

Seven Hills Preparatory Academy

Employee Handbook 2023-2024

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INTRODUCTION

The following pages contain information regarding many of the policies and procedures of Seven Hills Preparatory Academy (“SHPA”). The purpose of this handbook is to familiarize our employees with the philosophy, policies, procedures, and benefits of SHPA. New employees should carefully review this handbook in its entirety when they receive it.

In addition to this Employee Handbook, SHPA also publishes a Student and Family Handbook. There are policies and procedures contained in those materials that also apply to faculty and staff. Those materials are incorporated by reference into this handbook and we strongly recommend that you review those documents as well.

SHPA values the many talents and abilities of its employees and seeks to foster an open, cooperative, and dynamic environment where employees and the school can thrive. For further information or if you have questions about any of the policies and procedures outlined in this handbook, please bring them to the attention of the Administration or your immediate supervisor.

These policies and procedures are applied at the discretion of SHPA, and SHPA reserves the right to deviate, withdraw, or change them at any time. SHPA will notify you when an official change in policy or procedure has been made.

Seven Hills Preparatory Academy Statement on Classical Education

Mission Statement may change with DEI updates

Seven Hills Preparatory Academy engages students in a rigorous Classical Education, designed to prepare *each one* for strong citizenship and life-long learning.

Vision Statement

Recognizing that all students have the right to pursue academic and personal excellence, Seven Hills Preparatory Academy challenges students by:

- Providing a caring and structured small-school environment;
- Maintaining high expectations of students, staff, and the community;
- Inspiring critical thinking, creativity, and an appreciation for beauty through active implementation of the Core Knowledge curriculum;
- Promoting a strong value system by embracing CARES (Cooperation.

Assertion. Responsibility. Empathy. Self-Control.) in the Elementary School and TORCH in the Middle School (Trustworthy. Open-Minded. Respectful. Compassionate. Honorable.);

- Incorporating racial equity through strong citizenship, value, curriculum, and daily practices both among staff and students;

The founding Board of Directors of SHPA desired to articulate the principles of Classical Education present at SHPA as a guide for members of the academy's community for the years ahead. Using the renowned Core Knowledge curriculum as a foundation, SHPA follows these guiding principles in implementing a Classical Education.

- We focus on the origin of Western Civilization and culture, while fostering an appreciation of other cultures and the emerging global culture;
- We use the Seven Liberal Arts methodology, as described by Dorothy L. Sayers in her essay "The Lost Tools of Learning," including the foundational learning stages of grammar, logic, rhetoric (commonly called the *Trivium*), as well as the subjects of mathematics, music, astronomy (natural sciences), and geometry (including architecture and visual arts). These last four subjects are commonly referred to as the *Quadrivium*;
- Intellectual rigor and mental discipline with the goal of wisdom and eloquence are instilled;
- Character development is emphasized through a focus on truth, goodness, virtue, and beauty with the purpose of cultivating strong citizenship;
- High standards of academic excellence are maintained;
- Hard work is highly valued within the community;
- We maintain a warm community of learners where everyone in the community is in the process of life-long learning;
- A spirit of inquiry and intellectual curiosity is valued.

Classical Education is implemented in the classroom at SHPA in the following ways.

- The Core Knowledge curriculum provides a factual foundation for each subject in a content-rich, sequential, systematic, and cumulative curriculum;
- Study of classic literature and original texts leads into Socratic discussion;
- Teacher-directed learning supports the foundational stages of Classical Education;
- Language-intensive curriculum is used rather than an image-intensive curriculum;
- An integrated curriculum across subject areas uses history as a backbone;
- Writing is featured prominently across all subject areas;
- Memorization of quality prose, literature, facts, dates, people, and geographic locations;

- Art, music theory, music appreciation, and performance as included;
- Physical Education is central to the curriculum;
- Latin language is incorporated into the curriculum to develop skills identifying root words, to increase literacy skills and lay an important foundation for learning foreign languages;
- Students prepare and deliver oral presentations to develop skills in rhetoric.

Seven Hills Preparatory Academy's Four Pillars of Classical Education

The foundation of classroom instruction at Seven Hills Preparatory Academy is based on four main pillars that are a thoughtful collaboration of Classical Education methodologies and research based best practices. The following is an overview of each pillar and examples of classroom implementation.

Didactic Method

When exposed to didactic teaching methods, a student receives explicit instruction engaging his or her mind and allowing him or her to become an active learner. When a teacher uses a didactic teaching method, they are “telling” the student what to read, say, or write. Dictation, modeling, reading aloud, flashcards, and sound-offs can be examples of didactic teaching methods. Most students in the elementary grades learn through this method.

Coaching Method

Coaching teaching methods engage the student in constructive learning in which the teacher closely guides, leads, monitors, or facilitates the activity. The student is “coached” through the task, ensuring that understanding and mastery are achieved. Guided writing, experiments, problem solving, and critique can be examples of coaching teaching methods.

Socratic Method

Socratic teaching methods encourage the student to use critical thinking and evaluation skills as they share knowledge, thoughts, and ideas in response to teacher-generated questions or topics, through discussion, or writing. Debate, seminars, peer critiques, and self-assessments can be examples of Socratic teaching methods.

Character Development

Character development holds students to high moral and ethical standards based on the Classical virtues of Truth, Beauty, and Goodness. It also involves the implementation of the core values of CARES and TORCH, a uniform dress code,

behavioral expectations, counseling supports, and positive reward systems, providing students an environment that allows for academic and social success.

EMPLOYMENT PRACTICES

Equal Employment Opportunity

Seven Hills Preparatory Academy is an Equal Employment Opportunity Employer. In order to provide equal employment and advancement opportunities to all individuals, employment decisions at SHPA will be based on merit, qualifications and abilities. SHPA does not discriminate against any person because of race, color, creed, religion, sex, national origin, disability, age, genetic information, gender preference, marital status, membership or activity in a local human rights commission, status with regard to public assistance, sexual orientation, familial status, or any other characteristic protected by law (referred to as "protected status"). This nondiscrimination policy extends to all terms, conditions and privileges of employment as well as the use of all SHPA facilities, participation in all SHPA-sponsored activities, and all employment actions such as hiring, transfers, recruitment, promotions, compensation, demotions, layoff, discipline, benefits and termination of employment. SHPA will provide reasonable accommodation to applicants and Employees with disabilities.

SHPA will evaluate the performance of administrative personnel on the basis of their involvement in achieving equal employment opportunity for all. In addition, all other employees are expected to perform their job responsibilities in a manner that supports equal employment opportunity for all.

Employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor. Employees can raise concerns and make reports without fear of reprisal. Responsible parties will investigate allegations of discrimination or harassment as confidentially and promptly as possible and SHPA will take appropriate action in response to these investigations. Failure to follow this policy or obey Federal and State regulations may result in disciplinary action, up to and including termination of employment.

Reasonable Accommodation

SHPA provides reasonable accommodation to known physical or mental limitations of a qualified Employee with a disability unless the accommodation would impose an undue hardship on SHPA. Reasonable accommodation may be, depending on all the circumstances, modification or adjustment to a job, the work environment, or the way things usually are done that enables an Employee with a disability to perform the essential functions of a job and to enjoy equal benefits and privileges of employment.

SHPA will provide reasonable accommodation to an Employee for health conditions related to pregnancy or childbirth if the accommodation does not impose an undue hardship on the operations of SHPA.

If an Employee requests a reasonable accommodation, he/she should do so in writing. SHPA will engage in an interactive process with respect to the Employee's request for reasonable accommodation. SHPA may request a physician's or health care provider's statement regarding the requested accommodation. All requests for reasonable accommodation should be submitted to the Employee's direct Supervisor.

At Will Employment

SHPA does not offer tenured or guaranteed employment. This handbook is not an employment agreement and is not intended to create contractual employment obligations of any kind. Except as SHPA has otherwise expressly agreed in writing and subject to the individual employment agreement, employment is at will and may be terminated by the employee or SHPA at any time for any lawful reason or reason not otherwise protected by law.

Access to Personnel Files Minnesota

Personnel files are the property of SHPA, and access to the information they contain is restricted to those who need to know such information in order to perform their jobs. If an Employee wishes to view their Employee/Personnel File, they must request this in writing. A meeting will be set with the Employee and a member of the administrative leadership team will be in attendance when the Employee reviews their file.

After the review takes place, an Employee has the right to make a written request for a copy of those records. SHPA will comply with this request within 5 business days.

Employees have the right to dispute information contained in their personnel file. If an Employee has a dispute, they are to contact a member of the administrative leadership team in writing as to the nature of their dispute. Within 10 business days, a meeting will be held with the Employee, the Office Manager/Coordinator, and the Executive Director to discuss the information disputed by the Employee. An attempt to resolve the dispute will be made at that meeting. If no resolve is made, the information will be sent to the Board of Directors and within 10 business days, the Board of Directors will make a decision on the dispute. This decision will be final.

GENERAL POLICIES AND PROCEDURES

Standards of Conduct

SHPA employees are expected to maintain standards of professional, personal and business ethics consistent not only with SHPA's Mission and Vision Statement, but with the responsibility we accept and embrace as strong citizens, lifelong learners, and educators of the children of our community. We require professional educators, including special education paraprofessionals, to follow the Minnesota Teacher's Code of Conduct which (See Appendix B).

Background Checks

SHPA employees must pass a criminal background check as prescribed by Minnesota law. Any costs associated with the background check are assumed by SHPA.

Confidential Information

SHPA employees are prohibited from disclosing student and other confidential information by SHPA under State and Federal law.

Reporting Changes

Employees should notify the Office Manager or Office Coordinator whenever there is a change of name, address, phone number, marital status, citizenship, tax withholding allowances, emergency contact, number of dependents, dependent insurance records, insurance beneficiary or other information which could impact benefits, payroll, or other administrative records with SHPA.

Pay Periods

Both exempt (salaried) and non-exempt (hourly) employees will have Federal and State taxes withheld from their wages. Salaried employees are paid to date. Employees are paid on the 15th and the last day of the month. When the 15th or the last day of the month falls on a holiday or weekend, every effort is made by the school to pay employees on the day before the holiday or weekend.

Hours of Work

Classes for students attending SHPA begin at 8:40 a.m. and end at 3:40 p.m. Staff are expected to welcome students to classrooms at 8:30 a.m. and to start class promptly at 8:40 a.m.

- The standard duty day for teachers and staff is 7:45 a.m. to 4:00 p.m.
- Full-time equivalency for teachers at the Elementary School includes at minimum 45 minutes of preparation time and at the Middle School one preparation period per course.
- The standard duty day for Special Education Paraprofessionals is 7:45 a.m. to 3:45 p.m.

- Some staff may have varying work times as directed by their supervisor.
- Staff members who leave the school building during the hours of work, for any reason, must inform the main office.

Supervision of students while at school, including strategic supervision as necessary in learning spaces, hallways, and common areas, is necessary to ensure the safety and wellbeing of all students. At no time shall students be left unattended in the school building, regardless of time of day or night. Any teacher who gives a student permission to arrive at school early or stay late must provide a note for the student to present to Main Office personnel. The teacher is also responsible for supervising that child at all times before or after school hours.

Performance Reviews

All certified staff members are evaluated in accordance with the school's Quality Compensation Program ("Q Comp"). The scope and sequence outlined in the school's Q Comp Plan assures that teachers are encouraged and supported in their professional practice so that the implementation of effective differentiated instruction throughout the curriculum will positively impact student achievement. Supervised classroom visits consist of both formal and informal evaluations with annual evaluations and conferences depending upon the level of performance and experience. Additionally, through coaching, modeling, and ongoing observations/evaluations, teachers are supported in implementing both advanced and remedial strategies in the classroom.

All non-certified staff will also be evaluated by members of the Administrative Team periodically throughout the course of the school year.

Performance Compensation

The following performance compensations are available for staff:

- Participation and Achievement in Q Comp Program
- \$5000 salary increase after completing a Master's degree (See Appendix L)

Performance-based stipends are considered based upon the full and complete implementation of the school's Q Comp Plan. The awarding of pay-for-performance stipends is dependent on the availability of Q Comp funds and is solely at the discretion of the Q Comp leadership team, except as otherwise determined under the approved Q Comp Plan.

Expense Reimbursement

Reimbursements for pre-approved purchases are paid on a regular basis. There are two types of expenses, for curriculum and for other purchases. Employees should complete a reimbursement request.

- Submit curriculum related requests to the Assistant Principal. Curriculum expenditures are reimbursed throughout the year provided they are preapproved by the Principal, Assistant Principal, or another Administrator.
- Submit other items to an immediate supervisor for approval and submission to the Administration for payment authorization.
- Original receipts must be attached to the request form in order for the reimbursement to be approved.

Mileage reimbursement is not considered an approved expense for voluntary travel to attend local (i.e., metro-wide) conferences or trainings or for travel between campuses to fulfill a voluntary additional work-related responsibility. However, certain limited exceptions may be made for mandated travel or frequent travel between campuses (i.e., daily or every other day) pending pre-approval by the employee's Supervisory Administrator.

Attendance and Punctuality

Punctuality and regular attendance are important to the smooth operation of SHPA. If employees are consistently late or excessively absent, school operations and student progress are affected and an unfair burden is placed upon co-workers. Therefore, unless an employee's absence is permitted or excused, the employee is responsible for being at work and arriving on time. If the employee is late or leaving early, the employee must notify the Campus Principal, Director of Special Services, or Executive Director and may notify the team leader if necessary. Employees are expected to remain on campus during their lunch breaks unless otherwise approved by administration.

If you are going to be absent, it is your responsibility to contact the Campus Principal and substitute staffing service as soon as possible in advance of the absence and no later than 6:30 a.m. An employee who is absent for reasons other than those permitted or excused by SHPA's holiday, vacation, leave policies, or repeatedly fails to provide notice as required, is subject to appropriate disciplinary action, up to and including termination.

Communication

All employees are required to maintain current internal and external communication by following these guidelines.

- Check email at least twice per day and respond as soon as possible to administrator and coworker emails and same or next day to all family emails
- Check voicemail at least once per day and return calls within 24 hours
- Check your school mailbox twice per day
- Create a phone greeting that includes your preferred name and current grade level.
- Use the online calendar to schedule and verify meetings and other activities
- Teachers at the Elementary School are to keep their classroom pages current as required by the school calendar and curriculum or as circumstances necessitate.
- Teachers at the Middle School are expected to keep their classroom pages current as required by the school calendar and curriculum or as circumstances necessitate.
- Teachers at the Middle School will update their online grade books weekly or as necessary following the completion of assignments and assessments.

Drugs and Alcohol

SHPA will not tolerate the use or possession of alcohol or illegal drugs on school grounds. Employees using or possessing alcohol or illegal drugs on school property or while at work or who report to work under the influence of alcohol, illegal drugs, or who misuse legal drugs are subject to disciplinary action, up to and including termination (See Appendix H).

Violence and Weapons

SHPA takes threats of violence very seriously. Any act or threat of violence including verbal and physical violence by or against any employee or student is strictly prohibited. This policy applies to all SHPA employees, whether on or off school property. Any use or possession of weapons, whether legal or not, is prohibited on school property, or while on SHPA business. This includes knives, guns, martial arts weapons, or other objects that may be used as a weapon. Any employee caught possessing a weapon will be disciplined, up to and including termination. (See Appendix I).

Smoking

Smoking is not permitted on the schools' campuses or grounds. (See Appendix G).

DRUG AND ALCOHOL TESTING PROCEDURES

I. When Testing is Permitted

Seven Hills Preparatory Academy's ("The School") Drug and alcohol testing of employees and is permitted only as explicitly authorized by statute. Testing can only be

done under a written drug and alcohol testing policy that meets statutory requirements and must be conducted by an accredited or licensed testing laboratory. Drug and alcohol testing is permitted only in the following circumstances:

- A. *Reasonable suspicion testing.* An employer may require an employee to take a test if there is a reasonable suspicion that the employee is under the influence of drugs or alcohol; has violated the employer's written rules on drug or alcohol use, possession, sale, or transfer while on the job, at the job site, or while operating the employer's vehicle, machinery or equipment; has sustained a personal injury or caused another employee to sustain a personal injury; has caused a work-related accident; or was operating a vehicle or other equipment involved in a work-related accident.

- B. *Treatment program testing.* If an employer has referred an employee to a chemical dependency treatment or evaluation program or if the employee is participating in chemical dependency treatment under the employee's benefit plan, the employer may request or require the employee to submit to testing without notice during the evaluation or treatment period and for two years after the end of any prescribed treatment.

II. Testing Protocol

- A. *Testing Laboratory.* The School has contracted with a laboratory statutorily authorized to perform the Drug and/or alcohol testing in accordance with Minnesota law.
- B. *Consent.* The individual to be tested will be issued a form on which he or she will acknowledge that he/she has seen the School's Drug and alcohol testing policy and consents to the testing.
- C. *Refusal to Participate.* Any individual may refuse to undergo the required Drug and/or alcohol test. Employees who refuse to be tested will be immediately terminated and the termination will be considered a voluntary quit. Refusals to submit to Drug and/or alcohol testing include the following situations:
 - 1. Failing to appear for any test as directed by the School;
 - 2. Failing to remain at the testing site until the testing process is complete.
 - 3. Failing to provide a urine specimen for any drug test required.
 - 4. In the case of a directly observed or monitored collection in a drug test, failing to permit the observation or monitoring of the employee's provision of a specimen.
 - 5. Failing to provide a sufficient amount of urine when directed and after being determined, through a required medical evaluation, that there was no adequate medical explanation for the failure.

6. Failing or declining to take a second test the employer or collector has directed the employee to take.
7. Failing to cooperate with any part of the testing process (e.g., refusing to empty pockets if so directed by the collector, behave in a confrontational way that disrupts the collection process, fail to complete all documents or fail to comply with reasonable directives); or
8. Submitting an adulterated sample or substituted test result, as verified by the medical review officer. D. *Testing Procedures.*

Employees must submit to testing immediately. If the request is for reasonable suspicion testing, the employee is not allowed to drive a vehicle to the clinic. Alternative arrangements must be made. An employee who refuses to cooperate with alternate arrangements for transportation to the clinic will be disciplined up to and including termination.

All test samples will be subject to an initial screening test ("initial test"). Samples that test positive for drugs and/or alcohol on the initial test will be subject to a "confirmatory test." Positive initial test results will not be reported to the employer until they have been verified by a confirmatory test.

Employees may be reassigned to another position or suspended pending the outcome of the confirmatory test and, if requested, the confirmatory retest (see Section E(2)(iii) below) in the event the School believes that it is reasonably necessary to protect the health or safety of the students, staff, employee, or the public.

For purposes of this policy, anyone who provides a diluted test sample will be considered to have provided a "positive" sample.

E. *Notice of Test Result and Right to Request Copy.*

Within three (3) working days after it receives the test result report, the School will notify the tested individual in writing of the result. The tested individual has a right to request a copy of the test result from the School. Test results will be sent by mail only, or will be made available for pick-up by the tested individual, but will not be released over the phone.

1. Negative Test Result. Individuals who test negative (pass) will be notified in writing.
2. Positive Test Result. Individuals who test positive (fail) will be notified in writing and:
 - i. Will be issued a form on which the individual (a) will be notified of the right to explain the positive test, (b) may voluntarily disclose any over-the-counter or prescription medication that the employee is currently taking or has recently taken, and (c) may provide any other information

relevant to the reliability of, or explanation for, a positive confirmatory test result; and

- ii. May submit information to administration in addition to any information already submitted under the paragraph above, to explain the positive confirmatory test result, provided that any and all information must be received by administration within three (3) working days of the day the employee received notice of the positive confirmatory test result; and
- iii. In addition, within five (5) working days after notice of a positive result on a confirmatory test, the employee may request a confirmatory retest of the original sample at the employee's own expense at a laboratory of the employee's own choosing so long as the laboratory is statutorily authorized to conduct employee drug and/or alcohol tests, as applicable, pursuant to Minnesota law. If the employee is not provided with a test result by the testing vendor, the employee may request a copy in writing from the designated School administrator. If the confirmatory retest is negative, no adverse employment action will be taken.

F. Consequences of Positive Test Results (Failed Tests).

For Employees:

a) *First Failed Test.* The first time an employee has produced a confirmed positive alcohol or drug test that has been verified by a confirmatory retest, or has not been challenged:

- i. The employee will be given the opportunity to participate in an alcohol or drug counseling or rehabilitation program at the employee's own expense or through the School's benefit plan. The type of counseling or rehabilitation program in which the employee participates will be determined by the School after consultation with a certified chemical use counselor or physician trained in the diagnosis and treatment of chemical dependency; and
- ii. If the employee refuses to participate in the counseling or rehabilitation program or does not successfully complete the program, as evidenced by his/her withdrawal from the program before its completion or by a positive test result on a confirmatory test after completion of the program, his or her employment will be terminated immediately; and
- iii. If the School believes that it is reasonably necessary to protect the health or safety of students, staff, the employee, or the public, the employee will be suspended without pay, beginning on the date of the positive test. A suspended employee with School-provided benefits may continue coverage through COBRA (if the employee is eligible for COBRA). An employee who has been suspended without pay will be reinstated

with back pay if the outcome of the confirmatory test, or confirmatory retest, if requested, is negative.

b. *Second Failed Test.* The second time an employee has produced a confirmed positive alcohol or drug test that has been verified by a confirmatory retest, or has not been challenged, he or she will be discharged immediately.

III. Testing Costs

The School will pay all costs of drug and/or alcohol testing with the exception of the cost of any confirmatory retest requested by an employee, the cost of which must be paid by the individual requesting the test.

IV. Confidentiality

Test results and other information acquired in the drug and/or alcohol testing process will be treated as confidential information, except that, with the written consent of the tested individual, the information may be disclosed to another employer or to a third-party individual, government agency, or private organization.

Workplace Attire

A neat and professional appearance is expected of all employees of SHPA. The following are guidelines provided to aid in the establishment of an appropriate dress code by faculty and staff.

- Physical Education instructor(s) may wear gym shoes or recreational clothing, but is not considered appropriate for other staff.
- Acceptable clothing includes dress shirts, polo shirts, dress pants, and skirts of an appropriate length.
- Makeup and jewelry as well as tattoos and body piercings should not present a distraction or a safety concern.
- In general, head coverings (e.g., hats, caps, hoods, bandannas and sunglasses) may not be worn during the school day. Headwear may be worn for educational, religious, and ethnic reasons; if culturally specific or significant; if necessary for medical purposes; or, if it serves a necessary function (examples may include but are not limited to hijabs, yarmulkes, head wraps, braids, locs, cornrows).
- Shoes must cover the majority of the upper foot and toe area. Casual sandals and flip flops are not allowed for professional and safety reasons.
- Jeans of all colors can only be worn on days designated by Administration.

The workplace attire expectations are intended to allow for personal expression while ensuring an appropriately professional appearance for community members, visitors, and guests. The Administration shall determine appropriateness of dress beyond the above descriptions.

Telephone Use

Telephones are provided to enable teachers and other employees to carry out their work assignments in an efficient manner. Personal telephone calls should be kept to a minimum and never occur when students are in the classroom. Texting is prohibited during classroom time. ***Personal cell phones should be on vibrate during classroom time. Staff must use extreme discretion when transmitting student data/information on their personal cell phones or computers. The expectation is that all staff members respect student data privacy laws in the use of their personal cell phone. Staff should not share personal cell phone numbers with students or family members.***

School Voice Mail and Electronic Mail

All electronic and telephone communication systems and all communications and information transmitted by, received from, or stored in systems that are the property of SHPA are intended for teaching or other job-related purposes. Personal use should be kept to a minimum. For the full policy covering the proper use of school technology, see Appendix D.

Field Trips

It is the duty of the teacher and any chaperone to supervise students during a school sponsored field trip. No student should be unattended. Any teacher who does not adequately supervise students may face disciplinary action, up to and including termination.

Use of SHPA Property

No SHPA equipment, including computers, photocopiers or printers may be used for personal business without first receiving authorization from the supervisory Administrator. Individual teachers and staff assigned business supplies and equipment are responsible for their proper use, loss, and/or damage.

Personal Property

SHPA cannot assume responsibility for any personal property located on its premises. Employees are to use their own discretion when choosing to bring personal property into the school and do so at their own risk. Additionally, employees may not bring or display in the school any property that may be viewed as inappropriate or offensive to others. No microwave ovens, refrigerators, toasters, or other electrical appliances are

allowed in classrooms without having first obtained the supervisory Administrator’s approval.

Postage, Shipping and Office Supplies

Postage, shipping, and office supplies paid for by SHPA are for business purposes and are not to be used for an employee’s personal purposes.

Personal Safety

The safety of each employee’s health and security is very important to SHPA. SHPA will 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 the Administration if they believe there is a safety issue that should be addressed.

Leave Policies

Paid Time Off: Up to eleven (11) days per year with up to six (6) buyback days are reserved for serious health conditions involving the employee or a member of the employee’s immediate family (see Employee Handbook for FMLA). No more than 3 consecutive days may be used for non-illness reasons (excluding banked days).

Combined PTO	Total Days	Banked PTO**	Buyback PTO	Notes
Seven Hills Preparatory	11 Total Days Annually*	Limited to Up to 6 Days Annually	\$150/Day Limit Up to 6 Days Annually	<i>Two-year Pilot Study</i>

No more than three (3) teachers, two (2) special education paraprofessionals can have planned absences from each campus on any given day. All year round office and LEA staff members planned absences are approved at the discretion of administration. All teachers are expected to be present for conferences and all staff are expected to be in attendance for professional development days. *To limit the impact of staff absences on student learning, classroom instruction, school operations, and overall staff culture, personal time off days during the first and final ten (10) student contact days of the school year or when daily maximum paid time off requests have been reached will not be approved. Exceptions to this may be considered for major life events, including the stated observance of major religious or cultural holidays.*

- a. If you are going to be absent, a Paid Time Off form must be completed within advance (at least one week) and turned into the Campus Administrator for approval.
- b. If you need to be absent the morning of a work day, the Office Coordinator/Manager will need to be notified by text or phone call by 6:30am. You may be asked to enter your information in a sub system.
- c. In case of an extended absence, you should consult the Office Coordinator/Manager and your insurance plan booklet to see whether you are eligible for long-term disability.
- d. Paid time off that has been unused by the end of the year and not purchased back by Seven Hills may be carried over into the next year, to a maximum accrual of 6 banked days.

Paid time off days are approved on a first come – first serve basis and no more than three personal days for teachers and special education paraprofessionals can be used consecutively. Employees are not permitted to use PTO on professional development days or in the first or final ten (10) student contact days of the school year, apart from the observance of a major religious or cultural holiday or unless an administrative exception is made based on a major life event. Employees cannot choose to take additional paid time off without pay, and when an employee has no more paid time off, any additional absences may result in disciplinary action up to and including termination. A doctor's note may also be required.

Bereavement Leave

When a death occurs in an employee's immediate family or you are providing end of life care for a family member, an employee may take up to four (4) days with pay in order to attend the funeral or make funeral arrangements. In unusual circumstances, additional time may be granted, with or without pay, at the discretion of SHPA. For purposes of the funeral leave policy, a qualifying immediate family member includes: a child, adult child, stepchild, foster child, spouse, sibling, parent, step parent, mother-in-law, father-in-law, grandchild, step-grandchild, adopted grandchild, foster grandchild or grandparent.

Family and Medical Leave Policy

Employers with 50 or more Employees must comply with the Federal Family and Medical Leave Policy. This policy explains your leave rights under the Family and Medical Leave Act ("FMLA") of 1993, as amended. Under this policy, SHPA will grant eligible Employees an unpaid leave of absence (called "FMLA leave") each calendar year, (or) on a rolling calendar year measured backward, (or) on a 12-month period measured forward for qualifying family and/or medical reasons.

The Department of Labor’s “Employee Rights and Responsibilities under the FMLA” is set forth below. If you have any questions about FMLA leave, please contact the Office Manager or Office Coordinator.

1. **Eligibility Requirements:** Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 Employees are employed by the employer within 75 miles.
2. **Basic Leave Entitlement:** FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible Employees for the following reasons:
 - For incapacity due to pregnancy, prenatal medical care, or childbirth;
 - To care for the Employee’s child after birth, or placement for adoption or foster care;
 - To care for the Employee’s spouse, (step) son, (step) daughter, or (step) parent, who has a serious health condition; or
 - For a serious health condition that makes the Employee unable to perform the Employee’s job.
3. **Definition of Serious Health Condition:** A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the Employee from performing the functions of the Employee’s job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.
4. **Military Family Leave Entitlements:** Eligible Employees with a spouse, son, daughter, or parent on active duty or call to covered active duty status may use their 12 week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible Employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is: 1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical

treatment, recuperation or therapy, is otherwise on the temporary disability retired list for a serious injury or illness*; or 2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five year period prior to the first date the eligible Employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness. However, the Employee will only be entitled to a total of 26 weeks for *all* leave taken during that twelve month period (including FMLA leave taken for other reasons).

**The FMLA definition of “serious injury or illness” for current service members and veterans are distinct from the FMLA definition of “serious health condition.”*

5. **Use of Leave:** An Employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer’s operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

6. **Employee Responsibilities:** Employees must provide 30 days’ advance notice of the need to take FMLA leave when the need is foreseeable. When a 30-day notice is not possible, the Employee must provide notice as soon as practicable and generally must comply with an employer’s normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the Employee is unable to perform job functions; the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

7. **Employer Responsibilities:** Covered employers must inform Employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the Employees’ rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform Employees if leave will be designated as FMLA-protected and the amount of leave counted against the Employee’s leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the Employee.

Unlawful Acts by Employers: FMLA makes it unlawful for any employer to:

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

8. **Pay and Benefits:** FMLA leave is not a paid leave by SHPA. If the Employee has vacation or other PTO time available, the Employee must use the vacation or PTO time for the FMLA leave and such time will count both as FMLA leave and as vacation or PTO. Certain Employees may be eligible for short-term disability pay in the event of a serious illness of the Employee, but the utilization of paid leave or benefits during FMLA leave shall not extend the FMLA leave beyond the 12 or 26 week limits.

Employees do not accrue vacation, PTO, or other leave grants during the FMLA leave, nor will the Employee receive holiday pay for any holidays which occur during the FMLA leave.

SHPA will continue to provide group health insurance benefits to Employees on FMLA leave, provided they were eligible for such benefits prior to the leave. The Employee continues to be responsible for his/hers or her portion of the premium, which will be deducted from any pay received by the Employee during the FMLA leave. If the Employee does not receive compensation from SHPA during the FMLA leave, the Employee must pay their portion of the premium to SHPA on or before the time it would be made if by Payroll deduction. If the Employee does not return to work at the end of the FMLA leave, the Employee may be eligible for COBRA insurance continuation at his/hers or her own cost. In that case, the Employee will be required to reimburse SHPA for premium payments made during the FMLA leave.

9. **Return to Work:** Employees returning to work will normally be restored to the same position held prior to the leave, or to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment. Returning Employees retain eligibility for any group benefits for which they were eligible prior to the leave, including group health insurance, even if the Employee did not pay the Employee's portion during the FMLA leave, but SHPA retains the right to recover any unpaid Employee portion of group health insurance for the period of FMLA leave, upon the Employee's return to work.

If the FMLA leave was for the Employee's own serious illness, the Employee must submit a medical certification to SHPA which states that the Employee is able to resume work, and perform all the essential duties of their or her position before the Employee may be restored to their same position. SHPA will provide a list of essential

job functions to the Employee at the time the leave was designated, so that the treating physician will be able to give an informed opinion about the return to work.

The legal requirements concerning medical and other leaves are complicated. If you have any questions about your entitlement to leave, please feel free to contact the Office Manager or Office Coordinator for more information.

1. Special Rules Applicable to Employees of Schools

Definitions.

a. Certain special rules apply to employees of local educational agencies, including public Board of Directors and elementary and secondary schools under their jurisdiction, and private elementary and secondary schools. The special rules do not apply to other kinds of educational institutions, such as colleges and universities, trade schools, and preschools.

b. Educational institutions are covered by FMLA (and these special rules) and the **Act's 50-employee coverage test does not apply**. The usual **requirements for employees to be eligible do apply, however, including employment at a worksite where at least 50 employees are employed within 75 miles**. For example, employees of a rural school would not be eligible for FMLA leave if the school has fewer than 50 employees and there are no other schools under the jurisdiction of the same employer (usually, a Board of Directors) within 75 miles.

c. The special rules affect the taking of intermittent leave or leave on a reduced leave schedule, or leave near the end of an academic term (semester), by instructional employees. *Instructional employees* are those whose principal function is to teach and instruct students in a class, a small group, or an individual setting. This term includes not only teachers, but also athletic coaches, driving instructors, and special education paraprofessionals such as signers for the hearing impaired. It does not include, and the special rules do not apply to, teacher assistants or aides who do not have as their principal job actual teaching or instructing, nor does it include auxiliary personnel such as counselors, psychologists, or curriculum specialists. It also does not include cafeteria workers, maintenance workers, or bus drivers.

d. Special rules which apply to restoration to an equivalent position apply to all employees of local educational agencies.

Limitations on intermittent leave.

a. Leave taken for a period that ends with the school year and begins the next semester is leave taken consecutively rather than intermittently. The period during the summer vacation when the employee would not have been required to report for duty is not counted against the employee's FMLA leave entitlement. An instructional employee who is on FMLA leave at the end of the school year must be provided with any benefits over the summer vacation that employees would normally receive if they had been working at the end of the school year.

1. If an eligible instructional employee needs intermittent leave or leave on a reduced leave schedule to care for a family member with a serious health condition, to care for a covered service member, or for the employee's own serious health condition, which is foreseeable based on planned medical treatment, and the employee would be on leave for more than 20 percent of the total number of working days over the period the leave would extend, the employer may require the employee to choose either to:

i. Take leave for a period or periods of a particular duration, not greater than the duration of the planned treatment; or

ii. Transfer temporarily to an available alternative position for which the employee is qualified, which has equivalent pay and benefits and which better accommodates recurring periods of leave than does the employee's regular position.

2. These rules apply only to a leave involving more than 20 percent of the working days during the period over which the leave extends. For example, if an instructional employee who normally works five days each week needs to take two days of FMLA leave per week over a period of several weeks, the special rules would apply. Employees taking leave which constitutes 20 percent or less of the working days during the leave period would not be subject to transfer to an alternative position. *Periods of a particular duration* means a block, or blocks, of time beginning no earlier than the first day for which leave is needed and ending no later than the last day on which the leave is needed, and may include one uninterrupted period of leave.

b. If an instructional employee does not give required notice of foreseeable FMLA leave (see §825.302) to be taken intermittently or on a reduced leave schedule, the employer may require the employee to take leave of a particular duration, or to transfer temporarily to an alternative position. Alternatively, the employer may require the employee to delay the taking of leave until the notice provision is met.

Limitations on leave near the end of an academic term.

- b. There are also different rules for instructional employees who begin leave more than five weeks before the end of a term, less than five weeks before the end of a term, and less than three weeks before the end of a term. Regular rules apply except in circumstances when:
1. An instructional employee begins leave more than five weeks before the end of a term. The employer may require the employee to continue taking leave until the end of the term if —
 - i. The leave will last at least three weeks, and
 - ii. The employee would return to work during the three-week period before the end of the term.
 2. The employee begins leave during the five-week period before the end of a term because of the birth of a son or daughter; the placement of a son or daughter for adoption or foster care; to care for a spouse, son, daughter, or parent with a serious health condition; or to care for a covered service member. The employer may require the employee to continue taking leave until the end of the term if—
 - (i) The leave will last more than two weeks, and
 - (ii) The employee would return to work during the two-week period before the end of the term.
 3. The employee begins leave during the three-week period before the end of a term because of the birth of a son or daughter; the placement of a son or daughter for adoption or foster care; to care for a spouse, son, daughter, or parent with a serious health condition; or to care for a covered service member. The employer may require the employee to continue taking leave until the end of the term if the leave will last more than five working days.

b. For purposes of these provisions, *academic term* means the school trimester, which typically ends near the end of the calendar year and the end of spring each school year. In no case may a school have more than two academic terms or semesters each year for purposes of FMLA. An example of a leave falling within these provisions would be where an employee plans two weeks of leave to care for a family member which will begin three weeks before the end of the term. In that situation, the employer could require the employee to stay out on leave until the end of the term.

Duration of FMLA leave.

- a. If an employee chooses to take leave for periods of a particular duration in the case of intermittent or reduced schedule leave, the entire period of leave taken will count as FMLA leave.

b. In the case of an employee who is required to take leave until the end of an academic term, only the period of leave until the employee is ready and able to return to work shall be charged against the employee's FMLA leave entitlement. The employer has the option not to require the employee to stay on leave until the end of the school term. Therefore, any additional leave required by the employer to the end of the school term is not counted as FMLA leave; however, the employer shall be required to maintain the employee's group health insurance and restore the employee to the same or equivalent job including other benefits at the conclusion of the leave.

Restoration to an equivalent position.

The determination of how an employee is to be restored to an equivalent position upon return from FMLA leave will be made on the basis of "established Board of Directors policies and practices, private school policies and practices, and collective bargaining agreements." The "established policies" and collective bargaining agreements used as a basis for restoration must be in writing, must be made known to the employee prior to the taking of FMLA leave, and must clearly explain the employee's restoration rights upon return from leave. Any established policy which is used as the basis for restoration of an employee to an equivalent position must provide substantially the same protections as provided in the Act for reinstated employees. See §825.215. In other words, the policy or collective bargaining agreement must provide for restoration to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment. For example, an employee may not be restored to a position requiring additional licensure or certification.

11. **Enforcement:** An Employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or Local law or collective bargaining agreement which provides greater family or medical leave rights.

Parental Leave

If employees are not eligible for leave under SHPA's FMLA policy, employees may still be eligible for parenting leave under this policy for the birth or adoption of a child. Employees are eligible for parenting leave of up to 12 weeks under this policy if: (1) Employees have been employed by SHPA for at least 12 months preceding their request and (2) during those 12 months employees worked an average of 20 hours per week. If employees are also eligible for parenting leave under SHPA's FMLA policy, then their rights are governed solely by that policy.

Under this policy, employees will be entitled to an unpaid leave of absence for 12 weeks. Employees are required to use any available paid time off, such as vacation, sick or PTO during the 12-week period.

Employee parenting leave may run concurrently with another type of leave of absence. During any unpaid portion of parenting leave, employees will not accrue any benefits such as vacation or PTO.

While on parenting leave employees are eligible to continue their insurance benefits, but must pay their portion of the premium. The Title will provide information about the cost and procedure for continuing insurance during unpaid leave.

At the end of parenting leave, employees will be reinstated to the same position or if that position is unavailable, to a comparable position. Employees must notify your Supervisor of their intent to return to work at least two weeks prior to returning.

Failure to return to work will be considered a voluntary resignation.

School Related Activities Leave

Employees who work an average of 20 hours per week may use up to 16 hours each 12-month period to attend a child's school related activities, or early childhood programs, if those activities cannot be scheduled outside the Employee's work schedule. Employees may take this time unpaid or may use earned vacation or PTO. The Employee must give the Supervisor reasonable notice of the upcoming absence and make a reasonable effort to schedule the time off so as not to disrupt work.

Military Leave

Leaves of absence for military service are granted in accordance with all requirements of Federal and State law.

Child Care Leave

A child care leave is defined as a) the period of time once a staff member (birthing person) has been released from the disability period of childbirth or b) the period of time a staff member (parent) wishes to take to provide for the care of a newborn or newly adopted child/ren.

- a. A staff member may be granted a leave of absence without pay for a period of up to twelve (12) months for the purpose of providing full-time care for a newborn or newly adopted child or children. Please submit a written application leave to the Principal at

least three (3) months prior to the effective date of the leave, and indicate the proposed starting and ending dates for the leave.

b. A child care leave begins on the date approved by the Principal and ends on the last day preceding the school trimester unless otherwise mutually agreed between the Principal and the staff member. In the case of a premature delivery or availability of an adopted child on short notice, the Principal may adjust the starting date for the leave, provided a substitute is available.

c. SHPA may send a staff member a written request that the staff member confirm his or her intention to return to work, and we ask the staff member to respond in writing within ten (10) days of receiving that request. Failure of the staff member to respond to this request within ten (10) days will result in termination of employment. Failure to return to work upon the expiration of a child care leave (except for illness or injury) will also result in termination of employment.

d. A staff member is allowed to return to work earlier than the scheduled end date of a child care leave only upon written approval from the Principal.

The provisions of this policy shall not be construed to alter the terms of a staff member's individual employment contract in any way. Specifically, this policy shall not be construed to extend the employment term of any staff member beyond the term identified in the staff member's contract.

Special Leaves Without Pay

Special short or long term leaves without pay may be granted at the discretion of SHPA. The administration will approve or deny a staff member's special leave without pay. The staff member on special leave must submit a letter requesting the start and end dates of their special leave. Any TRA member who is granted a special leave of absence without salary may receive TRA allowable service credit toward a retirement annuity by paying both the employee and employer contributions to the retirement fund. SHPA will not contribute to this fund during a special leave.

Applications for special leaves of absence must be submitted 90 days in advance of the requested leave date and must include the start and end dates. The staff member must notify the Administration of their intention to return 60 days prior to the end of the leave. A staff member returning from leave shall return to employment, based on the availability of their previous position.

Special Leave shall be without pay and without benefits, except that available accrued vacation or PTO pay must be taken to replace regular pay during a personal leave of absence. SHPA will continue its contribution toward the individual's insurance premium payments during the paid portion of a leave. To continue your insurance benefits during any unpaid portion of the personal leave of absence, you will need to

regularly submit a check for the entire premium payment to SHPA. COBRA may apply to unpaid portions of personal leaves; see your Supervisor with questions. SHPA is not required to grant a leave of absence or to reinstate Employees to former positions unless otherwise required by State or Federal law.

Federal and State Leaves

SHPA complies with all Federal and State Leave laws. See Administration if you have questions about a specific situation.

Bone Marrow Donation Leave

Individuals who work 20 or more hours per week are entitled to paid leaves of absence to donate bone marrow. The length of the leave is determined by the Employee, but may not exceed 40 work hours, except with the employer's agreement. SHPA may require physician verification of the purpose and length of each leave. If there is a medical determination that the Employee does not qualify as a bone marrow donor, the paid leave of absence granted to the Employee prior to that medical determination is not forfeited. SHPA shall not retaliate against an Employee for requesting or obtaining a leave of absence.

Minnesota Voting Leave

Employees generally will have sufficient time to vote before or after their regular workday. However, if necessary, you may be absent from work to vote during Election Day without reduction in pay.

Jury Duty

Employees summoned for jury duty or officially summoned by a State or Federal court for legal proceedings are allowed the necessary time off from work to perform this civic responsibility. Upon return to work, employees must provide documentation for each day absent. Employees are paid the difference between jury duty pay and their employment pay rate if the jury duty time is during their contracted duty days.

Inclement Weather

It may become necessary to close school or to dismiss early due to inclement weather or other unforeseen emergencies. Such announcements are made via the school's emergency messaging system, posted to the homepage of the school's website and included in a staff email and communicated through the following media outlets: KSTP 5, WCCO 4, KARE 11, and Fox 9. Staff members are not required to report to school on the days that school is closed.

Emergency Closings

In the case of other unforeseen emergencies, the Executive Director or Campus Principals will issue verbal or written procedures via email that are appropriate to the situation.

If the school experiences an emergency, with or without an evacuation, that requires the reunification of students with their families through an alternate means or at an alternate location than established end-of-day transportation patterns, SHPA administrative staff and the School Emergency Response Team (SERT) will follow the reunification procedures established by SHPA. (See Appendix J).

Biennial Compensation Analysis Goals and Objectives

The goal of the biennial compensation analysis is to provide salary and benefits that will recruit, motivate, and retain high quality Employees. Employees will be informed individually of the placement of their position within the salary bands, so that they understand the manner in which their salary is established and have accurate expectations of any future adjustments to their salary. Future adjustments are not guaranteed unless stated in an employment agreement separate from this handbook and will be made solely at the discretion of SHPA's Administration. Consistent with MN Statute 181.172, employees are free to discuss their own wage or salary with anyone they choose, and SHPA is prohibited from barring or retaliating against any employee for doing so, with employees afforded remedies in such instances under the law.

Employee Classifications

Various methods are used to classify Employees. Some methods define Employee status in terms set by law. Other methods classify Employees according to title and job description.

All Employees are considered either exempt or non-exempt. These broad categories are defined and governed by State and Federal wage and hour laws.

Exempt Employee: These classified workers are exempt from the standards that ensure hourly workers overtime pay and the minimum wage. Exempt Employees are generally paid a salary for their work.

Non-Exempt Employee: Non-Exempt Employees are required to record their working hours and are eligible for overtime pay and minimum wage. These employees are generally paid an hourly wage for their work. At SHPA, these employees are paid a salary for their work.

Our Employees are further defined as below:

Temporary Employees: Employees who are employed for a defined period of time or for a defined project regardless of the number of hours worked.

Instructional Employees: Employees whose principle function is to teach and instruct students in a class, a small group, or an individual setting according to the Department of Labor.

Professional and Administrative Employee: Staff may be either exempt or non-exempt as determined by the Department of Wage and Hour law.

Full-time: Full-time Staff are generally entitled to the full range of Employee benefits. Full-time Employees include Employees whose regular schedule includes working 30 hours per week.

Part-time: Part-time Employees may receive some benefits on a scale adjusted to their schedules, as set forth in this Employee Handbook and in applicable plan documents.

All Employees are Employees at-will.

SHPA is required to keep an accurate record of the hours worked by those Employees covered by Federal wage and hour laws.

Overtime

Overtime may be requested during heavy work periods. Non-exempt Employees will be paid one and one-half times their regular rate for all actual time worked in excess of 40 hours each week. For example, time attributable to vacations, sick leave, and holiday pay will not be counted as “hours worked” for purposes of computing overtime. Non-exempt Employees must obtain their Supervisor’s approval prior to working any overtime. Nonexempt Employees should not access job-related emails or conduct other work outside of approved working hours. Exempt Employees are not eligible for overtime pay.

Student and Family Handbook and Board Approved Policies

All employees are strongly recommended to read the Student and Family Handbooks and other Board of Directors approved policies. These documents will direct the employee on student, family, and school expectations to ensure compliance with our mission and the safety of our school.

Failure to follow these documents may result in disciplinary action, up to and including termination of employment.

Notification of Criminal Conviction

Employees must notify the Supervisory Administrator of any criminal conviction, guilty pleas, plea of no contest, or deferred adjudication. SHPA will determine whether any employment action is warranted as a result.

Communications

Media Relations

Employees should not speak to the media on SHPA's behalf without contacting the Executive Director or Supervisory Administrator. All media inquiries should be directed to the Executive Director or Supervisory Administrator.

Official Memoranda

All memoranda regarding SHPA's practices and procedures which affect SHPA personnel as a whole must either originate from the Executive Director or Supervisory Administrator or be approved by the Executive Director or Supervisory Administrator prior to circulation.

Confidentiality/Proprietary Information

Employees must: (i) treat as confidential all Proprietary Information (as hereinafter defined) that may be made, or become available, to Employee; (ii) not disclose any Proprietary Information to any competitor, student, parent/guardian or supplier of SHPA or to any other person for any purpose without the proper written consent of SHPA; (iii) use all Proprietary Information only in connection with the duties of the Employee pursuant to Employee's relationship with SHPA and not for the purpose of competing with SHPA or soliciting SHPA's students, parent/guardian or potential students/families or for any other purpose; and, (iv) will prevent disclosure of any Proprietary Information by, or to, any future student/family, employer, co-worker, employee, partner, agent, or representative of the employee to others and assume liability for any breach of this agreement and for any disclosure, or use, of Proprietary Information by the employee or any of the employee's future students/families, employers, employees, co-workers, partners, agents, or representatives. The employee's obligation to maintain the confidentiality of, and not wrongfully use, the Proprietary Information is unconditional, shall survive the termination of the employee's relationship with SHPA for two years, and shall not be excused whether or not the employee continues the employee's relationship with SHPA.

- "Proprietary Information" means any information or compilation of information related to SHPA which is not generally known to, and readily ascertainable by proper means by, other individuals or entities. Examples of Proprietary

- Information, not to be disclosed or used except as permitted by SHPA, include, but are not limited to:
- Information concerning SHPA's and SHPA's students' operations, products, technology, designs, drawings, patents, ideas, procedures, practices, finances, accounting, and legal matters;
 - Information concerning SHPA's sales, marketing, service, bidding, leasing, pricing and cost activities and strategies, and strategic business planning activities;
 - Information concerning SHPA's past, present or potential students/families and their dependents (hereafter referred to in this paragraph as "Clients"), including the names, addresses and phone numbers of Clients; the Clients' financial, medical and personal information; the identity of the individuals responsible for purchasing services on behalf of Clients; the contents of contracts and agreements between SHPA and Clients;
 - Vendor and supplier information including the names, addresses, email addresses and phone numbers of SHPA's vendors and suppliers; information regarding SHPA's relationship with its vendors and suppliers; the contents of contracts and agreements between SHPA and its vendors and suppliers; financial information concerning its vendors and suppliers; and identity, quantity and prices of products purchased by SHPA from its vendors and suppliers;
 - Anything marked or stamped "confidential" and/or similar marking; and,
 - Any information that the SHPA is required by law or contract is to be kept confidential.
 - Any curriculum or programming materials produced for use at SHPA

Employee agrees that all documents and other tangible property of any nature pertaining to activities of SHPA or to any Proprietary Information, in the Employee's possession now or at any time during the period of Employee's relationship with SHPA, including, without limitation, memoranda, notebooks, notes, data sheets, records, blueprints, and electronic or mechanical data storage devices and records, are and shall be the property of SHPA, and all copies of these shall be surrendered to SHPA whenever requested by SHPA from time to time, upon resignation or non-renewal, and immediately following termination of Employee's employment for any reason.

Copyright/Trademarks

Respect all copyright and other intellectual property laws. For SHPA's protection as well as your own, it is critical that you show proper respect for the laws governing copyright, fair use of copyrighted material owned by others, trademarks, and other intellectual property, including SHPA's own copyrights, trademarks and brands.

Data Privacy - Students

All employees of SHPA are expected to follow laws regarding data privacy for students. Requests for information regarding students should be directed to the Administration.

Department of Education - Licenses

All teachers are responsible for making sure their licenses are up to date. SHPA will provide clock hour certificates for all professional development activities offered by SHPA. Teachers will receive support from SHPA in the process of renewing professional licenses. However, it is the teachers' responsibility to establish a timely plan and fulfill all requirements for completing the license renewal process.

Firearms Prohibition in the Workplace

SHPA prohibits employees from carrying, possessing, or using firearms while on school property or off-site while acting in the course and scope of employment. This policy applies to all staff, students, and visitors, even those who may have a valid permit to carry a handgun. The school has the right to search lockers, handbags, etc. Staff concerned about, or aware of, a weapon being brought into the school should contact the Supervisory Administrator immediately.

Social Media Policy

At SHPA, we understand that social media can be a fun and rewarding way for employees to share their life and opinions with family, friends, and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities.

Social media includes all means of communicating, posting information, or content of any sort on the Internet, including to an employee's own or someone else's web log or blog, journal or diary, personal websites, social networking or affinity website, web bulletin board or chat room, whether or not associated or affiliated with SHPA, as well as any other form of electronic communication.

To assist employees in making responsible decisions about their use of social media, we have established these guidelines for appropriate use of social media. This policy applies to all Employees who work for SHPA.

- All employees should refrain from engaging with students, parents/guardians or family members of current students on personal social media platforms.
- Employees may not use personal social media platforms to communicate with any student until the child is over the age of 18 and no longer enrolled in an SHPA program. • Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct

(even if it is done after hours, from home and on home computers) will not be tolerated. Failure to follow this policy or obey Federal and State regulations may result in disciplinary action, up to and including termination of employment.

- Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by Administration or consistent with SHPA's Equipment Policy.
- Do not use SHPA email addresses to register on social networks, blogs, or other online tools utilized for personal use.

Employees are solely responsible for what they post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of an employee's conduct that adversely affects their job performance, SHPA policies, the performance of fellow Employees or otherwise adversely affects members, student, student families, suppliers, people who work on behalf of SHPA, or SHPA's legitimate work interests may result in disciplinary action, up to and including termination of employment.

Mobile Device Policy

SHPA must maintain a productive and professional workplace, free from distractions. SHPA also understands Employees use their mobile devices to communicate their personal information to others. Use of a mobile device, including the technology that the mobile device contains (to include, but not limited to cell phone, internet access, email, text messaging, cameras, recording devices, etc.), during SHPA time, must use the following guidelines:

- Phone ringtones should be appropriate sounds that are kept silent during the work day.
- Usage of a camera is not allowed in private areas such as; bathrooms, break rooms, locker rooms, or other areas where others change. Smartphone cameras should not be used during work times other than for work purposes.
- Mobile devices are not allowed to be used while driving for work unless vehicles are equipped with hands free technology. Employees must abide by all Local laws regarding using mobile devices when driving during SHPA time.
- Personal use of a mobile device during working time should be kept to a minimum. Personal use of a mobile device should not involve direct or personal communication with students. Employees may use mobile devices during their regularly scheduled breaks or lunch times.
- Mobile devices should not be used during scheduled meetings or appointments. Employees should put their mobile device on "silent" or "vibrate" during meetings so the device is not an interruption. Only extremely important calls

should prompt you to excuse yourself from the meeting to take the call outside of that location to avoid any disruption.

- During an emergency situation, Employees may use their mobile device to get assistance. Notify Administration immediately of such use and reasons.
- Personal use of mobile devices during working time must comply with all other SHPA policies to include Sexual Harassment, Offensive Behavior, Workplace Harassment, Workplace Violence and Social Media.
- You are responsible for your mobile device during work. SHPA holds no responsibility if the device is stolen or damaged during the work day.

Failure to follow this policy or obey Federal and State regulations may result in disciplinary action, up to and including termination of employment.

Accidents/Reporting Injuries

Federal and State OSHA regulations require all Employees to immediately report illness or injury incurred while on the job regardless of severity. Please see your Supervisor immediately to assist with any illness or injury and to obtain a Notice of Injury form to complete.

Admission of Visitors - School Safety

At no time shall persons other than employees of the SHPA be allowed to roam unescorted through the school facility. It is a matter of safety and courtesy to escort visitors to and from the exit or other classroom or play areas for which they may be destined. If strangers are encountered in the school building who do not satisfactorily identify themselves, they are to be escorted to the office immediately. Employees are expected to inform the administration ahead of time if they plan on scheduling a visitor during school hours. Pets and animals are strictly prohibited from visiting the school during student contact days. No pets or animals should visit the school without prior approval from the Administration.

Driver Safety Policy

Vehicle accidents can be costly from the standpoint of human injury, lost working time, vehicle repair, and higher insurance premiums. The purpose of this policy is to set qualifications and rules for drivers of all vehicles, whether owned by SHPA or employees, during working hours.

Qualifications:

An Employee can operate a vehicle for work purposes only if he or she is:

1. Acting at the direction and with the explicit permission of SHPA;
2. Is 21 years of age or older;
3. Holds no more than one driver's license;

4. Holds a valid license for the class of vehicle being driven;
5. Is otherwise qualified under Federal and State regulations to drive the vehicle in question; and
6. Maintains state required combined single limit personal auto insurance coverage.

Driving Records:

All Employees required to operate a motor vehicle as part of their employment duties must maintain a valid driver's license, acceptable driving record and appropriate insurance coverage. SHPA may run a motor vehicle department check to determine an Employee's driving record. It is your responsibility to provide a copy of your current driver's license and insurance coverage for your Personnel File. Any changes in your driving record, including, but not limited to, driving infractions or changes to your insurance policy, must be reported to SHPA.

The following driving violations are unacceptable:

1. Driving a motor vehicle under the influence of alcohol, a controlled substance, or any drug that impairs driving ability;
2. Refusing to submit to a test to determine alcohol concentration while driving a motor vehicle;
3. Using a motor vehicle in the commission of any felony;
4. Leaving the scene of an accident unlawfully;
5. Committing more than one major traffic offense over the past 24 months, including reckless driving, careless driving, or a major moving traffic infraction;
6. Receiving a felony revocation of driving privileges or felony/misdemeanor driver license suspension within the last 24 months; or
7. Transporting a controlled substance unlawfully.

Failure to follow this policy or obey Federal and State regulations may result in disciplinary action, up to and including termination of employment.

Driving Requirements:

While operating a personal or SHPA-owned vehicle for work use, Employees must:

1. Observe applicable speed limits at all times;
2. Obey all traffic rules and regulations;
3. Drive defensively and anticipate driving hazards, such as bad weather and bad drivers;
4. Report any and all accidents in which they are involved to the Police and their Supervisor; and

5. Employees are required to follow current State and Federal law regarding the use of cell phones while driving a vehicle. SHPA discourages any use of cell phones while driving.

Safety Belts:

Drivers and passengers in all vehicles used for SHPA work must always wear safety belts. Lap belts must be properly secured in vehicles equipped with automatic safety systems that require the lap portion of the belt to be manually secured. Any vehicle in which a safety belt is inoperable cannot be used until the seat belt is repaired. Employees who discover an inoperable restraint system must report it to their Supervisor. Prompt action must be taken to replace or repair safety belts.

Accidents:

In general, the following requirements apply:

1. Employees must report any and all traffic accidents to the local Police and their immediate Supervisor.
2. Employees are prohibited from signing or making any statements regarding their responsibility or fault for a traffic accident that occurs while they are driving an SHPA owned vehicle or any vehicle on SHPA time. Avoid explaining or describing the accident to anyone except public safety personnel, your immediate Supervisor, the claims adjuster, or attorney for SHPA.
3. Employees must obtain names, addresses, phone numbers, and license numbers of the other drivers involved. Employees also must collect insurance organization contact information and the address and phone number of the Police department where the accident report will be prepared.

Discipline:

Failure to follow this policy or obey Federal and State regulations may result in disciplinary action, up to and including termination of employment.

Violence in the Workplace

SHPA is committed to providing its Employees with a safe, non-violent workplace and atmosphere. Employees should not be subject to any safety threats at work from fellow Employees or from relatives, friends, or acquaintances.

The possession, sale, or use of a firearm or other weapon while on SHPA premises, while operating SHPA machinery, equipment or vehicles, while acting in the course and scope of employment at SHPA, or while engaged in SHPA work off premises are strictly prohibited.

Employees have a responsibility to help keep SHPA safe and free of violence. Employees who are aware of co-workers who are engaged in the possession, sale, or use of a firearm or other weapon while on SHPA premises, while acting in the course and scope of employment for SHPA, while operating SHPA machinery, equipment or vehicles, or while engaged in SHPA work off premises should immediately report the conduct at issue to their Supervisor.

Employees who receive threats of violence or physical or other harm from co-workers, students, vendors, relatives, friends or acquaintances, or who are aware of such threats, should also immediately report those threats to their Supervisor, even if they think the threats are only a “joke.” If you feel that reporting such threats to your Supervisor is not effective or possible, or if your Supervisor is participating in the threats, then you should report it immediately to:

Allison Peterson
HR Committee Chair
Board of Directors
apeterson@shpamn.org

Sometimes, Employees may receive threats of violence from persons who are not employed by SHPA, or may become aware of co-workers who receive similar threats of violence from persons who are not employed by SHPA. If Employees believe that these threats may result in harm to SHPA Employees or to SHPA property, they should report such threats to their Supervisor immediately.

Failure to follow this policy or obey Federal and State regulations may result in disciplinary action, up to and including termination of employment.

Pay at Termination

Employees will receive their final paycheck as soon after termination as required by law. The final paycheck will include all hours worked through the last day of actual employment. Vacation or PTO is not paid out at the time of termination.

EMPLOYEE BENEFITS

Benefits offered to SHPA employees are contingent on available funding and may be discontinued or modified should funding be eliminated or diminished. At the beginning of each academic year, SHPA will communicate the available benefits for that year to the employees. Employees must work a minimum of 30 hours to qualify for benefits.

The following is a list of benefits that SHPA makes available to eligible employees. The descriptions in this handbook are summary only. The separate plan documents explain each benefit in more detail and the language of the plans' documents controls the various plans. Benefits may be modified, added, or terminated at any time by the insurance company or benefit provider, per the terms of the plan, or by SHPA, at its discretion.

Medical Benefits

All new full-time employees are eligible to participate in the medical, dental and other insurance plans on the first day of employment. All plans, coverages, benefits, etc. are discussed during the first two weeks of professional development.

Worker's Compensation

SHPA requires that all employees report job-related accidents or injuries to a supervisor immediately. A full report must be submitted to the Principal within 24 hours of injury. Failure to report an injury, regardless of how minor, could result in difficulty with the employee's claim. All workers' compensation claims are paid directly to employees, and employees are expected to return to work immediately upon release by their doctor.

COBRA

The Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health coverage under SHPA health plan, should the employee lose his or her eligibility (e.g. upon termination). Under COBRA, the employee pays the full cost of the coverage at SHPA's group rate. Details of COBRA coverage and how to apply for it are provided by SHPA at the time eligibility is lost.

HUMAN RESOURCES

Issue Resolution

SHPA seeks to deal openly and directly with its employees, and believes that communication between employees and the administration is critical to solving problems. SHPA employees that may have an issue with another employee or their respective supervisor should follow the following steps:

- Attempt to resolve the issue themselves.
- Approach their supervisor, who will work with the employees or employee to determine a resolution.

- If the issue requires further escalation, it should then be brought to the attention of SHPA's Human Resources Manager. The Human Resources Manager will determine a solution or a course of action which may include seeking assistance from the Human Resources Committee Chair and/or SHPA's Board of Directors.

Corrective Action

SHPA's policy is to attempt to deal constructively with employee performance problems and employee errors. The corrective action process is determined by SHPA in light of the facts and circumstances of each case and within policy parameters approved and adopted by the school's Board of Directors. Depending upon the facts and circumstances, the corrective action applied may include, among other things, verbal or written warning, probation, suspension without pay, or immediate termination. Each situation is considered in light of a variety of factors including, but not limited to, the seriousness of the situation, the employee's past conduct and length of service, and the nature of the employee's previous performance or incidents involving the employee.

Process

Corrective action will be taken against an employee in response to a rule infraction or a violation of SHPA policies. Corrective action will continue until the violation or infraction is corrected or the employee is terminated. Corrective action usually begins with a verbal warning, followed by a written warning that is placed in the employee's personnel folder. If more serious corrective action is required, the employee may be put on probation or have their employment terminated.

SHPA considers some violations as grounds for immediate dismissal, including, but not limited to verbal or physical abuse of students, insubordinate behavior, and theft, destruction of SHPA property, dishonesty, drug or alcohol abuse, or acts or threats of discrimination, intimidation, or violence. The health and wellbeing of students entrusted to our care is of utmost importance.

Employees charged with infractions and subject to corrective action may appeal that corrective action. An appeal must be submitted in writing to the Board of Directors. The decision of the Board of Directors is final.

Whistleblower Hotline

If an SHPA employee is not comfortable with the issue resolution process, SHPA provides an opportunity for its employees to raise issues to the School Board with an option to remain anonymous on the Whistleblower Hotline. The number for the hotline

is 800-286-7714 and a script of the process is available to employees (See Appendix A).

SEPARATION POLICIES

Job Abandonment

Employees of SHPA that are absent for more than two (2) consecutive days without notifying a direct supervisor are considered to have voluntarily abandoned their employment with SHPA. The effective date of termination is the last day that the employee reported for work.

Termination

Termination may result from any of the following:

1. violations of any the aforementioned policies
2. layoffs, which include the elimination of an employee's job function or headcount reduction due to cost reduction or funding shortfall
3. involuntary dismissals, which may include poor performance or failure to adhere to the teaching/learning philosophy of SHPA or the demonstration of an unacceptable attitude in the workplace.

Process

SHPA requires that employees return all documents, files, computer equipment, tools, keys, and other SHPA owned property on or before the last day of work.

Exit Interviews

Employees leaving the employment of SHPA are contacted by the Office Manager or Coordinator to schedule a voluntary exit interview with the Human Resources Manager in consultation with the Human Resources Committee Chair, to provide feedback on their employment with SHPA.

EMPLOYEE ATTACHMENTS

CONSENT TO ALCOHOL AND DRUG SCREENING

I understand and acknowledge that Seven Hills Preparatory Academy may require employees to submit to drug and alcohol tests. I further acknowledge that I have seen Policy 418 Drug Free Workplace/Drug Free School. I understand that my submission to such tests is a term and condition of continued employment. I acknowledge and agree to that term and condition. I hereby expressly give my consent to Seven Hills

Preparatory Academy to require such screening at such times as Seven Hills Preparatory Academy deems appropriate in accordance with its Policy 418 Drug Free Workplace/Drug Free School and Minnesota Drug and Alcohol Testing in the Workplace Act.

Initial here to acknowledge: _____

I understand that Seven Hills Preparatory Academy may conduct alcohol and/or drug tests of its employees in compliance with applicable statutes and may discipline, up to and including termination, any employee who fails to pass such tests and/or refuses drug or alcohol counseling or rehabilitation under Seven Hills Preparatory Academy's Policy 418 Drug Free Workplace/Drug Free School.

Initial here to acknowledge: _____

I understand that if my test results are positive for the use of a controlled substance (including illegal drugs or alcohol) and I cannot provide an explanation for the positive test results, I may be subject to discharge as an employee of Seven Hills Preparatory Academy if I refuse drug or alcohol counseling or rehabilitation.

Initial here to acknowledge: _____

I further understand that Seven Hills Preparatory Academy reserves the right to deny continued employment to me if my drug test reports a diluted result.

Initial here to acknowledge: _____

I hereby authorize the testing laboratory to release the test results to Seven Hills Preparatory Academy for its use in accordance with its policies and contractual obligations and in compliance with the confidentiality requirements of all applicable statutes.

Initial here to acknowledge: _____

EMPLOYEE ACKNOWLEDGEMENT OF POLICIES AND PROCEDURES

I, _____ (print name), an employee of Seven Hills Preparatory Academy, acknowledge that I have read the Employee Handbook, that I understand its contents and I agree to abide by the policies and procedures set forth in it.

I understand that the SHPA Student and Family handbook contains policies and procedures that also apply to me in my role as an employee of the school. I acknowledge that those materials are incorporated by reference into this handbook and the employee responsibilities listed or inferred in those handbooks are binding on me.

I also understand and agree that I will not disclose student and other information defined as protected and confidential by SHPA or by State or Federal law.

Signature: _____

Date: _____