



Franklin
DISCOVERY
Academy

Employee Handbook

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Introduction

Welcome

Welcome to Franklin Discovery Academy! We are thrilled that you have accepted our offer to join our team! We look forward to working with you on this grand adventure together and know it will be mutually rewarding.

This handbook will serve as a guide for our employment relationship. Whether you have just joined our team or have been at Franklin Discovery Academy for a while, we are confident that you will find Franklin Discovery Academy a dynamic and rewarding place to work. At Franklin Discovery Academy, we consider our team members our most valuable resource in our mission to impact the lives of our students.

There are several items to keep in mind about this handbook. First, it contains only general information and guidelines. It is not intended to be comprehensive or to address all possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning the applicability of a policy or practice to you, you should address your specific questions to HR or your supervisor.

The procedures, practices, policies, and benefits described herein may be modified or discontinued at any time. The most recent handbook is accessible on our internal website with your Franklin Discovery Google account. Employees are responsible to follow the most recent policies and procedures even if they are updated from the time of their hiring.

This handbook and the information in it should be treated as confidential and only discussed with your chain of command. Please take time to review the policies contained in this handbook. If you have questions, feel free to ask your supervisor or to contact the Human Resources Department (HR).

About Our School

Franklin Discovery Academy is the vision of Jennifer Price and the founding board, which included Julie Chacon, Cindy Busard, Audrey Bridgstock, Teresa Haws, Pam Luke, Russell Duncan, Dan Randall, and Wendy Porter. Our charter was formally approved in May 2015. The Charter authorizes us to serve Kindergarten through 6th Grade, and our doors were officially opened in August 2016.

At Franklin Discovery Academy, we celebrate and focus on the abilities of each student. Our premise is that every child has a unique set of talents that when properly engaged lead to intellectual, academic, and lifelong success. They will learn to serve and lead. We envision an individually-tailored education for each student that focuses on our values of **curiosity, character, creativity, culture, courage, and citizenship**.

School Name

We chose to name our school Franklin Discovery Academy in recognition of inspiration from Benjamin Franklin and our view that education is more about intellectual discovery than mere recitation and rote learning, as he noted, “tell me and I forget, teach me and I remember, involve me and I learn.” We hope our name evokes a tie to one of the most influential learners in history and a sense for our students that they can also participate in discovery. Discovery is not just for rich students or smart students or English-speaking students—it belongs to everyone at Franklin Discovery Academy. We will refer to ourselves in this document as Franklin Discovery Academy or Franklin Discovery for short.

Vision

Franklin Discovery Academy will cultivate a lifelong sense of wonder and curiosity in every student. We will equip students to discover meaningful value and purpose in the world and reach their full potential by helping them develop the ability to think critically, communicate effectively, and excel academically.

Mission

We will achieve our vision by providing an innovative center of learning that inspires joy, creativity, and curiosity:

Create

Our students create meaningful purpose in the world and find a deepened awareness of the connections between the arts, music, science, literacy, math, social science, and wellness through the creation of tangible projects. We create innovative learning pathways for students with an emphasis on the whole child and respect for individual differences.

Learn

Our students actively decide to learn in a collaborative effort among parents, teachers, fellow students, and the learning community through our rigorous, highly customizable, goal-oriented learning model. We will enhance learning with technology-facilitated experiences that place emphasis on a student’s ability to set their own pace and path of instruction.

Play

Our students will have numerous opportunities for meaningful play and field-based adventures to help them discover the wonders of the world around them. We will research, design, and create a safe and joyful learning environment that nurtures and educates the whole child, allowing them to play to learn.

Inspire

Our students will inspire the community around them as they come into confident possession of their innate talents, character, and resilience. We will nurture, challenge, inspire, and support our students in reaching their highest potential.

Values

Our values are **curiosity, character, creativity, culture, courage, and citizenship.**

Charter School Governance

Consistent with Utah charter law, Franklin Discovery Academy operates on a policy governance model. This means we have a Governing Board that determines policy for the entire organization. The Board is responsible for approval of policy , budgets, oversight, and hiring of key personnel. Day-to-day operational responsibility for the management of the school and school procedures is vested with the administrative team as directed by the Governing Board. All personnel should address questions or issues with the members of their administrative chain of command before opening a formal request with the Governing Board.

School Policies

A primary duty of the Governing Board is to adopt policies for the governance of the school. These are broad guidelines on how the school should operate in order to achieve its mission and vision. Policies are generally individually numbered and part of the overall *Franklin Discovery School Policies set of documents* available on our website. Each policy is approved by the board. This *Employee Handbook* is a Board-adopted policy. Any other current adopted Board policy as listed in the *School Policies* document supersedes this *Employee Handbook* in instances of conflict. Employees who have a policy question that is not addressed in this handbook are advised to consult the *School Policies* Document or the administrative team.

School Procedures

Procedures and administrative rules are separate from *School Policies*. The lead administrator is given the task of adopting procedures and administrative rules to describe the process by which policies may be carried out. These are the day-to-day descriptions of how policies are implemented. They do not require board approval. However, the board may direct staff to change a procedure or rule. School procedures can take a variety of forms, such as email instructions from supervisors, written documentation, or training.

Administrative Team

The Governing Board also has responsibility for hiring and supervising the administrative team that leads the school on a day-to-day basis. The structure and reporting relationships of the administrative team may change from time-to-time, without notice. The admin team may include a director or directors, executive director, CAO, superintendent, business manager, or other titled individuals. For purposes of this document, references to the admin team, the admin, executive director, etc., mean the top school administrator or administrator group as currently organized by the Governing Board. Also for purposes of this document, references to “a director” or “an admin team member” means a member of the executive administrative team, and does not include other individuals with “director” in their title. References to the “lead administrator” means the current individual hired by the board to lead the school.

References to the “admin team” mean a majority of those currently a member of the executive administrative team. Please see HR for a current organizational chart.

Charter School Legal Status

In the state of Utah, charter schools are considered public entities. Our status as a public entity confers certain requirements and duties on us for which we are required to comply, such as public access to emails, record retention, use of our building as a public facility, etc. These requirements may change from time to time as new laws are passed or changed by the state legislature. All policies and procedures may be superseded at any time by the USCB, USBE, or the Utah Legislature.

Employment Philosophies

Employment Philosophy

Our overarching employment philosophy is to create mutually beneficial positions. That is, we don't want to just create jobs where the only benefit to the employee is a paycheck. We want to create positions that help both Franklin Discovery and help the employee reach our various goals. Each of our positions is created and defined with that philosophy in mind. For specific details on your job, please refer to your official job description or job posting.

We hope you will enjoy your work at Franklin Discovery and gain satisfaction from it in more ways than just receiving a paycheck. We strive for a high-expectation/high-reward culture. We want you to work hard, and we will compensate you accordingly. We hope you will take the autonomy we offer and use it to make the best of your position. We will do our best to support you and clear any obstacles. We want you to succeed!

Employment Flexibility

We have a very different educational setting at Franklin Discovery. We've created our ideal school from the ground up, changing everything from traditional curriculum delivery to how we define our teacher roles. As such, all positions at our school are a bit different than what you may have encountered at other schools. Our division of teaching responsibilities into three different positions (academic coach, mentor teacher, engage teacher) is, we think, quite unique among educational institutions. Typical of small charters, we often ask employees to fill in gaps that may or may not be part of normal duties. All employees have as part of their job duties "other duties as assigned."

Promotion Philosophy

Along with our desire to see you succeed, we want to provide ample opportunity for your growth and progression as an employee. We have specifically designed our teacher positions such that employees can progress from preservice teachers to professionally-licensed teachers. Should you have a desire to progress in a teaching career, please see your supervisor or HR to receive advice on how to best establish your career path.

Our desire to help employees reach career path goals also means that current employees in good standing will receive slight advantages when applying for promotions over applicants with no prior association with Franklin Discovery Academy. The hiring supervisor and HR retains the right to determine the level of advantage in the employment application phase given to in-house candidates.

Employee Judgment

We wish this handbook could be as simple as Nordstrom's famous one-line employee handbook, "Use good judgment in all situations." However, as a public entity we are required to have a variety of policies covering all aspects of school operations. In fact, state statutes require us to have more than 60 policies on different topics. For instance, we are required to have policies about who can accompany children on field trips, how supplies are purchased, and how school electronics may be used. Our main hope is that all of the policies will still filter down to a "use good judgment in all situations" environment and one in which the Board and administration provide strong levels of support for our staff.

Employees Who Always Use Good Judgment Can Rarely Go Wrong

Good, professional judgment is the cornerstone of our hopes and expectations for you as an employee. Good judgment is particularly important in the professional space our business operates—public education. We have a responsibility to consistently maintain professional decorum and good judgment for the public. Please consider your public position and responsibility as you post on social media websites, with your behavior in public, and in your interactions with parents. Our responsibility to our young, minor-aged student population requires us to do everything we can to protect them and keep them safe from errors in judgments by the adults to whom they have been entrusted. A lack of good judgment, **whether on or off duty**, could lead to a termination of employment—because even minor lapses of good judgment may be a predicting precursor to bigger judgment problems. Most of the situations requiring corrective action described in this handbook can be completely avoided with good judgment. We don't want to go there and hope all employees will simply "use good judgment in all situations."

Employment Provisions

Legal Intent

Our intent is to comply with all current employment laws at the federal, state, and local levels. Changes in these laws may require changes to this handbook. In cases of discrepancy, the federal, state, or local law supersedes Franklin Discovery policy. Additionally, rules related specifically to education from USCSB (Utah State Charter School Board) or USBE (Utah State Board of Education) supersedes Franklin policy.

Employee Job Descriptions

Your most current job description can be obtained from HR. The original job posting is also a job description and, in some cases, is the most current version. In other cases, the original job posting has been superseded by a separate job description document. Please be advised that job descriptions may be revised at any time by HR and/or the admin team. Because of our desire to continually improve and adapt, there is no guarantee of specific job duties for any position. All job descriptions include an expectation of the employee's willingness to complete any other duties as assigned.

Employment at Will

Employment at Franklin Discovery Academy is based on an at-will relationship. Employment contracts are not offered. Employment at Franklin Discovery Academy may be terminated for any reason, with or without cause or notice, at any time by the employee or by Franklin Discovery Academy. Nothing in this handbook or in any oral or written statement shall limit the right to terminate employment at will. No employee of Franklin Discovery Academy shall have any authority to enter into an employment agreement—express or implied—with any employee providing for employment other than at-will.

This policy of at-will employment is the sole and entire agreement between the team member and Franklin Discovery Academy as to the duration of employment and the circumstances under which employment may be terminated.

With the exception of employment at-will, the terms and conditions of employment with Franklin Discovery may be modified at the sole discretion of Franklin Discovery with or without cause or notice at any time. No implied contract concerning any employment-related decision or term or condition of employment can be established by any other statement, conduct, policy, or practice. Examples of the types of terms and conditions of employment that are within the sole discretion of Franklin Discovery include, but are not limited to, the following: promotion; demotion; transfers; hiring decisions; compensation; benefits; qualifications; discipline; layoff or recall; rules; hours and schedules; work assignments; job duties and responsibilities; subcontracting; reduction, cessation, or expansion of operations; sale, relocation, merger, or consolidation of operations; determinations concerning the use of

equipment, methods, or facilities; or any other terms and conditions that Franklin Discovery may determine to be necessary for the safe, efficient, and economic operation of its business.

Beginning Employment

Onboarding

New employees must submit all documentation as requested by HR to begin the employment relationship. The employment relationship commences once background checks and all onboarding has been completed.

Legal Authorization to Work

All employees must provide proof of ability to legally work in the United States, which is verified through the federal I-9 verification system. To complete the I-9, the employee will present two identification documents to the HR office before beginning work. Those documents should be the same as previously uploaded to our HR website during the onboarding process. Any subsequent federal update or requirement to the I-9 system is binding on employees.

Licenses

All Engage and Mentoring teachers are required to have a Utah Educator's License valid for your teaching assignment. Your licensure status impacts our funding and our budget is tied to receiving funds for these positions having a license. There are a variety of licensure options that can be pursued in order to be properly licensed for your role. See the admin team if you have licensing concerns. Failure to obtain the proper license within one month of your teaching assignment beginning may result in termination of employment.

Background Checks

Franklin Discovery Academy recognizes the importance of maintaining a safe workplace with team members who are honest, trustworthy, qualified, reliable, and nonviolent, and do not present a risk of harm to their coworkers or others. As required by state statute, all employees of Franklin Discovery Academy are required to submit to a fingerprint background check through Utah's Bureau of Criminal Investigations (BCI). A valid Utah educator license fulfills the background check. Information on how to complete this background check will be provided during the hiring process. Franklin Discovery Academy reserves the right not to hire or retain anyone that has been convicted of a criminal offense.

The BCI background check provides for ongoing monitoring. If an employee initially passes a background check, but BCI later returns information that disqualifies the employee from employment at the school, the employee's employment will be immediately terminated for cause. Further information may be found in the school's background check policies and procedures.

The school also reserves the right to conduct initial and ongoing background checks by contacting individuals provided as references, previous employers, and social media. These background checks are primarily concerned with assessing the judgment of potential employees.

New Employee Orientation

New employees will receive basic orientation to the school and its facilities. New employee orientation is scheduled by the Human Resource Manager and will take place on your first day of employment, or as approved by the Human Resource Manager. At orientation, you will have the opportunity to ask questions about this handbook and school policies. As part of the employee new hire onboarding process, you will have acknowledged receipt of this handbook. A copy of this acknowledgement is part of your employee personnel file.

New Employee Trainings

State statute requires employees to complete a variety of mandatory trainings. Employees must complete these trainings as requested by HR.

Employment Rights

Equal Employment Opportunity

Equal Employment Opportunity has been, and will continue to be, a fundamental principle at Franklin Discovery Academy, where employment is based upon personal capabilities and qualification without discrimination or harassment on the basis of race, color, national origin, religion, sex, age, disability, citizenship status, marital status, creed, genetic predisposition or carrier status, sexual orientation or any other characteristic protected by law. Franklin Discovery Academy prohibits and will not tolerate any such discrimination or harassment. Appropriate disciplinary action may be taken against any employee violating this policy.

This policy of Equal Employment Opportunity applies to all policies and procedures relating to recruitment and hiring, promotions, demotions, transfers, leaves of absence, compensation, benefits, termination and all other terms and conditions of employment. Employee questions or concerns related to this policy should be referred to the admin team or HR

Discrimination

It is a violation of this policy to discriminate in the provision of employment opportunities, benefits or privileges; to create discriminatory work conditions; or to use discriminatory evaluative standards in employment if the basis of that discriminatory treatment is, in whole or in part, based on the person's race, color, national origin, age, religion, disability, gender, sexual orientation, gender identity, genetic information or marital status.

Americans with Disabilities Act (ADA) and Reasonable Accommodation

Franklin Discovery Academy is committed to complying with all applicable provisions of the Americans with Disabilities Act ("ADA"). To ensure equal employment opportunities to qualified individuals with a disability, Franklin Discovery Academy will make reasonable accommodations for the known disability of an otherwise qualified individual, unless undue hardship on the operation of the business would result.

Reasonable Accommodations

It is Franklin Discovery Academy's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with this policy of nondiscrimination, Franklin Discovery Academy will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made Franklin Discovery Academy aware of his or her disability, provided that such accommodation does not constitute an undue hardship on Franklin Discovery Academy.

Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job must contact the Human Resource Department and request the accommodation. Franklin Discovery Academy encourages individuals with disabilities to come forward and request reasonable accommodation.

The ADA does not require Franklin Discovery Academy to make the best possible accommodation, to reallocate essential job functions, or to provide personal use items (i.e., eyeglasses, hearing aids, wheelchairs etc.).

An employee who has questions regarding this policy or believes that he or she has been discriminated against based on a disability should notify the HR. When possible, all such inquiries or complaints will be treated as confidential.

Anti-Discrimination and Anti-Harassment

Franklin Discovery Academy is committed to a work environment where all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Therefore, Franklin Discovery Academy expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice and harassment.

Sexual Harassment and General Harassment

Sexual harassment is illegal under federal, state and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example:

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

Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to:

- Unwanted sexual advances or requests for sexual favors,
- Sexual jokes and innuendo,
- Verbal abuse of a sexual nature,
- Commentary about an individual's body, sexual prowess or sexual deficiencies,
- Leering, catcalls or touching, insulting or obscene comments or gestures,

- Display or circulation in the workplace of sexually suggestive objects or pictures (including through email), and other physical, verbal or visual conduct of a sexual nature.

Sex-based harassment that is harassment not involving sexual activity or language (e.g., male manager yells only at female employees and not males) may also constitute discrimination if it is severe or pervasive and directed at employees because of their sex.

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that degrades or shows hostility or aversion toward an individual because of his/her race, color, religion, national origin, age, disability, citizenship status, marital status, creed, genetic predisposition or carrier status, sexual orientation, or any other characteristic protected by law or that of his/her relatives, friends or associates, and that:

- Has the purpose or effect of creating an intimidating, hostile or offensive work environment,
- Has the purpose or effect of unreasonably interfering with an individual's work performance, or
- Otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to: Name calling, slurs or negative stereotyping, threatening, intimidating or hostile acts, and degrading jokes and display or circulation in the workplace of written or graphic material that belittles or shows hostility or aversion toward an individual or group (including through email).

Employees are subject to these policies, as well as any other policies regarding harassment, such as the policy regarding harassment and students. Harassment in any form of students will not be tolerated.

Individuals and Conduct Covered

These policies apply to all applicants and employees, and prohibit harassment, discrimination and retaliation whether engaged in by employee, by a supervisor or manager, or by someone not directly connected to Franklin Discovery Academy (e.g., an outside vendor, consultant or customer, etc.).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

Retaliation Is Prohibited

Franklin Discovery Academy prohibits retaliation against any individual, on or off the job, who reports discrimination or harassment or participates in an investigation of such reports. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action.

Anti-Bullying

In addition to our anti-harassment policy, all employees are required to adhere to the same anti-bullying policy required of students. This policy can be found in our *School Policies* found online. In general, employees should not engage in any behavior that includes repeated acts of criticism, blame, teasing, excessive joking, shouting, offensive language, belittling, threats or acts that cause social isolation.

Reporting an Incident of Harassment, Discrimination, Bullying or Retaliation

Franklin Discovery Academy strongly urges the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe they have experienced conduct that they believe is contrary to Franklin Discovery Academy's policy or who have concerns about such matters should file their complaints with their immediate supervisor, the HR Manager, or the admin team, before the conduct becomes severe or pervasive. Individuals should not feel obligated to file their complaints with their immediate supervisor first before bringing the matter to the attention of one of the other Franklin Discovery Academy designated representatives identified above.

Franklin Discovery Academy also emphasizes the employee's obligation by stating that employees who have experienced conduct they believe is contrary to this policy have an obligation to take advantage of this complaint procedure. An employee's failure to fulfill this obligation could affect his or her rights in pursuing legal action. Federal, state and local discrimination laws establish specific time frames for initiating a legal proceeding pursuant to those laws.

Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. Therefore, while no fixed reporting period has been established, Franklin Discovery Academy strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken. Franklin Discovery Academy will make every effort to stop alleged harassment before it becomes severe or pervasive, but can only do so with the cooperation of its employees.

The availability of this complaint procedure does not preclude individuals who believe they are being subjected to harassing conduct from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued.

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly, thoroughly, and impartially. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. When possible, confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Misconduct constituting harassment, discrimination or retaliation will be dealt with promptly and appropriately. Responsive action may include, for example, training, referral to counseling, monitoring of the offender and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay

increase, reduction of wages, demotion, reassignment, temporary suspension without pay or termination, as Franklin Discovery Academy believes appropriate under the circumstances.

Individuals who have questions or concerns about these policies should talk with the Human Resources Department.

Finally, these policies should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or work-related social activities or discussions in order to avoid allegations of harassment. The law and the policies of Franklin Discovery Academy prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, and privileges of employment. The prohibitions against harassment, discrimination and retaliation are intended to complement and further these policies, not to form the basis of an exception to them.

Other Rights

Nothing in the handbook is intended to limit employee rights protected by local, state, or federal laws.

Employment Relationship

Philosophy Statement on Non-Exempt Positions

Almost all positions at Franklin Discovery Academy, including most teacher positions, are non-exempt, meaning not salaried and therefore clock-in/clock-out positions. For some employees our non-exempt position might be a change from the typical school employment contract situation. Let us share our philosophy for this decision because it is made with the best interests of both the employee and the school in mind. This policy came as a decision from the Governing Board. We have found that exempt positions often hurt the good, dedicated employees, while helping the not-as-dedicated employees. In prior work settings, we noticed the dedicated employees consistently working many more hours than 40 per week, taking work home, answering emails on weekends, etc. Conversely, some not as dedicated exempt employees would consistently work short days and not make them up. In our experience, exempt positions only work well with executive level positions where flexibility is needed. At the school, we know when we need you at work and so a non-exempt position will benefit both of us. Non-exempt means you will clock-in and clock-out each day and you'll be paid for the hours worked.

An important concept for us is work/life balance. We want and expect you to give your all when you're at work, but once you are clocked out, we want you to be fully clocked out and not working or worrying about the school. We often hear teachers talk about spending hours every evening working on grading or lesson plans. That's not what we want for our teachers. Everything you need to do to be successful in your job can be done while you are clocked in and at the school. If we have a situation where you are consistently running out of hours and requesting over-time, we will look to see if we need to hire another person or find another solution. Our non-exempt policy protects you from being asked to work excessive hours. If you need over-time for a special situation, you will need to get an email authorization from the Executive Director and you may be asked to take time off in a later pay period. This time off would help us keep the budget in line, but you will also get to keep the 50% pay premium for working the over-time.

Employment Classifications

Based on the conditions of employment, employees of Franklin Discovery Academy are defined within the following categories:

- Full-Time (Non-exempt/hourly)
- Full-Time (Exempt/salaried)
- Part-Time II (Non-exempt, up to 1100 hours per year, weekly hours variable 0-40)
- Part-Time (Non-exempt, less than 30 hours per week)
- On-Call (Non-exempt)
- Temporary/Seasonal Employees (Non-exempt)

Exempt employees are "exempt" from overtime regulations and therefore, are not entitled to overtime pay. Non-exempt employees are paid hourly and entitled to overtime pay. A full-time employee is defined as any employee who is regularly scheduled to work 30 hours per week or more. However, at Franklin Discovery, all full-time positions are offered on the basis of a 40-hour per week expectation.

Full-time employees are expected to work a minimum of 38-hours per week, unless other arrangements are approved by the Governing Board.

Part-time members work a regular schedule of less than 30 hours per week. Paid time off, short-term disability, and long-term disability are benefits available to part-time mentor teachers only. Other benefits are not available to any part-time employees, except as provided by law

A temporary/seasonal employee is hired for a specified project or time frame (typically less than 90 days) and works either a part-time or full-time schedule for the defined time-frame based on the business needs. Temporary/seasonal employees are not eligible to receive any additional benefits.

Hourly employees are normally required to account for hours and fractional hours worked in a manner directed by HR and the Business Office. Hourly employees receive overtime pay in accordance with the overtime policy. Franklin Discovery Academy does not authorize or require non-exempt employees to perform work-at-home or at any other location without the express written pre-authorization of the administrator in charge. An employee's job classification as exempt or non-exempt or part-time to full-time may only be changed with the written approval of the admin team and the Governing Board.

From time to time, Franklin Discovery Academy employees may be required to work beyond their normally scheduled hours. Team members must perform this work when requested. For exempt employees, trade/comp time is not offered. These hours are considered part of duties.

Personnel Records and Files

To keep necessary records up to date, it is extremely important that employees notify the Human Resources Department or Business Manager of any changes in:

- Name and/or marital status,
- Address and/or telephone number,
- Number of eligible dependents,
- W-4 deductions,
- Person to contact in case of emergency,

Franklin Discovery Academy maintains several types of employment records in an employment file for each employee. These records are the property of Franklin Discovery Academy and may not be removed from the school without authorization. These files may be maintained electronically or in hard-copy form.

An employee may view his or her personnel file, in the presence of the Human Resource Manager, during normal business hours.

Time Records

Time records are company records, and care must be exercised in recording hours worked, overtime hours worked, and absences from work. Team members are not to submit time for other employees or for time not worked. Time-clock theft and other violations of this policy may result in corrective action up to and including immediate employment termination. Each employee is responsible only for his/her own time punches. Paid time off for holidays, school closures and other PTO must be submitted and appropriately identified in the time record. Paid time off (holidays, vacation, leave, etc.) may not be included in determining eligible overtime pay. Adjustments for time records may only be made by the HR manager or lead administrator.

Business & Work Hours

Franklin Discovery Academy Business hours are 7:30 a.m. to 5:30 p.m., Monday through Friday.

Work hours, which do not necessarily correspond to business hours, are the number of hours a employee is expected to work during any given work week dependent upon the employee's work category (i.e. full-time or part-time). Full-time employees are expected to work a minimum of 38 hours per workweek. Supervisors have the authority to require more than 40 hours per work week as job requirements dictate.

Team members may, with the approval of their supervisor, adjust their daily work schedule in order to accommodate school needs, allow effective supervision, and to accommodate employee personal needs.

Payment of Salary

Payday is on the 10th and 25th of each month. The paycheck on the 25th will cover hours worked from the 1st to the 15th. The paycheck on the 10th will cover hours worked from the 16th to the end of the month.

Paychecks may be distributed up to two days prior to the regular pay date at the discretion of Franklin Discovery Academy and the school's payment business partners. Employees are paid by the direct deposit of funds to either a savings or checking account at their bank of choice. Franklin Discovery Academy paycheck stubs will not be provided in paper form; however, all pay stubs may be accessed online. No salary advances will be made.

An employee's initial wage is indicated on offer letters and is based on the board approval salary scale. This scale may change from time-to-time and an employee's salary may be adjusted based on movement in the scale. Procedures for movement in the scale are set by the admin team.

Overtime Pay

Depending on work needs, employees will be required to work overtime when requested to do so. The employee may also request permission for overtime via email to the admin team. Agreeing to work

reasonable overtime, when requested by a supervisor, is a condition of employment. Prior approval of the line admin team member, however, is required before any employee works overtime. Employees working overtime without approval will be subject to corrective action. Likewise, refusal to work a reasonable amount of overtime under specific workload conditions may result in corrective action. . For purposes of calculating overtime, the pay-period begins on Saturday and ends on Friday.

Hourly employees working the normal 40-hour work-week are paid at the employee's regular hourly rate. Should the hourly employee work more than 40 hours in a work-week, he/she will be paid all additional time at a rate of 1.5 times the employee's hourly rate. Employee's may be asked to take unpaid time off in a future pay-period if over-time is used in order to help keep the budgeted salary amount within budget. Employees would, at most, be asked to take off an hour per hour for overtime worked. Therefore, the employee's 50% bonus for working overtime would still be to the employee's benefit.

Deductions and Garnishments

Franklin Discovery Academy may deduct offsets from employee paychecks, including but not limited to the following: Benefits, payroll tax deductions, benefit or payroll calculation errors, and court-mandated or otherwise legally required offsets, such as garnishments. As part of the hiring process, all employees agree to the deduction of the value of school property not returned at the end of employment or the value of broken, lost, or damaged school property. The value of unreturned school property will be deducted from an employee's final paycheck without additional authorization. The value of lost, broken, or damaged school property will be deducted from the employee's next paycheck. The employee will be notified in writing (including by email) from the administration about the deduction and the deduction will be made without requiring employee authorization. The employee grants such authorization for such deductions by accepting employment.

All paycheck deductions will otherwise comply with applicable federal and state law. Employees are provided electronic pay stubs detailing payroll deductions for each pay period and are responsible for reviewing these promptly for deduction accuracy and to detect errors.

Paid Time Off (PTO)

All full-time employees and mentor teachers are eligible for paid time off (PTO). PTO may be used for sick or vacation time. Doctor notes are not required to use PTO. Employees should schedule PTO with reasonable advance notice to ensure classes or school needs are covered. Full-time employees and Mentor Teachers accrue PTO at the rate of 2 hours per pay period.

PTO Accrual

PTO is only accrued during pay periods the eligible employee works. At the end of the school year, any PTO in excess of 40 hours for full-time employees and 30 hours for part-time employees must be cashed out to be paid with the June 25th paycheck. PTO will be cashed out at a rate equivalent to an employee's

hourly salary. Employees on a Leave of Absence or not working during a summer month will not accrue any PTO.

PTO Use

When an employee uses PTO it must be reported in the time management system as instructed by HR. An employee may not use unpaid time-off when accrued PTO is available unless approved by the business manager and HR. PTO must be requested for any time an employee takes off from their regularly scheduled shift. This policy applies to both exempt and nonexempt employees and full or partial hours of the day. Non-exempt employees that run out of PTO must take unpaid time off for any time not worked. Exempt employees that run out of PTO may only take off full-days as unpaid leave. For partial days, exempt employees may go to a negative 10 hour PTO balance. After this point, the employee will need to meet with his/her supervisor and the HR manager to discuss a plan to align the employee's shift expectations with availability.

Although there are no formal restrictions on the use of PTO during the Sept-May time-frame, excessive PTO use without proper advance notice may impact the the school's assessment of the employee's professionalism, and applies towards all other policies, including the limit of 8 days off during the school year (August-May). The admin team sets the procedures for use of PTO.

Mandatory Work Days

Employees are required to attend back-to-school training meetings (i.e. professional development) held prior to the beginning of the school year and additional professional development days held throughout the school year. Additional mandatory work days include, but are not limited to, the first week of school and last day of school. School directors may make exceptions to these mandatory work days but are under no obligation to do so. In the event 10 or more absences have already been approved for a specific day, and at the discretion of a school director, this day may be considered a “blackout day” and any additional requests for that day may not be approved.

Travel and Off-Site Work Time

At Franklin Discovery Academy, time spent traveling to and out of area conferences, training, and field trips is considered work time, as well as the time spent on the event itself. Approval to attend conferences must be received in advance and kept within budget. For salaried employees, travel time and off-site work time is considered part of the work requirement in fulfilling job responsibilities. For hourly employees, employees may only clock-in for up to 10.5 hours per day, for travel and actual conference attendance. Employees will not be clocked-in or paid for nights, meals, or other leisure activities while out for a conference. Over-time will accrue for hourly pay between 8-10.5 hours.

Breaks

As noted on Utah's Labor Commission website, "There are no state or federal laws that require an employer to provide lunch breaks or rest periods for adult workers. Most employers in the interest of efficiency and good employee relations will establish a policy governing leave and break periods."

At Franklin Discovery, we do not monitor quick couple minute personal need breaks taken during the workday that do not become excessive. Employees who work at least 4 hours in a shift may take one 10 minute break per shift. The time of the break may be prescribed by the administration. You are not required to clock-out. All full-time employees, both salaried and hourly, must take at least a half-hour lunch break (or up to 45 min). Employees working 6 hour shifts or more may be required to take an unpaid lunch break of the same duration. Employees will clock-out for lunch-breaks and any breaks longer than 10 minutes, unless the employee is actively supervising students in the lunchroom or by special permission from the administration. To ensure students are properly covered, all employees need to schedule their lunch break with their supervisor. Employees are responsible for taking their lunch break.

Appearance

The dress code at Franklin Discovery Academy is "business casual." The most important thing to remember is that clothing worn in the workplace should always be clean, look finished, be free of tears or fraying, and project a professional image. Employees should be dressed at least as well as the students (or appropriate for their position). The student dress code is a collared shirt in white or the school colors (blue, purple, yellow, or orange), and Docker style pants/skirts in tan, brown, dark blue, or dark green. Teachers are not required to be in school colors but should consistently be in business casual attire. Jeans are not acceptable under the employee dress code.

Staff are permitted to join in on student Spirit days and Dress Down days. On Spirit days, staff are permitted to wear a school-approved spirit shirt but should wear "business casual" pants, skirts, etc. On Dress Down days, staff are permitted to wear jeans, t-shirts, and sweatshirts but must otherwise conform with student and faculty dress requirements including, but not limited to, no pullover sweatshirts with hoods or "hoodies", no tight, short, or low clothing, no cutoff, frayed, or torn clothing, etc.

Unacceptable Attire

Even in our business casual setting, certain kinds of clothing are not appropriate for work. Clothing that works well for the beach, yard work, dance clubs, exercise sessions, and sports contests is likely not appropriate for work. Clothing that is too tight, too short, or too low is inappropriate. Clothing that reveals any part of the torso or upper legs or an employee's under-garments are not appropriate for work. Jeans, overalls, spandex or other form-fitting fabrics, and cutoff, frayed, bleached, or torn pants are not acceptable. T-shirts, sweatpants and sweatshirts, sports team clothing, and clothing with words or graphics that might be offensive or are inappropriate or illegal for students to participate in, listen to, etc. are also not appropriate.

In addition to clothing worn, please remember that strongly scented products such as perfume and cologne may distract others or affect other employees or students with sensitivity to these products, and should not be worn.

Use Your Best Judgment, and Ask Questions

No dress code can cover all the possibilities, so employees must exercise sound judgment in their choices of workplace attire. If an employee is not sure whether something is appropriate for work, please ask your supervisor or Human Resources prior to wearing the item to work. Remember, violations of this dress code policy may also result in corrective action. Franklin Discovery will comply with applicable law that may relate to employees' attire at the office. Please notify your supervisor or Human Resources if you would like to discuss an accommodation.

Preschool/Daycare

Franklin Schools Foundation offers all Franklin Discovery Academy employees, both full and part-time, a child-care/preschool discount. Employees receive 50% off for child care. This discount cannot be combined with other discounts, i.e. the multiple child discount. This discount may change or be discontinued by the Foundation at any time. This discount does not guarantee a spot in the preschool/daycare and continued enrollment is not guaranteed. Employees are required to follow all daycare policies and procedures for continued enrollment. For more information, contact the daycare.

Open Door Policy

Franklin Discovery Academy subscribes to an open door policy. You may bring a particular complaint to your supervisor or Human Resource Manager for resolution. When matters cannot be handled on an informal basis, the school has established a formal grievance procedure for a fair review of any work related controversy, dispute, or misunderstanding. One or more employees may bring a complaint concerning any work-related problem where the complaint has not been satisfactorily resolved in an informal manner. Please see the most recent grievance policies for more information.

Solicitation & Distribution of Literature

No employee shall solicit or promote support for any cause or organization during his or her working time or during the working time of the employee or employees at whom the activity is directed. No employee shall distribute or circulate any written or printed material in work areas at any time, during his or her working time, or during the working time of the employee or employees at whom the activity is directed unless approved by the admin team.

As used in this policy, "working time" includes all time for which a employee is paid and/or is scheduled to be performing services for Franklin Discovery Academy; it does not include break periods, meal periods, or periods in which a employee is not, and is not scheduled to be, performing services or work for Franklin Discovery.

Time Off and Leave of Absence

Holidays and School Closures

Full-time employees (both salaried and hourly) will be paid their regular hourly base rate during regularly scheduled school holidays and closures, except during the months of June and July. Team members who choose to work during the month of June will be paid for their time at their regular rates. Team members who choose not to work during the month of June will be considered as if they were on unpaid leave. Team members who do not work during July will also be on unpaid leave. Holiday and school closure pay hours are not counted when overtime pay is computed. If a holiday falls during a non-paid leave of absence, the employee will not be paid for the holiday. Part-time employees are not eligible for holiday or school closure pay.

Leave for Employees

We recognize that employees will occasionally need to call in sick, take a vacation, attend a family event, etc., and that this may occur during a regularly scheduled shift. Employees should not miss more than 8 days of regularly scheduled shifts in any calendar year, with no more than 3 of those 8 being late notice absences with less than 24-hour notice given. Corrective action may be taken for excessive absences (more than 8 or more than 3 late-notice). Excessive leave or tardiness creates problems for scheduling and covering the needs of our student population, and may result in corrective action. Even taking less than 8 days can be a problem if taken with little notice, too regularly, or without valid reasons, and may also result in corrective action. Because we desire to be a fair and reasonable employer, employees can always ask their supervisor for clarification on when leave may be a problem. Absence requests in excess of the parameters provided above will not be approved except in extremely rare circumstances which must be approved by a school director and HR. We will do our best to find a way to work with you and accommodate your needs as a trusted and valued employee.

Exceptions to this policy are considered individually and granted at the discretion of the employee's supervisor at the school director's level. The reason for the request, the employee's length of service, the employee's work record and the demands of the individual's job are examples of factors typically considered in evaluating a request for part-time leave beyond 8 days.

Personal Leave of Absence

Requests for a personal leave without pay are considered individually and granted at the discretion of the employee's supervisor and at the school director's level in conjunction with HR.

Family and Medical Leave Act

Eligible employees with at least one year of service and 1250 hours during the 12 months prior to the start of leave, may take up to 12 weeks of unpaid job-protected leave within a 12-month period per the terms

of the Family and Medical Leave Act (FMLA). FMLA leave is a specified and approved leave granted by the school upon the formal written request of eligible employees. Application forms for FMLA are available in the HR section of the website.

Jury or Witness Duty

Employees summoned for jury duty or witness duty will be allowed the necessary time off from work to perform this civic responsibility. Franklin Discovery does not offer jury duty or witness duty pay.

Military Duty

Leaves for military service and reinstatement after performing military service will be provided in accordance with the requirements of law (as applicable to the school at the time the leave was granted only) as defined in the Uniformed Services Employment and Reemployment Rights Act (USERRA).

Extraordinary Events

Full-time employees and mentor teachers are offered the following Extraordinary Event leave policy: Up to five days paid leave (based on the employee's normal daily rate) will be provided for the following events, as approved by the executive director:

- Death of an immediate household family member or parent (spouse, child, employee's parent, or equivalent in-laws)
- Hospital admission of an immediate household family member (spouse, child). Leave limited to the days of the admission.
- Birth/adoption of a child (self or spouse). Available if an employee is going to return to employment.

Funeral Leave Policy

Up to one day of paid leave will be provided to full-time staff and mentor teachers, as approved by the director, to attend the funeral of an immediate household family member, sibling, brother/sister in-laws, parents-in-law, equivalent in-laws and grandparents.

Pay and Leave Practices for Emergency Closings

When a partial or full-day closing is authorized, the following practices apply:

- Employees will be sent home for partial days with the option of using PTO for the remainder of the day. If PTO is not available, hourly employees will be excused from work without pay.
- For a full-day closing, employees may use PTO if available or will be excused from work without pay.
- Employees already scheduled to be off during emergency closings are charged such leave as was scheduled.

Employee Benefits

Lunch

All employees are able to purchase school provided meals at half-off of the normal adult patron rate. Employees who are assigned to supervise the lunchroom, eat in the lunchroom with students, and follow lunchroom guidelines, do not have to clock-out for lunch. These employees also receive half-off lunch. Nutrition and facility staff, and any others as allowed by the NSLP who assist in lunch set-up and clean-up receive a free meal.

Healthcare Benefits

Full-time employees are eligible to receive a benefits package as noted on their hire letter. Each full-time employee receives a \$600 per month health care allowance to be applied toward their choice of a plan. In the event an employee is already covered by a health care plan and opts out of health care coverage or the coverage is less than \$600, no reimbursement will be made. For information on benefit status upon termination of employment and continuation of benefits under COBRA, see the section “Leaving Franklin Discovery Academy.”

Flexible Benefits

Each full-time employee receives a \$200 per month flexible allowance to be used towards health care, retirement, or additional life insurance. Full-time employees also receive short-term/long-term disability insurance and a \$10,000 life insurance benefit.

Retirement Benefits

Franklin Discovery maintains a 401K retirement program for all employees, but does not offer a match. Employees may designate portions of their paycheck to this 401K program. Full-time employees may use their Flexible Benefit towards their retirement account. Team members should check with the HR manager for eligibility and participation information.

Worker’s Compensation

Franklin Discovery Academy carries worker’s compensation insurance as required by law. Please contact HR for more information about the terms of coverage. We require that all employees report job-related accidents or injuries to a supervisor immediately, whether the accident occurred on or off school premises. Failure to report an injury, regardless of how minor, could result in difficulty or denial of the employee’s claim by the insurer. Employees are required to assist supervisors with completion of an Accident Form within 2 working days of the accident or injury. Employees are expected to return to work immediately upon release by their doctor.

Unemployment Insurance

Franklin Discovery Academy carries unemployment insurance as required by law. Please contact the Business Manager for more information about the terms of this coverage.

Expense Reimbursement

Franklin Discovery will reimburse employees for reasonable **pre-approved** school expenses within the school budget(s). Reimbursable expenses include the approved purchase of school materials and supplies, registration fees, etc. Approvals must be obtained in advance from a director and Business Manager. Receipts must be submitted to the business manager for reimbursement.

General Employment Policies

Employer Information and Property

The protection of Franklin Discovery Academy business information, property, and all other school assets are vital to the interests and success of Franklin Discovery Academy. No Franklin Discovery Academy-related information or property, including without limitation, documents, files, records, computer files, equipment, office supplies or similar materials (except in the ordinary course of performing duties on behalf of Franklin Discovery Academy) may, therefore, be removed from Franklin Discovery Academy's premises, except for an employee laptops or other items as approved by admin needed in the scope of employment.

In addition, when an employee leaves employment, the employee must return and leave with the school all Franklin Discovery Academy related information and property that the employee has in his/her possession, including without limitation, work computers, documents, files, records, manuals, information stored on a personal computer or on a computer disc, supplies, and equipment or office supplies. Violation of this policy is a serious offense and will result in appropriate disciplinary action, up to and including employment termination. The value of property that is not returned may be deducted from an employee's final paycheck.

Internal Investigation and Searches

From time to time, Franklin Discovery Academy may conduct internal investigations pertaining to security, auditing, employment, or work-related matters. Further, the school is subject to various external audits performed by state statute each year. Team members are required to cooperate fully with and assist in these audits and investigations if requested to do so.

Franklin Discovery retains the right to conduct searches at any time. This includes the right to search school-owned computers and/or all files, documents, photographs, and security footage, even if protected by a password. Whenever necessary, at Franklin Discovery Academy's discretion, work areas (i.e., desks, file cabinets, etc.) and personal belongings (i.e., briefcases, handbags, etc.) may be subject to a search without notice. Team members are required to cooperate. Violation of this policy is a serious offense and will result in appropriate corrective action, up to and including employment termination.

Reference Checks for Current Employees

All inquiries regarding a current or former Franklin Discovery Academy team member must be referred to the Human Resource Manager. Should an employee receive a request for a reference, he/she should refer the request to the Human Resource Manager for handling. No Franklin Discovery Academy employee may issue a reference letter to any current or former employee without the permission of the Human Resource Manager or the admin team.

Under no circumstances should any Franklin Discovery Academy employee release any information about any current or former Franklin Discovery Academy employee over the telephone. All telephone inquiries regarding any current or former employee of Franklin Discovery Academy must be referred to the Human Resource Manager.

In response to an outside request for information regarding a current or former Franklin Discovery Academy employee, the Human Resource Manager will furnish or verify only a employee's name, dates of employment, job title and department. No other data or information regarding any current or former Franklin Discovery Academy employee, or his/her employment with Franklin Discovery Academy, will be furnished unless the employee authorizes Franklin Discovery Academy to furnish this information in writing that also releases Franklin Discovery Academy from liability in connection with the furnishing of this information or Franklin Discovery Academy is required by law to furnish any information.

Recording of Conversations Policy

It is a violation of Franklin Discovery Academy's policy to record conversations with any recording device unless prior approval is received from a director or all parties to the conversation give their consent. This policy does not apply to the school's right to add and use video and/or audio surveillance systems to any area inside or outside of the school. Violation of this policy may result in disciplinary action, up to and including employment termination.

Archiving, Data Destruction, and Recycling

As a public entity, Franklin Discovery Academy complies with state and federal records retention laws as outlined by the Utah State Archives (archives.utah.gov). Electronic records should only be printed when absolutely necessary. Otherwise, it is the policy of Franklin Discovery Academy to keep records electronically as much as possible. Standards for backing-up records are addressed in our electronics policy.

All employees must not discard documents containing personally identifiable information (student or staff information) into standard waste receptacles. The school provides shredders or contracts for secure shredder services to dispose of all documents with personally identifiable information. Employees who dispose of documents into unauthorized receptacles or allow documents with personally identifiable information to become unsecure will be subject to disciplinary action, up to and including termination of employment.

Computers and Other Electronic Devices

Additional computer use policies may apply in addition to the following. Employees may be issued a school owned computer or other electronic device. Employees may also have access to computers or electronic devices that stay at the school. Employees will be required to sign a *Computer Usage*

Agreement before being allowed the use of such devices. This agreement covers appropriate use and care of school-owned equipment.

Employees must immediately return such equipment upon request and in the case of termination of employment, along with all passwords necessary to access the computer. Failure to return equipment or breakage of school equipment, accidental or intentionally, will result in a payment due to the school for the value of the equipment. The school may deduct this payment from outstanding wages due.

Employees may download and install any software on his/her computer with authorization from their supervisor and IT Director. Employees are cautioned about software downloads that may be in violation of copyright laws. Failure to observe copyright or license agreements may result in corrective action, including termination. If an employee accesses, views, creates or saves any communications, content, data or imagery in school-provided digital equipment, the employee has no privacy rights as to it and any such communications, content, data, and imagery are subject to monitoring by the school. Employees must cooperate in such monitoring.

Personal Electronic Devices

With the exception of necessary medical devices, employees may not use personal electronic devices that interfere with their ability to perform essential job functions, including phones, music players, tablets, or other devices. Employees who do not have a business need to interact with others may be allowed to use personal electronic devices with the written approval of the admin team. Employees who are frequently on their personal phones are not properly engaged with their job. Therefore, violation of this policy may result in disciplinary action, up to and including employment termination.

Use of School Vehicles

Franklin Discovery may purchase vehicles to facilitate its operation. All school employees must be expressly authorized in writing to drive school-owned vehicles. Approved employees shall be properly licensed for the type of driving they will perform for the School (i.e. Class D driver's license, CDL, with endorsements, etc.). All authorized drivers must purchase and provide a copy of their current vehicle insurance or Motor Vehicle Report (MVR) report from the Utah Department of Public Safety and successfully pass a Defensive Driver Course (available at risk.utah.gov) at the time of approval and thereafter as requested. Approved drivers must follow the Driver Safety Standards policy. All approved drivers must report incidents, accidents or citations without delay to the business office whether occurring in school or personal vehicles without delay. The use of a mobile phone is prohibited while transporting students. Sending text messages, browsing the Internet, or any other activity that may cause a distraction while driving school vehicles is prohibited. Drivers are required to report maintenance needs, incidents, accidents and vehicle or property damage to their supervisor immediately. Failure to meet or maintain acceptable driving standards may result in loss of driving privileges or disciplinary action up to and including termination of employment.

Personal Vehicle and Mileage Reimbursement

If an authorized employee drives their personal vehicle for school business, the employee must submit current proof of insurance on the vehicle at the time of driving. Personal vehicle insurance policies are the primary coverage on personal vehicles driven on school business.

Franklin Discovery will reimburse employees authorized to drive at the business standard mileage rate per IRS requirements for miles traveled by the employee in the employee's car while traveling to and returning from school business.

Automobile Accidents

If an employee is involved in an automobile accident while on school business (personal or school car) he/ she must report the accident to the admin team immediately. Employees should request and obtain a police report and police investigation at the scene of the accident.

Outside Employment and Conflicts of Interest

Franklin Discovery Academy expects its employees to conduct business according to the highest ethical standards of conduct and judgment. Employees are expected to devote their best efforts to the interests of Franklin Discovery Academy. Business dealings that appear to create a conflict between the interests of Franklin Discovery Academy and an employee are unacceptable.

Franklin Discovery Academy recognizes the right of employees to engage in activities outside of their employment which are of a private nature and unrelated to Franklin Discovery Academy's business. However, employees must disclose any possible conflicts of interest to their supervisor as soon as the potential or actual conflict can be anticipated. A potential or actual conflict of interest occurs whenever an employee is in a position to influence a decision that may result in a personal gain for the employee or an immediate family member (i.e., spouse or significant other, children, parents, siblings) as a result of the Franklin Discovery Academy's business dealings.

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

Conflicts of time: Employees with full-time positions are required to obtain written approval from their supervisor before participating in additional outside employment activities. Approval will be granted unless the activity interferes with Franklin Discovery Academy's interest. In general, outside work activities are not allowed when they:

- Prevent the employee from fully performing work for which he or she is employed at Franklin Discovery Academy, including overtime assignments,
- Involve organizations that are doing or seek to do business with Franklin Discovery Academy, including actual or potential vendors or customers, or
- Violate provisions of law or Franklin Discovery Academy's policies or rules.

From time to time, Franklin Discovery Academy employees may be required to work beyond their normally scheduled hours. Employees must perform this work when requested. In cases of interference with any outside activity, the employee's obligations to Franklin Discovery Academy must be given priority. Employees are hired and continue in Franklin Discovery Academy's employ with the understanding that Franklin Discovery Academy is their primary employer and that other employment or commercial involvement which is in conflict with the business interests of Franklin Discovery Academy is prohibited.

Financial Interest in Other Businesses

An employee and his or her immediate family may not own or hold any significant interest in a supplier, customer or competitor of Franklin Discovery Academy, except where such ownership or interest consists of securities in a publicly-owned company and that securities are regularly traded on the open market, except as approved by the Governing Board.

Intellectual Property Policy

In the course of employment, employees may develop, improve, or revise intellectual property such as lesson plans, lesson outlines, worksheets, various media, and coursework. Any intellectual property developed using school resources (time or money) is under the ownership of the school. An employee retains a non-exclusive right to use the property after employment at Franklin Discovery, but will not receive ownership rights. The school retains the right and ownership to use the property, for commercial or non-commercial purposes, during or after an employee's tenure at the school. Further information on intellectual property is outlined in the Intellectual Property Policy, which is a condition of employment, employees are required to sign.

Confidentiality and FERPA

All Franklin Discovery Academy records and information relating to Franklin Discovery Academy or its students and staff are confidential and employees must, therefore, treat all matters accordingly. Team members must not disclose any confidential information, purposefully or inadvertently through casual conversation, to any unauthorized person inside or outside Franklin Discovery Academy. Team members who are unsure about the confidential nature of specific information must ask their supervisor for clarification. Team members will be subject to appropriate corrective action, up to and including employment termination, for knowingly or unknowingly revealing information of a confidential nature.

The Family Educational Rights and Privacy Act (FERPA) is a federal law enacted in 1974 that protects the confidentiality of a student's educational records. All employees are required to undergo an annual training on FERPA and sign a FERPA agreement in which you acknowledge that:

- You must not, under any circumstances, release to any person(s) information about a student unless your position specifically authorizes and requires you to do so.

- You must not acquire or collect any information from a student's record that you do not need in order to do your job or perform the duties assigned to you. You must not share information about students that you may have learned while performing your work. Even a minor disclosure of information (e.g., telling another student of someone's class schedule) is a violation and may result in corrective action up to and including termination. It is your responsibility to keep any information obtained in your workplace confidential.
- Access to all systems and databases, including but not limited to Aspire, Canvas, and Filemaker, is granted solely for the purpose of performing legitimate, authorized, assigned responsibilities required for the administration of Franklin Discovery Academy. Any unauthorized or illegitimate use of systems, databases or data may result in corrective action up to and including termination of employment, criminal prosecution, and/or civil action.
- You are aware that Federal and State laws, including but not limited to the Family Educational Rights and Privacy Act (FERPA) protect the data to which you have access and that it must be treated with complete confidentiality. You will ensure that such confidential information is shared only with those authorized to use it. Examples of these data or materials include but are not limited to employee, student, vendor, or donor personal data relating to education, financial, medical, employment or business history, family or personal relationships, or reputation or character, which because of name, other identification, or description can be readily associated with a particular person.
- You may access and/or modify only the data for which you have been given full authorization and have legitimate purpose in performing assigned responsibilities. You further understand that you may not share your account or password with anyone else to gain access to confidential information. You agree to take all steps reasonably necessary to safeguard the confidential information entrusted to you and to prevent it from falling into the possession of unauthorized persons.
- You further understand that all procedures, creative work, written documents, records, and computer programs must be created and documented in accordance with the policies and standards of Franklin Discovery Academy and such materials are the property of the school and not for public disclosure or unauthorized use.

As a condition of employment, you will be required to sign an annual acknowledgement that you have read and understand our FERPA and confidentiality policies and that you agree to abide by these terms.

Workplace Guidelines

Standards of Conduct

Franklin Discovery Academy expects that all employees conduct themselves in a professional and ethical manner. An employee should never use unethical behavior, nor should an employee influence other employees to act unethically. Furthermore, an employee should report any dishonest activities or damaging conduct to an appropriate supervisor or the HR.

In the event that you become aware of another employee's behavior or actions, which you believe are inappropriate, illegal, problematic, or in any way inhibit or affect your job performance or the school's work environment, you should discuss such behavior or actions with the HR.

Franklin Discovery will promptly, thoroughly and confidentially investigate all reasonable concerns and, where necessary, take appropriate corrective action. You may not discuss such actions or behavior with other school employees except as directed by the HR or admin team.

These conduct guidelines are provided for informational purposes only and are not intended to be all-inclusive. Throughout this handbook other conduct guidelines can also be found. This list is intended to highlight and make clear some of the more serious conduct violations. The school views the following as inappropriate behavior:

1. Negligence, carelessness or inconsiderate treatment of any student, staff, or parent or school property.
2. Rude, discourteous or un-businesslike behavior; creating a disturbance on school premises or creating discord with students, parents/guardians, stakeholders or fellow employees; use of abusive language.
3. Personal use of school time, including using work time for personal computer work or playing.
4. Excessive socializing.
5. Theft, misappropriation or unauthorized possession or use of property, documents, records or funds, or removal of the same from the school premises without authorization.
6. Obtaining or divulging confidential information, of any kind, to any unauthorized person(s) or without an official need to know.
7. Changing or falsifying school records, personnel or pay records, including time sheets.
8. Taking or giving bribes of any nature, or anything of value, as an inducement to obtain special treatment, to provide confidential information or to obtain a position. Acceptance of any gratuities or gifts must be reported to the Executive Director.
9. Willfully or carelessly violating security, safety, or fire prevention equipment or regulations.
10. Unauthorized use of a personal vehicle for school business.
11. Insubordination or refusing to follow instructions from a supervisor or manager; refusal or unwillingness to accept a job assignment or to perform job requirements.

12. Failure to observe scheduled work hours, failure to contact a supervisor or manager in the event of illness or any absence within one hour of the scheduled start of work; failure to report to work when scheduled; unauthorized or excessive use of any absence.
13. Leaving a work assignment during scheduled work hours without permission; unauthorized absence from assigned work area during regularly scheduled work hours.
14. Sleeping or loitering during regular working hours.
15. Recording time for another employee or having time recorded to or by another employee.
16. Use or possession of alcohol, narcotics, marijuana or drugs (under state, federal or local laws), on school premises during working hours or reporting to work under the influence of intoxicants or drugs so as to interfere with job performance, or having any detectable amounts of illegal drugs in an employee's system.
17. Unauthorized possession or use of a weapon on school premises.
18. Illegal gambling on school premises.
19. Soliciting, collecting money, vending, and posting or distributing bills or pamphlets on school property.
20. Falsification of one's employment application, medical or employment history.
21. Illegal or un-businesslike conduct, on or off school premises, which adversely affects the school services, property, reputation or goodwill in the community, or interferes with work.
22. Inappropriate relationships with students, including, but not limited to contact with a student via social media, except when part of an official school project or assignment.

Attendance, Punctuality and Dependability

Because Franklin Discovery Academy depends heavily upon its employees, it is important that employees attend work as scheduled. Dependability, attendance, punctuality, and a commitment to do the job right are essential at all times. If an employee is going to be late or absent from work, the employee must notify his/her supervisor, HR and his/her team as far in advance as possible, **but not later than one hour before his/her expected start time.** This policy applies for each day of his/her absence.

An employee who fails to contact his/her immediate supervisor, HR and his/her team may be considered as having voluntarily resigned after 3 business days. Termination as a result of absenteeism is considered to be voluntary.

Employment may be terminated after three days if the employee fails to return to work when medically released to do so, or if the employee fails to report to work without a company-approved authorization for his/her absence. Such terminations will be considered as voluntary.

Children in the Workplace Policy

As an elementary school, we often have employees whose children are also enrolled students, of which we are very supportive. Although there will be times of incidental contact, visits between parent and child must be infrequent, brief, and occur in a fashion that limits disruption to the workplace. As part of the school's expectation for professional conduct and time-clock honesty, employees are not to regularly perform childcare duties during their shift. Any contact between employee-parent and child must not

interfere with an employee's ability to perform their job. Examples of situations that could arise include, but are not limited to:

- Interfering with the student's school day. An employee-parent cannot override a student's schedule or give them permission to be somewhere else. An employee may not make school or teacher-level decisions (unless acting appropriately in that capacity) for their children but leave such matters to their teachers and the admin team.
- Employees eating too frequently in the lunchroom with their children. Employees must limit the frequency of lunchroom visits or clock-out to eat with the student as a parent.
- Student needs interfering with the employee's shift. Employees should do their best to have an alternative off-campus contact for the school to contact for disciplinary issues, sickness, and other issues that may arise throughout the school year.
- School safety and security. Employees are never permitted to give their children, or any other individual, door passcodes, computer passcodes, special wifi access, etc. Employees must never use the school as back-up childcare for sick children.
- Visits to daycare. These same policies apply to children enrolled in the daycare. In cases of needing to nurse or pump, this should take place during the employee's 10 minute break. Team members should clock out for any time in excess of their 10 minute break.

These same expectations also apply for non-Franklin children and family members. Children and family members not enrolled at Franklin Discovery should not be on campus during an employee's working hours at any time during the year (including summer working hours). Employees who bring children to work will be sent home until they can come to work without children. Adult family members are not permitted unless volunteering. This volunteering time must be pre-approved by a director prior to the volunteer's arrival.

This policy does not apply when an employee is at the school as a parent participating in an event. However, it does apply to any event in which the employee is there as part of an official assignment. If the frequency, length, or nature of employee-parent and child contact becomes problematic, the employee will be advised of the situation and will be expected to take corrective action.

Visitors

Only authorized staff, students, parents, volunteers, and visitors are permitted at the school's facilities. Visits from friends and family should be kept to a minimum (incidental) and should generally not occur during school hours. Employees are responsible for the conduct of their guests.

All visitors must enter through the reception area and receive a name badge. Any employee that notices an unauthorized visitor should notify their supervisor, the Executive Director, or the school's security officer immediately.

Parking

Employees may park, at no cost, in designated parking stalls as directed by the administration. All parking is at your own risk. It is recommended that employees lock their cars and take other appropriate safeguards. Employees are not to park in areas reserved for visitors, along curbs or in fire lanes.

Gifts

As a public entity, employees are not allowed, per state statute, to accept gifts that have a value of more than \$50.00 from a vendor during the course of the school year, including meals. In the normal course of conducting business, if a gift worth more than \$50.00 is given or sent to an employee, the gift shall be turned over to the Executive Director as property of the school to be distributed in various student programs.

Anti-Nepotism Policy

Members of an employee's immediate family will be considered for employment on the basis of their qualifications. Hiring an immediate family member requires the approval of the employee's supervisor. The affected supervisor should consider the following conditions when approving family member hiring:

1. Hiring should not create a supervisor/subordinate relationship with another family member,
2. Hiring should not have the potential for creating an adverse impact on work performance, or
3. Hiring should not create either an actual conflict of interest or the appearance of a conflict of interest.

This policy must also be considered when assigning, transferring, or promoting a employee. For the purpose of this policy, immediate family includes: spouse, parent, child, sibling, in-law, aunt, uncle, niece, grandparent, grandchild, members of household. This policy also applies to romantic relationships.

Team members who become immediate family members or establish a romantic relationship may continue employment as long as it does not involve any of the three conditions set forth above. If one of the conditions outlined should occur, attempts will be made to find a suitable position within Franklin Discovery Academy to which one of the employees will transfer. If employees become immediate family members or establish a romantic relationship, Franklin Discovery Academy will make reasonable efforts to assign job duties so as to minimize problems of supervision, safety, security or morale. If accommodations of this nature are not feasible, the employees will be permitted to determine which of them will resign. If the employees cannot make a decision, Franklin Discovery Academy will decide in its sole discretion which will remain employed.

Romantic or Sexual Relationships

Consenting "romantic" or sexual relationships between a supervisor/manager and a employee may at some point lead to unhappy complications and significant difficulties for all concerned - the employee,

the supervisor/manager and Franklin Discovery Academy. Any such relationship is, therefore, contrary to the best interests of Franklin Discovery Academy.

Accordingly, Franklin Discovery Academy strongly discourages such relationships and any conduct that may reasonably be expected to lead to the formation of a "romantic" or sexual relationship, such as dating between a supervisor/manager and an employee.

By its discouragement of romantic and sexual relationships between supervisors and subordinates, Franklin Discovery Academy does not intend to inhibit the social interaction (such as lunches or dinners or attendance at entertainment events) that are or should be an important part or extension of the working environment, and the policy articulated above is not to be relied upon as justification or excuse for a supervisor's/manager's refusal to engage in such social interaction with employees.

If a romantic or sexual relationship between a supervisor/manager and a employee exists or should develop, it shall be both employees' mandatory obligation to disclose the existence of the relationship to the Executive Director.

The Executive Director shall inform Franklin Discovery Academy's Governing Board and others with a need-to-know of the existence of the relationship, including in all cases the person responsible for the employee's work assignments.

Upon being informed or learning of the existence of such a relationship, Franklin Discovery Academy's Governing Board may take all steps that it, in its discretion, deems appropriate. At a minimum, the employee and supervisor/manager will not thereafter be permitted to work together on the same matters/areas of the school and the supervisor/manager must withdraw as the employee's supervisor and from participation in activities or decisions that may reward or disadvantage any employee with whom the supervisor/manager has or has had such a relationship (including, but not limited to, hiring, evaluations, promotions, compensation, work assignments and discipline).

In addition, and in order for Franklin Discovery Academy to deal effectively with any potentially adverse consequences such a relationship may have for the working environment, any person who believes that he or she has been adversely affected by such a relationship, notwithstanding its disclosure, is encouraged to make his or her views about the matter known to the Executive Director and Board.

This policy shall apply without regard to gender and without regard to the sexual orientation of the participants in a relationship of the kind described.

Postage, Shipping and Office Supplies

Postage, shipping, and office supplies paid for by the school are for business purposes only and are not for personal employee use. Theft of school property is taken as a serious offense and may result in termination.

Workplace Safety

School Safety and Emergencies

Maintaining a safe work environment requires the continuous cooperation of all employees. Please see other *School Policies* related to safety for additional information. All employees are required to familiarize themselves with emergency plans. Safety training and drills will occur at various times during the school year.

Franklin Discovery Academy strongly encourages employees to communicate with fellow employees and their supervisor regarding safety issues. Employees are required to report hazardous or dangerous situations and are subject to corrective action, up to and including termination of employment for failure to report such situations. Franklin Discovery is willing to make reasonable efforts to address an employee's safety concerns. Employees should remember to use caution and good judgment in all activities and should notify their supervisor or the Executive Director if they believe there is a safety issue that should be addressed.

All employees will be provided care, first aid and emergency service, as required, for injuries or illnesses while on Franklin Discovery Academy premises. Team members should contact their supervisor, the nearest supervisor, and/or 911 in the event of an accident or emergency. If a employee is injured on the job, Franklin Discovery Academy provides coverage and protection in accordance with the Workers' Compensation Law.

Franklin Discovery Academy also adheres to all OSHA requirements and rules, including reporting of workplace accidents.

To limit fire risks, no candle warmers, open flames (except as authorized for an educational purpose) or personal heaters are allowed on school property. It is the responsibility of the employee to ensure all electrical equipment within their classroom adheres with state fire compliance, and that they are properly powered off and/or disconnected during school holidays and closures. Additional school safety policies may be adopted at any time, as the need arises.

School Environment

The school strives to provide a safe and nurturing learning environment for students and staff. With regard to providing a safe school environment:

1. Employees are expected to maintain a high ethical and professional standard in interactions with both adults and minors on and off campus. Employees understand that working in a school means that employees serve as a role model for and have care or custody over children. Employees' behavior off campus has an effect on an employee's employment because of the nature of care over children.

2. Employees are prohibited from using all forms of physical discipline, except as may be reasonably necessary to prevent a student from inflicting harm on themselves or others, in which case a detailed written record of the incident is to be made and submitted to the Executive Director.
3. Employees must schedule one-on-one counseling sessions or meetings with minors at times and locations that promote accountability, in an open room setting without closed doors, and only if readily observable by others who may be in the room or hallway, and meet accepted standards of propriety. Clear professional boundaries must exist between minors and adults.
4. Employees shall not engage in any form of unlawful, unacceptable or offensive behavior with students, parents/legal guardians, staff or visitors to the school.
5. Unless the school has a parent or legal guardian's knowledge and consent in the form of a written permission slip, employees shall never drive students in personal vehicles, before, during or after school unless there is a medical emergency requiring immediate medical care.
6. Extra-curricular activities, school programs, or special instruction sessions shall not be conducted by only one adult without additional adult presence and/or must be conducted at times and locations that promote accountability, in an open room setting without closed doors, and only if readily observable by others who may be in the room or hallway, and meet accepted standards of propriety.
7. Employees shall not be alone in bathrooms or other dressing rooms with a single or small group of students without another adult present. Employees may not be present in these areas while students are changing unless student behavioral issues warrant the presence of adults. At least two staff members of the same sex (and the same sex of subject students) must be present during these times. Employees may not enter restrooms, locker or dressing rooms of the opposite sex while students are present. School administrators and other staff are available to assist when difficulties arise and employees must seek such assistance when needed.
8. Employees are not to engage in un-school related relationships with students, either in person or via social media.

School Access and Security

Employees issued keys, numeric access codes, and/or FOBs to the school facility for entrances, offices, classrooms, storage rooms, padlocks or cabinetry, whether fixed or not, are issued that access upon certain conditions.

Employees must notify the school immediately if issued keys or access codes/devices are lost, stolen, or compromised. There is a \$10 per item charge for replacement keys or FOBs. Employees may not loan

keys, share access codes, or other access devices, to any other person, including (and especially family, particularly students of an employee). Employees who share access codes or keys may be subject to termination because of the security lapse it creates.

Access to and use of the school is for business purposes only or as provided under a public facility rental agreement. Personal use of the school or its various facilities and furnishings without prior written authorization is prohibited. Employees may not use or provide access to the building for activities that are illegal, or are prohibited by school policy or by school administration. Employees may not make additional copies of keys or passes or share access codes without express written permission by authorized persons. Access codes are unique to an employee and will be monitored with an audit trail.

Employees are responsible for the activities of any person(s) without regular access whom an employee allows access to the school. Employees are to ensure the security of the building by locking doors, etc. if accessing it outside of normal business hours. Employees are responsible to secure all access points (regardless of access point(s) used for entry) if they are the last to leave. Employees are given access with the express agreement that employees will be held liable for any damage, theft, or vandalism that occurs because of a failure to secure the building or because of others whom the employee allows access to the school.

Any employee who abuses the privilege of accessing the building or sharing codes or keys will be subject to corrective action, up to and including termination of employment, legal action, and criminal liability.

Emergency Closings and Severe Weather

This policy establishes guidelines for school operations during periods of extreme weather and similar emergencies. The school will remain open in all but the most extreme circumstances. Unless an emergency closing is announced, all employees are expected to report to work. However, the school does not advise employees to take unwarranted risks when traveling to work in the event of inclement weather or other emergencies. Each employee should exercise their best judgment with regard to road conditions and other safety concerns.

Designation of Emergency Closing

The lead administrator, or a majority of the admin team, or chair of the Governing Board in their absence, are the only employees authorized to cease school operations due to severe weather circumstances. If severe weather conditions develop during working hours, it is at the discretion of the admin team to release employees. Employees will be expected to remain at work until the appointed closing time. Please see Snow Day policies.

Procedures During Adverse Weather or Other Closings

(Please review the *School Policies* and/or procedure documents for the most complete and up-to-date information on Snow Policies). If weather or traveling conditions delay or prevent an employee's reporting to work, the appropriate directors and supervisors should be notified as soon as possible. If possible, such notification should be made by a telephone conversation/text directly with the supervisor. If

the supervisor is not available, leave a message with HR. An employee who is unable to report to work may use any accrued PTO or take the day off without pay.

Drug and Alcohol Policy

The manufacture, distribution, dispensing, possession, use, or being under the influence of any illegal drug (including substances illegal for minors but legal for adults), alcohol, or controlled substance while on the school's premises is strictly prohibited. These activities constitute serious violations of school rules, jeopardize Franklin Discovery Academy, and can create situations that are unsafe or that substantially interfere with job performance. Team members in violation of the policy are subject to appropriate disciplinary action, up to and including immediate employment termination. Additionally, Franklin Discovery Academy reserves the right to require an employee to undergo a medical evaluation, including a drug test, under appropriate circumstances.

Team members are expected to use any legally obtained substances, including over-the-counter medicines or prescribed medications according to: (1) recommended/prescribed use and dosage; and (2) then only when usage will not adversely affect safety or job performance. Team members are responsible to inform any healthcare provider who prescribes medication, of their job requirements to avoid potential problems at work. If the prescribed medication could affect job performance and/or safety, the employee is responsible to notify his/her supervisor.

Drug Testing

Franklin Discovery Academy is determined to provide a safe place for its students and staff. We strongly discourage drug and alcohol abuse by staff. Franklin Discovery has a zero tolerance policy regarding drugs and alcohol use on the premises or the presence of drugs or alcohol (including substances illegal for minors but legal for adults) at the legal driving limit in an employee's system while on school property or while functioning in a school capacity. For the safety of our employees and clients the school reserves the right to test any employee for the use of illegal drugs, marijuana or alcohol under state, federal or local laws, including under the following conditions:

- When an employee shows signs of impairment on the job,
- After any accident or occurrence that results in an injury on the job as defined by the Occupational Safety and Health Administration,
- After any vehicular accident during work hours when it appears that the team member might reasonably have avoided the accident or minimized the consequences, but did not do so.
- Current team members may be tested from time-to-time as required to meet contractual obligations.

Team members who refuse to submit to drug and alcohol testing may be terminated. A positive result may lead to termination, even on a first offense, or a suspension of at least two-months.

Smoking Policy

In order to comply with government regulations, Franklin Discovery Academy has prohibited smoking throughout its workplace. Utah's Clean Air Act prohibits smoking within 25 feet of any entrance-way,

exit, open window, or air intake of a building. Any violation of this policy may result in appropriate corrective disciplinary action, up to and including employment termination.

Violation of or disputes arising under this policy should be reported immediately to the Human Resource Manager. Franklin Discovery Academy will promptly investigate any disputes arising under this policy and in resolving disputes shall give priority to the health concerns of the team member desiring a smoke-free area.

Each team member is protected from retaliatory action or from being subjected to any adverse personnel action for exercising or attempting to exercise his/her rights under the smoking policy. Any team member who feels that he/she has been subject to a retaliatory adverse personnel action for exercising or attempting to exercise any rights under this policy or under any applicable law or regulation concerning the subject matter of this policy shall inform the Human Resource Manager who will promptly investigate the complaint and provide for adequate redress where necessary.

Violence in the Workplace

Franklin Discovery Academy strongly believes that all team members should be treated with dignity and respect. Acts of violence will not be tolerated. Any instances of violence must be reported to the team member's supervisor and/or the Executive Director. All complaints will be promptly and fully investigated. Violation of this policy will result in disciplinary action, up to and including immediate termination.

Franklin Discovery Academy takes threats and acts of violence extremely seriously. Any act or threat of violence by or against any employee, student, customer, supplier, partner or visitor is strictly prohibited. This policy applies to all school employees, whether on or off school property.

Any possession, use or threatened use of weapons is prohibited on school property, or while on school business, unless authorized by law. This includes knives, illegal possession of firearms, martial arts weapons, or any other object that is used as a weapon. Any employee caught possessing a weapon, unless authorized by law, will be disciplined, up to and including termination.

Employee Performance

Employee Review Philosophy Statement

Constant, open feedback on your performance as an employee is a hallmark of our employment philosophy. Your supervisor and the Executive Director will address concerns as they arise. We will not surprise employees with an end of year evaluation that contains lists of concerns that should have been addressed during the year. Our expectation is that all employees will know at any given time whether they are meeting performance expectations. Therefore, the annual review will be more of a time for summarizing what is already known and discussing with your supervisor ways to grow as an employee. Although each employee will meet formally with their supervisor at least once annually to discuss

performance, employees with questions or concerns about their performance are encouraged to discuss these issues regularly with their supervisor.

Performance Review

Team members will generally receive an appraisal of their job performance at least annually. The reviews will focus on job-related strengths and weaknesses, including fit with the school. Goals and improvement plans will be established each review period and progress will be measured periodically and at a minimum, the next annual review. Performance reviews are the primary factor in compensation adjustments, promotions and demotions. Employees will have the opportunity to thoroughly review all performance appraisals and provide a written opinion if they so desire.

Advancements

Franklin Discovery Academy is structured in such a way as to encourage advancement from one position type to one at a higher level. Because of our desire to retain quality employees, we encourage employees to apply for advancement within the school if opportunity for advancement becomes available. The school will give priority to employee applications for promotion over new employee applications. However, the school retains sole discretion to determine the factors to be applied in any promotion decision and the relative weight of the factors.

Demotions

At its sole discretion, Franklin Discovery Academy may demote an employee, which is a reduction in responsibility usually accompanied by a reduction in salary or wages.

Communication

Franklin Discovery Academy seeks to maintain positive working relationships by having an open-door policy with regard to employee performance. Please visit the Human Resource Manager as the need arises. Please see the non-disparagement policy for additional information.

Corrective Action

A high level of job performance is expected of each and every employee. In the event that an employee's job performance does not meet the standards established for the position, employees should seek assistance from their supervisor or manager to attain an acceptable level of performance. If employees fail to respond to or fail to make positive efforts toward improvement, corrective action may ensue, including termination of employment.

Franklin Discovery Academy does not have a formal progressive discipline policy requiring a set number of warnings or counseling sessions for conduct mistakes. Instead, each case is considered on its own facts. In cases of violation of the school policies, immediate termination may be appropriate depending on the facts. The Executive Director has the authority to determine the appropriate corrective action for any misconduct or lack of good judgment. Any violation of policy or display of lack of good judgment may be grounds for termination, even if the conduct is not specifically described in this handbook.

Corrective action may include, for example, training, referral to counseling, monitoring of the offender and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reduction of wages, demotion, reassignment, temporary suspension without pay or termination, as the school believes appropriate under the circumstances.

The prohibited conduct set forth throughout this handbook does not alter or limit Franklin Discovery Academy's policy of employment at-will. Either the team member or Franklin Discovery Academy may terminate the employment relationship at any time for any reason, with or without cause or without notice.

Non-disparagement agreement for employees

Employees agree not to make any oral or written statements about Franklin Discovery Academy, its officers, employees, students, or agents, which is intended or reasonably likely to disparage Franklin Discovery's reputation, or otherwise degrade its image or standing in the business and/or educational communities or the reputations of any of its directors, officers, employees, or students. Team members agree to this non-disparagement agreement before, during, and after your employment association with Franklin Discovery Academy. You agree to follow the School's established grievance policy. Failure to follow this policy during employment can lead to corrective actions and sanctions including and up to termination.

This section shall not be construed to prohibit any person from responding publicly to incorrect public statements or statements to public entities, or from making truthful statements when required by law, subpoena, court order, or the like.

Information Systems

Email

All email generated by employees and students of Franklin Discovery Academy is considered "public record" by the state of Utah and can be GRAMA requested by any interested individual. The employee does not have any expectation of privacy on school accounts. All school business must be conducted using your official school email address. Use of private email accounts for school business is strictly forbidden and may result in corrective action. Such use also opens up private accounts for review in public settings in the event of a legal challenge.

We are a "Google school," meaning we use the Google Apps for Work for all email and document storage. You will be assigned a Google account in order to access this system. Your email will be first name.last name@franklindiscovery.org. All emails and documents are automatically saved to Google Vault so that we may comply with GRAMA requests.

Franklin Discovery Academy, in its discretion as owner of the email system, reserves and may exercise the right to monitor, access, retrieve, and delete any matter stored in, created, received, or sent over the email system, for any reason and without the permission of any team member.

Use of passwords or other security measures does not in any way diminish Franklin Discovery Academy's rights to access materials on its system, or create any privacy rights of team members in the messages and files on the system. Any password used by team members must be revealed to Franklin Discovery Academy as email files may need to be accessed by Franklin Discovery Academy in a team member's absence.

Team members should be aware that deletion of any email messages or files may not truly eliminate the messages from the system. All email messages are stored on a central backup system in the normal course of data management and as required by GRAMA laws.

Even though Franklin Discovery Academy has the right to retrieve and read any email messages, those messages should still be treated as confidential by other team members and accessed only by the intended recipient. Team members are not authorized to retrieve or read any email messages that are not sent to them. Any exception to this policy requires prior approval by Franklin Discovery Academy management.

Franklin Discovery Academy's policies, including those regarding sexual or other harassment, apply fully to the e-mail system, and any violation of those policies is grounds for discipline up to and including employment termination. Therefore, no email messages should be created, sent, or received if they contain intimidating, hostile, or offensive material concerning race, color, religion, sex, age, national origin, disability or any other classification protected by law.

The email system may not be used to solicit for religious or political causes, commercial enterprises, outside organizations, or other non-job related solicitations except as may be authorized by management.

Team members are reminded to be courteous to other users of the system and always to conduct themselves in a professional manner. Emails are sometimes misdirected or forwarded and may be viewed by persons other than the intended recipient. Users should write email communications with no less care, judgment and responsibility than they would use for letters or internal memoranda written on Franklin Discovery Academy letterhead.

Because email records and computer files may be subject to discovery in litigation and GRAMA requests, Franklin Discovery Academy team members are expected to avoid making statements in email or computer files that would not reflect favorably on the team member or Franklin Discovery Academy if disclosed in litigation or otherwise.

Personal email accounts may be referenced and used only on personal time except that business related email received on personal accounts may be treated as if received on the school's email system.

Any team member who discovers misuse of the email system should immediately contact the Executive Director.

Internet

The internet is a resource to support the business and educational functions of Franklin Discovery Academy and to assist the team members in the performance of their jobs. It is to be used in a professional, lawful, and ethical manner. The use of the internet at school is a privilege, not a right. Franklin Discovery Academy's management determines who has access to the Internet and what constitutes its acceptable use.

The internet may be used for business-related activities during recorded work time and in a manner that minimizes cost while maximizing benefit to Franklin Discovery Academy. Personal use is allowed on personal time within the guidelines of school policy.

Because we expect you to be actively working on school duties when on school time, personal use of the internet while on duty is required to be kept at a minimum. Excessive personal internet use, including social media websites, during work time is a critical job performance indicator and will not be tolerated. When you are clocked-in and receiving payment from the school, you are expected to be engaged in your job duties. We consider excessive use of the internet for personal reasons a theft of school resources. Occasionally looking up bank account information, sending a personal email, or checking a social media site is permissible but should take place during breaks. Our concern is when employees consistently spend work time surfing the internet. We need and want your full attention!

The internet shall not be used to send or receive copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization from Franklin Discovery Academy's management. Peer-to-peer, bit torrent, and other services that share movies, images, and music are not to be used without consent of your supervisor and the IT Department. Team members, if uncertain about whether certain information is copyrighted, proprietary, or otherwise inappropriate for transfer, should resolve all doubts in favor of not transferring the information and consult with the IT Department.

No expectation of privacy is granted for internet use. Any school device may be reviewed for its usage history. Anyone using Franklin Discovery Academy's system in violation of Franklin Discovery Academy's email and Internet policy may be subject to corrective action, up to and including employment termination.

Team members are required to sign a *Computer Usage Agreement* form as a condition of employment, which includes information on appropriate internet usage.

Social Media

In general, Franklin Discovery Academy respects a team member's decision to use social media, for example Facebook, Linked-In, Pinterest, Twitter, Web-based email accounts such as Gmail, Hotmail and Yahoo! and the like, on **personal time**. Personal use of social media should be reserved for break times and meal periods. Employees shall have no expectation of privacy when they use social media because of

the public nature of these types of services. Participating in social media provides public access by all members of the school family, including co-workers, administration, staff and families within the school community. Moreover, by utilizing social media via the school's electronic assets (technology, computers, or internet access) team members must understand that the school may review such usage.

All team members, whether in a teaching role or support staff, who maintain a presence on social media sites or services can be disciplined by the school, up to and including termination of employment if their social networking activities interfere with their ability to fulfill their role as an educator having care or custody over children, including being a role model to youth. While the school does not seek to prohibit an individual from expressing their beliefs or opinions, or to interfere with an employee's personal life, a career choice as a role model with care or custody over children warrants a level of personal propriety and decency that if compromised publicly, may result in corrective action up to and including termination of employment with the school.

Team members must exercise care to ensure that they are not viewed as representatives of Franklin Discovery Academy and that they do not imply that they are speaking on behalf of the school. To the extent team members are posting comments on social media outside the scope of their employment responsibilities, including blogs, employees may not include any confidential information and may not make any statements that would give the impression that the views they have expressed are the opinions of the school. Team members should refrain from posting derogatory information about the school or the school community on any such sites and proceed with any grievances or complaints through the regular channels.

Franklin Discovery Academy recognizes that participation in some social networks might be important to the performance of an employee's job. Without express authorization, employees may not post to any online forums using any official school email address or providing any school telephone number or extension; may not utilize any of the school's logos, drawings, trademarks, copyrights or other images or photographs of the school in conjunction with such activities. Unless authorized by the school, employee participation in such forums is a personal choice of the individual and all commentaries are authored by the individual and are not official statements of the school. Commentary made by employees on such forums must always reflect positively on the school.

No staff members are to have non-school business related contact with students via social media. Team members who participate in social media may not "friend" (or "friend" equivalent) students or former students who are minors. Team members, including teachers, may not allow students to access their personal social network or social media profile, information, or site.

This policy does not apply to the use of approved learning management and educational tools provided in the course of your employment. However, keep in mind these connections must be kept professional and no expectation of privacy should be assumed.

Use your best judgment on social media connections to parents of students. Such connections are not prohibited, but you should use caution and judgment. Keep in mind that with connections to parents, your

personal and private activities will be made public. Given your status as a public figure, such postings require the utmost decorum.

Team members may not post any material or information that (a) violates the privacy rights of another team member, (b) intentionally or inadvertently discloses any school trade secret or confidential business information of the school or any affiliated business entity, the school's customers, suppliers or vendors, (c) comments on the future business performance, business plans or prospects of the school or any affiliated business entity, (d) criticizes or disparages the competitors, customers, suppliers, students, parents, or team members of the school or any affiliated business entity, (e) includes copyrighted materials or other intellectual property of someone other than you, (f) constitutes the unauthorized use of trademarks, logos and other branding symbols, (g) uses or displays the logo, graphics, or trademarks of the school or any affiliated business entity, (h) displays false or misleading information about the school, any affiliated business entity, team member, supplier, or customer, (i) displays any information that violates any other school policy, (j) displays any content that purports to represent the position, viewpoint, statements, opinions or conclusions of the school or any affiliated business entity, team member, supplier or customer, (k) violates any law, such as laws that prohibit defamation, harassment, discrimination, and retaliation, (l) uses the school name to endorse or promote any product, commercial enterprise, opinion, cause, or political candidate, or (m) is deemed inappropriate by the Executive Director.

Team members should remember they are personally responsible for any posting that they make. Team members can be held personally liable for any statements deemed to be defamatory, obscene, harassing, discriminating, retaliatory, violate privacy rights, or include confidential or copyrighted information (e.g., music, videos or text that belongs to someone else). The school is not responsible for protecting team members from the consequences of any information that a team member posts. Please contact the Executive Director if there are any questions.

Telephone Use

Telephones are provided to enable employees to carry out work assignments in an efficient manner. Personal telephone calls, both inbound and outbound, are expected; however, they should be limited in both frequency and length. In general, personal calls should be made outside of work hours. Personal toll (long-distance) calls shall not be made at the school's expense. Employees may not talk on their cell phones during work hours except in extreme emergencies. Employees must also limit the amount of personal texting conducted during work hours. Whenever possible, such personal communications should take place during an employee's break.

Due to the nature of the part-time academic coaching position, academic coaches are not permitted to use personal cell-phones during work hours, including all personal calls and texting except when on an authorized break, away from students. Violation of this policy may result in a requirement to check phones in with their supervising mentoring teacher prior to the work shift.

For the safety of our team members and others it is imperative that team members abide by all Federal and State laws related to cellular phone usage while conducting school business.

Voicemail Policy

Every Franklin Discovery Academy team member is responsible for using the voicemail system properly and in accordance with this policy. Any questions about this policy should be addressed to the Executive Director.

The voicemail system is the property of Franklin Discovery Academy. It has been provided by Franklin Discovery Academy for use in conducting school business. All communications and information transmitted by, received from, or stored in this system are school records and property of Franklin Discovery Academy.

Team members have no right of personal privacy in any matter stored in, created, received, or sent over Franklin Discovery Academy's voicemail system.

Franklin Discovery Academy, in its discretion as owner of the voicemail system, reserves and may exercise the right to monitor, access, retrieve, and delete any matter stored in, created, received, or sent over the voicemail system, for any reason without the permission of any team member and without notice.

Even if team members use a password to access the voicemail system, the confidentiality of any message stored in, created, received, or sent from the Franklin Discovery Academy voicemail system still cannot be assured. Use of passwords or other security measures does not in any way diminish Franklin Discovery Academy's rights to access materials on its system, or create any privacy rights of team members in the messages and files on the system. Any password used by team members must be revealed to Franklin Discovery Academy as voicemail messages may need to be accessed by Franklin Discovery Academy in a team member's absence.

Even though Franklin Discovery Academy possesses the right to retrieve and read any voicemail messages, those messages should still be treated as confidential by other team members and accessed only by the intended recipient. Team members are not authorized to retrieve or listen to any voicemail messages that are not sent to them. Any exception to this policy must receive prior approval of Franklin Discovery Academy management. Users should routinely delete outdated or otherwise unnecessary voicemails.

Team members are reminded to be courteous to other users of the system and always to conduct themselves in a professional manner. Voicemails are sometimes misdirected or forwarded and may be heard by persons other than the intended recipient. Users should create voicemail communications with no less care, judgment and responsibility than they would use for letters or internal memoranda written on Franklin Discovery Academy letterhead.

Team members should also use professional and courteous greetings on their voicemail boxes so as to properly represent Franklin Discovery Academy to all callers.

Because voicemail records and messages may be subject to discovery in litigation, Franklin Discovery Academy team members are expected to avoid making statements in voicemail that would not reflect

favorably on the team member or Franklin Discovery Academy if disclosed in a litigation case or otherwise.

In order to avoid accidentally disclosing message contents to unauthorized listeners, team members should not listen to voicemail messages while using the speakerphone feature. Any team member who discovers misuse of the Voicemail system should immediately contact the Executive Director. Violations of Franklin Discovery Academy's voicemail policy may result in corrective action up to and including employment termination.

Grievance Policy

Despite our best efforts, there may be times when an employee has a grievance with a co-worker, supervisor, or other individual. When efforts are made to resolve the situation have not been successful, an employee may begin the formal grievance process.

Preliminary Step

You must first address your grievance with your immediate supervisor. This may be done orally in informal discussion. If your informal attempts to resolve the matter are not successful, you may implement the formal grievance process.

Step 1

You must first submit your grievance in writing to your immediate supervisor or the HR Manager if your immediate supervisor is a director. Grievances must be submitted within [30] calendar days following the date you first knew or should have known of the grievance. If you do not submit the grievance within the [30] day period, you waive your right to assert it. Your supervisor and/or HR Manager will respond in writing (electronically or on paper) within ten (10) days following receipt of your grievance. All grievances and replies in Step 1 must be in writing. If the grievance is not settled in Step 1, then you may proceed to Step 2.

Step 2

Within ten (10) days following your receipt of the written answer to your Step 1 grievance from your supervisor, you may appeal the disposition of your grievance by your supervisor and/or HR Manager to the lead administrator. The lead administrator will then undertake an investigation of your grievance and the underlying facts. Within 15 business days following receipt of your grievance the lead administrator will meet with you in person to discuss your grievance. The lead administrator will then provide a written response to your grievance within 15 business days following the date of your meeting.

Step 3

You may appeal a Step 2 grievance to Step 3 by making a formal request to the governing board for final and binding arbitration of your grievance. This request must be made in writing to the board chair, and lead administrator. Within 30 days following receipt of Step 3 grievance, the board or its designee will establish a two-person grievance committee of board members (or one person less than half of governing board members) for binding adjudication of your grievance. You will be invited to present your grievance in person to the committee. The grievance committee will review all work conducted in the prior steps. The results of the grievance committee's decision will be provided in writing within 60 days of the filing of the Step 3 grievance. The written determination of the grievance committee is binding and final on all parties.

Leaving Franklin Discovery Academy

Dismissals

Every Franklin Discovery Academy team member has the status of "employee at-will," meaning that no one has a contractual right, express or implied, to remain in Franklin Discovery Academy's employ. Franklin Discovery Academy may terminate an employee's employment, or an employee may terminate his/her employment, without cause, and with or without notice, at any time for any reason. The school board of Franklin Discovery Academy has the only authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above.

Resignation

If an employee decides to resign his/her position, it is requested that the employee provide appropriate notice to Franklin Discovery Academy. For purposes of this policy, "appropriate notice" is defined as 30-days for teaching and administrative positions and two-weeks for non-teaching positions. Appropriate notice also includes providing an email to the administration with a notice that includes the intended final work day. Franklin Discovery Academy reserves the right to adjust the final work day. If Franklin Discovery chooses to adjust the final work day, the employee will still be considered to have given appropriate notice, however the employee will not be paid for time not worked. The time between when an employee gives notice and their final work day is defined as the "notice period."

Termination and Misconduct

Any team member whose conduct, actions or performance violates or conflicts with Franklin Discovery Academy's policies may be terminated immediately and without warning. In the event of dismissal for misconduct, all benefits end at the end of the month. Such dismissals are considered "for cause." Dismissed employees are not to return to the facility without invitation from a school director for at least two-weeks post-discharge. Failure to follow this directive will be viewed and treated as a security issue by the school administration.

Dismissals Other Than Immediate Termination

Franklin Discovery Academy does not have a formal progressive discipline policy requiring a set number of warnings or counseling sessions. Instead, each case is considered on its own facts. In the case of misconduct or violation of the school policies, immediate termination may be appropriate depending on the facts. Repeated violations or lack of acceptable employment performance may result in warnings leading up to termination for cause.

Resignation and PTO Balances

Franklin Discovery Academy will compensate employees, both exempt and non-exempt and in goodstanding at half of their hourly rate for unused PTO when the employee provides Appropriate Notice as defined in policy and works throughout the notice period. Team members may not use more than one PTO day during the notice period or use PTO as their final work days.

If an employee does not provide appropriate notice, no PTO will be paid out. If the employee's supervisor wishes for the employee to leave prior to the end of the employee's notice-period, the employee may receive the half-hour rate PTO payout provided the employee is otherwise in good-standing. Team members will not be paid for any holiday and school closure pay that occurs after the employee's last day of work. Any holiday or school closure pay that an employee receives during their last pay period will be retracted and subtracted from their final paycheck if the employee does not provide appropriate notice.

Exit Interview

HR is responsible for scheduling an exit interview with a terminating team member on or about the team member's last day of employment and for arranging the return of any school property in the position of the team member.

Benefits

Benefits end on termination date except as may otherwise be stated in benefit plan summaries for purchased benefits. Employees currently on medical or dental plans may choose the continuation or waiver of comprehensive medical coverage and dental coverage under COBRA. Please see HR for COBRA information.

Retirement Plan

If a team member participates in the retirement plan, information regarding this plan will be provided during the exit process.

Final Paycheck

Employees leaving Franklin Discovery Academy must return all school property in advance of their final paycheck. The value of outstanding property may be deducted if not returned. Team members who voluntarily terminate their employment will receive their final paycheck at the end of the next normal pay period. Team members who involuntarily terminate their employment will be issued their final paycheck within 24 hours of termination.

If there are unpaid obligations to Franklin Discovery Academy, the final paycheck will reflect the appropriate deductions.

Additional Salary Scale Policies

The following bullet points are included as part of the board approved Salary Scale. These are generally summaries of the policies and procedures related to employee pay. These lists are also incorporated throughout this document and other policies. It is provided here as a convenience. Please see the most recently approved Salary Scale, which supersedes this document.

The annual salary scale adjustment will take place on August 1

- If an adjustment is made to the salary scale itself, the employee must be in good standing with the school prior to having their salary adjusted with no written warnings and no warnings for excessive absences in the previous 3 months.
- If the employee does not receive the salary scale adjustment, they can receive it once they have 90% attendance for 3 months.
- Raises and bonuses in general: The employee must be in good standing with the school prior to having their salary adjusted and with no warnings for excessive absences in the previous 3 months and no written warnings within the previous 3 months.
- Bonuses will not be paid out on an employee's final paycheck, meaning terminating employees are not eligible for bonuses.
- Employees must attend beginning of school year professional development and all required trainings before receiving a raise/bonus or movement in the scale. Employees who miss August PD must make up the PD during Fall Break. If the PD is made up by Fall break, the employee can be eligible for a raise/bonus.

Moving up levels (e.g. from Mentor 2 to Mentor 3)

- Employees must be in good standing with positive prior evaluations before moving up a level.
- Employees are responsible for applying to move-up a level to HR and submitting supporting documentation
- Employees are responsible for keeping track of their own training and submitting any for consideration to HR
- Employees must have 90% attendance and attend all mandatory training during the prior 6 months before moving up a level, including beginning of school year professional development.
- New employees with significant prior and relevant experience that aligns with the mission and vision of Franklin Discovery, may be started in the second column with approval from the HR Manager and a supervising Director, Executive Director, or CAO. The experience must include at least 3 years of prior relevant experience.
- Teacher's license must be correct for their teaching assignment in order to get full-credit for the license.

Length of Service Raises

- Employee must be in good standing with the school to receive a length of service raise
- Employees may not be out on leave to receive a length of service increase
- Employees may receive service raises in either August or February, based on hire date
 - Hires from June-Oct. will receive service raises August the following year

- Hires from Nov-May will receive service raises February a year later
- Length of service will be counted based on the employee's time in that pay scale.
 - For example, a mentor teacher that was originally hired as an AC, will be in the length of service scale according to the mentor's hire date as a mentor, not AC.
 - Credit for time in another scale will be applied at the discretion of the admin team with a maximum of years times 1/2.
- Employees who leave Franklin Discovery and return will receive length of service credit for their prior experience provided no more than 12 months has elapsed since the employee left or by approval of the lead administrator or school board.

Bonuses

- Employee may not be out on leave and receive a bonus
- If an employee leaves during December or January without following proper notice procedure according to the handbook, any Nov/Dec bonuses will be subtracted from the employee's final paycheck.
- For employees who start mid-year, any bonuses will be prorated accordingly to the months worked

Attendance

- For purposes of calculating attendance, all hourly employees must clock in using the school's time-clock. Emails asking HR to enter time will count as a non-compliant attendance day, except for employees who are attending off campus events and can not use the school's time-clock.
- Being on time for the start of a shift is also required for purposes of calculating attendance. Tardies of more than 15 minutes are counted as a non-compliant day.
- More than 3 last minute absences during a school year (defined as less than 24-hours notice) are considered excessive and may result in disciplinary action.
- Eight or more absences or non-compliant days during a year are considered excess and may result in disciplinary action.

Lunches

- Lunches are paid time if the employee eats with students in a supervisory capacity in the lunchroom and are adequately supervising students.
- Lunches taken privately, whether in the classroom, breakroom, or off campus are not paid time. Hourly employees must clock out for private lunch breaks that are over 10 minutes.

PTO

- PTO will not accrue during any pay period when an employee has not worked at least half their normal hours.
- No more than 40 hours of PTO can be carried over from each fiscal year.
- Whenever possible, employees should give at least 24 hour notice of any absence.
- PTO must be requested using the approved online HR tool.
- If an employee runs out of PTO during Aug 1-May 30, the employee must take unpaid time off for any full days missed from the regular work day. PTO must be used for salaried employees for part-days.

- Although there are no formal restrictions on the use of PTO during the Sept-May time-frame, excessive PTO use without proper advance notice may impact the the school's assessment of the employee's professionalism, and applies towards all other policies, including the limit of 8 days off during the school year (August-May).
- PTO can be cashed out on the June 25th paycheck for employees in good standing or the May 25th paycheck for employees not working June.

Full-time benefits

Work Day

- The full-time work day is generally 8am-4:30pm with a 45 min unpaid break period. (or 1/2 hour unpaid lunch break)
- For salaried employees, no comp time or trade time is tracked or will be available
- PTO must be used if time is taken off during the regular full-time work day hours (8:00-4:30) in hour increments for both salaried and hourly employees, except in cases pre-approved by the admin team.
- Work-at-home may not be substituted for the regular work day without WRITTEN permission from the lead administrator or Board
- Clock-in must happen on location unless the employee has permission of the a Director or CAO to remote clock-in

PTO

- Full time employees will accrue 2 hours of PTO per pay period on a year-round basis.
- Employees have access to Funeral/Extraordinary Event leave time, situation and approval dependent.
- Whenever possible, teachers should give at least 24 hour notice of any absence.
- PTO must be requested using the approved online HR tool.
- If an employee runs out of PTO during Aug 15-May 30, the employee must take unpaid time off for any days missed from the regular work day.
- Excessive use of PTO or unpaid time off may result in disciplinary action.

Overtime Policy

- Time additional to the employee's shift and overtime must be approved IN ADVANCE by the employee's supervising director, Executive Director, or CAO. Overtime will not be approved for general classroom duties. Overtime may be approved for activities outside of general classroom duties and regular working hours like back-to-school, open houses, parent teacher conferences, fairs, performances, Saturday events, etc.
- No straight or overtime pay will be provided for time worked at home unless the work at home has been approved by the admin. Work at home may not be substituted for the regular work day.
- Overtime approvals will be limited to 25 hours per year per employee.
- After 25 hours of overtime, employees may be required to take unpaid time-off during June for any additional overtime.
- Overtime will not be approved during June 1- July 20
- Overtime will not be paid on school closure time. For instance, if there is a 4-day workweek with 8 hours of school closure time and the employee works 40 hours that week, the employee will be paid 48 hours of straight-time.

Vacation

- 22-24 days of straight-time pay will be paid for the following school closure days: Labor Day, Fall Break (up to two days) Thanksgiving (3 days), Christmas/NY (7, 8, 9 days-dependent on fall of calendar), MLK, President's Day, Spring Break (5 days), Memorial Day, July 4 (1 days), Pioneer Day, and Juneteenth.

Professional Development

- Employees must be available for school-level PD prior to the start of school. The regular work day applies.
- Employees who miss PD are not eligible for raises/bonuses until the PD is made up.

Engage Specific

- Full-time Engage teachers will generally be assigned a teaching load of approximately 6 hours per day and 2 hours of prep
- Teachers with previous experience move into the Engage scale at the base level. The Admin team has the discretion to move a teacher up a level for previous Franklin experience that aligns with the mission/vision of Engage.
- With admin approval for the specific conference, teachers may be paid to attend up to 2 days of non-school Professional Development during June-August 1. PD registration expenses must be approved by the admin.
- Teachers must be available for PD and Engage class development prior to the start of school. The regular full work-day applies.
- June work. Teachers are permitted but not required to work the June Session, or, as approved by the admin, a teacher may work half-time, certain days off, etc. Both academic and non-academic teachers will have access to assignments for summer work. All teachers who want to work summer will be provided with an assignment. Those assignments are at the directors' discretion.
- Salaried teachers will be expected to support after-hours events, fairs, and programs as part of their salary.

Salary Equal Payment Options

- Full-time & part-time teachers may work 9 or 10 months during the school year, but choose to be paid out over 10, 11, or 12 months.
- Teachers who convert to an equal payment option during a school year will have the amount contributed to that option prorated to their June and/or July payments.

Benefits

- In order to receive full-time benefits an employee must generally work 40 hours per week, or at minimum 38 hours per week average during the school year. Employees who work for less than 35 hours per week over a 2-month period are subject to a loss of benefits, or employees working less than full-time may not accrue full June/July payments.

EMPLOYEE HANDBOOK ACKNOWLEDGMENT AND RECEIPT

I hereby acknowledge receipt of the employee handbook of Franklin Discovery Academy. I understand and agree that it is my responsibility to read and comply with the policies in the handbook.

I understand that the handbook and all other written and oral materials provided to me are intended for informational purposes only. Neither it, company practices, nor other communications create an employment contract or term. I understand that the policies and benefits, both in the handbook and those communicated to me in any other fashion, are subject to interpretation, review, removal, and change by management at any time without notice.

I further understand that I am an at-will employee and that neither this document nor any other communication shall bind the company to employ me now or hereafter and that my employment may be terminated by me or the company without reason at any time.

Employee's Name in Print

Signature of Employee

Date Signed by Employee

Receipt of Harassment Policy

I have read and I understand the Company's Harassment Policy.

Employee's Name in Print

Signature of Employee

Date Signed by Employee

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE