If Leman Academy determines a nexus exists between the employee's conviction and Leman Academy's educational mission which has or is Leman Academy may take appropriate action with respect to the employee, including termination.

For purposes of this policy, "convicted" means a conviction by a jury or by a court and shall also include the forfeiture of any bail, bond, or other security deposited to secure appearance by a person charged with a felony or misdemeanor, the payment of a fine, a plea of nolo contendere, and the imposition of a deferred or suspended sentence by the court.

2.4 Employee Classifications

For purposes of this handbook, all Staff, Teachers, and Volunteers fall within one of the classifications below.

Full-Time Staff and Teachers - Staff and Teachers who regularly work at least thirty (30) hours per week who were not hired on a temporary basis. Instructional Staff: Ten (10) Month Staff and Teachers i.e Teachers; Non- Instructional Staff: Twelve (12) Month Staff and Teachers i.e. Administrative Staff.

Part-Time Staff and Teachers - Staff and Teachers who regularly work fewer than thirty (30) hours per week who were not hired on a temporary basis. Part-Time Staff and Teachers work throughout the school year only. Instructional Staff: Ten (10) Month Staff and Teachers i.e Instructional Assistants; Non-Instructional Staff: Twelve (12) Month Staff and Teachers i.e. Administrative Staff.

Temporary Staff and Teachers - Staff and Teachers who were hired for a specific short-term project, or on a per diem or temporary basis. Temporary Staff and Teachers generally are not eligible for School benefits but are eligible to receive statutory benefits. Example: Guest Teachers

In addition to the above classifications, Staff and Teachers are categorized as either "salary exempt"; "salary non-exempt" or "non-exempt" for purposes of federal and state wage and hour laws. Staff and

Teachers classified as exempt do not receive overtime pay; they generally receive the same weekly salary regardless of hours worked. Such a salary may be paid less frequently than weekly. Staff and Teachers will be informed of their classifications upon hire and informed of any subsequent changes to their classifications.

2-5. Emergency Closings

At times, emergencies such as severe weather, fires, power failures, or earthquakes, can disrupt School operations. In extreme cases, these circumstances may require the closing of a work facility.

When operations are officially closed due to emergency conditions, the time off from scheduled work for non-exempt Staff and Teachers will be unpaid. However, with supervisory approval, Staff and Teachers may use available paid leave time, such as unused vacation or personal day benefits. Staff and Teachers in essential operations may be asked to work on a day when operations are officially closed. In these circumstances, Staff and Teachers who work will receive regular pay. Leman Academy of Excellence, Inc. reserves the right, at the discretion of the Human Resources Department, to pay Staff and Teachers during emergency closings.

2-6. Timekeeping Procedures

Staff must record their actual time worked for payroll and benefit purposes. Nonexempt Staff must record the time work begins and ends, as well as the beginning and ending time of any departure from work for any non-work-related reason, on forms as prescribed by Senior Administration.

Altering, falsifying or tampering with time records is prohibited and subjects the employee to discipline, up to and including termination.

Exempt Employees are required to record their daily work attendance and report full days of absence from work for reasons such as leaves of absence, sick leave or personal business. Reporting is in two forms, one is in Paylocity's time and attendance system and Teachers must also request a substitute in our Frontline System. A link to the training and websites for these websites is listed below:

https://lemanacademy.com/staff-documents/

Nonexempt Staff may not start work until their scheduled starting time.

It is each employee's responsibility to sign his/her time record to certify the accuracy of all time recorded. Any errors in employee time records should be reported immediately to the employee's supervisor, who will attempt to correct legitimate errors.

2-7. Overtime

Like most successful companies, we experience periods of extremely high activity. During these busy periods, additional work is required from all of us. The employee's supervisor is responsible for monitoring business activity and requesting overtime work if it is necessary. Effort will be made to provide Staff and Teachers with adequate advance notice in such situations.

Nonexempt Staff who work overtime will be compensated at the rate of one and one-half times (1½) their normal hourly wage for all time worked in excess of 40 hours each week, unless otherwise required by law

Staff may only work overtime with prior authorization from the supervisor or Senior Administration.

For purposes of calculating overtime for nonexempt Staff, the workweek begins on Sunday and ends on the following Saturday.

2-8. Safe Harbor Policy for Exempt Staff and Teachers

It is our policy and practice to accurately compensate Staff and Teachers and to do so in compliance with all applicable state and federal laws. To ensure that Staff and Teachers are paid properly and that no improper deductions are made, Staff and Teachers must review their pay stubs promptly to identify and report all errors.

Staff and Teachers classified as exempt salaried Staff and Teachers will receive a salary which is intended to compensate them for all hours they may work for the School. This salary will be established at the time of hire or when the employee becomes classified as an exempt employee. While it may be subject to review and modification from time to time, such as during salary review times, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work the employee performs.

Under federal and state law, an employee's salary is subject to certain deductions. For example, unless state law requires otherwise, an employee's salary can be reduced for the following reasons:

- Full-day absences for personal reasons other than sickness or disability.
- Full-day absences for sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to sickness or disability.
- Full-day disciplinary suspensions for infractions of safety rules of major significance; or for unpaid disciplinary suspensions of one (1) or more full days imposed in good faith for workplace conduct rule infractions.
- Family and Medical Leave absences (either full or partial day absences).
- To offset amounts received as payment from the court for jury and witness fees or from the military as military pay.
- The first or last week of employment in the event the employee works less than a full week.
- Any full work week in which the employee does not perform any work.
- Miscellaneous deductions approved by the employee for school expenditures
- Miscellaneous deductions for broken, lost or mishandled school property including school issued laptops ($600), school issued Chromebook ($150), school issued keys ($15 per key) or electronic key fob ($20 per key fob).

An employee's salary may also be reduced for certain types of deductions such as his/her portion of health, dental or life insurance premiums; state, federal or local taxes; social security; or voluntary contributions to a qualified retirement or pension plan, including PERA.

In any work week in which the employee performed any work, his/her salary will not be reduced for any of the following reasons:

- The employee's absence on a day because the School has decided to close a facility on a scheduled workday.
- Absences for jury duty, attendance as a witness, or military leave in any week in which the employee has performed any work (subject to any offsets as set forth above).
- Any other deductions prohibited by state or federal law.

However, unless state law provides otherwise, deductions may be made to an employee's accumulated leave for full or partial day absences for personal reasons, sickness or disability.

An employee who believes he/she has been subject to any improper deductions should immediately report the matter to his/her supervisor. If his/her supervisor is unavailable or if the employee believes it would be inappropriate to contact that person (or if the employee has not received a prompt and fully acceptable reply), the employee should immediately contact the Human Resources Department.

2-9. Paychecks

Staff and Teachers will be paid once monthly for all the time they have worked during the past pay period. Pay periods will run from the 1st of the month through the 15th and the 16th through the end of the month. Pay dates are as close to the 22nd of the month as possible pending weekends, holidays and non-banking days.

The payroll stub itemizes deductions made from the employee's gross earnings. By law, the School is required to make deductions for Social Security, federal income tax and any other appropriate taxes. These required deductions also may include any court-ordered garnishments. The payroll stub will also differentiate between regular pay received and overtime pay received.

An employee who believes there is an error with his/her pay should bring the matter to the attention of the Human Resources Department immediately so the School can resolve the matter quickly and amicably.

An employee's paycheck will be mailed to him/her, unless the employee has requested that it be held at the Human Resources Department or authorizes in writing another person to accept their check for them.

If an employee's paycheck is lost, he/she must notify the Human Resources Department immediately to ensure a new check may be issued. Staff and Teachers may be charged for any fees associated with stopping payment on a check.

2-10. Direct Deposit

Leman Academy of Excellence, Inc. strongly encourages Employees to use direct deposit. Authorization forms are available from the designated HRIS website.

2-11. Performance Reviews

Depending on position and classification, Leman Academy of Excellence, Inc. endeavors to review each employee's performance within twelve (12) months of employment and annually thereafter. However, Staff and Teachers should understand that a positive performance evaluation does not guarantee an increase in salary, a promotion, or continued employment. Compensation increases and the terms and conditions of employment, including job assignments, transfers, promotions, and demotions, are determined by and at the discretion of the Human Resources Department.

In addition to these formal performance evaluations, the School encourages Staff and Teachers and their supervisors to discuss job performance on a frequent and ongoing basis.

2-12. Record Retention

The School acknowledges its responsibility to preserve information relating to litigation, audits and investigations. Failure on the part of Staff and Teachers to follow this policy can result in possible civil and criminal sanctions against the School and its Staff and Teachers and possible disciplinary action against responsible individuals (up to and including termination of employment). Each employee has an obligation to notify Human Resources and/or Senior Administrator of a potential or actual litigation, external audit, investigation or similar proceeding involving the School that may have an impact on record retention protocols.

Record-Keeping Policy - Record Maintenance, Retention and Destruction

The human resources (HR) department retains and destroys personnel records in accordance with Leman Academy's policies on records retention, as well as federal and state laws governing record retention. Below is an outline of the HR department's operating procedures for personnel record retention and destruction of documents when such retention periods have passed. If Leman Academy's retention procedure is not of sufficient duration for any state in which the company does business, this procedure will be superseded by state requirements.

The HR department maintains both employee record information and government compliance reports. Both are subject to the following retention requirements and destruction procedures.

Maintenance of Employee Records

The following employee information records are maintained in segregated personnel files:

1) General employee personnel records.
2) I-9 forms.
3) Benefits plan and employee medical records.

Government compliance reports are maintained and filed separately from the above employee information records.

Destruction of Employee and Applicant Records

All paper personnel records and confidential employee data maintained by the HR department will be destroyed by shredding after retention dates have passed; this procedure pertains to all personnel records, not just those governed by the Fair and Accurate Credit Transactions Act (FACTA).

Employment application materials submitted by applicants who were never employed are also to be shredded.

When a confidential record must be discarded or destroyed, it shall be marked as confidential and destroyed in accordance with the record destruction policies. Alternatively, hardcopy confidential records may be shredded using a locked shredder on the Leman Academy premises. In the case of remote employees, employees are discouraged from printing out or creating hard copies of confidential records where possible. If hard copies must be printed, created or kept, they should be stored in a locked cabinet, drawer or other secure location until they are no longer needed, or until the maximum retention period has ended. Remote employees must then destroy all confidential files by shredding them in a locked shredder on the Leman Academy premises or otherwise rendering the documents unusable or unreadable.

Personnel records include electronic as well as paper records. The HR department will work with the IT department periodically but no less than twice annually to review and ensure that the HR department's electronic records relating to employee information and compliance reports are properly purged.

Litigation Hold

When Leman Academy is involved in or anticipates that it may be involved in litigation, the General Counsel's office will issue a litigation hold. This means that all documents relating to the litigation matter must be kept in order to preserve any potential evidence. If we fail to do so, Leman Academy can be sanctioned by the court for destroying evidence. A court has broad authority to impose these sanctions, which may include anything from unfavorable procedural rulings during a trial to payment of monetary damages.

In the event that the Leman Academy General Counsel announces a litigation hold on any or all Leman Academy records as a result of pending or anticipated litigation, all records covered by such litigation hold MUST NOT be discarded, deleted or destroyed. Further, the IT department will suspend the automatic deletion of emails for all individuals covered by the litigation hold. Any questions about the litigation should be directed to the General Counsel.

Retention of Terminated Employees' Records

For record types and retention periods, please contact Human Resources.

Section 3 – Benefits

3-1. Benefits Overview

Eligible employees are provided with a wide range of benefits. Several of the programs (such as Social Security, Workers' Compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification. Supervisors can identify the programs for which employees are eligible.

The School reserves the right to amend or withdraw any or all of the benefits programs at its sole discretion at any time, with or without notice.

3-2. Holidays

Full Time employees are eligible for the following paid holidays:

New Year's Day
Dr. Martin Luther King Jr. Day
Memorial Day
Juneteenth
Independence Day
Labor Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve
Christmas Day

Usually, these holidays are observed on the actual date of the holiday. However, when one of the above holidays falls on a Saturday, the holiday will generally be observed on the preceding Friday; if the holiday falls on a Sunday, it will generally be observed on the following Monday.

Unless previously approved by Senior Administration, nonexempt employees must work their entire shift on their regularly scheduled workdays preceding and following the holiday to be eligible to receive pay for the holiday.

When holidays fall or are celebrated on a regular workday, eligible employees will receive one (1) day's pay at their regular straight-time rate. Eligible nonexempt employees who are called in to work on a holiday will receive one (1) day's pay at their regular straight-time rate, and an additional payment of straight-time for the actual time they work that day, or the eligible employee will receive an additional day off for working on the holiday at the option of the School.

Holiday pay will not be counted as hours worked for the purpose of determining overtime pay.

If a holiday falls within an eligible employee's approved vacation period, the eligible employee will be paid for the holiday (at the regular straight-time rate) in lieu of the vacation day.

If a holiday falls within a jury duty or bereavement leave, the eligible employee will be paid for the holiday (at the regular straight-time rate).

3-3. Paid Leave

Paid Time Off Leave - Non- Instructional Staff

In lieu of paid school breaks, Leman Academy of Excellence offers paid leave to non- instructional full-time employees. Eligible employees begin to accrue leave time upon hire and are eligible to use leave time as it accrues.

Time Off Accrual - Full Time Non-Instructional Staff

Years of Service	Accrual Amount per Hour Worked	Maximum Annual Accrual Amount
0-4	0.108 hours	80 hours
5-9 years	0.144 hours	120 hours
10 years and above	0.245 hours	160 hours

During an unpaid leave of absence staff will not accrue leave time.

Accumulated but unused leave time remaining at the end of the fiscal year (6/30) will carry over up to 40 hours for use in the subsequent year and will not be paid out to staff. Upon termination of employment, for any reason, staff will be paid for unused accumulated leave time.

Paid Time Off (PTO) Leave - Instructional Staff

Paid Time Off is available to all full-time Instructional Staff. Employees begin to accrue PTO upon hire and are eligible to use PTO as it accrues.

PTO Accrual

Accrual Amount per Hour Worked	Maximum Annual Accrual Amount	Maximum Carryover on June 30
0.093 hours	40 hours	40 hours

The PTO benefit replaces traditional personal day plans with a consolidated benefit that provides full-time instructional staff more discretion and flexibility in the use of paid time for planned and unplanned absences. Employees will not accrue PTO on overtime hours, during unpaid leaves of absence, or once employment is terminated. Sick time is provided for in a separate policy.

Except as otherwise mandated by law, full-time staff must use PTO hours in a minimum of four (4) hour increments.

To take PTO, employees must request approval from their supervisor at least two 2 weeks in advance of the anticipated time off. Requests will be reviewed based on several factors, including business needs and staffing requirements. Although we will attempt to accommodate a timely PTO request, we cannot guarantee that such a request will be granted on all occasions. In case of a conflict between two requests,

we will generally use length of service with Leman Academy of Excellence as a baseline for determining priority in scheduling, although certain exceptions may apply in a particular case.

PTO is paid at the employee's base pay rate at the time the PTO is taken. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

PTO will not be counted as hours worked for the purposes of determining overtime pay.

A maximum of 40 hours of accrued but unused PTO may be carried over from one fiscal year into the next; any unused accrued PTO time above 40 hours will be forfeited and employees will not be entitled to pay for that time at fiscal year-end. Upon termination of employment, full-time staff will be paid for accrued but unused PTO.

Employees requesting Unpaid Time Off must first use their accrued PTO. If the employee has no accrued PTO, it will be considered Unpaid Time Off.

Optional PTO Cash Out: At the end of each school year, current Full Time Teachers will receive the option to elect to cash out a portion of their accrued but unused PTO. Full Time Teachers may cash out up to a maximum of 40 hours of accrued PTO. The cash out will be paid at a reduced Guest Teacher Rate in June of each year. Requests must be made in writing (email is acceptable) and submitted to the Human Resources Department before May 1st of each year.

*Note: Administrative Staff will not receive paid school breaks i.e. Fall Break, Winter Break, Spring Break, or Summer Break. Administrative staff are required to work their regularly scheduled shift or submit PTO requests (supervisor approval required) to be paid during school observed breaks.

Grey Dates

Leman Academy hopes to allow all requested time off for our employees, however, throughout the year there are times that having core staff out of the office are detrimental to the organization's health. Thus, the below dates will rarely be approved for PTO unless explicitly allowed, in writing, by your Site Principal. Those dates are:

- First two weeks of the school year
- The week before and the week after Fall Break
- The week before and the week after Thanksgiving
- The week before and the week after the Winter Break
- The week before and the week after Spring Break
- The last two weeks of the School year
- The day before and the day after an observed holiday
- All state testing days

3-4. Colorado Sick and Safe Leave Policy (All Staff - Front load method)

In accordance with Colorado law, effective as of July 1, 2022, Leman Classical School will grant all employees forty-eight (48) hours of Sick and Safe leave per plan year, front-loaded to the employee's sick leave bank on July 1 annually, or upon hire, for immediate use.

For purposes of this policy, the plan year is the consecutive twelve (12) month period beginning on July 1 and ending on June 30. Employees will not be paid for unused Sick and Safe leave at the end of the plan year or at the time of separation of employment for any reason. Unused Sick and Safe leave remaining at the end of the plan year will not be carried forward for use in a subsequent plan year.

Covered Usage:

Employees may use up to 48 hours of Sick and Safe leave per plan year. Sick and Safe leave is paid at the employee's regular rate of pay and may be used in one (1) hour increments. An employee may not use more than 48 hours of Sick and Safe leave in any plan year.

Employees may use Sick and Safe leave for any of the following reasons as intended to comply with Colorado Healthy Families and Workplaces Act:

1. An employee's mental or physical illness, injury, or health condition; an employee's need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; an employee's need for preventive medical care;

2. Care of a family member with a mental or physical illness, injury, or health condition; care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; care of a family member who needs preventive medical care;

3. Absences related to a public health emergency, as identified in the Public Health Emergency Leave policy.

4. A public official who orders the closure of an employee's place of business or the school or place of care of an employee's child and the employee needs to care for the child

5. Closure of the employee's place of business by order of a public official due to a public health emergency or an employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency, or care for oneself or a family member when it has been determined by the health authorities having jurisdiction or by a health care provider that the employee's or family member's presence in the community may jeopardize the health of others because of his or her exposure to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease; or

6. Absence necessary due to domestic violence, sexual violence, abuse or stalking, provided the leave is to allow the employee to obtain for the employee or the employee's family member: (a) medical attention needed to recover from physical or psychological injury or disability caused by domestic violence, sexual violence, abuse or stalking; (b) services from a domestic violence or sexual violence program or victim services organization; (c) psychological or other counseling; (d) relocation or taking steps to secure an existing home due to the domestic violence, sexual violence, abuse or stalking; or (e) legal services, including but not limited to preparing for or participating in any civil or criminal legal proceeding related to or resulting from the domestic violence, sexual violence, abuse or stalking.

7. To grieve, attend funeral services or a memorial, or deal with financial and legal matters that arise after the death of a family member;

8. To care for a family member whose school or place of care has been closed due to inclement weather, loss of power, loss of heating, loss of water, or other unexpected events; or

9. To evacuate the employee's place of residence due to inclement weather, loss of power, loss of heating, loss of water, or other unexpected events.

For purposes of this policy, family member includes (regardless of age): a biological, adopted or foster child, stepchild or legal ward, a child of a domestic partner, a child to whom the employee stands in-loco-parentis or an individual to whom the employee stood in loco parentis when the individual was a minor; a biological, foster, stepparent or adoptive parent or legal guardian of an employee or an employee's spouse or domestic partner or a person who stood in loco parentis when the employee or employee's spouse or domestic partner was a minor child; spouse or domestic partner; a grandparent, grandchild or sibling (whether of a biological, foster, adoptive or step relationship) of the employee or the employee's spouse or domestic partner; or any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

An employee's use of sick and safe leave will not be conditioned upon searching for or finding a replacement worker.

The Company will assume that, subject to applicable law, employees want to use available sick and safe leave for absences for the reasons set forth above and employees will be paid for such absences to the extent they have sick and safe leave available.

Employees should provide their supervisor reasonable advance notice of their intent to use PST, and if the absence is unforeseeable, employees must contact their supervisor as soon as possible, preferably no later than one (1) hour before the employees scheduled start time. When possible, the notification should include the expected duration of the absence. If an employee is seeking to use four (4) or more consecutive workdays of Sick and Safe leave, the employee may be required to provide documentation, such as a doctor's note, to verify the need for the absence and qualification for Sick and Safe leave. Employees are not required to provide any details concerning the health condition or domestic violence incident for yourself or your family member. Any information an employee elects to provide will be kept confidential.

Sick and Safe leave does not count towards the calculation of overtime. Employees who are rehired within nine (9) months of separation will have their prior bank of unused Sick and Safe leave reinstated.

Employee pay stubs will list the available Sick and Safe leave amounts, amount of Sick and Safe leave taken that year, and the amount of pay the employee has received through Sick and Safe leave that year. The Company will maintain records of hours worked, wages paid, and Sick and Safe leave paid for four (4) years.

The Company prohibits any discrimination or retaliation against an employee for lawful exercise of Sick and Safe leave rights. Employees will not be disciplined for the lawful use of Sick and Safe leave, but once Sick and Safe leave has been exhausted, the normal rules for unexcused absences will apply.

Carryover and Payout

Earned PTO and sick time will be paid at the same hourly rate the employee earns from their employment at the time the employee uses such time, but no less than the applicable minimum wage, unless otherwise required by applicable law. Use of earned PTO or sick time is not considered hours worked for purposes of calculating overtime.

Unused earned paid sick time will not be paid out upon separation of employment for any reason.

Enforcement & Retaliation

Retaliation against an employee who requests or uses earned paid sick time is prohibited. An employee has the right to file a complaint if earned paid sick time as required by law is denied by an employer or if he/she is subjected to retaliation for requesting or taking earned paid sick time. Once sick time is exhausted the normal rules for unexcused absences will apply.

The Colorado Department of Labor's contact information is as follows: 633 17th Street, Suite 201, Denver, CO 80202-3660 / 1-800-388-5515 / www.colorado.gov. Questions about rights and responsibilities under the law can be answered by Human Resources.

3-5. Lactation Breaks

The School will provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for her infant child, for two (2) years after the child's birth, in accordance with and to the extent required by applicable law. The break time, if possible, must run concurrently with rest and meal periods already provided to the employee. If the break time cannot run concurrently with rest and meal periods already provided to the employee, the break time will be unpaid, subject to applicable law.

The School will make reasonable efforts to provide the use of a functional room or location other than a toilet stall, for the employee to express milk in private that is free from intrusion from co-workers and the public that includes access to an electrical outlet. This location may be the employee's private office, if applicable.

The School may not be able to provide additional break time if doing so would seriously disrupt the School's operations, subject to applicable law. Staff and Teachers should consult the Human Resources Department if they have questions regarding this policy.

Staff and Teachers should advise Senior Administration if they need break time and an area for this purpose. Staff and Teachers will not be discriminated against or retaliated against for exercising their rights under this policy.

3-6. Insurance Programs

Leman Academy of Excellence, Inc. makes various benefits available to Staff and Teachers. To learn about them and to determine eligibility, Staff and Teachers should consult the Summary of Benefits and Coverage (SBC) and other material available for each plan.

3-7. Workers' Compensation

On-the-job injuries are covered by Workers' Compensation Insurance, which is provided at no cost to Staff and Teachers. If an employee is injured on the job, no matter how slightly, the incident must be reported to the employee's supervisor within 24 hours. Failure to follow School procedures may affect the employee's ability to receive Workers' Compensation benefits.

Staff and Teachers who need to miss work due to a workplace injury may be placed on a leave of absence. Any leave of absence due to a workplace injury runs concurrently with all other School leaves of absence. Reinstatement of leave is guaranteed only if required by law. For more information, Staff and Teachers should refer to the Leaves of Absence section of this handbook.

3-8. Colorado PERA

Colorado PERA provides retirement and other benefits to employees who provide valuable services to all of Colorado. To schedule an appointment with PERA please visit copera.org or contact them at 1-800-759-7372.

Section 4 - Leaves of Absence

In addition to the leave of absence policies listed in this section of the employee handbook, Employees may also be eligible for additional leave considerations under the Americans with Disabilities Act (ADA).

Contact for Leave of Absence Questions:
Phone: 520-499-1474
Fax: 520-658-2048
Email: benefits@lemanacademy.org

4-1. Family and Medical Leave

Leman Academy of Excellence, Inc. complies with the Family and Medical Leave Act of 1993 (FMLA). The federal Family and Medical Leave Act of 1993, as amended in 2008, requires employers with 50 or more Employees to provide eligible Employees with unpaid leave. There are two types of leave available, including the basic 12-week leave entitlement (Basic FMLA Leave), as well as the military family leave entitlements (Military Family Leave) described in this policy.
In addition to FMLA leave, Employees may also be eligible for leave under a similar state law. For information regarding eligibility, call the Benefits Department.
Eligibility for FMLA Leave

Employees are eligible for FMLA leave if they:

1. Have worked for the School for at least 12 months; and

2. Have worked at least 1,250 hours for the School during the 12 calendar months immediately preceding the request for leave *; and

3. Are employed at a worksite that has 50 or more Employees within a 75-mile radius.

Basic FMLA Leave

Eligible Employees may take up to 12 weeks of leave during a 12-month period as specified herein under FMLA. We use a rolling 12-month period measured backwards from the date the employee uses FMLA leave when available FMLA is calculated. Employees who meet the eligibility requirements described above are eligible to take up to 12 weeks of unpaid leave during any 12-month period for one of the following reasons:

- The birth of a child and in order to care for that child (leave must be completed within one year of the child's birth);
- The placement of a child with you for adoption or foster care and in order to care for the newly placed child (leave must be completed within one year of the child's placement);
- To care for a spouse, child, or parent, or partners in a civil union or domestic partnership as defined under the Family Care Act with a serious health condition;
- To care for your own serious health condition, which makes you unable to perform any of the essential functions of your position; or
- A qualifying exigency of a spouse, child, or parent who is a military member on covered active duty or called to covered active-duty status (or has been notified of an impending call or order to covered active duty).

Married Couples

Married couples who are eligible for FMLA leave and are employed by the same covered employer may be limited to a combined total of 12 weeks of leave during any 12-month period if the leave is taken for the placement of the employee's son or daughter or to care for the child after placement, for the birth of the employee's son or daughter or to care for the child after birth, or to care for the employee's parent with a serious health condition.

The definition of spouse is those individuals that are in a lawfully recognized opposite sex, same sex, or common law marriage, regardless of where they live.

Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or daily activities.
Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three (3) consecutive calendar days combined with at least two (2) visits to a health care

provider or one (1) visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Military Family Leave

There are two types of Military Family Leave available.

1.) Qualifying Exigency Leave. Staff and Teachers meeting the eligibility requirements described above may be entitled to use up to 12 weeks of their Basic FMLA Leave entitlement to address certain qualifying exigencies. Leave may be used if the employee's spouse, son, daughter or parent, is on covered active duty or called to covered active duty. "Covered active duty" generally applies to members of the Regular Armed Forces during deployment of the member with the Armed Forces to a foreign country, or for members of the Reserve components of the Armed Forces (members of the National Guard and Reserves) during deployment of the member with the Armed Forces to a foreign country under a call or order to active duty in support of a contingency operation. "Covered active duty" may also include other contingency operations as declared by Congress or the President pursuant to applicable law. "Deployment to a foreign country" includes deployment to international waters.

Qualifying exigencies may include:

- Short-notice deployment (up to seven (7) days of leave)
- Attending certain military events
- Arranging for alternative childcare or parental care
- Addressing certain financial and legal arrangements
- Periods of rest and recuperation for the service member (up to 15 days of leave)
- Attending certain counseling session
- Attending post-deployment activities (available for up to 90 days after the termination of the covered service members' active-duty status)
- Other activities arising out of the service member's active duty or call to active duty and agreed upon by the School and the employee

2.) Leave to Care for a Covered Service Member and/or Veterans. There is also a special leave entitlement that permits Staff and Teachers who meet the eligibility requirements for FMLA leave to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is either: (1) a current member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, is in outpatient status, or is on the temporary disability retired list, for a serious injury or illness; or (2) a veteran of the Armed Forces (including the National Guard or Reserves) discharged within the five-year period before the family member first takes military caregiver leave to care for the veteran and who is undergoing medical treatment, recuperation, or therapy for a qualifying serious injury or illness. A veteran who was dishonorably discharged does not meet the FMLA definition of a covered service member. A "serious injury or illness" includes not only a serious injury or illness that was incurred by the member in line of duty on active duty but also a serious injury or illness that existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating. For veterans, a "serious injury or illness" is generally a qualifying injury or illness that was incurred by the member in line of duty on active duty in the

Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that manifested itself before or after the member became a veteran.

When both married individuals work for the same employer, the aggregate amount of leave that can be taken by the married individuals to care for a covered service member or veteran is 26 weeks in a single 12-month period.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Staff and Teachers must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations.

Military Family Leave due to qualifying exigencies may also be taken on an intermittent basis. Leave may not be taken on an intermittent basis when used to care for the employee's own child during the first year following birth, or to care for a child placed with the employee for foster care or adoption, unless both the employer and employee agree to such intermittent leave.

Employee Responsibilities when Requesting FMLA Leave

If the need to use FMLA leave is foreseeable, the employee must give the School at least 30 days' prior notice of the need to take leave. When 30 days' notice is not possible, the employee must give notice as soon as practicable (within 1 or 2 business days of learning of the need for leave, except in extenuating circumstances).

Failure to provide such notice may be grounds for delaying the start of the FMLA leave. Whenever possible, requests for FMLA leave should be submitted to the Benefits Department using the Employee Application for Leave form available from the Benefits Department.

When submitting a request for leave, the employee must provide sufficient information for the School to determine if the leave might qualify as FMLA leave, and also provide information on the anticipated date when the leave would start as well as the duration of the leave. Sufficient information may include that the employee is unable to perform job functions; that a family member is unable to perform daily activities; that the employee or family member needs hospitalization or continuing treatment by a healthcare provider; or the circumstances supporting the need for military family leave. Staff and Teachers also must inform the School if the requested leave is for a reason for which FMLA leave was previously taken or certified. Staff and Teachers also will be required to provide a certification and periodic recertification supporting the need for leave.

Medical Certification

If the employee is requesting leave because of the employee's own or a covered relation's serious health condition, the employee and the relevant healthcare provider must supply appropriate medical certification. Staff and Teachers will obtain a Medical Certification form from the Benefits Department. When the employee requests leave, the Benefits Department will notify the employee of the requirement for medical certification and when it is due no more than five (5) days after the employee requests leave.

If the employee provides at least 30 days' notice of medical leave, he/she should also provide the medical certification before the leave begins.

Failure to provide requested medical certification in a timely manner may result in denial of leave until it is provided. The School, at its expense, may require an examination by a second healthcare provider designated by the School, if it reasonably doubts the medical certification initially provided. If the second healthcare provider's opinion conflicts with the original medical certification, the School, at its expense, may require a third, mutually agreeable, healthcare provider to conduct an examination and provide a final and binding opinion. The School may require subsequent medical recertification. Failure to provide requested certification within 15 days, except in extenuating circumstances, may result in the delay of further leave until it is provided.

Employer Responsibilities

When an employee requests leave, the School will inform the employee whether he/she is eligible. If the employee is eligible, the employee will be given a written notice that includes details of any additional information he/she will be required to provide. If the employee is not eligible under the FMLA, the School will provide the employee with a written notice indicating the reason for ineligibility. If leave is designated as FMLA-protected, the Benefits Department will inform the employee in writing and provide information on the amount of leave that will be counted against their 12- or 26-week entitlement.

Pay, Benefits, and Protections during FMLA Leave.

Leave is unpaid: Family medical leave is unpaid if leave is taken because of an employee's own serious health condition (although Staff and Teachers may be eligible for short or long-term disability payments and/or workers' compensation benefits under those insurance plans).

Substitution of paid time off for unpaid leave: If an employee does not choose to substitute accumulated paid leave, the employer may require the employee to substitute accumulated paid leave for unpaid FMLA leave, as determined by the terms and conditions of the worksite employer's leave policy.
For leave taken for a qualifying exigency, an employee may elect, or the worksite employer may require substitution of paid personal, vacation, or family leave time for unpaid FMLA leave. The same rules apply as if the employee took FMLA leave to care for a family member with a serious health condition or for the birth or placement of a child.

For leave to care for a seriously injured or ill family member in the military, an employee may substitute paid personal, vacation, family leave, sick, or medical leave time for unpaid FMLA leave. The same rules apply as if the employee took leave for his/her own serious health condition. The worksite employer will not provide paid sick leave or paid medical leave in any situation in which the worksite employer would not normally provide any such paid leave.

Workers' compensation leave runs concurrent with FMLA. For a leave due to a workers' compensation injury the employee will be placed on FMLA leave automatically without a specific request from the employee (medical certification) if the injury meets FMLA criteria.

Medical and other benefits: During an approved FMLA leave, the School will maintain the employee's health benefits as if the employee continued to be actively employed. If paid leave is substituted for unpaid family medical leave, the School will deduct the employee's portion of the health plan premium

as a regular payroll deduction. Health insurance benefits will not be maintained after the twelve (12) week FMLA period expires if the employee does not return to work; however, the employee will be entitled to his/her applicable rights under COBRA.

Seniority and employment benefits do not accumulate during an FMLA, but any such benefits that have accumulated before the leave is taken will not be lost.

Return to work at the end of FMLA leave: Upon return from FMLA leave, Staff and Teachers will be restored to their original or equivalent position with equivalent pay, benefits, and other employment terms.

If an employee fails to return to work on the day noted on the leave request (or on such date subsequently agreed to return), it will be considered a voluntary resignation by the employee. A leave request may be investigated at the discretion of the School and any deliberate falsification of an FMLA leave request or medical certification may result in disciplinary action, up to and including termination. Staff and Teachers with questions about their rights or responsibilities under the FMLA should ask their supervisor or contact the Benefits Department.

Employees who need additional time away from work after exhausting FMLA may request an unpaid personal leave of absence under Section 4-2.

Intermittent and Reduced-Schedule Leave

Leave because of a serious health condition, or either type of family military leave may be taken intermittently (in separate blocks of time due to a single health condition) or on a reduced schedule leave (reducing the usual number of hours worked per workweek or workday) if medically necessary. If the leave is unpaid, the School will reduce the employee's salary based on the amount of time actually worked. In addition, while an employee is on an intermittent or reduced schedule leave that is based on planned medical treatment, or period of recovery, for the employee, a family member, or a covered service member, or if the School agrees to permit intermittent or reduced schedule for the birth of a child or for placement of a child for adoption or foster care, the School may temporarily transfer the employee to an available alternative position that better accommodates the recurring leave and which has equivalent pay and benefits.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Terminate or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local

law or collective bargaining agreement which provides greater family or medical leave rights. Other leaves of absence, such as bereavement, personal, and sick (not considered under FMLA) are determined by the worksite employer. FMLA will run concurrently, where required, with any state mandated leave laws. This policy supersedes any policies that may have been issued prior to the revision date shown below.

4-2. Personal Leave

Unpaid Personal Leave of Absence Policy

An unpaid personal leave of absence may be granted upon request to regular full- and part-time employees for important pressing personal needs, at the discretion of the direct supervisor and the Benefits Department.

Provisions

- Individuals employed by Leman Academy for a minimum of 90 days are eligible to apply for an unpaid personal leave of absence.

- Unpaid personal leave may only be requested after all other appropriate leave balances have been exhausted.

- Leman Academy will attempt to hold an employee's position open for the period of unpaid personal leave, if such leave is 6 weeks or less. If leave is greater than 6 weeks, the employee, if qualified, will be entitled to the first reemployment opportunity available over the next six months.

- Employee health benefits will be continued in the same manner as received prior to the leave, if the leave is for 6 weeks or less, and the employee will be expected to remit payment for the employee's portion of the health insurance premium prior to departing for unpaid personal leave, and in an amount equivalent to the expected period of absence. If employee requests leave which extends beyond the 6-week period, the employee will be advised of COBRA continuation rights.

- Unpaid personal leaves are limited to one (1) per year on a 12-month rolling calendar.

- Accepting employment elsewhere is not a qualified reason for unpaid leave under this policy and may result in termination of employment at Leman Academy.

Procedure for applying for unpaid personal leave:

Requests for unpaid personal leave must be made in writing to the Benefits Department and should indicate the reason and the length of leave requested, for absences of 10 or more days.

The Benefits Department shall review and act upon a request for unpaid personal leave in consideration of the following factors:

- The purpose for which the leave is requested.
- The length of time the employee will be away.
- The effect the leave will have on the ability of the department to carry out its responsibilities.

- The quality of the employee's performance prior to the submission of the request.

All unpaid personal leave must be approved by the Benefits Department and concurred with by the employee's direct supervisor.

Procedure for returning from unpaid personal leave

The Benefits Department will provide the employee's official return-to-work date in writing, which may be communicated via email, when the leave is approved. Employees are required to return on this date. Any request to change the return date must be submitted in advance and approved in writing. Returning after the designated date without prior approval will be treated as an unapproved absence.

Upon receiving the written return-to-work date from the Benefits Department, the supervisor will arrange for the employee to be reinstated to their previous position, if available. If the previous position is no longer available, the employee may be considered for other open positions which the employee is qualified for as they become available.

If no position exists, the employee will remain on unpaid leave status until a suitable opening develops. If such an opening does not occur within a 60-day period, any obligation to reinstate the employee is discontinued and the employee's leave status is changed to a voluntary termination. Future reemployment would be as a rehire with only legally required reinstatement of applicable benefits.

4-3. Military Leave

Staff and Teachers who are called into active military service or who enlist in the uniformed services will be eligible to receive an unpaid military leave of absence. To be eligible for military leave, Staff and Teachers must provide Senior Administration with advance notice of their service obligations unless prevented from providing such notice by military necessity or it is otherwise impossible or unreasonable for them to provide such notice. Provided their absence does not exceed applicable statutory limitations, Staff and Teachers will retain reemployment rights and accumulate seniority and benefits in accordance with applicable federal and state laws. Please ask Senior Administration for further information about eligibility for Military Leave.

Staff and Teachers who are required to attend yearly Reserves or National Guard duty can apply for an unpaid temporary military leave of absence not to exceed the number of days allowed by law (including travel). Staff and Teachers should give Senior Administration as much advance notice as possible of the need for military leave so that the School can maintain proper coverage while the employee is away.

4-4. Jury Duty

The School encourages staff members to fulfill their civic duties related to jury duty. If you are summoned for jury duty, notify your Supervisor as soon as possible to make scheduling arrangements. As required by applicable law, if you are summoned for jury duty, you will be paid your regular wage (not to exceed $50 per day unless mutually agreed to) for the first three days of juror service or any part thereof. For any additional days, time spent on jury duty will be unpaid. You may opt to use PTO for school-year staff or vacation time for year-round staff in place of unpaid leave.

The School reserves the right to require staff members to provide proof of jury duty service to the extent authorized by law. The School will not retaliate against staff members who request or take leave under this policy.

4-5. Witness Leave

An employee called to serve as a witness in a judicial proceeding will be granted leave without pay. Staff and Teachers may use the available PTO to cover the period of absence.

Staff and Teachers subpoenaed for witness duty must notify their supervisor as soon as possible.

4-6. Voting Leave

In the event an employee does not have sufficient time outside of working hours to vote in a statewide election, if required by state law, the employee may take off enough working time to vote. Such time will be paid if required by state law. This time should be taken at the beginning or end of the regular work schedule. Where possible, Staff and Teachers should notify their supervisor at least two (2) days prior to the Election Day.

4-7. Leave for Crime Victims

Leman Academy of Excellence, Inc. allows eligible Staff and Teachers who have been victims of crime to take unpaid time away from work to exercise their right to be present at legal proceedings related to the crime

As defined in ARS § 13-4401, a "victim" is (1) a person against whom a criminal offense has been committed, or (2) if the person is killed or incapacitated, the person's immediate family (victim's spouse, parent, child, sibling, grandparent or lawful guardian) or other lawful representative (person who is designated by the victim or appointed by the court and who acts in the best interests of the victim), except if the person is in custody for an offense or is the accused.

The School may require Staff and Teachers to use any available PTO time to be compensated during this leave. Staff and Teachers should check with their supervisor for clarification.

While there is no maximum leave time allocated for Crime Victims Leave, the School reserves the right to limit the leave provided under the law if the leave creates an undue hardship to the School's business.

Notice and Documentation

Requests for Crime Victims Leave must be made to the employee's immediate supervisor or the Senior Administrator, providing as much notice as practical. In making this request, the employee shall provide:

- a copy of the form provided to employee by the law enforcement agency; and
- a copy of the notice of each scheduled proceeding that is provided to the victim by the responsible agency.

Confidentiality

To the extent allowed by law, Leman Academy of Excellence, Inc. must maintain the confidentiality of any employee requesting leave, as well as the confidentiality of any information related to the employee's leave under the law.

Retaliation

Leman Academy of Excellence, Inc. is prohibited from interfering with, restraining, or denying rights provided by this law. Leman Academy of Excellence, Inc. may not discriminate in any way against an employee for taking leave under this law.

4-8. Bereavement Leave

We know the death of a family member is a time when Staff and Teachers wish to be with the rest of their family. Paid bereavement leave will be granted according to the following schedule:

Employees are allowed up to four consecutive days off from regularly scheduled duty with regular pay in the event of the death of the employee's spouse, child, father, father-in-law, mother, mother-in-law, son-in-law, daughter-in-law, brother, sister, stepfather, stepmother, stepbrother, stepsister, stepson or stepdaughter. To be eligible for paid bereavement leave, the employee generally must attend the funeral of the deceased relative.

Employees are allowed two days off from regular scheduled duty with regular pay in the event of death of the employee's brother-in-law, sister-in-law, aunt, uncle, niece, nephew, grandparent, grandchild, or spouse's grandparents.

To be eligible for paid bereavement leave, the employee generally must attend the funeral of the deceased relative. Employees are allowed up to four hours of bereavement leave to attend the funeral of a fellow regular employee or retiree of the School, provided such absence from duty will not interfere with normal operations of the School.

Employees must submit verification of the need for leave to the Benefits Department before leave can be entered or paid. For bereavement leave, employees must provide proof of death such as an obituary, funeral program, or other documentation to the Benefits Department at benefits@lemanacademy.org.

Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. An employee may, with his or her supervisor's approval, use any available PTO for additional time off as necessary.

Bereavement pay is calculated based on the base pay rate at the time of absence, and it will not include any special forms of compensation such as incentives, commissions, bonuses, overtime or shift differential.

Section 5 - General Standards of being a Leman Employee

5-1. Workplace Conduct

Leman Academy of Excellence, Inc. endeavors to maintain an ethical, moral and positive work environment. Each employee plays a role in fostering this environment. Accordingly, we all must abide by certain rules of conduct, based on honesty, integrity, morality, common sense and fairness.

Because everyone may not have the same idea about proper workplace conduct, it is helpful to adopt and enforce rules all can follow. Unacceptable conduct may subject the offender to disciplinary action, up to and including termination, in the School's sole discretion. The following are examples of some, but not all, conduct which can be considered unacceptable:

- Obtaining employment on the basis of false or misleading information.
- Stealing, removing or defacing Leman Academy of Excellence, Inc. property or a co-worker's property, and/or disclosure of confidential information.
- Completing another employee's time records.
- Dishonesty.
- Violation of safety rules and policies.
- Violation of the Leman Academy of Excellence, Inc. Drug and Alcohol-Free Workplace Policy.
- Fighting on the job or serious breach of acceptable behavior, including but not limited to using obscene, abusive, or threatening language or gestures.
- Disrupting the work of others.
- Any violation of the Leman Academy of Excellence, Inc. Workplace Violence Policy.
- Theft, attempted theft, unauthorized removal or unauthorized possession of the School's property or property of other Staff and Teachers or customers.
- Insubordination or disobedience of a lawful Senior Administration directive.
- Deliberate omission, falsification, or fraudulent alteration of any document or record.
- Immorality: defined as a course of conduct that offends the morals of the community diminishes or sets a bad example to the scholars in the community we serve. This is to further mean extra marital affairs that are known to Senior Administration specifically when they are with co-workers or affect the organization in a negative manner.
- Fraternization; to further mean a relationship that is formed by two employees that creates a negative work environment because of relational problems, or supervisors dating their employees leading to favoritism.
- Failure to report to work after the expiration of a leave of absence.
- Use of foul or inappropriate language.
- Loitering, sleeping or loafing during work time, or leaving a work area without the permission of Senior Administration.
- Violation of the Punctuality and Attendance Policy, including but not limited to irregular attendance, habitual lateness or unexcused absences.
- Gambling on School property.
- Stopping work prior to the end of any shift without Senior Administration permission.
- Willful or careless destruction or damage to School assets or to the equipment or possessions of another employee.
- Excessive, unnecessary, or unauthorized use of the School's property and supplies, particularly for personal purposes.
- Performing work of a personal nature during working time.
- Aiding a competitor or any act that intends to inflict injury upon the School.

- Lack of scholar supervisor and/or leaving scholars unattended.
- Violation of the Solicitation and Distribution Policy.
- Violation of the Leman Academy of Excellence, Inc. Discrimination, Harassment and Retaliation or Equal Employment Opportunity Policies.
- Violation of the Communication and Computer Systems Policy.
- Unsatisfactory job performance.
- Any other violation of School policy.

Not every type of misconduct can be listed. Note that all Staff and Teachers are employed at will, and Leman Academy of Excellence, Inc. reserves the right to impose whatever discipline it chooses, or none, in a particular instance. The School will deal with each situation individually and nothing in this handbook should be construed as a promise of specific treatment in a given situation. However, Leman Academy of Excellence, Inc. will endeavor to utilize progressive discipline but reserves the right in its sole discretion to terminate an employee at any time for any reason.

The observance of these rules will help to ensure that our workplace remains a safe and desirable place to work.

5.2 Employee Dating Policy

Leman Academy of Excellence strongly believes that a work environment where employees maintain clear boundaries between employee personal and business interactions is necessary for effective business operations. Although this policy does not prevent the development of friendships or romantic relationships between co-workers, it does establish boundaries as to how relationships are conducted during working hours and within the working environment.

Individuals in supervisory or managerial roles, and those with authority over others' terms and conditions of employment, are subject to more stringent requirements under this policy due to their status as role models, their access to sensitive information, and their ability to affect the employment of individuals in subordinate positions.

This policy does not preclude or interfere with the rights of employees protected by the National Labor Relations Act or any other applicable statute concerning the employment relationship.

Procedures

- During working time and in working areas, employees are expected to conduct themselves in an appropriate workplace manner that does not interfere with others or with overall productivity.

- During nonworking time, such as lunches, breaks, and before and after work periods, employees engaging in personal exchanges in nonwork areas should observe an appropriate workplace manner to avoid offending other workers or putting others in an uncomfortable position.
- Employees are strictly prohibited from engaging in physical contact that would in any way be deemed inappropriate in the workplace by a reasonable person while anywhere on company premises, whether during working hours or not.

- Employees who allow personal relationships with co-workers to adversely affect the work environment will be subject to Leman Academy's disciplinary policy, including counseling for minor problems. Failure to change behavior and maintain expected work responsibilities is viewed as a serious disciplinary matter.

- Employee off-duty conduct is generally regarded as private, as long as such conduct does not create problems within the workplace. An exception to this principle, however, is romantic or sexual relationships between supervisors and subordinates.

- Any supervisor, manager, executive or other company official in a sensitive or influential position with Leman Academy must disclose the existence of a romantic or sexual relationship with another co-worker. Disclosure may be made to the individual's immediate supervisor and/or the director of human resources (HR). Leman Academy will review the circumstances to determine whether any conflict of interest exists.

- When a conflict-of-interest or potential risk is identified due to a company official's relationship with a co-worker, Leman Academy will work with the parties involved to consider options for resolving the problem. The initial solution may be to make sure the parties no longer work together on matters where one is able to influence the other or take action for the other. Matters such as hiring, firing, promotions, performance management, compensation decisions and financial transactions are examples of situations that may require reallocation of duties to avoid any actual or perceived reward or disadvantage. In some cases, other measures may be necessary, such as transfer of one or both parties to other positions, departments, or locations. If one or both parties refuse to accept a reasonable solution, such refusal will be deemed a voluntary resignation.

- Failure to cooperate with Leman Academy to resolve a conflict or problem caused by a romantic or sexual relationship between co-workers or among managers, supervisors, or others in positions of authority in a mutually agreeable fashion may be deemed insubordination and result in disciplinary action up to and including termination.

- The provisions of this policy apply regardless of the sexual orientation of the parties involved.
- Where doubts exist as to the specific meaning of the terms used above, employees should make judgments based on the overall spirit and intent of this policy.

- Any concerns about the administration of this policy should be addressed to the director of HR.

5-3. Scholar Interaction Policy

Leman Academy of Excellence, Inc recognizes its responsibility to make and enforce all rules and regulations governing Scholar and employee behavior to bring about the safest and most learning-conducive environment possible.

Corporal Punishment Corporal punishment shall not be used as a disciplinary measure against any Scholar. Corporal punishment includes the willful infliction of, or willfully causing the infliction of, physical pain on a Scholar. For purposes of this policy, corporal punishment does not include an

employee's use of force that is reasonable and necessary to protect the employee, Scholars, staff or other persons or to prevent damage to property.

For clarification purposes, the following examples are offered for direction and guidance of School personnel:

A. **Examples of PERMITTED actions (NOT corporal punishment)**

1. Stopping a Scholar from fighting with another Scholar.
2. Preventing a pupil from committing an act of vandalism;
3. Defending yourself from physical injury or assault by a Scholar;
4. Forcing a pupil to give up a weapon or dangerous object;
5. Requiring an athletic team to participate in strenuous physical training activities designed to strengthen or condition team members or improve their coordination, agility, or physical skills;
6. Engaging in group calisthenics, team drills, or other physical education or voluntary recreational activities.

B. **Examples of PROHIBITED actions (corporal punishment)**

1. Hitting, shoving, pushing, or physically restraining a Scholar as a means of control;
2. Making unruly Scholars do push-ups, run laps, or perform other physical acts that cause pain or discomfort as a form of punishment;
3. Paddling, swatting, slapping, grabbing, pinching, kicking, or otherwise causing physical pain.

Acceptable and Unacceptable Staff/Scholar Behavior

This policy is intended to guide all School faculty and staff in conducting themselves in a way that reflects the high standards of behavior and professionalism required of school employees and to specify the boundaries between Scholars and staff. Although this policy gives specific, clear direction, it is each staff member's obligation to avoid situations that could prompt suspicion by parents, Scholars, colleagues, or school leaders. One viable standard that can be quickly applied, when you are unsure if certain conduct is acceptable, is to ask yourself, "Would I be engaged in this conduct if my family or colleagues were standing next to me?"

For the purposes of this policy, the term "boundaries" is defined as acceptable professional behavior by staff members while interacting with a Scholar. Trespassing the boundaries of a Scholar/teacher relationship is deemed an abuse of power and a betrayal of public trust. Some activities may seem innocent from a staff member's perspective but can be perceived as flirtation or sexual insinuation from a Scholar or parent point of view. The objective of the following lists of acceptable and unacceptable behaviors is not to restrain innocent, positive relationships between staff and Scholars, but to prevent relationships that could lead to, or may be perceived as sexual misconduct. Staff must understand their own responsibility for ensuring that they do not cross the boundaries as written in this policy. Disagreeing

with the wording or intent of the established boundaries will be considered irrelevant for disciplinary purposes.

Thus, it is crucial that all employees learn this policy thoroughly and apply the lists of acceptable and unacceptable behaviors to their daily activities. Although sincere, competent interaction with Scholars certainly fosters learning, Scholar/staff interactions must have boundaries surrounding potential activities, locations and intentions. Duty to Report Suspected Misconduct When any employee becomes aware of another staff member having crossed the boundaries specified in this policy, he or she must speak to this staff member if the violation appears minor or report the matter to school administrators. If the observed behavior appears significant, it is the duty of every staff member to immediately report it to an administrator. All reports shall be confidential.

It is the duty of the administrator to investigate and thoroughly report the situation. Employees must also report to the administration any awareness or concern of Scholar behavior that crosses boundaries or where a Scholar appears to be at risk for sexual abuse.

Unacceptable Staff/Scholar Behaviors (Violations of this Policy)

a. Giving gifts to an individual Scholar that are of a personal and intimate nature.
b. Kissing of any kind.
c. Any type of unnecessary physical contact with a Scholar in a private situation.
d. Intentionally being alone with a Scholar away from the school.
e. Making or participating in sexually inappropriate comments.
f. Sexual jokes.
g. Seeking emotional involvement with a Scholar for your benefit.
h. Listening to or telling stories that are sexually oriented.
i. Discussing inappropriate personal troubles or intimate issues with a Scholar in an attempt to gain their support and understanding.
j. Becoming involved with a Scholar so that a reasonable person may suspect inappropriate behavior.
k. Unacceptable Staff/Scholar Behaviors without Parent and Supervisor Permission (These behaviors should only be exercised when a staff member has parent and supervisor's permission.)
l. Giving Scholars a ride to/from school or school activities.
m. Being alone in a room with a Scholar at school with the door closed.
n. Allowing Scholars in your home.

Cautionary Staff/Scholar Behaviors (These behaviors should only be exercised when a reasonable and prudent person, acting as an educator, is prevented from using a better practice or behavior. Staff

members should inform their supervisor of the circumstance and occurrence prior to or immediately after the occurrence)

a. Remarks about the physical attributes or development of anyone.
b. Excessive attention toward a particular Scholar.
c. Sending emails, text messages or letters to Scholars if the content is not about school activities

Acceptable and Recommended Staff/Scholar Behaviors

a. Getting parents' written consent for any after-school activity.
b. Obtaining formal approval to take Scholars off school property for activities such as field trips or competitions.
c. E-mails, text, phone and instant messages to Scholars must be very professional and pertaining to school activities or classes (Communication should be limited to school technology).
d. Keeping the door open when alone with a Scholar.
e. Keeping reasonable space between you and your Scholars.
f. Stopping and correcting Scholars if they cross your own personal boundaries.
g. Keeping parents informed when a significant issue develops about a Scholar.
h. Keeping after-class discussions with a Scholar professional and brief.
i. Asking for advice from fellow staff or administrators if you find yourself in a difficult situation related to boundaries.
j. Involving your supervisor if a conflict arises with the Scholar.
k. Informing the Principal about situations that have the potential to become more severe.
l. Making detailed notes about an incident that could evolve into a more serious situation later.
m. Recognizing the responsibility to stop unacceptable behavior of Scholars or coworkers.
n. Asking another staff member to be present if you will be alone with any type of special needs Scholar.
o. Asking another staff member to be present when you must be alone with a Scholar after regular school hours.
p. Giving Scholars praise and recognition without touching them.
q. Pats on the back, high fives and handshakes are acceptable.
r. Keeping your professional conduct a high priority.
s. Asking yourself if your actions are worth your job and career.

Inappropriate Interaction with a Scholar Reporting Procedure

As stated in the above policy outline, One viable standard that can be quickly applied, when you are unsure if certain conduct is acceptable, is to ask yourself, "Would I be engaged in this conduct if my family or colleagues were standing next to me?" The additional question to ask yourself is, "Would I be comfortable with the interaction if it were a stranger and my child?"

Reporting inappropriate interaction is not only necessary but mandated to all employees. Reporting procedures are to be followed regardless of whether it be a colleague, supervisor, Administrator or Senior Administrator. The safety of our scholars has to be the highest priority. As such, reporting procedures and investigative procedures are as below:

Inappropriate Scholar Interaction Grievance Reported by a Parent

1) Immediately send a "notice of grievance" email to: Supervisor, Site Principal and Human Resources.
2) If you are in a Leadership position, including Vice Principal, Principal, HR position, or other supervisory role, interview the Parent with at least one other individual in the room.
3) DO NOT ask probing questions, allow that to be the Principal, Human Resources or Senior Administration to ask those questions.
4) Write a detailed report that includes how it was reported, any person that is involved and all that was stated.
5) Send a report to your Site Principal, Human Resources and CEO
6) Inappropriate Scholar Interaction Grievance Reported by a Scholar
7) Immediately send a "notice of grievance" to: Supervisor, Site Principal and Human Resources
8) Immediately after that "notice of grievance" call the Scholar's parents and notify them of the allegations. Ask them to come to the school immediately so that the report can be taken asap.
9) Wait for the parents to question the child
10) If you are in a Leadership position, including Vice Principal, Principal, HR position, or other supervisory role, interview the Parent and Scholar with at least one other individual in the room.
11) DO NOT ask probing questions, allow that to be the Principal, Human Resources or Senior Administration to ask those questions.
12) Should the grievance be founded, follow "must Report" laws in reporting the conduct to the authorities.
13) Write a detailed report that includes how it was reported, any person that is involved and all that was stated.
14) Send a report to your Site Principal, Human Resources and CEO
15) Inappropriate Scholar Interaction Grievance Reported by another Teacher

16) Immediately send a "notice of grievance" email to: Supervisor, Site Principal and Human Resources Director.
17) If you are in a Leadership position, including Vice Principal, Principal, HR position, or other supervisory role, interview the Teacher with at least one other individual in the room.
18) DO NOT ask probing questions, allow that to be the Principal, Vice Principal or Human Resources to ask those questions.
19) Should the grievance be founded, follow "must Report" laws in reporting the conduct to the authorities and Parents before interviewing the Scholar.
20) Write a detailed report that includes how it was reported, any person that is involved and all that was stated.
21) Send a report to your Site Principal, Human Resources and the CEO

Inappropriate Scholar Interaction Grievance Reported by an Administrator

1) Immediately send a "notice of grievance" contact Human Resources and the CEO immediately
2) Write a detailed report that includes what was seen and why you felt it necessary to report.
3) Send a report to Human Resources and the CEO

We all play an integral role in keeping our scholars safe on our campus'. Any violations of this policy will lead to discipline, up to and including termination.

5-4. School Safety Reporting

All employees of Leman Academy of Excellence are expected to conduct themselves in a manner consistent with effective and orderly education and to protect scholars and Leman Academy property. No employee shall, by action or inaction, interfere with, or disrupt any Leman Academy activity, or encourage any such disruption. No employee, other than one who has obtained authorization from the Chief Executive Officer (CEO), shall carry or possess a weapon on school grounds. All employees shall at all times attempt to maintain order, abide by the policies, rules, and regulations of Leman Academy, and carry out all applicable orders issued by the CEO.

Potential consequences to employees of Leman Academy who violate these rules may include, but are not limited to:

- Removal from school grounds
- Both civil and criminal sanctions, which may include, but are not limited to, criminal proceedings.
- Warning
- Reprimand
- Suspension

- Dismissal
- Having consideration given to any such violations in the determination of or establishment of any pay or salary in later employment agreements or employment, if any.

Reporting Suspected Crimes or Incidents

Staff members are to report to local law enforcement any suspected crime against a person or property that is a serious offense, involves a deadly weapon or dangerous instrument or that could pose a threat of death or serious physical injury to employees, scholars or others on school property.

All such reports shall be communicated to the School Principal, Vice Principal, and Head of Schools who shall be responsible for reporting to local law enforcement.

The School Principal or Head of Schools shall notify the parent or guardian of each scholar who is involved in a suspected crime, or any conduct described above.

Employees of Leman Academy are required to comply with reporting requirements, to maintain a record regarding any employee who is disciplined under the policy, and, on request, make that record available to any public school that is considering hiring that person. These records will be kept in the Human Resources department.

Each of the underlined terms above is defined in Arizona's criminal statutes, and generally has a commonly understood meaning. Of note, "serious offense" includes any sexual conduct with a minor under fifteen years of age. A.R.S. § 13-706(F)(1) ("Serious Offense"); A.R.S. §13-105(12) ("Dangerous Instrument"); A.R.S. § 13-105(15) ("Deadly Weapon"); A.R.S. § 13-105(39) ("Serious Physical Injury").

A person who is employed by Leman Academy or is an applicant for employment with Leman Academy, who is arrested for, or charged with any non-appealable offense listed in section 41-1758.03, subsection B and who does not immediately report the arrest or charge to the person's supervisor or potential employer is guilty of unprofessional conduct and the person shall be immediately dismissed from employment with Leman Academy of Excellence, Inc or immediately excluded from potential employment with Leman Academy of Excellence, Inc. A person dismissed from employment for failure to report being arrested for or charged with a non-appealable offense has no right to appeal under the provisions of A.R.S. 15-539, subsection F. Prior to an action to terminate for failure to report, an employee will be given the opportunity to provide a written explanation of circumstances or events which they believe mitigate the failure to report.

Use of Physical Force by Supervisory Personnel

Any administrator, teacher, or other school employee entrusted with the care and supervision of a minor may use reasonable and appropriate physical force upon the minor to the extent reasonably necessary and appropriate to keep scholars safe and protect minors. Reasonable physical force may be appropriate in self-defense, in the defense of other scholars and school personnel, and to prevent or terminate the commission of theft or criminal damage to the property of the District or the property of persons lawfully on the premises of the District.

The threat or use of physical force is not justified as a response to verbal provocation alone, nor when the degree of physical force used is disproportionate to the circumstances or exceeds that necessary to avoid injury to oneself or to others or to preserve property at risk.

5-5. Child Abuse and Safety

Leman Academy of Excellence has zero tolerance for abuse in school programs and activities.
It is the responsibility of every teacher staff member to act in the best interest of each child in every school program.

In the event that a teacher staff members observe any inappropriate behaviors (i.e. policy violations, neglectful supervision, poor role-modeling, etc.) or suspected abuse (physical, emotional, or sexual) it is their responsibility to immediately report the information to an immediate supervisor, the Principal or the Head of Schools.

Reporting Suspicions or Inappropriate Behaviors

Leman Academy of Excellence is committed to providing a safe, secure environment for scholars and their families. To this end, any report of inappropriate behaviors or suspicions of abuse will be taken seriously and will be reported, in accordance with this policy and state law, to the Principal, Head of Schools and the Police Department, Child Protective Services, or other appropriate agency.

Leman Academy of Excellence supports and encourages a culture of communication related to abuse or suspected abuse of children. If you see or suspect inappropriate interaction with or between scholars, it is your responsibility to report the inappropriate interaction to a supervisor or a member of Administration. This includes partial or inconclusive information concerning behavior, which may or may not be blameless.

Because sexual abusers 'groom' children for abuse, it is possible a staff member or volunteer may witness behavior intended to 'groom' a child for sexual abuse. Staff members and volunteers are asked to report 'grooming' behavior, any policy violations, or any suspicious behaviors to a supervisor or a member of Administration.

Enforcement

Teachers, staff members and volunteers who supervise other staff members or volunteers are charged with the diligent enforcement of all Leman Academy of Excellences policies. Violations of these policies are grounds for immediate dismissal, disciplinary action, or reassignment from positions for both volunteers and staff members.

Reporting Violations

In order to maintain a safe environment for our scholars, Leman Academy of Excellence teachers, staff members and volunteers must be aware of their individual responsibility to report any questionable circumstance, observation, act, omission, or situation that is a violation of these policies. All questions or concerns related to abuse or should be directed to an immediate supervisor, Principal or Head of Schools.

Consequences of Violations

Any person accused of committing a prohibited act or any act considered by the school to be harmful to a child will be immediately suspended from all child interaction and school related activities. This suspension will continue during any investigation by law enforcement or child protective agencies.

Any person found to have committed a prohibited act may be prohibited from future participation as a teacher, staff member or volunteer in all activities and programming that involves children, students or vulnerable populations at MySchool. If the person is a teacher, staff member or employee, such conduct may also result in termination of employment from Leman Academy of Excellence.

Failure to report a prohibited act to supervisory personnel as designated in this policy is a violation of this policy and grounds for termination of employment of any employee. Volunteers who fail to report a prohibited act may be restricted from participation in any activities involving children, students or vulnerable populations at MySchool.

Reporting Suspicions of Abuse To Law Enforcement Agencies

Protecting the health and welfare of students is the most important and fundamental responsibility of every professional educator. Consequently, it is imperative that all school personnel be educated and hold fast to Arizona's laws regarding the safety of children in Arizona's classrooms. These laws include important guidelines on reporting allegations of child abuse and professional misconduct. Failure to comply with these laws can, above all, result in the needless victimization of children, and may also lead to criminal and administrative proceedings against those who fail to make the required reports. **WHEN IN DOUBT, REPORT!**

Response to Reporting Abuse

Leman Academy of Excellence will take appropriate action on behalf of the school when a report of abuse occurs.

When a Scholar has been Victimized

If a teacher, staff member or volunteer has knowledge or a suspicion that a child is a victim of sexual abuse or other maltreatment, the information will be reported to supervisory staff and the appropriate authorities as outlined above.

Staff and Volunteer Child Abuse and Safety Education

All school personnel are educated and hold fast to Colorado's laws regarding the safety of children in Colorado's classrooms.

5-6. Punctuality and Attendance

Each employee is hired to perform an important function at Leman Academy of Excellence, Inc., as with any group effort, operating effectively takes cooperation and commitment from everyone. Therefore,

attendance and punctuality are very important. Unnecessary absences and lateness are expensive, disruptive and place an unfair burden on an employee's co-workers and supervisor. We expect excellent attendance from each employee. Excessive absenteeism or tardiness will result in disciplinary action, up to and including termination.

Attendance Policy:

The purpose of this policy is to set forth Leman Academy of Excellence's policy and procedures for handling employee absences and tardiness to promote the efficient operation of the company and minimize unscheduled absences.

Punctual and regular attendance is an essential responsibility of each employee at Leman Academy of Excellence. Employees are expected to report to work as scheduled, on time and prepared to start working. Employees also are expected to remain at work for their entire work schedule. Late arrival, early departure or other absences from scheduled hours are disruptive and must be avoided.

This policy does not apply to absences covered by the Family and Medical Leave Act (FMLA) or leave provided as a reasonable accommodation under the Americans with Disabilities Act (ADA). These types of leaves of absence are described in separate policies.

Absence

"Absence" is defined as the failure of an employee to report for work when he or she is scheduled to work. The two types of absences are defined below:

- *Excused absence* occurs when all the following conditions are met:
    - The employee provides to his or her supervisor sufficient notice as outlined in the company's time off policy (e.g., vacation, PTO, sick)
    - The absence request is approved in advance by the employee's supervisor.
    - The employee has sufficient accrued paid time off (e.g., vacation, PTO, sick) to cover the absence.

- *Unexcused absence* occurs when any of the above conditions are not met. If it is necessary for an employee to be absent or late for work because of an illness or an emergency, the employee must notify his or her supervisor as far in advance as possible, but no later than 1 hour before the start of the employee's scheduled starting time on that same day (email is not an approved method to report an absence). In an extenuating circumstance, if the employee is unable to notify their supervisor prior to 1 hour before the start of their scheduled workday, he or she may have someone else notify their supervisor, and/or must notify their supervisor of the absence as soon as possible.

An unexcused absence counts as one (1) occurrence for the purposes of discipline under this policy.

Employees with three or more consecutive days of excused absences because of illness or injury must give Leman Academy of Excellence proof of physician's care and a fitness for duty release prior to returning to work. Failure to submit such proof upon request may result in corrective action.

Employees must take earned paid time off (e.g., vacation, PTO, sick) for every absence unless otherwise allowed by company policy (e.g., leave of absence, bereavement, jury duty).

Tardiness and Early Departures

"Tardiness" is defined as the failure of an employee to report to their assigned work area and be prepared to start work at his or her scheduled start time, including returning from breaks and meal periods.

"Early Departure" is defined as the failure of an employee to work a complete workday due to an early departure without a prior written and/or approved time off request.

Employees are expected to report to work and return from scheduled breaks on time. If employees cannot report to work as scheduled, they must notify their supervisor no later than 1 hour before their regular starting time. This notification does not excuse the tardiness but simply notifies the supervisor that a schedule change may be necessary.

Employees who must leave work before the end of their scheduled shift must notify a supervisor as far in advance as possible.

Tardiness and early departures are each one-half (1/2) an occurrence for the purpose of discipline under this policy. However, if the employee leaves before half their shift is completed, the early departure will be counted as an unexcused absence at one (1) occurrence.

Disciplinary Action

Excessive absenteeism is defined as two or more occurrences of unexcused absence, tardiness, or early departure in a 30-day period and will result in disciplinary action. Five (5) occurrences of unexcused absence, tardiness, or early departure in a rolling 12-month period are considered grounds for termination.

Supervisors should follow the corrective action progression described below to address unscheduled absences, tardiness, and unscheduled early departures. When an employee has accumulated two occurrences, each occurrence thereafter will advance the corrective action process, up to and including termination of employment.

However, Leman Academy of Excellence reserves the right, in its sole discretion, to accelerate, skip, repeat, modify, or take out of sequence, these disciplinary measures, and can affect immediate termination should it be warranted.

- Verbal warning upon two (2) occurrences.
- Written warning upon three (3) occurrences.
- Final warning upon four (4) occurrences.
- Termination of employment upon five (5) occurrences

Job Abandonment

Any employee who fails to report to work for a period of two (2) days or more without notifying his or her supervisor will be considered to have abandoned the job and voluntarily terminated the employment relationship.

5-7. Use of Communication, Computer Systems

Computer Usage and Computer

The communication and computer systems are intended for business purposes; however limited personal usage, during non-working time, is permitted if it does not hinder performance of job duties or violate any other School policy. This includes voicemail, email and Internet systems. Users have no legitimate expectation of privacy regarding their use of the systems.

Leman Academy of Excellence, Inc. may access the voicemail and email systems and obtain the communications within the systems, including past voicemail and email messages, without notice to users of the system, in the ordinary course of business when the School deems it appropriate to do so. The reasons for which the School may obtain such access include but are not limited to maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that School operations continue appropriately during an employee's absence.

Further, Leman Academy of Excellence, Inc. may review Internet usage to ensure that such use with School property, or communications sent via the Internet with School property, are appropriate. The reasons for which the School may review Staff and Teachers' use of the Internet with School property include but are not limited to maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that School operations continue appropriately during an employee's absence.

The School may store electronic communications for a period after the communication is created. From time to time, copies of communications may be deleted.

The School's policies prohibiting harassment, in their entirety, apply to the use of the School's communication and computer systems. No one may use any communication or computer system in a manner that may be construed by others as harassing or offensive based on race, national origin, sex, sexual orientation, age, disability, religious beliefs or any other characteristic protected by federal, state or local law.

Further, since the School's communication and computer systems are intended for business use, all Staff and Teachers, upon request, must inform Senior Administration of any private access codes or passwords.

Unauthorized duplication of copyrighted computer software violates the law and is strictly prohibited.

No employee may access or attempt to obtain access to another employee's computer systems without appropriate authorization.

5-8. Use of Social Media

Leman Academy of Excellence, Inc. respects the right of any employee to maintain a blog or web page or to participate in a social networking, Twitter or similar site, including but not limited to Facebook and LinkedIn. However, to protect School interests and ensure Staff and Teachers focus on their job duties, Staff and Teachers must adhere to the following rules:

A. Staff and Teachers may not post on a blog or web page or participate on a social networking, Twitter or similar sites during working time or at any time with School equipment or property, unless those activities are part of an employee's job responsibilities.

B. All rules regarding confidential and proprietary business information apply in full to blogs, web pages, and social networking platforms, such as Twitter, Facebook, LinkedIn, or similar sites. Any information that cannot be disclosed through a conversation, a note, or an e-mail also cannot be disclosed in a blog, web page, or social networking site.

C. Before posting personal photographs, thought should be given as to whether the images reflect on your professionalism.

D. Photographs relating to alcohol or tobacco use may be deemed inappropriate. Remember, your social networking site is an extension of your personality, and an extension of your professional life and classroom. If it would seem inappropriate to put a certain photograph on the wall, then it should be considered inappropriate to post online.

E. Staff and Teachers are not permitted to solicit or accept "Friend" Requests from enrolled students on any personal Social Media Account. This includes scholars accounts and Leman Academy of Excellence employee personal accounts.

F. Staff and Teacher are not permitted to encourage students enrolled at Leman Academy of Excellence to create Social Media Accounts of any kind.

G. Whether an employee is posting something on his/her own blog, web page, social networking, Twitter or similar site or on someone else's, if the employee mentions the School and also expresses either a political opinion or an opinion regarding the School's actions that could pose an actual or potential conflict of interest with the School, the poster must include a disclaimer. The poster should specifically state that the opinion expressed is his/her personal opinion and not the School's position. This is necessary to preserve the School's good will in the marketplace.

H. Any conduct that is impermissible under the law if expressed in any other form or forum is impermissible if expressed through a blog, web page, and/or social networking, Twitter or similar site. For example, posted material that is discriminatory, obscene, defamatory, libelous, or violent is forbidden. School policies apply equally to employee social media usage.

Misconduct

Social media and electronic communication can be used inappropriately. (e.g., emotional abuse, sexual abuse, bullying, harassment, and hazing). Such communication by staff, teachers, volunteers, administrators, officials, will not be tolerated.

Electronic communication should not contain or relate to any of the following:

1) Drugs or alcohol use;
2) Sexually oriented conversation, sexually explicit language or sexual activity;
3) An adult's personal life, social activities, relationship or family issues, or personal problems; and
4) Inappropriate or sexually explicit pictures.

Any communication concerning a scholar's personal life, social activities, relationships, family issues or personal problems must be transparent, accessible and professional.

Leman Academy of Excellence, Inc. encourages all Staff and Teachers to keep in mind the speed and manner in which information posted on a blog, web page, and/or social networking site is received and often misunderstood by readers. Staff and Teachers must use their best judgment. Staff and Teachers with any questions should review the guidelines above and/or consult with their manager. Failure to follow these guidelines may result in discipline, up to and including termination. Nothing in the policy is intended to conflict with any rights contained in the National Labor Relations Act.

5-9. Personal and School-Provided Portable Communication Devices

School-provided portable communication devices (PCDs), including cell phones, Chromebook, personal digital assistants or Personal Computers, should be used primarily for business purposes. Staff and Teachers have no reasonable expectation of privacy in regard to the use of such devices, and all use is subject to monitoring, to the maximum extent permitted by applicable law. This includes, as permitted, the right to monitor personal communications as necessary. Any misuse of company equipment including inappropriate web searches, inappropriate emails, browsing websites that would violate our "workplace conduct policy" or other forms or misuse of company property will result in immediate termination.

Some Staff and Teachers may be authorized to use their own PCD/Chromebooks/Personal Computers for business purposes. These Staff and Teachers should work with the IT department to configure their PCD for business use. Communications sent via a personal PCD/Chromebooks/Personal Computers also may be subject to monitoring if sent through the School's networks and the PCD/Chromebooks/Personal Computers must be provided for inspection and review upon request.

All conversations, text messages, emails and online searches must be professional. When sending a text message or using a PCD/Chromebooks/Personal Computers for business purposes, whether it is a School-provided or personal device, Staff and Teachers must comply with applicable School guidelines, including policies on sexual harassment, discrimination, conduct, confidentiality, equipment use and operation of vehicles.

If an employee who uses a personal PCD/Chromebooks/Personal Computers for business resigns or is terminated, the employee will be required to submit the device to the IT department for resetting on or

before his/her last day of work. At that time, the IT department will reset and remove all information from the device, including but not limited to, School information and personal data (such as contacts, e-mails and photographs). The IT department will make efforts to provide Staff and Teachers with the personal data in another form (e.g., on a disk) to the extent practicable; however, the employee may lose some or all personal data saved on the device.

Staff and Teachers may not use their personal PCD/Chromebooks/Personal Computers for business unless they agree to submit the device to the IT department on or before their last day of work for resetting and removal of School information. This is the only way currently possible to ensure that all School information is removed from the device at the time of termination. The removal of School information is crucial to ensure compliance with the School's confidentiality and proprietary information policies and objectives.

Please note that whether Staff and Teachers use their personal PCD/Chromebooks/Personal Computers or a School-issued device, the School's electronic communications policies, including but not limited to, proper use of communications and computer systems, remain in effect.

Disciplinary Action

Improper use of computers and cell phones may result in disciplinary action. Continued use of computers or cell phones at inappropriate times or in ways that distract from work may lead to having cell phone privileges revoked. Computer or cell phone usage for illegal or dangerous activity, for purposes of harassment, or in ways that violate the company confidentiality policy may result in employee termination.

5-10. Camera Phones/Recording Devices

Staff and Teachers are prohibited from taking photographs, video, or audio that reasonably could be viewed as malicious, threatening or intimidating, that disparage customers, Staff and Teachers, associates, or suppliers, or that might constitute harassment or bullying. The School reserves the right to apply corrective action, up to and including termination, to remedy any actions, content or images that are pornographic, harassing, and libelous or for anything that creates a hostile work environment based on race, sex, religion or any other protected class.

Staff and Teachers must not disclose or misuse confidential information that is not otherwise available to persons or companies outside of Leman Academy of Excellence, Inc.

5-11. Inspections

Leman Academy of Excellence, Inc. reserves the right, as permitted by law and dictated by the circumstances at hand, to require Staff and Teachers while on School property, or on client property, to agree to the inspection of their persons, personal possessions and property, personal vehicles parked on School or client property, and work areas.

This includes, as permitted by law and dictated by the circumstances at hand, lockers, vehicles, desks, cabinets, workstations, packages, handbags, briefcases and other personal possessions or places of

concealment, as well as personal mail sent to the School or to its clients. Staff and Teachers are expected to cooperate in the conduct of any search or inspection.

5-12. Smoking

In keeping with the intent of Leman Academy of Excellence, Inc. to provide a safe and healthful work environment, smoking, including use of e-cigarettes and vaping is prohibited throughout the workplace.

This policy applies equally to all Staff and Teachers, customers, and visitors. To ensure our workplace is a safe and healthy environment violation of this policy will lead to discipline, up to and including termination.

5-13. Telephone Calls, Postage and Personal Visits

Staff and Teachers should practice discretion when making local personal calls. Personal use of the telephone for long-distance and toll calls is not permitted. Violation of this policy may result in disciplinary action, up to and including termination and reimbursement of charges to Leman Academy of Excellence, Inc.

To ensure effective telephone communications, Staff and Teachers should always use the approved greeting and speak in a courteous and professional manner. Please confirm information received from the caller and hang up only after the caller has done so.

The use of School-paid postage for personal correspondence is not permitted.

To provide for the safety and security of Employees and the facilities at Leman Academy of Excellence, Inc., only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures the security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances. Employee spouses and guests are not considered authorized visitors and must wait in the front office lobby. The employee will meet the guest once notified. If an unauthorized individual is observed on the School's premises, Employees should immediately notify their supervisor or, if necessary, direct the individual to the reception area.

5-14. Solicitation and Distribution

To avoid distractions, solicitation by an employee of another employee is prohibited while either employee is on working time. "Working time" is the time an employee is engaged or should be engaged in performing his/her work tasks for Leman Academy of Excellence, Inc. Solicitation of any kind by non-Staff and Teachers on School premises is prohibited at all times.

Distribution of advertising material, handbills, printed or written literature of any kind in working areas of the School is prohibited at all times. Distribution of literature by non-Staff and Teachers on School premises is prohibited at all times.

5-15. Bulletin Boards

Important notices and items of general interest are continually posted on our bulletin board. Staff and Teachers should make it a practice to review it frequently. This will assist Staff and Teachers in keeping up with what is current at Leman Academy of Excellence, Inc.. To avoid confusion, please do not post or remove any material from the bulletin board.

5-16. Confidentiality/Non-Disclosure

During the course of work, an employee may become aware of confidential information about the business of Leman Academy of Excellence, Inc. An employee also may become aware of similar confidential information belonging to the School's families. It is extremely important that all such information will remain confidential, and particularly not be disclosed to anyone. Any employee who improperly copies, removes (whether physically or electronically), uses or discloses confidential information to anyone outside of the School may be subject to disciplinary action up to and including termination. Staff and Teachers may be required to sign an agreement reiterating these obligations.

The protection of confidential business information and trade secrets is vital to the interests and success of Leman Academy. Such confidential information includes, but is not limited to, the following:

- Student Records or Information
- Family Information
- Computer Processes
- Computer Programs and Codes Financial Information regarding Leman Academy of Excellence Marketing Strategies
- Educational Strategies

Staff and Teachers who improperly use or disclose trade secrets or confidential business information will be terminated and may be subject to legal action, even if they do not actually benefit from the disclosed information.

FERPA

The Family Educational Rights and Privacy Act (FERPA) was enacted to protect the privacy interests of student records. All Staff and Teachers must fulfill the requirements set forth in FERPA. FERPA establishes:

- The right for parents to access and review the education records of their children, and the right for eligible scholars to inspect and review their own records;
- The right for parents and eligible scholars to challenge any records that they feel are inaccurate, misleading, or in violation of their privacy rights;

- The rights for parents and eligible scholars to give prior consent before a third party can have access to any education records; and
- The right to be informed of the rights granted by FERPA and the procedures for exercising those rights

Pursuant to FERPA, personally identifiable information generally cannot be disclosed to others without the prior consent of the parent. Consent must be obtained in writing and should be signed and dated, specify the records to be disclosed, state the purpose of the disclosure, and identify the parties to whom the disclosure is to be made.

FERPA allows for the disclosure of student records without parental consent in the following circumstances:

- Directory information,
- Teachers or other school officials,
- Officials of another school system where the student seeks to enroll,
- State juvenile justice systems or their officials,
- State and federal educational authorities,
- In compliance with a judicial order or lawfully issued subpoena,
- In connection with the receipt or application of financial aid,
- Organizations conducting educational studies,
- Accrediting organizations, or
- Health and safety emergency

School officials must also maintain records of all requests for student information, except requests made by parents or school officials with a legitimate educational interest. Parents have the right to access and review these records to see who has had access to their child's records.

This policy does not preclude an individual's right to immunity for disclosing a trade secret to his/her attorney, a court, or a government official in certain specified circumstances, as set forth in the Defend Trade Secrets Act (DTSA) of 2016.

5-17. Conflict of Interest and Business Ethics

It is the policy of Leman Academy of Excellence, Inc. that all Staff and Teachers avoid any conflict between their personal interests and those of the School. The purpose of this policy is to ensure that the School's honesty and integrity, and therefore its reputation, are not compromised. The fundamental principle guiding this policy is that no employee should have, or appear to have, personal interests or relationships that actually or potentially conflict with the best interests of the School.

It is not possible to give an exhaustive list of situations that might involve violations of this policy. However, the situations that would constitute a conflict in most cases include but are not limited to:

- Holding an interest in or accepting free or discounted goods from any organization that does, or is seeking to do, business with the School, by any employee who is in a position to directly or indirectly influence either the School's decision to do business, or the terms upon which business would be done with such organization.
- Holding any interest in an organization that competes with the interest of the School.
- Being employed by (including as a consultant) or serving on the board of any organization which does, or is seeking to do, business with the School or which competes with the interest of the School.
- Profiting personally, e.g., through commissions, loans, expense reimbursements or other payments, from any organization seeking to do business with the School.

A conflict of interest would also exist when a member of an employee's immediate family is involved in situations such as those above.

This policy is not intended to prohibit the acceptance of modest courtesies, openly given and accepted as part of the usual business amenities, for example, occasional business-related meals or promotional items of nominal or minor value.

It is the employee's responsibility to report any actual or potential conflict that may exist between him/her (and his/her immediate family) and the School.

5-18. Use of Facilities, Equipment and Property, Including Intellectual Property

Equipment essential in accomplishing job duties is often expensive and may be difficult to replace. When using School property, Staff and Teachers are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards and guidelines.

Staff and Teachers must notify their supervisor if any equipment, machines, or tools appear to be damaged, defective, or in need of repair. Prompt reporting of loss, damage, defects, and the need for repairs could prevent deterioration of equipment and possible injury to Staff and Teachers or others. A supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment used on the job.

As mentioned in the "approved deductions policy", employees are responsible for broken or lost items that are given to them for the year including their Chromebook, keys and key fobs.

Google Chromebook Rules & Regulations:

Please read over the information below. In order to use the Google Chromebook for required class activities, you must be responsible for adhering to these rules and policies at all times. Remember, the

device is at all times the property of Leman Academy of Excellence, not your personal device. Violation of these regulations can result in loss of the device &/or void the warranty.

- Only use the device that is assigned specifically to you; do not let other **Faculty or Scholars** use or borrow your device.
- Do not place books or other items **on top or inside** of the device ever!
- Never leave your device unattended.
- Shutdown the device completely before charging the device for the next day. This should occur at the end of every school day; do not plug in the device to charge in between classes.
- Only use the device for schoolwork.
- Follow the administrations' instructions about labeling documents prior to sharing or printing.
- If you notice that something is wrong with the device, report to your support staff immediately.
- No food or drinks allowed around the devices.
- Do not pull, jam or force cords/plugs into ports. This damages wall ports, cords and Chromebooks which have become quite costly to replace.
- Do not place stickers, adhesives, wraps, etc. on any leman provided device

Staff and Teachers also are prohibited from any unauthorized use of the School's intellectual property, such as digital media, print materials and software.

Improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in discipline, up to and including termination and will result in the employee paying the full replacement costs of the equipment (Chromebook $150) and school issued laptops ($600).

Further, the School is not responsible for any damage to Staff and Teachers' personal belongings.

Intellectual Property

This policy relates to the disclosure of Confidential Information and assignment of Work Products created during Staff and Teachers' employment with the School. In consideration of, and in connection with employment with Leman Academy, all Work Products created in connection with employment with the School are and shall remain the sole and exclusive property of the School.

Staff and Teachers are prohibited from any unauthorized use of the School's intellectual property, such as digital media, curriculum, print materials and software.

All Confidential Information learned by an employee while working for the School, whether Work Products or otherwise, to which Staff and Teachers are exposed or which Staff and Teachers generate during the normal course of employment, must be used only as instructed, and returned to the School upon request or termination of employment for any reason.

Confidential Information is information or Work Products disclosed to Staff and Teachers, or generated by Staff and Teachers as a consequence through employment by the School, which information is not generally known to the public about the School, its operations, functions, academic programs, projects, administration, finances, writings, policies, procedures, human resources, products, processes and services, including information relating to methods, know-how, technology, ideas, research, development, manufacture. Patents, Trademarks, Service Marks, Copyrights, Trade Secrets, purchasing and engineering, notes, email, electronic media, records, planners, information in journals and the like.

Intellectual Property is any and all Patents, Trade Secrets, know-how, technology, Confidential Information, ideas, Copyrights, trademarks, and Service Marks, and any and all rights applications, and registrations relating to them.

Work Products are all employee-generated materials, including, but not limited to, all Intellectual Property or part thereof conceived, developed, reduced to practice, produced or created by you or another person including, but not limited to, memos papers, letters, records, reports, summaries, recorded tapes, lesson plans, curricula, written materials, graphics, artistic or musical creations, theatrical scripts or productions, architectural designs or plans, computer programs or codes, or any other work, including all materials which are conceived developed, reduced to practice, produced or created:

A. within the scope of the employee's employment as assigned or requested;
B. on the School's time; Or
C. with the aid, assistance, or use of any of the School's property, equipment, facilities, supplies, resources, or Intellectual Property;
D. the result of any work. services or duties performed by Staff and Teachers for the School, the recording of instruction or meetings, or the notes from meeting experiences related to work or working environment; or
E. related to the current or demonstrably anticipated operation, programs functions, organization, procedures, administration, academic activity or practice, business, research, development, industry, or trade of the School.

5-19. Personal and Small Appliances Policy

Purpose

This policy establishes clear guidelines for the use of personal and small electrical appliances within district facilities to ensure a safe, compliant, and well-regulated working environment. It supports adherence to the International Fire Code and our insurance safety requirements.

This policy applies to all employees, contractors, and visitors in school sites, classrooms, and storage areas.

Usage Restrictions

The use of personal or small appliances, including but not limited to coffee makers, refrigerators, microwaves, and toaster ovens, is prohibited in:

- Individual offices
- Workrooms
- Classrooms
- Storage areas

These appliances are only permitted in designated break rooms equipped for safe operation.

Rationale

4.1 International Fire Code Compliance
Most office and classroom electrical circuits are designed for low-amperage devices such as computers and monitors. High-wattage appliances can overload circuits, creating a significant risk of electrical fire.

4.2 Insurance Policy Requirements

Our liability and property insurance agreements require that heat-producing or high-draw appliances be centralized in areas with proper ventilation, dedicated circuits, and fire-suppression systems. Use of these appliances outside designated areas may jeopardize coverage in the event of an incident.

Guidelines for Permitted Areas

When using appliances in designated break rooms, employees must adhere to the following:
Plug appliances directly into a wall outlet; extension cords and power strips may not be used.
Turn off coffee makers and other heating elements before leaving for the day.
Report frayed cords, damaged plugs, or malfunctioning equipment to Facilities immediately.

Compliance

Failure to follow this policy may result in removal of unauthorized appliances and corrective action as outlined in district procedures.
The health and safety of Employees and others on School property are of critical concern to Leman Academy of Excellence, Inc. The School intends to comply with all health and safety laws applicable to our business. To this end, we must rely upon Staff and Teachers to ensure that work areas are kept safe and free of hazardous conditions.

5.20 Health and Safety

Employees are required to be conscientious about workplace safety, including proper operating methods, and recognize dangerous conditions or hazards. Any unsafe conditions or potential hazards should be reported to the Senior Administration and the Human Resource Department immediately, even if the problem appears to be corrected. Any suspicion of a concealed danger present on the School's premises,

or in a product, facility, piece of equipment, process or business practice for which the School is responsible should be brought to the attention of Senior Administration immediately.

Periodically, the School may issue rules and guidelines governing workplace safety and health. The School may also issue rules and guidelines regarding the handling and disposal of hazardous substances and waste. All Employees should familiarize themselves with these rules and guidelines, as strict compliance will be expected.

Any workplace injury, accident, or illness must be reported to the employee's supervisor as soon as possible, regardless of the severity of the injury or accident.

WORKERS COMPENSATION REPORTING PROCEDURE

Should any Employee be injured or witness an injury, Employees have 24 hours to report to the Human Resources department to assure that any injuries will be covered under the organization's Workers Compensation Insurance. Should an employee wait longer than the 24-hour period to report the injury, coverage may be denied due to lack of sufficient evidence and reporting needs. The responsibility of reporting any injury sustained on campus or during work hours is 100% the responsibility of the Employee.

5-21. Employee Dress and Personal Appearance

Employee appearance contributes to Leman Academy of Excellence's culture and reputation. Employees are expected to present themselves in a professional manner that results in a favorable impression by our community.

Our general guidelines for dress code are "business casual". This attire is to offer the correct perception of our organization, which is professional, clean, and expecting of rigor from all Leman Staff. All staff are expected to report to work well groomed, clean, and dressed in alignment with our dress and appearance guidelines.

Appropriate Dress for Staff:

- All Attire should be modest and professional. Hair color, hairstyle, piercings, tattoos, jewelry, or outerwear that may be considered a distraction, disruption, or interference to the learning environment will not be permitted.
- Unnatural or extreme hair colors are not permitted
- Dresses and skirts must be at the knee when standing.
- Clothing should be free from rips, holes, and frays. Clothing should not be form fitting, see through or elastic in nature.
- Scrubs and Athletic wear, including leggings, are not permitted.
- Jeans are only allowed on Fridays. • All blouses/shirts must have appropriate necklines, no spaghetti straps, see-through clothing, halters, tank tops, clothing that reveals the midriff, or graphic t-shirts.
- All undergarments should be fully covered.

• Staff must wear footwear that is fully secured to the foot with a front and back strap. Any shoe style that is loose, backless, or similar to flipflops or slides is not permitted

• Hats are not to be worn inside.

• Earrings and a small nose stud are the ONLY visible piercings allowed.

• To promote a learning environment that is free from distraction, disruption, and interference, clothing and accessories shall not contain any obscene, offensive, harassing, discriminatory, vulgar, or inappropriate slogans, words, or images, including but not limited to references to cigarettes, alcohol, drugs, sexual content, or profanity.

• To promote a learning environment that is free from distraction, disruption, and interference, tattoos that contain any obscene, offensive, harassing, discriminatory, vulgar, or inappropriate slogans, words, or images, including but not limited to references to cigarettes, alcohol, drugs, sexual content, gangs, or profanity may not be visible.

• Staff should ensure that tattoos on the face, neck, or hands are not visible.

• Facial hair must be kept neat and clean. Hair length should not impair vision.

If an article of clothing is "borderline" or "debatable," it should not be worn. A general rule of thumb is to maintain a conservative, neat appearance.

Physical Education Teachers, Coaches, Lunch Staff, and athletic volunteers should wear appropriate attire that is not form fitting and necessary to meet the requirements of their job responsibilities. On non-instructional days Physical Education teachers and coaches should follow the staff dress code. Facilities and Lunch Staff must wear professional, functional attire that supports safety, mobility, and compliance with all health and sanitation standards. Closed toe, closed heel footwear and clothing appropriate for physical labor and food service tasks are required.

The Site Principal, in coordination with Human Resources, retains sole authority to determine what constitutes appropriate or inappropriate workplace attire and may direct staff to modify their dress and personal appearance to meet School standards. Staff and Teachers should contact their supervisor for specific information regarding acceptable attire for their position.

Any staff member who does not meet the attire or grooming standards will be subject to corrective action and may be asked to leave the premises to change clothing. Hourly paid staff members will not be compensated for any work time missed because of failure to comply with designated workplace attire and grooming standards.

Reasonable accommodation of religious beliefs:

The Leman Academy of Excellence recognizes the importance of individually held religious beliefs to persons within its workforce. Leman Academy of Excellence will reasonably accommodate a staff member's religious beliefs in terms of workplace attire unless the accommodation creates an undue hardship. Accommodation of religious beliefs in terms of attire may be difficult considering safety issues for staff members. Those requesting workplace attire accommodation based on religious beliefs should be referred to the human resources department.

Casual or dress-down days:

Leman Academy allows a casual or dress down Friday each week. Staff may wear more relaxed clothing;

however, attire must remain neat, professional, and appropriate for a school environment. Jeans are permitted as long as they are free of rips, tears, or distressing. All other dress code expectations, including footwear requirements, grooming standards, and restrictions on graphics or messaging, continue to apply.

Addressing workplace attire and hygiene problems:

Violations of the policy can range from inappropriate clothing items to offensive perfumes and body odor. If a staff member comes to work in an inappropriate dress, he or she will be required to go home, change into conforming attire, or properly groom, and return to work. If a staff member's poor hygiene or use of too much perfume/cologne is an issue, their supervisor will discuss the problem with the staff member in private and point out the specific areas to be corrected. If the problem persists, employees may be subject to corrective action.

5-22. Operation of Vehicles

Policy overview

LAE's vehicle policy gives employees guidelines for obtaining, qualifying for, and using a company vehicle. A "company vehicle" is any vehicle Leman Academy of Excellence assigns to employees. This policy applies to all employees who use a company vehicle, and applies during and outside of working hours. Employees will be required to pass an MVR check, take required employer driver training, and sign a driving agreement.

Qualifying for a company vehicle

To be eligible for a company vehicle, employees must complete a Colorado MVR form, submit a copy of their driver's license, take required employer driver training, and sign a driving agreement. Employees are only allowed to drive a company car if they have a valid driver's license and a clean driving record for at least 3 years and are 25 years of age or older.

A clean driving record means the employee has not been held at fault for a car accident or arrested on charges of violating vehicle and traffic laws. The Leman Academy of Excellence can assign and revoke access to company vehicles at its discretion.

Company vehicles for employees with disabilities

Leman Academy of Excellence will make reasonable accommodations to facilitate company vehicle use for eligible employees with disabilities.

Leman Academy of Excellence Responsibilities

- Ensuring vehicles are safe before assigning them.
- Scheduling regular maintenance.
- Providing car insurance.
- Retiring and replacing cars as needed.
-

What Leman Academy of Excellence is not responsible for:

- Paying fines employees receive while driving company vehicles they are responsible for.
- Making bail for employees who are arrested while driving company cars.

5-23. Company Fleet Usage and Driver Safety Policy

The purpose of this policy is to ensure the safety of those individuals who drive company vehicles and to provide guidance on the proper use of company fleet vehicles. Vehicle accidents are costly to our company, but more importantly, they may result in injury to you or others. It is the driver's responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage. As such, employers endorse all applicable state motor vehicle regulations relating to driver responsibility. The employer expects each driver to drive in a safe and courteous manner pursuant to the following safety rules. The attitude you take when behind the wheel is the single most important factor in driving safely.

The Business Manager and Human Resources Manager are responsible for:

- Reviewing accidents and employer's overall driver safety record to determine if there should be changes in policy or procedure; or if other corrective action (such as training, equipment changes, etc.), should be implemented to enhance the safe operation of company vehicles, and/or personal vehicles on company business.
- Reviewing driving records of individual employees and making recommendations on when driving privileges should be suspended or revoked.
- Reviewing all other issues that arise with respect to compliance with this policy.

Driver Guidelines and Reporting Requirements

1) Company vehicles are to be driven by authorized employees only, except in case of repair testing by a mechanic.
2) Any employee who has a driver's license revoked or suspended shall immediately notify the Business Manager or Human Resources Manager as soon as possible, but no later than 8am the next business day, and immediately discontinue operation of the company vehicle. Failure to do so may result in disciplinary action, including termination of employment.
3) All accidents in company vehicles, regardless of severity, must be reported to the police and to the Business Manager and Human Resources Manager. Accidents are to be reported immediately (from the scene, during the same day, or as soon as practicable if immediate or same day reporting is not possible). Accidents in personal vehicles while on company business* must follow these same accident procedures. Accidents involving the employee's personal injury must be reported to Human Resources for Worker's Compensation purposes. Failing to stop after an accident and/or failure to report an accident may result in disciplinary action, up to and including termination of employment.
4) Drivers must report all ticket violations received during the operation of a company vehicle, or while driving a personal vehicle on company business*, within 24 hours to the Business Manager.

5) Motor Vehicle Records will be obtained on all drivers prior to employment and no less than every six months. A driving record that fails to meet the criteria stated in this policy or is considered to be in violation of the intent of this policy by the Business Manager or Human Resources Manager, will result in a loss of the privilege of driving a company vehicle.

**Company business is defined as driving at the direction, or for the benefit, of the employer. It does not include normal commuting to and from work.*

Driver Criteria & Administration

Employees must have a valid and current Driver's license to operate a company vehicle, and/or a personal vehicle with current auto insurance while on company business.

Employees are expected to drive in a safe and responsible manner and to maintain a good driving record. The Business Manager and Human Resources Manager are responsible for reviewing records, including accidents, moving violations, etc., to determine if an employee's driving record indicates a pattern of unsafe or irresponsible driving, and to make a recommendation for suspension or revocation of driving privileges.

Criteria that may indicate an unacceptable record includes, but is not limited to:

- Two (2) or more moving violations* in a year
- One (1) or more chargeable accidents within 3 years. Chargeable means that the driver is determined to be the primary cause of the accident through speeding, inattention, etc.*Contributing factors, such as weather or mechanical problems, will be taken into consideration.
- Any combination of accidents and/or moving violations. * Violations include any ticket, charge, or other law enforcement proceeding relating to these, as well as independent evidence of violations deemed relevant

Driver Safety Rules

1) Driving on company business and/or driving a company vehicle while under the influence of intoxicants and other drugs (which could impair driving ability) is forbidden and is sufficient cause for termination of employment.
2) Cell phone use while driving should be kept to a minimum. Drivers need to be aware when cell phone use is creating a distraction from safe driving and adjust their usage accordingly, including pulling off the road to use the cell phone when needed. Whenever possible, Drivers should complete calls while the vehicle is parked and/or use the phone in a "hands free" mode via a headset or speaker. While driving, attention to the road and safety should always take precedence over conducting business over the phone.
3) No driver shall operate a company vehicle when his/her ability to do so safely has been impaired by illness, fatigue, injury, or prescription medication.
4) All drivers and passengers operating or riding in a company vehicle must wear seat belts, even if airbags are available.
5) No unauthorized personnel are allowed to ride in company vehicles.

6) Drivers are responsible for the security of company vehicles. The vehicle engine must be shut off, ignition keys removed, and vehicle doors locked whenever the vehicle is left unattended.

7) Headlights shall be used 2 hours before sunset and until 2 hours after sunrise, or during inclement weather or at any time when a distance of 500 feet ahead of the vehicle cannot be clearly seen.

8.) All State and Local laws must be obeyed.

Defensive Driving Guidelines

- Drivers are required to always maintain a safe following distance. Drivers should keep a two second interval between their vehicle and the vehicle immediately ahead. During slippery road conditions, the following distance should be increased to at least four seconds.
- Drivers must yield the right of way at all traffic control signals and signs requiring them to do so.
- Drivers should also be prepared to yield for safety's sake at any time. Pedestrians and bicycles in the roadway always have the right of way.
- Drivers must honor posted speed limits. In adverse driving conditions, reduce speed to a safe operating speed that is consistent with the conditions of the road, weather, lighting, and volume of traffic. Tires can hydroplane on wet pavement at speeds as low as 40 mph.
- Radar Detectors are strictly prohibited in company vehicles. Drivers are to drive at the speed of traffic but never to exceed the posted speed limit.
- Turn signals must be used to show where you are heading; while going into traffic and before every turn or lane change.
- When passing or changing lanes, view the entire vehicle in your rear-view mirror before pulling back into that lane.
- Be alert of other vehicles, pedestrians, and bicyclists when approaching intersections. Never speed through an intersection on a caution light. When the traffic light turns green, look both ways for oncoming traffic before proceeding.
- When waiting to make left turns, keep your wheels facing straight ahead. If rear ended, you will not be pushed into the lane of oncoming traffic.
- When stopping behind another vehicle, leave enough space so you can see the rear wheels of the car in front. This allows room to go around the vehicle if necessary and may prevent you from being pushed into the car in front of you if you are rear-ended.
- Avoid backing where possible, but, when necessary, keep the distance traveled to a minimum and be particularly careful.

*Check behind your vehicle before backing.
*Back to the driver's side. Do not back around a corner or into an area of no visibility.

Accident Procedures

1. In an attempt to minimize the results of an accident, the driver must prevent further damages or injuries and obtain all pertinent information and report it accurately.

    a. Call for medical aid if necessary.
    b. Call the police. All accidents, regardless of severity, must be reported to the police. If the driver cannot get to a phone, he should write a note giving location to a reliable appearing motorist and ask him to notify the police.
    c. Record names and addresses of driver, witnesses, and occupants of the other vehicles and any medical personnel who may arrive at the scene.
    d. Pertinent information to obtain includes: license number of other drivers; insurance company names and policy numbers of other vehicles; make, model, and year of other

vehicles; date and time of accident; and overall road and weather conditions.

2. Do not discuss the accident with anyone at the scene except the police. Do not accept any responsibility for the accident. Don't argue with anyone.

3. Provide the other party with your name, address, drivers license number, and insurance information.
4. Immediately report the accident to the HR Department and/or Business Office. Provide a copy of the accident report and/or your written description of the accident ASAP.
5. There will be a formal accident review conducted on each accident to determine the cause and how the accident could have been prevented.

Portable Communication Device Use While Driving

Staff and Teachers who drive on Company business must abide by all state or local laws prohibiting or limiting portable communication device (PCD) use, including cell phones or personal digital assistants, while driving. Further, even if use is permitted, Staff and Teachers may choose to refrain from using any PCD while driving. "Use" includes, but is not limited to, talking or listening to another person or sending an electronic or text message via the PCD.

Regardless of the circumstances, including slow or stopped traffic, if any use is permitted while driving, Staff and Teachers should proceed to a safe location off the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is necessary while the employee is driving, and permitted by law, the employee must use a hands-free option and advise the caller that he/she is unable to speak at that time and will return the call shortly.

Under no circumstances should Staff and Teachers feel that they need to place themselves at risk to fulfill business needs.

Since this policy does not require any employee to use a PCD while driving, Staff and Teachers who are charged with traffic violations resulting from the use of their PCDs while driving will be solely responsible for all liabilities that result from such actions.

Texting and emailing while driving is prohibited in all circumstances.

5-24. Travel and Expense Reimbursements

The Governing Board of Leman Academy of Excellence, Inc. recognizes that board members, officers, and Staff and Teachers ("Personnel") of Leman Academy of Excellence may be required to travel or incur other expenses from time to time to conduct Company business and to further the mission of this non-profit organization. The purpose of this policy is to ensure that:

- Adequate cost controls are in place.
- Travel and other expenditures are appropriate
- To provide a uniform and consistent approach for the timely reimbursement of authorized expenses incurred by Staff and Teachers. It is the policy of Leman Academy of Excellence to reimburse only reasonable and necessary expenses actually incurred by employees.

When incurring business expenses, Leman Academy of Excellence expects Personnel to:

- Exercise discretion and good business judgment with respect to those expenses.
- Be cost conscious and spend Leman Academy of Excellence's money as carefully and judiciously

as the individual would spend his or her own funds.
- Report expenses, supported by required documentation, as they were actually spent.

Expense Reimbursement

Expenses will not be reimbursed unless the individual requesting reimbursement submits a written Expense Reimbursement Request with supervisor signature. The Expense Reimbursement Request, which shall be submitted at least monthly or within two weeks of the completion of travel if travel expense reimbursement is requested, must include the following:

- The individual's name.
- If reimbursement for travel is requested, the date, origin, destination and purpose of the trip including a description of each Company-related activity during the trip.
- The name and affiliation of all people for whom expenses are claimed (i.e., people on whom money is spent in order to conduct business).
- An itemized list of all expenses for which reimbursement is requested.

Receipts are required for all expenditures billed directly to Leman Academy of Excellence such as airfare and hotel charges. No expense will be reimbursed to Staff unless the individual requesting reimbursement submits with the Expense Report written receipts from each vendor (not a credit card receipt or statement) showing the vendor's name, a description of the services provided (if not otherwise obvious), the date, and the total expenses, including tips (if applicable).

General Travel Requirements

In order to obtain the necessary approval for travel the following must be completed:

All trips involving air travel or at least one overnight stay must be approved in advance by the Business Office and Human Resources Department in conjunction with the Principal or Principal designee.

In determining the reasonableness and necessity of travel expenses, Staff and the person authorizing the travel shall consider the ways in which Leman Academy of Excellence will benefit from the travel and weigh those benefits against the anticipated costs of the travel. The same considerations shall be considered in deciding whether a particular individual's presence on a trip is necessary. In determining whether the benefits to Leman Academy of Excellence outweigh the costs, less expensive alternatives, such as participation by telephone or video conferencing, or the availability of local programs or training opportunities, shall be considered.

Individuals traveling on behalf of Leman Academy of Excellence may incorporate personal travel or business with their Company-related trips; however, Staff shall not arrange Company travel at a time that is less advantageous to or involving greater expense to Leman Academy of Excellence in order to accommodate personal travel plans.

Any additional expenses incurred because of personal travel, including but not limited to extra hotel nights, additional stopovers, meals or transportation, are the sole responsibility of the individual and will not be reimbursed by Leman Academy of Excellence. Expenses associated with the travel of an individual's spouse, family or friends will not be reimbursed by Leman Academy of Excellence.

Travel Accommodations

Staff are not required to stay on Saturday nights in order to reduce the price of travel. An individual who chooses to stay over a Saturday night shall be reimbursed for reasonable lodging and meal expenses incurred over the weekend to the extent the expenses incurred do not exceed the difference between the price of the Saturday night stay ticket and the price of the lowest price available ticket that would not include a Saturday night stay. To receive reimbursement for such lodging and meal expenses, the individual must supply, along with the Expense Report, documentation of the amount of the difference between the price of the Saturday stay and non-Saturday stay.

Staff traveling on behalf of Leman Academy of Excellence may accept and retain frequent flyer miles and compensation for denied boarding for their personal use. Individuals may not deliberately patronize a single airline to accumulate frequent flyer miles if less expensive comparable tickets are available on another airline.

Personnel traveling on behalf of Leman Academy of Excellence may be reimbursed at the single room rate for the reasonable cost of hotel accommodation. Convenience, the cost of staying in the city in which the hotel is located, and proximity to other venues on the individual's itinerary should be considered in determining reasonableness. Staff shall make use of available corporate and discount rates for hotels. "Deluxe" or "luxury" hotel rates will not be reimbursed.

Personnel traveling on behalf of Leman Academy of Excellence are reimbursed for the reasonable and actual cost of meals (including tips, alcohol not included) subject to a maximum per diem meal allowance of $40 per day and the terms and conditions established by Leman Academy of Excellence relating to the per diem meal allowance.

Travel Transportation

Staff and Teachers are expected to use the most economical ground transportation appropriate under the circumstances and should generally use the following, in this order of desirability: (Courtesy Cars, Airport Shuttle/Bus, Taxis, and Rental Cars.)

Staff are compensated for the use of their personal cars when used for Company business. When individuals use their personal car for such travel, including travel to and from the airport, mileage will be allowed at the IRS standard mileage rate per mile. In the case of individuals using their personal cars to take a trip that would normally be made by air, e.g., Minneapolis to Milwaukee, mileage will be allowed at the currently approved rate; however, the total mileage reimbursement will not exceed the sum of the lowest available round-trip coach airfare.

Parking and toll expenses, including charges for hotel parking, incurred by Personnel traveling on Company business will be reimbursed. The costs of parking tickets, fines, car washes, valet service, etc., are the responsibility of the employee and will not be reimbursed.

On-airport parking is permitted for short business trips. For extended trips, Personnel should use off-airport facilities.

Other Travel Expenses

Reasonable expenses incurred for business meetings or other types of business-related entertainment will

be reimbursed only if the expenditures are approved in advance by the Business Office of Leman Academy of Excellence and qualify as tax deductible expenses. Detailed documentation for any such expense must be provided, including: (date and place of entertainment, nature of expense, names, titles and corporate affiliation of those entertained, a complete description of the business purpose and vendor receipts).

Reasonable Leman Academy of Excellence-related telephone and fax charges due to absence of Staff from the individual's place of business are reimbursable. In addition, reasonable and necessary gratuities that are not covered under meals may be reimbursed. Finally, emergency work and Administrative

Assistance postal charges incurred are reimbursable for the purpose of work on behalf of Leman Academy of Excellence.

Non-Reimbursable Travel Expenditures

Leman Academy of Excellence maintains a strict policy that expenses in any category that could be perceived as lavish or excessive will not be reimbursed, as such expenses are inappropriate for reimbursement by a nonprofit, charitable organization. Expenses that are not reimbursable include, but are not limited to:

- Travel insurance.
- First class tickets or upgrades.
- When lodging accommodations have been arranged by Leman Academy of Excellence and the individual elects to stay elsewhere, reimbursement is made at an amount no higher than the rate negotiated by Leman Academy of Excellence. Reimbursement shall not be made for transportation between the alternate lodging and the meeting site.
- Limousine travel.
- Movies, liquor or bar costs.
- Membership dues at any country club, private club, athletic club, golf club, tennis club or similar recreational organization
- Purchase of golf clubs or any other sporting equipment.
- Clothing purchases.
- Business conferences and entertainment which are not approved by Leman Academy of Excellence
- Valet service.
- Car washes
- Toiletry articles
- Expenses for spouses, friends or relatives. If a spouse, friend or relative accompanies Personnel on a trip, it is the responsibility of the Human Resources Department to determine any added cost for double occupancy and related expenses and to make appropriate adjustments in the reimbursement request.
- Overnight retreats without the prior approval of Leman Academy of Excellence.

5-25. References and Employment Verifications

Leman Academy of Excellence, Inc. will respond to employment verification requests through the Human Resources Department. Human Resources will provide general information concerning the employee such as date of hire, date of termination, and position(s) held. Requests for employment verification information must be in writing and responses will be in writing. Please refer all requests for employment verifications to the Human Resources Department - HR@lemanacademy.org.

All recommendation letters must be approved through Human Resources.

5-26. Resignation Policy

Although Leman Academy hopes that employment with the company will be a mutually rewarding experience, it is understood that varying circumstances do cause employees to voluntarily resign from employment. Employees are asked to follow the guidelines below regarding notice and exit procedures when voluntarily resigning.

Procedures

Notice of resignation. Employees are encouraged to provide two weeks' notice to facilitate a smooth transition out of the organization. If an employee provides less notice than requested, the employer may deem the individual to be ineligible for rehire depending on the circumstances.

Form of resignation notice. All resignations must be confirmed in writing. Employees should submit written notice that must include the reason for leaving and the effective date. Employees who verbally resign will receive a confirmation of resignation notice within 24 hours.

Pay in lieu of notice. Management reserves the right to provide an employee with two weeks' pay in lieu of notice in situations where job or business needs warrant. Such a decision should not be perceived as reflecting negatively on the employee, given that it may be due to a variety of reasons not known to the individual or other employees.

Resignation for failure to report to work. Employees who fail to report to work for two consecutive days without properly communicating to their supervisor or manager the reasons for their absence will be viewed as voluntarily resigning their employment as of the second day.

Rescission of resignation. Employees will not be allowed to rescind a resignation, whether given verbally or in writing, once the resignation has been confirmed by the employer. Employees who wish to discuss concerns about their continued employment before making a final decision to resign are encouraged to do so.

Eligibility for rehire. Employees who resign in good standing under this policy and whose documented performance is above average will be eligible for reemployment. Former employees will be considered for open positions along with all other candidates.

Reporting of employee departures. Departing employees, regardless of the circumstances surrounding their departure, will be reported to all staff by site and district leadership, as needed. Those with a need to know (e.g., supervisors, payroll, IT, etc.) will be advised of the last day of actual work for the company.

Exit interview. Resigning employees will be asked to complete an exit interview to ensure that all materials and equipment are returned and to provide an opportunity to discuss any questions or concerns related to employment with Leman Academy. Employees who fail to return any company property, including keys, electronic key card, cellular phones, laptops, and other equipment, will be deemed ineligible for rehire and subject to payroll deduction to recover the replacement cost of the school property.

Forwarding address and final pay. Departing employees will be asked to confirm their forwarding address to ensure that benefits and tax information are received in a timely manner. Voluntary terminations will receive final pay, via mail or direct deposited to the method elected in the HRIS, on the next regular pay period. Involuntary terminations will be paid within 24 hours from the start of the next business day, unless state law or other procedures dictate otherwise. Accrued but unused PTO will be paid out consistent with company policy and state law requirements.

5-27. Rest and Meal Period Policy

It is the policy of Leman Academy of Excellence to comply with State and Federal laws regarding meals and breaks. This policy addresses what qualifies as a meal and rest period, and when such periods are required under the Colorado Overtime and Minimum Pay Standards Order.

Rest Periods

All employees are permitted a 10-minute paid rest break for each four-hour work period, or the major fraction of this period (i.e., more than 2 hours). An additional rest period is required for any period thereafter that rounds up to four hours. Breaks are not permitted at either the beginning or end of the workday to offset arrival and departure times. Rest periods must not include work, but employers don't have to let employees leave the work site. Rest periods should be in the middle of each 4-hour work period, to the extent practical. Employees who voluntarily work through their rest breaks will not be paid additional compensation.

Meal Periods

Employees who work more than five consecutive hours in a day are required to take an unpaid meal break of 30 minutes. Meal periods must be at least 1 hour after starting and 1 hour before ending a shift, to the extent practical. Meal breaks are not counted toward hours worked.

Employees are to be completely relieved from duty during their meal break. If a nonexempt employee is required to perform any work duties while on his or her meal break period, the employee must be compensated for the time spent performing work duties. The time spent working during the meal break will be counted toward the total hours worked.

Enforcement

Supervisors are responsible for the scheduling of meal and rest periods. Employees who fail to return on time from breaks or lunch will be subject to disciplinary action and docking of pay for time missed.

**Salaried Supervisors, Administrative employees, Professional employees, and Teachers are exempt from this policy under the COMPS Order.*

5-28. Fragrance Free Workplace Policy

Leman Academy of Excellence strives to maintain a workplace environment that is conducive to efficiency and productivity and free from unnecessary distractions and annoyances. Recognizing that employees, scholars, and visitors to our schools may have sensitivity or allergic reactions to various fragrant products, Leman Academy is a fragrance-free workplace.

Policy

To ensure that Leman Academy is a fragrance-free workplace, employees are prohibited from bringing onto the premises artificial scents that could be distracting or irritating to others. Scented personal products (such as fragrances, colognes, and lotions) that are perceptible to others should not be worn by employees. Other scented products (candles, diffusers, potpourri and similar items) are also not permitted in the workplace.

Any employee with a concern about scents or odors should contact a manager or the HR department.

5-29. A Few Closing Words

This handbook is intended to give employees a broad summary of things they should know about Leman Academy of Excellence, Inc. The information in this handbook is general in nature and should questions arise, contact the Human Resources Department or any member of the Senior Administration for complete details. While we intend to continue the policies, rules and benefits described in this handbook, Leman Academy of Excellence, Inc., in its sole discretion, may always amend, add to, delete from or modify the provisions of this handbook and/or change its interpretation of any provision set forth in this handbook except for the rights of the parties to terminate employment at will. Please do not hesitate to speak to Senior Administration regarding any questions about the School or its personnel policies and practices.