



SIATech Little Rock

Employee Handbook
January 2017

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Disclaimer

This employee handbook has been drafted as a guideline for our employees. It describes SIATech Little Rock's general philosophy and some of its policies and procedures. SIATech Little Rock reserves the right to amend, withdraw, or modify these policies or procedures at any time without notice to employees.

THIS MANUAL DOES NOT CONSTITUTE AN EMPLOYMENT CONTRACT. IT IS UNDERSTOOD THAT ALL EMPLOYMENT, UNLESS THE INDIVIDUAL EMPLOYEE'S OFFER OF EMPLOYMENT STATES DIFFERENTLY, IS "EMPLOYMENT AT WILL" AND MAY BE TERMINATED AT ANY TIME BY EITHER THE EMPLOYEE OR SIATECH LITTLE ROCK FOR ANY REASON WHOSOEVER.

Employees under employment contracts for definite terms may be demoted or disciplined and the terms of their employment may be altered at any time, with or without cause, at the discretion of SIATech Little Rock. No one other than the CEO/Superintendent has the authority to alter the terms of the offer of employment. Any alteration of the employment arrangement must be in writing and must be signed by both SIATech Little Rock CEO/Superintendent and the Employee and must specifically state the intention to alter the "at-will" relationship.

SIATech Little Rock reserves the right to interpret all provisions of this handbook. SIATech Little Rock's interpretation shall in all instances be final.



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Welcome Letter

TO: ALL SIATech Little Rock STAFF

FROM: Linda C. Dawson, Ed.D.
CEO/Superintendent

Welcome to SIATech Little Rock! Thanks for joining us on this “wild ride” we call public charter schools! You have chosen to align with an organization that seeks to break the mold on educational delivery models and offer a true alternative to traditional secondary education. Your mission, should you accept it, is to support and/or “reach and teach” at-promise students who have re-committed to their future and seek “real learning for real life”. Truthfully, this is hard work! If it wasn’t, everyone would do it. But SIATech Little Rock is unique in the education world and the work you do is extraordinary.

Whether a site support staff, classified ITA or a certificated teacher, you are important...no critical... to the success of *every* student with whom you have contact.

Get ready for a unique experience and a meaningful transformation, both personally and professionally. You will never have work with more meaning nor greater opportunity to make a real difference in someone’s life.

Get ready to “Rock n Roll!”



SIATech®, Inc



MISSION

We provide a premiere high school drop-out recovery program engaging students through relationship-focused, high-tech, and rigorous learning experiences resulting in

Real Learning for Real Life®

VALUES

Integrity ♦ Respect ♦ Service ♦ Learning

VISION STATEMENTS

STUDENTS will view their future with optimism, find success as self-directed learners, and contribute to society.

STAFF will be empowered to make a difference in an environment of respect, recognition and professional growth.

COMMUNITIES will benefit from the success and contributions of our students.

OVER-ARCHING THEMES

Attract and retain quality staff

Nurture ongoing partnerships

Use accessible and timely data to inform decision-making

STRATEGIC PRIORITIES FOR 2012-13

- Focus on individual student Value-Added academic growth, college attendance and career ready outcomes as a result of rigorous and challenging curricular content coupled with a high-tech and high-touch learning environment.
- Leverage technology to reach any student, anywhere, anytime, through rigorous, student-centered learning experiences including certification options.
- Create and sustain a premiere, robust professional development program based on established career path options, high expectations, and ongoing support.
- Ensure user-friendly access to an accurate central data system that is consistent throughout the organization.
- Provide for targeted efforts to garner external funding in the form of grants, philanthropic gifts, and specific fundraising activities.
- Advance the mission of *Real Learning for Real Life* by extending the outreach of SIATech , NEWCorp, MYcroSchool, RAPSA and related entities to include existing and new partnerships as well as through program enhancement and advocacy for policies that support individual student growth, success and equal access to quality education.

VISION AND MISSION STATEMENT

A. INTRODUCTION

Welcome to the Arkansas School for Integrated Academics and Technologies Little Rock, Incorporated (“SIATech Little Rock”). As part of our competent and caring staff, the “mission criteria” for all staff is to assist student trainees in completing their Academic programs in a high-tech environment, using state-of-the-art software packages in which high academic standards are embedded. Your involvement will include providing individualized and group instruction opportunities for students to learn in a self-paced, technology-rich, and outcome-based academic program.

SIATech Little Rock has partnered with Job Corps to provide a charter High School education to participating students. Job Corps is an educational and vocational training program administered by the United States Department of Labor.

SIATech Little Rock and Job Corps have specific and diverse strategies:

- The support of SIATech Little Rock dedicated to the goal of Job Corps; and
- The determination of SIATech Little Rock staff to make the Job Corps experience a positive one for all who would enter.

B. PURPOSE

The purpose of SIATech Little Rock is to support a learning organization that makes a difference to all learners by creating educational solutions in a changing world. The SIATech Little Rock partnerships provide a value-added, focused curriculum that blends Job Corps competencies with a motivating and challenging academic program. SIATech Little Rock is a learning organization that unleashes learning for disenfranchised learners through the vehicle of integrated technologies and vocational training. The focus on literacy and numeracy will enable students to learn to manipulate sophisticated software programs. Competency is demonstrated through on-going knowledge and skills assessments, completion and presentation of senior projects, and exit portfolios.

C. COMMITMENT

To continuously and sensibly develop, apply, and refine the best of what is known about how students learn and apply that to vocational training through integrated technologies.

D. VISION

The vision of SIATech Little Rock curriculum and program is to educate all students to be responsible, thinking, communicating, and contributing citizens of our nation who live and work in a global society producing results that are second to none.

SECTION I - NO DISCRIMINATION/HARASSMENT POLICY

A. EQUAL OPPORTUNITY EMPLOYER

Arkansas School for Integrated Academics and Technologies Little Rock, Incorporated (“SIATech Little Rock”) is an equal opportunity employer and is committed to an active Non-Discrimination Program, which is applied to all programs and services. It is the stated policy of SIATech Little Rock that unlawful harassment and discrimination is prohibited and that all employees and applicants shall receive equal consideration and treatment. All recruitment, hiring, placements, transfers, and promotions will be based on an individual’s qualifications for the position regardless of his/her gender, sexual orientation, race, color, ancestry, religious creed, national origin, physical or mental disability, medical condition including genetic characteristics, age, marital status and any other basis protected by law.

1. Commitment to Investigate

To achieve the goals of our Non-Discrimination Program, each member of SIATech Little Rock should understand the importance of the program and his or her individual responsibility to contribute toward its maximum fulfillment. SIATech Little Rock will use its best efforts to promptly and fairly resolve all complaints alleging violation of state or federal law or regulations governing the programs or services listed above, or complaints of alleged unlawful discrimination or harassment brought by students, employees, parents/guardians, or other members of the community according to SIATech Little Rock procedures.

2. No Retaliation

SIATech Little Rock prohibits retaliation in any form for filing a complaint, reporting instances of discrimination or harassment, or for participation in complaint procedures. SIATech Little Rock acknowledges and respects student and employee rights to privacy and all complaints shall be investigated in a manner that protects these rights to the greatest extent possible.

B. HARASSMENT/DISCRIMINATION - GENERALLY

1. Scope

This anti-discrimination/harassment policy applies to all allegations of discrimination or harassment involving employment and pre-employment procedures at SIATech Little Rock. Employees, applicants for employment and student workers who believe they have been subjected to discrimination or harassment by a SIATech Little Rock official, co-worker, parent, visitor, guest, vendor or contractor, should immediately notify SIATech Little Rock officials of the complaint and follow the Administrative Procedure described below.

2. Alternative Sources of Information and Assistance

If for any reason you are discouraged or inhibited in any way from filing a complaint according to the Administrative Procedure described below, contact the central

SIATech Little Rock offices at the address and number below. Additional, requests for information about the specific rules and procedures for reporting charges of sexual harassment, pursuing available remedies, resolving questions or concerns, or obtaining assistance due to disability or language, should be directed to the EEOC Compliance Officer for SIATech Little Rock, on behalf of SIATech Little Rock:

Executive Director of Personnel Support Services, or his/her
designee
2611 Temple Heights Dr. Suite A
Oceanside, CA 92056
(760) 945-1227

3. Training

The Chief Education Officer (CEO), or his/her designee, shall use his best efforts to ensure that the employees and other persons responsible for compliance and/or investigations regarding SIATech Little Rock's Administrative Procedure shall be knowledgeable about the laws and programs that he/she is assigned to investigate. Periodic training of staff regarding SIATech Little Rock's non-discrimination and anti-harassment policy and the Administrative Procedures will be conducted.

C. POLICIES

1. No Harassment Policy

SIATech Little Rock does not tolerate harassment of any of our employees, applicants, students, parents, guardians, visitors or guests. Any form of harassment related to an individual's race, color, sex/gender, religion, national origin, sexual orientation, citizenship status, age, physical or mental disability, or other legally protected characteristic is a violation of this policy and will be treated as a disciplinary matter. For these purposes, the term "harassment" includes:

- Unwelcome sexual advances and requests for sexual favors
- Threatening reprisals for an employee's refusal to respond to requests for sexual favors
- Offensive physical conduct including touching
- Display of offensive pictures, drawings or photographs
- Offensive remarks, comments, jokes or slurs pertaining to an individual's race, sex/gender, religion, age, disability, or other legally protected characteristic.
- While sexual harassment does not mean occasional compliments of a socially acceptable nature, it does refer to conduct which is offensive and unwelcome to the individual. If you have any questions about what constitutes harassing behavior or what conduct is prohibited by this policy, ask your manager.

SIATech Little Rock's **No Harassment Policy** also prohibits harassment of its employees in connection with their work by non-employees. An employee who experiences or observes harassment of an employee by a non-employee should immediately report such harassment in accordance with the administrative procedure described below. Any employee who retaliates against an employee who has reported workplace harassment or discrimination shall be subject to immediate disciplinary action, up to and including discharge.

In addition, our supervisors and managers are covered by this policy and are prohibited from engaging in any form of harassing conduct. No manager or supervisor has the authority to suggest to any employee or applicant that that individual's employment, continued employment or future advancement will be affected in any way by the individual's entering into (or refusing to enter into) any form of personal relationship with the manager or member of management.

Each member of SIATech Little Rock shares in the responsibility to maintain a work environment free from harassment. We cannot help resolve a harassment problem unless we know about it. Therefore, it is your responsibility to bring any such problems to our attention so that we can take whatever steps are necessary to correct the problem. Failure to report a violation of this policy, whether it involves the employee directly or not, may itself be considered a violation of this policy.

VIOLATION OF THIS POLICY WILL SUBJECT AN EMPLOYEE TO DISCIPLINARY ACTION, UP TO AND INCLUDING IMMEDIATE DISCHARGE.

No individual shall file any knowingly false allegation of sexual harassment or provide any knowingly false information in a sexual harassment complaint or investigation. Any individual violating these prohibitions may be subject to disciplinary action, up to and including immediate discharge.

Dissemination: Information regarding SIATech Little Rock's non-discrimination and anti-harassment policy and this Administrative Procedure shall be provided to all employees, including substitute and temporary employees, in the initial new hire packet. Employees should receive new copies of SIATech Little Rock's non-discrimination and anti-harassment policy and Administrative Procedure approximately every year thereafter.

D. ADMINISTRATIVE PROCEDURES

Below is the general process for making and dealing with complaints of discrimination and/or harassment not involving students. "Complainant" refers to complaining individual, and "Respondent" refers to alleged wrongdoer.

For complaints of discrimination and/or harassment not involving students.

1. **Definitions**

“Complainant”: complaining individual

“Respondent”: alleged harasser

2. **Initiating the Complaint Process**

An employee may initiate either an “informal” or “formal” complaint process as described below. In addition, if any SIATech Little Rock administrator, supervisor, or official becomes aware of a concern from a potential complainant of allegations of sexual harassment, that SIATech Little Rock representative shall provide a copy of and refer the potential complainant to this Administrative Procedure. The SIATech Little Rock administrator, supervisor, or official shall also report the contact with the potential complainant to the CEO, or his/her designee, who will record and document the contact.

At no time must a potential complainant file a complaint with, or have it processed by the respondent or have a complaint processed by a SIATech Little Rock official who is a direct subordinate of the respondent. Such respondents and their direct subordinates are disqualified from receiving, investigating, overseeing, or in any way acting as an official SIATech Little Rock participant for purposes of this Administrative Procedure. In such cases, the complaint should be filed with or processed by the next higher level above the respondent.

(a) **Time Limit**

All complaints (whether formal or informal) of discrimination or harassment must be presented to an employee’s supervisor or the SIATech Little Rock designee for handling such complaints within sixty (60) days from the first event of alleged inappropriate conduct. However, nothing within this procedure prohibits SIATech Little Rock representatives from pursuing an investigation and implementing remedies, with or without the implementation of this procedure.

(b) **Confidentiality**

In conducting an investigation, SIATech Little Rock will respect the privacy of all concerned; however, complete confidentiality may not always be possible because of the need to conduct an investigation and take the steps necessary to eliminate discrimination or harassment.

3. **Informal Resolution Process**

A complainant does not have to confront the respondent, nor have the allegations processed by the respondent or by an individual who is a direct subordinate of the respondent. If the complaining individual wishes assistance to halt the conduct but does not desire to file a formal complaint, an informal process is available. Note: An informal complaint may necessitate an inquiry, but does not result in implementation

of this Administrative Procedure's formal complaint process. The following steps will generally be implemented for an informal resolution:

(a) Oral Request for Help

Complainant makes an oral request to his/her immediate supervisor or other SIATech Little Rock manager for assistance with resolving a concern about discrimination or harassment. The supervisor or administrator receiving the informal complaint will provide complainant with copy of the SIATech Little Rock non-discrimination/anti-harassment policy and the Administrative Procedure section of the Employee Handbook or otherwise ensure that copies have already been provided and document the employee's desire to handle the complaint informally.

(b) Proposals for Solutions

The complainant and his/her supervisor or the SIATech Little Rock manager will meet to discuss a way to address the complaint, including a proposed resolution, and agree upon a timeline for accomplishing the resolution. The informal resolution should be documented and signed by the complainant. The goals of the informal complaint process are to encourage the individuals involved to identify the concern and agree on how to deal with it, and obtain resolution.

(c) Reported Outcomes

All outcomes (successful or unsuccessful) must be reported to the CEO, or his/her designee, within a reasonable period of time (typically thirty (30) calendar days) of the commencement of the informal process, although further time may be granted by the CEO or his/her designee, based on his/her sole discretion.

NOTE: Regardless of any informal resolution or the desire or request of a complainant to pursue any matter informally, SIATech Little Rock may implement additional investigatory, corrective, and/or preventative actions.

4. Formal Resolution Process

(a) Written Complaint

The formal resolution process is implemented by the filing of a written, signed complaint. The complainant shall not be required to write the complaint. The complainant may request the applicable manager to write the complaint and have the complainant review before filing. The complaint should include at least the names of the individuals involved, the approximate dates of the events at issue, a detailed description of the actions constituting the alleged sexual harassment, and a statement of the remedy desired by the complainant. Names, addresses, and telephone numbers of witnesses and

other pertinent information, which may assist the investigator, may be included.

(b) Investigation and Report

SIATech Little Rock shall commence a timely investigation. The investigation and report shall be completed as expeditiously as practical. Assistance of legal counsel or licensed investigator may be obtained by SIATech Little Rock.

The formal investigation should result in a report which should contain a copy of the complaint, a summary of evidence, findings of fact, a determination of whether the facts indicate that discrimination or harassment occurred, and a recommendation to resolve the complaint. The report shall also contain notice of the right of either party to appeal, notice that retaliation is prohibited, and notice that the report should remain confidential to the extent required by law. Summaries of the report should be provided to the complainant and to the respondent, or to their respective representatives within a reasonable time after the completion of the report.

(c) Closure of Complaint

If neither the respondent nor the complainant appeals the report, the report (including its proposed resolution) shall be implemented and the complaint shall be considered closed.

A complainant shall not be penalized in his or her employment circumstances for the good-faith filing or processing of an informal or formal complaint, and shall not be transferred, reassigned, or removed from active employment without his or her request or voluntary agreement for such action.

Nothing within this Administrative Procedure prevents SIATech Little Rock from implementing investigative and/or corrective actions independently of this Administrative Procedure, whether or not an informal or formal complaint has been filed, processed, withdrawn, or otherwise resolved. Any SIATech Little Rock administrator or supervisor who has knowledge of allegations of sexual harassment shall investigate those allegations or ensure that the appropriate administrator is informed of the allegations, regardless of whether or not a complaint is processed.

For further details pursuant to this Administrative Proceedings, please contact the Personnel Support Services Department.

SECTION II - EMPLOYMENT REQUIREMENTS

A. VERIFICATION OF EMPLOYEE'S ELIGIBILITY

SIATech Little Rock is required to comply with federal laws and regulations concerning verification of employment eligibility and associated record keeping for employees hired to work in the United States.

Every employee must fully complete Section 1 of the I-9 form, sign and date it, and submit it to SIATech Little Rock on or prior to the first day the employee begins work. Further, within three business days of beginning work Employee, shall present to SIATech Little Rock sufficient documents, from the documents listed on the back of the I-9 form, so that SIATech Little Rock may complete the employer's section of the I-9 form.

B. CHILD ABUSE AND NEGLECT REPORTING

Any employee who knows or reasonably suspects a child has been the victim of child abuse or neglect shall report the instance to Arkansas Department of Children and Families Central Abuse Hotline on the single statewide toll-free telephone number at 1-800-482-5964. School employees are required to provide their names to the Hotline staff.

Child abuse can take the following several forms:

- **Sexual abuse:** Sexual abuse means, in general, sexual assault or sexual exploitation. Sexual abuse does not include children who voluntarily engage in sexual activity with children of a similar age. Pregnancy of a minor does not, in and of itself, constitute suspicion of child abuse;
- **Neglect:** Neglect occurs when a child's custodian has failed to provide adequate "food, clothing, shelter, medical care, or supervision" that may or may not have resulted in any physical injury;
- **Unlawful corporal punishment:** Unlawful corporal punishment occurs when any person willfully harms or injures a child to such a degree that results in a traumatic condition; and
- **Willful cruelty or unjustifiable punishment:** Child abuse also includes the situation where any "person willfully causes or permits any child to suffer...unjustifiable pain or mental suffering" or when any person endangers a child's health.

Any employee failing to report child abuse may be guilty of a misdemeanor of the second degree.

Any employee failing to report child abuse shall be subject to immediate disciplinary action, up to and including termination.

C. **CONFIDENTIAL INFORMATION - REGARDING STUDENTS**

All information relating to students including, names, addresses, social security numbers, contact numbers, and progress information is confidential information, and may not be shared with unauthorized parties. All records concerning special education pupils shall be kept strictly confidential and maintained in separate files. Employees are required to protect the confidentiality of student education information to the extent required by state and federal laws and regulations, including the Family Educational Rights and Privacy Act (FERPA); and Individuals with Disabilities in Education Act (IDEA).

Please note: The release of unauthorized confidential information may result in immediate dismissal and the filing of criminal charges. When in doubt, check with an administrator.

D. **CONFLICT OF INTEREST**

Employees have an obligation to conduct business within guidelines that avoid all or potential conflicts of interest. Employees should disclose all potential conflicts to their immediate supervisor. Such a conflict occurs when an employee is in a position to influence a decision which may result in a personal gain for the employee or for a relative as a result of SIATech Little Rock's business dealings. For purposes of this policy, a relative is any person who is related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms; however, if such employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that such relationships be disclosed so that safeguards can be established to protect all parties.

E. **FINGERPRINTS**

Each employee is required to submit to a background check, including fingerprinting, upon hire as well as additional subsequent background checks as required by law and/or condition of employment. The background check will be done to assure that no employee has been convicted of a crime that would preclude employment by SIATech Little Rock.

F. **FREEDOM FROM TUBERCULOSIS**

Verification of freedom from tuberculosis ("TB") is required prior to the beginning of employment. If a TB test was taken for employment with another organization that has not expired, it will be accepted to meet this requirement. If a TB x-ray or intradermal skin test was taken within the past sixty (60) days, for another reason that can be verified in writing by the doctor or agency who administered the test, it will be accepted.

All continuing employees are required to renew their TB verification every four (4) years after initial employment. SIATech Little Rock will not cover the cost of the skin test or follow-up x-ray, if needed.

G. ZERO TOLERANCE FOR VIOLENCE POLICY

SIATech Little Rock's Anti-Violence Policy provides that all acts of violence or threats of violence be aggressively and promptly addressed by SIATech Little Rock staff.

SIATech Little Rock is concerned about the increased violence in society, which has also filtered into many workplaces throughout the United States, and has taken steps to help prevent incidents of violence from occurring at SIATech Little Rock, which could affect its staff and students. SIATech Little Rock expressly prohibits any acts or threats of violence by any SIATech Little Rock employees or former employees against any other employee or student in or about SIATech Little Rock's facilities or elsewhere at any time. SIATech Little Rock will also not condone any acts or threats of violence against SIATech Little Rock's employees, customers, or visitors on SIATech Little Rock's premises at any time or while they are engaged in business with or on behalf of SIATech Little Rock, on or off SIATech Little Rock's premises.

In keeping with the spirit and intent of this policy, SIATech Little Rock and all SIATech Little Rock employees will use their best efforts to:

1. Provide a safe and healthful work environment, in accordance with SIATech Little Rock policy, take prompt remedial action, up to and including immediate termination against any employee who engages in any threatening behavior or acts of violence or who uses any obscene, abusive, or threatening language or gestures;
2. Take appropriate action when dealing with customers, former employees, or visitors to SIATech Little Rock's facilities who engage in such behavior, such action may include notifying the police or other law enforcement personnel and prosecuting violators of this policy to the maximum extent of the law;
3. Prohibit employees, former employees, customers, and visitors from bringing unauthorized firearms or other weapons onto SIATech Little Rock's premises or otherwise disrupting any campus or SIATech Little Rock facility; and
4. Establish viable security measures to ensure that SIATech Little Rock's facilities are safe and secure to the maximum extent possible and to properly handle access to SIATech Little Rock facilities by the public, off-duty employees, and former employees.

SIATech Little Rock will not tolerate any type of workplace violence committed by or against its employees. SIATech Little Rock's employees that violate this policy will be subject to disciplinary action, up to and including discharge.

In furtherance of this policy, employees have a "duty to warn" their supervisors or a Personnel Support Services representative of any suspicious workplace activity or situations or incidents that they observe or that they are aware of that involve other employees, former employees, customers, or visitors and that appear problematic. This includes, for example, threats or acts of violence, aggressive behavior, offensive acts, discussion of bringing weapons into the workplace, threatening or offensive comments or remarks, and the like. Employee reports made pursuant to this policy will be held in confidence to the maximum

possible extent. SIATech Little Rock will not condone any form of retaliation against any employee for making a report under this policy.

SIATech Little Rock clearly understands that high quality service and outcomes are our standard and that we will take appropriate action to ensure that our students are provided a safe, secure and positive learning environment. SIATech Little Rock recognizes that every student has the right to participate in the Job Corps program without being subjected to violence or drug abuse. All SIATech Little Rock employees have a duty to report all threats or acts of violence by employee or students and/or suspected drug abuse by employee or student. The following offenses require automatic **removal of a student or an employee from the program and automatic discipline of an Employee up to and including termination:**

1. Possession of a gun or illegal weapon at a SIATech Little Rock facility or while under SIATech Little Rock supervision;
2. Physically attacking another individual with intent to do bodily harm, with or without the use of a weapon;
3. Sexual assault, with or without bodily harm;
4. Threat of assault with intent to intimidate or coerce any student or staff;
5. Making threatening remarks to students or employees;
6. Robbery or extortion;
7. Arson;
8. Possession or sale of controlled substance not in conformance with medical prescription at SIATech Little Rock facility or while under SIATech Little Rock supervision;
9. Conviction of drug abuse, possession or sale (felony or misdemeanor); and/or
10. Positive urine drug screen.

There are other offenses that may result in the **removal of a student from the program and/or discipline of an employee**. SIATech Little Rock has full discretion to determine what offenses or conduct is severe enough to require **removal of a student from the program and/or discipline of an employee**. Committing any of these offenses at any time while enrolled in Job Corps program will result in disciplinary action which may **include termination from the program**.

H. **SEARCH POLICY**

Employees should be aware that lockers, desks, and other personal spaces provided by SIATech Little Rock are property of SIATech Little Rock and that the employee has **no expectation of privacy** with regard to belongings kept on or within SIATech Little Rock

property and such spaces are subject to search if necessary. Additionally, anything brought on SIATech Little Rock premises is subject to search if SIATech Little Rock deems appropriate or necessary.

I. USE OF SIATech Little Rock E-MAIL, VOICEMAIL, AND INTERNET ACCESS

1. General Policy

SIATech Little Rock provides technology resources to its staff for educational and administrative purposes. The goal in providing these resources is to promote educational excellence at SIATech Little Rock by facilitating resource sharing, innovation, and communication among our employees. This policy governs the use of Internet, Intranet, e-mail, and other resources used by our staff.

The use of SIATech Little Rock technology resources is a privilege granted to employees primarily for the enhancement of job-related functions. Employees also may have limited access to these resources for personal use as long as they comply with the provisions of this policy and such use does not interfere with job performance. Violations of this policy may result in the revocation of this privilege. Depending upon the severity of the infraction, employees may also face disciplinary action, up to and including dismissal, civil litigation, and/or criminal prosecution for misuse of a SIATech Little Rock resource(s).

2. Prohibited Uses

SIATech Little Rock does not attempt to articulate all possible violations of this policy. In general, employees are expected to use SIATech Little Rock computers and computer networks or other resources in a responsible, polite and professional manner. Users are not allowed to:

- a. Knowingly send, receive, or display sexually oriented images, messages, or cartoons;
- b. Knowingly send, receive, or display communications that ridicule, disparage, or criticize a person, a group of people, or an organization based upon race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs;
- c. Knowingly send, receive, or display communications that demean, threaten, insult, harass or defame others;
- d. Knowingly send, receive or display communications that (a) disparage or berate SIATech Little Rock's Board, officers, directors or other employees, (b) diminish employee productivity and/or professionalism;
- e. Violate any local, State, or Federal statute or regulation including, but not limited to copyright laws;

- f. Solicit, endorse, or proselytize others for commercial ventures, outside organizations, or religious, social, or political causes;
- g. Disrupt, disable, damage, or interfere with services, equipment, or other users;
- h. Access, assist, or allow others to access equipment, files, passwords, user codes, or information without authorization; or
- i. Make changes to computer configurations without permission from the Technology office. Such changes are strictly prohibited violations of SIATech Little Rock policy. Prohibited changes to computer configurations include, but are not limited to, installing software, modifying the operating system or installed applications, adding additional hardware, and moving computer systems from their assigned locations.

3. Supervision of Computer Use

SIATech Little Rock reserves the right to review, audit, intercept, access, and disclose all matters on SIATech Little Rock computers or computer network, including information on servers, accessed via Internet and e-mail systems, as business conditions and/or security considerations warrant, with or without employee notice, during or after employee working hours. The use of a SIATech Little Rock provided password by an employee does not restrict SIATech Little Rock's right to access those electronic communications. While SIATech Little Rock may or may not regularly monitor electronic communications, employees using this resource should **have no expectation of privacy** in their e-mail or Internet use. Accordingly, employees must ensure at all times that their electronic communications are appropriate, lawful, and in compliance with the provisions of this Policy. As a condition of use of these resources and employment, employees agree to permit SIATech Little Rock to review all records, created intentionally or otherwise, pertaining to employee's use of SIATech Little Rock's computers, network or computer resources.

4. Consent to Terms of Use

By using SIATech Little Rock computers and other technology-related resources, employees acknowledge and accept the rules and conditions for e-mail, Internet and computer usage set forth above and any other policy or directive as given by the CEO or his/her designee.

SECTION III - SALARY AND BENEFITS

A. PAYMENT OF WAGES

SIATech Little Rock requires a copy of all employees' social security card be on file with its Payroll Department before any payroll checks will be processed.

1. Salaried Employees

Payments for the month's work are issued twice a month; on the 15th and the last working day of the month. For example, when a salaried employee is paid on the 15th day of the month, that payment is compensation for the time period from the first day of the month up until the 15th (payday) of the same month. If a check's issue date falls on a Saturday, Sunday, or a legal holiday, paychecks will be issued on the prior working day.

2. Hourly Employees

Payments for the month's work are issued twice a month; on the 15th and the last working day of the month and are paid one month in arrears. For example, when an hourly employee is paid on the 15th day of the month, that payment is compensation for the time period from the first day of the month up until the 15th day (payday) of the prior month. If a check's issue date falls on a Saturday, or Sunday, or a SIATech Little Rock holiday, paychecks will be issued on the last prior working day.

3. Direct Deposit

The method of Direct Deposit to a financial institution is the preferred method of payment used by SIATech Little Rock; however, payment by check is available upon employee request. Appropriate direct deposit forms will be included in the employee's new hire packet. You may also obtain direct deposit forms from the payroll department. Direct Deposit will electronically post the employee's pay check to a checking or savings account of the employee's choice each pay day; the employee will receive a pay statement that looks like a regular check stub with all of the tax and deduction information.

The employee's direct deposit information may be changed at any time. The Payroll Department must be notified at least 15 days prior to payday for direct deposit. Change of any direct deposit information must be made to the Payroll Department in writing.

B. PAYROLL DEDUCTIONS

All federal, state (if applicable), and social security taxes, as well as other applicable deductions, will be automatically deducted from paychecks. The Federal Withholding Tax deduction is determined by the employee's W-4 form. The W-4 form should be completed upon hire and it is the employee's responsibility to report any changes in filing status to the SIATech Payroll Department and to fill out a new W-4 form.

Federal and state law requires SIATech Little Rock to withhold the following taxes from the employee's wages:

- **Social Security:** Social Security will be deducted in accordance with federal schedules.
- **Medicare Taxes:** Medicare Taxes will be deducted according to federal schedules. These taxes are withheld every month and, as with all other taxes, the cumulative amount paid will be listed on the employee's "Pay Statement."
- **Other Deductions:** Such as employee authorized deductions, e.g., short or long term disability payments, or other deductions required in accordance with court orders, e.g. child support deductions, garnishments, etc.

At the end of the calendar year, a "withholding statement" (W-2) will be prepared and forwarded to each employee for use in connection with preparation of income tax returns. The W-2 shows Social Security information, taxes withheld and total wages.

Pay corrections: While all reasonable precautions are taken to ensure that the correct amount of pay is received by each employee, errors can and do occur. If such an error does occur, the employee should alert the payroll department as soon as possible so that the situation can be reviewed and corrections, if appropriate, can be made in a timely manner.

SECTION IV - PERSONNEL POLICIES AND PROCEDURES

Please note: If there is no conflict with applicable law, wherever the word “spouse” is used, the word includes “domestic partner.” Wherever the word “child” or “children” is used, the word includes the child or children of the employee’s domestic partner. Any reference to “family members,” “dependents,” and “relatives” shall include employees’ domestic partners and the children of such domestic partners.

A. SALARIES

All employees shall be compensated in accordance with federal and state law, including the Fair Labor Standards Act.

Upon voluntary resignation or retirement of employee, the employee shall receive his/her final pay warrant on the next scheduled pay date.

Part-time salaried employee’s salary will be calculated on the number of hours per day worked with a full-time equivalency being eight (8) hours. Part-time employees work an equivalent of less than the full-time equivalency. Sick Leave, and other benefits and responsibilities will also be calculated on the same ratio.

An employee’s salary cannot be changed during the term of an existing work year between SIATech Little Rock and the employee unless the tentative placement is in error, or there is a change of assignment, duties, and responsibilities, or a change in the base salary designated for that position.

For placement on the salary schedule, a year must equal at least seventy five percent (75%) of the calendared work days in one year. A day must equal at least seventy five percent (75%) of the classroom day.

1. Initial Placement on Salary Schedule

There is a Classified Salary Schedule and a Certificated Salary Schedule. At the time of initial placement, newly hired Classified employees who have prior experience of two (2) years or more in the job classification may be placed on level three (3) of the appropriate salary schedule. Credit for Certificated staff experience is limited to the last five (5) years.

See Appendix A for Salary Schedule

2. Reimbursement for Work Related Expenses

Lodging and Meals: Any employee, who, because of a SIATech Little Rock work assignment, must be lodged away from home overnight, shall be reimbursed for the actual and necessary costs of such lodging as well as meals. Prior approval by a supervisor is necessary for any overnight stays away from home. For full reimbursement for work related expenses, the employee shall submit receipts indicating the specific item or service and the cost of same.

Mileage: Any employee required to use his/her vehicle on SIATech Little Rock business shall be reimbursed at the approved I.R.S. rate or with a mileage stipend.

3. Compensation for Travel Time and Costs

An employee who is required by SIATech Little Rock to attend training sessions shall receive compensation as follows:

- a. Training During Regular Hours. When the training occurs during the employee's regularly assigned work hours, the employee shall be paid at his/her regular rate of pay and shall receive all benefits to which he/she is entitled.
- b. When SIATech Little Rock requires non-exempt employee to attend training during non-calendared work-time, SIATech Little Rock shall pay the non-exempt employee at his or her regular rate of pay.
- c. Overtime During Training for Non-exempt Employee. When the regularly assigned hours and the hours of training combined total in excess of forty (40) hours on a regularly assigned workweek, the non-exempt employee shall be paid at the overtime rate appropriate to time in which the training occurs. The overtime rate shall be based on the non-exempt employee's regular rate of pay.
- d. Employees are permitted to voluntarily attend SIATech Little Rock provided training without compensation.
- e. SIATech Little Rock to Pay Training Costs. All costs incurred under a SIATech Little Rock mandated training program for employee transportation, registration fees, and supplies shall be paid for by SIATech Little Rock.

4. In-Service and Compensation for Minimum Days

A regular workday for all exempt employees is eight (8) hours even though schedules may vary. All exempt employees are expected to work a full regular work day.

B. BENEFITS - MEDICAL INSURANCE

SIATech Little Rock shall provide all employees who work at least fifty percent (50%) of full-time (forty (40) hour work week) and their dependents with the opportunity to purchase health, dental, vision, and life insurance **as described below**.

1. SIATech Little Rock's Contributions

SIATech Little Rock will contribute to each full-time employee (minimum regularly scheduled forty (40) hours per week) for medical, dental, vision, and life insurance, an annual amount determined by SIATech Little Rock Board of Directors toward the purchase of a health benefit package.

SIATech Little Rock will contribute a prorated share of the annual amount determined for each year for all employees regularly working at least fifty percent (50%) of full-time but less than full-time if the part-time employee elects to take the coverage and pays the balance of the actual cost. Eligible part-time employees may elect to take medical coverage only.

2. Benefits Insurance Effective Period

The provided benefits covering life, dental, vision, and medical insurance, shall be effective through July 31 of the current benefit year. Eligible employee benefits will begin on the 1st of the month after thirty (30) calendar days of employment.

3. Employee's Continuation of Benefits During Leave of Absence

Employees on a leave of absence because of circumstances that do not meet Extended Medical Leave (EML) requirements will, after thirty (30) days on leave, be given the option of continuing benefits coverage during his/her leave. Employees on a leave of absence because of the exhaustion of EML leave will be given the option of continuing benefits coverage during his/her leave. All expenses for continuation of benefits coverage are the responsibility of the employee and monthly premiums, in order to ensure coverage, must be made prior to applicable coverage period.

4. COBRA Benefits

Upon termination or placement in a non-eligible status, the affected employee and his/her dependents may be eligible to continue coverage under group health plans for the time periods provided for under the Consolidated Omnibus Budget Reconciliation Act (COBRA). All expenses for coverage are the responsibility of the terminated or ineligible employee and monthly premiums in order to ensure coverage, must be made in accordance with the time periods provided for in COBRA.

C. LEAVE

Prior to utilizing leave, no matter the type of leave, all employees must provide SIATech Little Rock with as much advance notice as is possible. If advance notice is not possible, for instance with emergencies and/or illnesses, notice should be given as soon as possible.

1. Sick Leave

Employees accrue Sick Leave in accordance with their status of either full or part-time employment. Full-time employees will accrue one regular work day per month; up to ten (10) days per year. Part-time employees are entitled to a prorated amount of Sick Leave. There are no maximum limits of Sick Leave at which an employee will stop accruing sick time.

(a) Use of Sick Leave

Employees may only utilize available Sick Leave for personal necessity, including for personal sickness, and/or to attend to other personal matters including, doctor's appointments, caring for sick family members, religious holidays or events, etc. Unless the utilization of Sick Leave is unexpected, the employee prior to utilizing Sick Leave shall provide his/her administrator or immediate supervisor with as much advance notice as possible as well as follow all SIATech Little Rock policies pertaining to absences.

(b) Physician's Statement

If an employee is out for more than three (3) consecutive days due to personal illness or illness of family member, SIATech Little Rock may require a physician's statement substantiating such illness. If an employee is out for more than five (5) consecutive days due to personal illness, SIATech Little Rock will require a release to return to work form from the employee's physician.

2. Leave of Absence Not Otherwise Covered

A leave of absence is time off without pay when an employee has already used all of his/her available sick/personal leave. A leave of absence is intended to cover extenuating circumstances which require the absence of the employee when an employee is not eligible for the extended medical leave described below. All requests for a leave of absence without pay should be in writing and must be approved by the employee's supervisor and the Chief Personnel officer. All particulars of the case should be included and the leave may not begin until approval is granted.

Only full time employees are eligible for a leave of absence.

Employees wishing to continue their group insurance benefits while on a leave of absence must contact the Payroll Department concerning procedure for payment of the insurance premiums.

3. Extended Medical Leave

Extended Medical Leave will generally be granted in accordance with the provisions of the Family and Medical Leave Act of 1992 (FMLA). SIATech Little Rock reserves all rights available to employers under the Act even if those rights are not specifically referenced in this policy.

(a) Scope

A leave of absence for a definite period of time, not to exceed 12 weeks, may be granted for the following reasons:

- Birth of a child¹;
- For the placement of a child for adoption or foster care¹;
- To care for the employee's spouse, child, or parent who has a serious health condition;
- And because of a serious health condition that makes the employee unable to perform his or her job functions.

Intermittent leave for childbirth or adoption will not normally be granted unless certified as medically necessary. All leave granted under this section will be counted against an employee's annual Family and Medical Leave entitlement.

(b) Eligibility

Employees with at least 12 months of service who have worked over 1,250 hours in the preceding 12 months are eligible for Extended Medical Leave without pay for up to a maximum of 12 weeks in any 12 month period. Employees whose spouses are also employed by SIATech Little Rock are limited to a combined total of 12 weeks leave for the couple for the birth or placement of a child for adoption with the employees or to care for an employee's parent who has a serious health condition.

Full-time teachers are deemed to have met the 1,250 hour test, but they must still meet the 12 months of service requirement.

(c) Certification and Notice

To request leave for a serious health condition, the employee will be required to submit certification from a medical doctor or health care provider. The form is available in the Personnel Support Services Department. Employees can request the form by contacting SIATech Little Rock's Personnel Support Services Department at the following:

¹ Entitlement to leave for the birth or placement of a child expires at the end of the 12-month period beginning on the date of such birth or placement.

2611 Temple Heights Dr. Ste.A
Oceanside, CA 92056
(760) 945-1227

When leave for a serious medical condition is foreseeable, employees must provide 30 days notice regarding the leave request and must provide such a medical certification within 15 calendar days of their leave request unless it is not practicable to do so. If an employee fails to provide such timely notice and certification, the leave request may be denied until a reasonable period after the required notice and certification is provided. When such a leave is not foreseeable, an employee must provide certification as soon as reasonably possible under the circumstances regarding the leave. Failure to provide notice or medical certification within a reasonable time under the circumstances may result in denial of the continuation of the employee's leave.

Any extended medical leave must be approved by the supervisor and the Chief Personnel Officer or designee.

The employee must report on a monthly basis concerning his or her status and intent to return to work.

(d) Benefits While on Leave

An employee is not paid during any period of absence covered by this policy unless they have accrued Sick Leave. Employee must use all paid Sick Leave prior to continuing leave without pay. Extended medical leave and Sick Leave, administrative leave associated with worker's compensation, or any other applicable paid leave, will run concurrently. For example, if employee has two weeks of Sick Leave and plans to use its full twelve weeks of Extended Medical leave, the employee will be paid for two weeks and not paid for ten weeks (NOT twelve weeks of unpaid plus 2 weeks of paid).

SIATech Little Rock shall maintain coverage under its group health plan for any employee granted family or medical leave on the same basis as coverage would be provided if that employee was not on such leave and continued to be employed. Payment of the employee's contribution for such health coverage shall be due at the same time as it would be made if by payroll deduction. Please contact the Chief Personnel Officer or his/her designee if you wish to make arrangements to continue your insurance during your leave. Employee will not accrue sick time while on leave.

(e) Reinstatement

Upon return from a extended medical leave, an employee will be returned to the same or an equivalent position after providing a required fitness-for-duty medical certification unless the employee has been designated a key employee. For the purpose of this policy, a key employee is defined as an

exempt employee eligible for leave under this policy whose pay is among the top 10% of all SIATech Little Rock employees.

(f) Procedure for Requesting Extended Medical Leave

You must complete a Request for Extended Medical Leave form with your supervisor. This written request, together with any required supporting documentation, must be submitted at least 30 days before the date on which your requested leave is to begin, unless the need for a leave is not sufficiently foreseeable to give such notice. In that case, you must submit the written request and supporting documentation as soon as practicable. If the leave is foreseeable, the employee shall make a reasonable effort to schedule any planned leave so as not to unduly disrupt SIATech Little Rock's operations.

Any extended medical leave must be approved by the Chief Personnel Officer or designee.

If SIATech Little Rock grants extended medical leave, your leave will begin on the first work day which you miss as a result of the emergency or other situation requiring the leave.

(g) Termination of Leave

An employee will be considered as having resigned his or her position if he or she:

- Fails to return to work on the first day after his or her extended medical leave is exhausted.
- Applies for or engages in any other employment during his or her leave unless the employee receives prior written permission from SIATech Little Rock; or
- Gives a false reason for any requested leave.

4. Military Leave

Leaves of absence for military training or service will be granted in accordance with applicable state and federal laws. Compensation and accrual of benefits during this time and reinstatement after expiration of the leave will be granted in compliance with state and federal law.

5. Voting Leave

Excused unpaid time, up to two hours, may be granted by SIATech Little Rock on election days.

6. Bereavement Leave

Full pay will be granted to an employee for the first three (3) days he/she is absent due to the death of the mother, father, husband, wife, son, daughter, brother, sister, parent-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandmother, grandfather, grandchild, or any relative living in the immediate household of the employee. In the event more time is required for travel outside of state or two hundred (200) miles or more one-way within the state, an additional two (2) paid days shall be granted.

7. Jury Duty

Employees are not subject to discharge, loss of sick leave, loss of vacation time or any other penalty due to absence from work for jury duty, upon giving reasonable notice to SIATech Little Rock through the employee's immediate supervisor.

The employee must present the original (not a copy) summons to jury duty to his supervisor in order to confirm the reason for the requested absence.

Employees shall receive their regular pay from SIATech Little Rock while serving jury duty, and shall reimburse SIATech Little Rock from the stipend they receive for jury duty, up to, but not to exceed, the cost of the substitute hired to replace the employee in his/her absence.

8. Unpaid Days of Absence

Employees may, by mutual agreement with SIATech Little Rock, be granted unpaid days (full days) of absence for any reason not allowed under any paid leave in this policy.

9. Mandatory Leaves

Any employee convicted of various sex-related offenses, controlled substance violations or any felony under State law and related statutes or upon investigation conducted by SIATech Little Rock is found to have engaged in personal conduct that seriously reduces that person's effectiveness as a SIATech Little Rock employee, may be placed on a mandatory unpaid leave of absence.

D. DUTY HOURS

1. All Employees Except Certified Teachers (Herein Referred to as "Classified Employees")

(a) Length of Workday

The work-day for a full-time classified employee shall not be less than eight (8) hours of paid service per day, which includes two paid breaks of 15 minutes each. Classified employees will also be provided a thirty (30)

minute duty-free lunch period. Each classified employee shall be assigned a fixed, regular and ascertainable minimum scheduled number of hours. The hours of service shall be structured and directed by the classified employee's immediate supervisor or designee.

(b) Length of Workweek

For classified employees working a regular workweek, the regular workweek shall be five (5) consecutive workdays at eight (8) or less hours per day. Non-exempt employees with a regular workweek less than forty (40) hours will be paid at their regular hourly rate of pay for anything up to forty (40) hours in a work week. Non-exempt employees working in excess of forty (40) hours in a week will be paid at their applicable overtime rate.

(c) Overtime/Extra Time

Non-exempt classified employees shall be compensated for all time worked in excess of forty (40) hours in one week (between 12:00 a.m. Monday to 11:59 p.m. the following Sunday), at one and one-half (1 ½) times the employee's equivalent hourly rate of pay in accordance with the Fair Labor Standards Act. **Overtime must have prior approval of the immediate supervisor. Paid time off, including sick leave, jury duty, witness duty, does not count as hours worked for the purpose of overtime calculations.**

2. Certified Teachers (Herein Referred to as "Certified Employees")

(a) Work Day

The professional responsibilities for a full-time certified employee should be at least eight (8) hours of service per day inclusive of at least a thirty (30) minute duty-free lunch period. Certified employees understand that from time to time their job responsibilities may require extended work-days or attendance at school meetings or functions after the work day including without limitation: Instructional Activities; Preparation Activities; Student Supervision; Staff Meetings; Tutorial and Guidance; Assistance to Students; Professional Growth and In-Service Meetings; Student Diagnostic and Assessment Activities; School and Student Record Maintenance; SIATech Little Rock Committee Assignments; and Field Work Collaboration.

(b) Delineation of Duties

It is understood that it is the professional obligation of each certified employee to participate in activities, including instructional, non-teaching, and extracurricular duties, that serve to encourage, support, and direct student learning. Non-teaching duties refer to any duties that encourage and support students, but do not involve direct instruction of students.

(c) **Non-Teaching Duties**

Non-teaching duties means any duties which are required by SIATech Little Rock and which do not involve instruction of students. Non-teaching duties refers primarily to the supervision of students outside the classroom.

E. PROFESSIONAL GROWTH PROGRAM – CLASSIFIED EMPLOYEES

1. Purpose

Effective July 1, 2011, a Professional Growth Program is established by SIATech Little Rock with the purpose of providing continuous purposeful engagement in study and related activities designed to retain and extend standards of classified employees.

The Professional Growth activities are designed to improve service to SIATech Little Rock and the personal development of the employee.

2. Definition

The Professional Growth Program shall include only courses and professional preparation taken outside the regular working hours of the employee. Classes or inservice programs taken on SIATech Little Rock time and for which SIATech Little Rock pays the fees and/or expenses will not be counted for professional growth credit. Classes or inservice programs taken to achieve required skills for current position will not be counted for professional growth credit.

3. Eligibility Of Employees

Only employees who have served for one (1) year with SIATech Little Rock are eligible for participation in the Professional Growth Program.

If an employee terminates employment with SIATech Little Rock and is subsequently reemployed by SIATech Little Rock, he/she shall not be entitled to credit or payment for any previous professional growth increments.

If an employee is hired with the stipulation that he/she must complete a specific number of units, attain a particular degree (high school graduation, community college graduation, college graduation or advanced degrees), or maintain a specific

certification, the studies necessary to meet these requirements shall not be counted toward the Professional Growth Program.

An employee must be in a paid status in order to receive any portion of the payment for professional growth increments under this program and such payment will end when employment is terminated for any reason.

4. Courses To Be Counted For Credit

a. Criteria for Credit

An employee wishing to take courses for credit may request consideration for such a course in writing from the SIATech Little Rock Personnel Support Services Department.

b. Application for Credit

An employee wishing to enroll in this program must file a Request for Approval of a course to be taken with the Personnel Support Services Department. If permission is granted, payment for the course shall occur only upon satisfactory completion of the course and the filing with the personnel office of the appropriate verification. This shall consist of an official grade card issued by the institution giving the course information and grade, or an official transcript. For approved courses not given by an institution, the personnel office shall establish the appropriate validation requirements.

c. Grade Requirements for Credit

The courses with a grade of “C” or better will be accepted. If a “pass/fail” grade is issued instead of a letter grade, only a “pass” grade will be accepted. No more than fifteen (15) semester units will be allowed for professional growth under this program during any one (1) fiscal year (July 1-June 30). If more units are earned, the excess number may be carried over to succeeding increments.

5. Professional Increments

An increment consists of fifteen (15) semester units of professional growth credit in computing this, the following shall be used:

a. Sixteen (16) hours of instruction will be considered equal to one (1) semester unit.

b. Of the fifteen (15) unit increments, at least ten (10) units must be job related. Five (5) of the units may be professional growth training, workplace relations, and professional enhancement.

c. For purposes of calculation, fourteen (14) quarter units equal nine (9) semester units. Also, sixteen (16) actual instructional hours equal one (1) semester

unit (for non-college courses) and two hundred forty (240) instructional hours equals fifteen (15) semester units.

6. Payment For Professional Growth Program

Monies earned for increments under the Professional Growth Program shall be paid in addition to the employee's regular salary, and shall be subject to the customary payroll deductions for retirements, social security, and withholding taxes, as for the usual salary payments.

Each yearly increment shall be \$300.00 for all classified employees.

All increments shall be paid to the employee proportionately on a monthly basis. (i.e., 12 month employees receive \$25.00 per month per increment).

a. Time Of Payment

Professional Growth increments which are verified before the 10th of the month shall be paid on the first of the month following, and thereafter, in each monthly warrant.

b. Payment Of Increments

The total number of increments that can be earned and accumulated is six (6). A maximum of one (1) increment will be approved for payment in any one fiscal year.

F. **WORK CALENDAR FOR EMPLOYEES**

It is understood that SIATech Little Rock within its discretion may request employees to work different student attendance days than those on the regular work calendar without changing the number of workdays (customized schedule). Calendars will be developed specific to the calendared school year, academic program needs, and job-related requirements and needs. SIATech Little Rock reserves the right to set the calendar of employees.

G. **PERSONAL APPEARANCE OF EMPLOYEES**

It is the policy of SIATech Little Rock that the dress and grooming for all employees should be appropriate to the work situation. Remember, first impressions do count. Customers, fellow employees and students judge us by what they see, and your personal appearance is vitally important.

Clothing must be presented professionally, i.e., clean, pressed and in good condition. Blue jeans are not normally allowed during the regular work week. With prior approval from

SIATech Little Rock administration and/or employee's supervisor, there could be exceptions to the Dress Code.

H. PUBLIC RELATIONS

SIATech Little Rock employees have an important public relations responsibility. Work, attitude, and appearance are all subject to close inspection by the public sector. In many cases, SIATech Little Rock employees are the only personnel that an individual may know, and total judgment of the efficiency and character of the program is based on the employee's performance. For this reason, it is important that all employees give a good day's work and courteous treatment to the people they have agreed to serve.

Courtesy means, among other things: being prompt to wait on people, being patient and a good listener, and taking a personal interest in seeing that calls, requests, or complaints are properly handled.

I. INTELLECTUAL PROPERTY

1. Ownership

All intellectual property developed by any SIATech Little Rock employee while employed by SIATech Little Rock will be owned by SIATech Little Rock including, without limitation, works of authorship (e.g., writings, graphic designs, and computer programs); inventions (whether tangible or intangible); and, trademarks.

However, the following intellectual property is *excluded* from ownership by SIATech Little Rock, absent further agreement with Employee:

That which is developed without use of equipment, supplies, facilities or trade secret information of SIATech Little Rock, and entirely on Employee's own time, which, (a) does not relate (1) to the business of SIATech Little Rock; (2) to SIATech Little Rock's actual or demonstrably anticipated research or development; or (b) which does not result from work performed by Employee for SIATech Little Rock.

2. Protection

SIATech Little Rock may, at its sole discretion and at its own expense, choose to seek, obtain, maintain, enforce, or forego any form of protection for intellectual property owned by it.

3. Cooperation

At SIATech Little Rock's expense, Employee will cooperate with SIATech Little Rock to facilitate the provisions of this section, without limitation, through execution of assignments, execution of formal documents to support applications for intellectual property protection, and providing testimony in litigation to enforce or defend SIATech Little Rock's intellectual property rights.

J. PERFORMANCE EVALUATIONS

1. Frequency of Evaluations for Certified and Classified Employees

Performance evaluations for all certified and classified employees are conducted annually.

2. Evaluation Tools

Certified Teacher Review Process: This is a year long process for teachers includes:

- Create a professional development plan with supervisor;
- Informal and formal observations conducted by supervisor;
- Professional Development Plan reflection at mid-year and end of year;
- End of year Summative Professional Performance: Self Reflection and Evaluation

Administrative Review Process: This a year long process to administrators includes:

- Annual reflection and analysis of personal strengths and growth areas with respect to leadership skills/ SIATech Little Rock's Leadership Standards
- Select a goal(s) based on needs reflected from above analysis
- In cooperation with supervisor design a professional development plan based on annual goal(s)
- End of year Summative Professional Performance: Self Reflection and Evaluation

Educational Support Professionals: This year long process for support staff includes:

- Creating a professional development plan with supervisor;
- Selecting a goal(s) based on needs reflected from above analysis
- Professional Development Plan reflection at mid-year and end of year;
- End of year Summative Professional Performance: Self Reflection and Evaluation

3. Evaluation Procedures

Evaluations should be reported on appropriate forms in accordance with the following guidelines:

An important part of each performance evaluation is the establishment of job targets (goals and objectives) for the coming evaluation period. Monitoring or "feedback" systems, if any, are to be discussed at this time.

An evaluator in his/her discretion may conduct a special evaluation for any employee at times other than those regularly specified. An employee may request and receive a special evaluation; however, the employee is not guaranteed a special evaluation.

The evaluation shall be signed by the evaluator. The employee shall be given reasonable notice in advance of evaluation review if possible. The evaluation should be reviewed in private with the employee and evaluator. The evaluator and employee should sign the evaluation during the evaluation meeting. The signature of the employee does not mean agreement with the evaluation, but merely that the evaluation has been discussed with the employee. In the event the employee elects not to sign the evaluation, such will be noted on the evaluation form by the evaluator. The original completed evaluation form shall be sent to the Chief Personnel Officer for the review and placement in the employee's personnel file, the second copy is to be retained by the evaluator, and the third copy is to be given to the employee.

K. RESIGNATION

When an employee desires to resign from his position, a resignation in writing should be presented to the CEO or his/her designee. In order to provide SIATech Little Rock the best opportunity to obtain a qualified candidate to replace the resigning employee, the employee shall provide SIATech Little Rock with as much advance notice of his/her resignation as possible. Under no circumstances should an employee provide less than two weeks advance notice. **Failure to provide adequate written notice may disqualify an employee from future employment at SIATech Little Rock. Moreover, employee, by not providing such notice, also forfeits any paid leave – therefore relieving any obligation, if any existed under the employee's employment contract or SIATech Little Rock policy, of SIATech Little Rock compensating employee for any paid leave upon termination.**

L. NATURE OF EMPLOYMENT

1. At-Will Employees

Classified employees who are designated "at-will" employees may terminate their employment or be discharged from their employment at any time for any reason. SIATech Little Rock does not have to have a good reason or any reason for ending the employment relationship with an "at-will" employee. SIATech Little Rock may at its sole discretion, employ any level of discipline, including discharge, at any time it deems appropriate. At-will employees should have no expectation of continued employment, nor any expectations or entitlement to due process prior to termination or implementing discipline.

SECTION V - HEALTH AND SAFETY

Each employee is expected to obey safety rules and to exercise caution in work activities. Any employee who notices a dangerous or potentially dangerous situation should report it to his/her supervisor immediately.

A. INJURY AND ILLNESS PREVENTION PROGRAM

SIATech Little Rock will maintain an Injury and Illness Prevention Program, which will comply with all state, federal, and applicable regulations. The full program will be available on request to all employees or their designated representatives and other authorized persons as required by state, federal, and local laws. The program will be designed to prevent injuries, illness, and accidents in the workplace. The primary purpose of the program is to ensure the safety and health of all SIATech Little Rock employees as well as other individuals under SIATech Little Rock supervision.

To achieve this goal, SIATech Little Rock has implemented a comprehensive Injury & Illness Prevention Program that includes:

- Safety and health inspections to help ensure safe working conditions or practices, control health hazards, and comply fully with the safety and health standards for every job;
- Safety training programs for all employees;
- Providing employees with personal protective equipment and instructions for its care and use;
- Procedure for the investigation of every injury that includes determining the cause of the incident and the corrective actions taken to help prevent its reoccurrence;
- A method for communicating with employees on occupational health and safety matters; and
- Enforcing safety and health rules through an incentive program and/or disciplinary procedures.

SIATech Little Rock's goal is the participation by all school related persons, employees, and students, in accident prevention and their acceptance of personal responsibility for safety.

B. FIRE DRILL AND EVACUATION PLAN

Each Administrator or his/her designee is responsible for seeing that the Fire Drill and Evacuation Plan is posted in a conspicuous place in each classroom or lab. Each Administrator or his/her designee is also responsible for informing all students in each classroom of the evacuation plan for that room.

C. WORK-RELATED INJURIES AND ILLNESS - WORKERS COMPENSATION

It is the policy of SIATech Little Rock to provide workers' compensation insurance coverage for its employees as required by Arkansas Statutes to compensate the employee for an on-the-job injury.

1. Workers' Compensation Insurance Benefits

Workers' compensation pays for a portion of the employee's salary while he/she is absent from work due to an on-the-job injury. There is a seven (7) day waiting period before salary benefits begin. Medical expenses are covered according to the policies of workers' compensation.

2. SIATech Little Rock Benefits

SIATech Little Rock may grant paid administrative leave for the seven (7) days waiting period that the employee does not receive workers' compensation salary benefits during the waiting period. Such administrative leave may be deemed concurrent with FMLA leave.

3. Procedures

(i) Employees are required to report all accidents immediately using SIATech Little Rock's employee accident form.

(ii) Employees who fail to report an accident immediately shall be subject to possible disciplinary action which may include reimbursement to SIATech Little Rock of any fines levied against SIATech Little Rock because of failure to report an accident promptly to the workers' compensation carrier.

(iii) Employees witnessing accidents are requested to encourage an injured co-worker to report the accident immediately.

4. Questions and Other Information

If employee has any questions regarding his/her case, contact the Personnel Support Services Department at telephone number (760) 945-1227.

SECTION VI - COMPLAINT PROCEDURES REGARDING ALLEGED VIOLATIONS OF SIATECH LITTLE ROCK POLICIES AND PROCEDURES (excluding harassment and discrimination complaints)

D. DEFINITIONS

1. Concern

Defined as an issue, either verbal or written, from an employee regarding another employee or supervisor, immediate or otherwise.

2. Claim/Complaint

Defined as a written allegation or concern by an employee that there has been a violation, misapplication, or misinterpretation of a specific term(s) in the employee handbook.

3. Immediate Supervisor

The appropriate supervisor or manager to whom the employee is accountable.

E. INFORMAL REVIEW - Level 1

1. An employee shall have the right to present a concern/claim and to have the concern/claim considered by the immediate supervisor **no later** than 10 working days after the event giving rise to the concern/claim. In the event that the supervisor is the subject of concern, the concerned employee shall contact the Executive Director of Personnel Support Services (PSS), who shall appoint someone to handle the concern/claim.
2. The employee, whenever possible and appropriate under the circumstances, shall attempt to resolve the concern/claim informally, working with his/her immediate supervisor or the person appointed by Personnel Support Services.
3. The immediate supervisor or appointee should provide a response to the employee no later than 10 working days after the Level I meeting. Such response should be provided orally.
4. A resolution of the concern/claim at the informal level shall not be precedent setting.

F. FORMAL REVIEW

1. Level II

If the concern/claim is not resolved through Level I informal discussions, the concerned employee may forward the claim to the Executive Director of PSS no later than ten (10) working days after the response from Level I. The formal review is implemented by the filing of written, signed complaint. The concerned employee may request the applicable manager to write the complaint and have the concerned

employee review before filing. The concerned employee shall state the following information clearly and concisely on a complaint form provided by SIATech Little Rock:

- The specific policy, which has been violated;
- The concern/claim, including names, dates, places and times and how it violated policy;
- The remedy/desired outcome sought;
- The name of the concerned employee and his/her signature; and
- The date of submission.

The person appointed by Executive Director of PSS will use his/her best efforts to hold a meeting with the concerned employee at a mutually acceptable time and location, usually within 10 working days after the receipt of the claim. The Executive Director of PSS's Designee will use his/her best efforts to respond in writing to the employee within 10 working days of the Level II meeting.

2. Level III

In the event the concern/claim is not settled at Level II, the concerned employee may file a Level III concern/claim with the Executive Director of PSS no later than 10 working days after the Level II response. The concerned employee shall include in the concern/claim a written statement indicating why the proposed resolution at Level II was unsatisfactory.

The Executive Director of PSS may hold a meeting with the concerned employee at a mutually acceptable time and location. The Executive Director of PSS will use his/her best efforts to respond to the concerned employee no later than 10 working days after the receipt of the Level III concern/claim.

The concerned employee shall present at Level III all issues and written relevant evidence known or which could have been reasonably known by applicable employees or supervisors. No additional issues may be presented by the concerned employee after Level III.

Amendments and/or modifications to the concern/claim shall not be made by the concerned employee after the Level III filing date.

If the concern/claim is with the Executive Director of PSS, the concern/claim is sent to the Chief Personnel Officer.

3. Level IV

In the event the concern/claim is not settled at Level III, the concerned employee may file a Level IV concern/claim with the Chief Educational

Officer/Superintendent not later than 10 working days after the receipt of the Level III response.

The CEO/Superintendent may hold a meeting with the concerned employee at a mutually acceptable time and location. The CEO/Superintendent will use best efforts to respond to the concerned employee in writing no later than 10 working days after the Level IV concern/claim meeting.

The response from CEO/Superintendent will be the final determination of the concern/claim.

If the concern/claim is with the CEO/Superintendent, the concern/claim is sent to the Board of Directors of SIATech Little Rock.

NOTE: When the concern/complaint involves the CEO/Superintendent, the complaint process may be modified appropriately depending on the nature of the situation.

SECTION VIII - AMENDMENTS TO HANDBOOK AND PERSONNEL POLICIES

This Employee Handbook contains the employment policies and practices of SIATech Little Rock in effect at the time of publication. All previously issued handbooks or any inconsistent policy statements or memoranda are superseded.

SIATech Little Rock reserves the right to amend, delete, or otherwise modify this Handbook at any time provided that such modifications are in writing and approved by the CEO.

Any written changes to the Handbook should be distributed to all employees within a reasonable period of time. No oral statements by anyone, including but not limited to the CEO of SIATech Little Rock, can in any way change or alter the provisions of this Handbook.