



PODER Academy Personnel Handbook

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Introduction

The following Personnel Handbook will set forth internal policies related to employees at PODER Academy, and will clearly outline steps for the amicable and timely resolution of employment disputes. The policies and procedures set forth herein may be amended at any time in relation to district policy and/or state and federal law, and are not intended to supersede the provisions of employment contracts.

All employees at PODER are expected to conduct themselves in a manner consistent with the highest standards of personal character and professionalism, recognizing that their interactions with children, parents, prospective parents, co-workers, and the community reflect on the institution as a whole.

Equal Opportunity Policy

PODER Academy will seek out the highest qualified personnel without regard to race, age, creed, national or ethnic origin, marital status, gender, gender expression, religious belief, financial status, disability, sexual preference or military status.

Discrimination against an employee or Board member with regard to any matter related to employment or Board membership will not be permitted. The school will keep records in accordance with the provisions contained in IRS Revenue Procedure 75-50, and will promote equal opportunity in the promotion of all employees in accordance with district, state and federal policy.

Hiring

PODER Academy is a Federal 501 (c)(3) non-profit corporation with independent operating authority. Employees at PODER Academy are not considered employees of the Laramie 1 School District, and shall not be deemed members of any collective bargaining unit and/or bargaining agreement between the school district and its employees.

As a pre-requisite of employment, all employees will be required to submit **fingerprints** and obtain criminal background clearances in accordance with Wyoming State law. Information provided by applicants in relation to criminal and/or employment history will be subject to verification. Falsification of such information will constitute grounds for refusal to hire, or immediate termination.

As a condition of employment, all employees are required to submit a **healthcare enrollment** form (or Waiver of Coverage), an I-9, a W2, and a retirement registration form. These forms will be made available upon hire and should be submitted to the Office Manager. Employees will be held responsible to ensure that all employment information is current and accurate. Failure to do so may result in a payroll delay.

Terms of Employment

Regular full-time employees are paid on a salary basis and do not receive overtime pay. Employees in this category will be eligible to receive benefits related to retirement and healthcare, and will be entitled to take paid or unpaid leave, subject to the terms and conditions described below.

Hourly full-time employees are those whose regular scheduled workweek includes at least 30 hours, and who are paid on an hourly basis. Employees in this category will also be eligible to receive benefits related to retirement and healthcare, but will not be entitled to take paid or unpaid leave, unless otherwise stated in the employment contract.

Part-time employees are those whose regularly scheduled workweek includes less than 30 hours. Employees in this category will not be eligible to receive benefits related to retirement and healthcare, and will not be entitled to take paid or unpaid leave, unless otherwise stated in the employment contract.

The full contract year for each employee may exceed the number of school days. Within the contract year, the school calendar and/or specific hours of operation are subject to adjustment by the Administrative team. All full-time employees will be required to work a minimum of eight hours on full days (early-release days may differ), not including lunch breaks. All full-time employees will be entitled to a minimum of thirty minutes for lunch break each day that will not be considered working hours. All hourly employees will be eligible for overtime pay if applicable.

On certain half days, some or all employees may be asked to attend professional development activities that will be scheduled during working hours. Some professional development activities may require after-hours travel and lodging. Employees will be given advanced notice of such an event so arrangements can be made.

The Administrative team retains the right to adjust any **operational terms** of employment that are not outlined in the employment agreement. Such operational terms may relate to room assignments, daily schedule, grade level assignments for teachers, field trip supervision duties, parent communication, and/or light manual labor required to move school inventory.

Overtime/Compensatory Time off

Regular fulltime employees are considered **exempt** as defined by law, and are thereby not entitled to receive overtime pay and/or compensatory time off for additional hours worked. All hourly employees are considered non-exempt as defined by law, and are eligible to receive overtime pay and/or compensatory time off for any hours worked in excess of 8 hours a day, or 40 hours a week. Employees may not work more than 8 hours in any day or more than 40 hours in any week, unless express approval has been given by the Principal.

Termination of Employment

The Administrative team reserves the right to terminate any employment position in accordance with the terms outlined in the employment contract, and pursuant to district, state and federal policy. Eligibility for unemployment benefits are outlined by The Department of Workforce Services' Unemployment Insurance Program that will pay temporary benefits to workers who have lost their job through no fault of their own. For more information on eligibility and/or claim and payments, visit <http://wyomingworkforce.org>.

Resignation

Employees may resign at any time, unless otherwise stated in the employment contract, by giving written notice to the Principal at least two weeks prior to the desired resignation date. A notice of resignation received with less than two weeks of notice will reflect negatively on professionalism, and will be noted in future letters of recommendation.

Professionalism

Personal Activities

Personal activities such as internet usage, personal email and phone calls, or usage of other technology unrelated to work should be limited to lunch breaks, unless prior approval is given by the Administrative team. PODER Academy email accounts, cell-phones, and classroom technology should be dedicated exclusively to school business. In addition to a break for lunch, the teaching staff will be given a planning period each day. This time should be spent on preparations related to the day's lesson plan and/or classroom activities, grading, peer observation, etc. Planning periods should not be used as personal time.

Punctuality

All teaching staff should arrive at school no later than 7:45am to prepare for classroom activity, and should remain at school at least 15 minutes after dismissal. All other employees should arrive at least 15 minutes before start-time. Employees who fail to meet these expectations, and who do not otherwise receive clearance from the Principal, will be given a warning that will be kept in the employee's file. Multiple warnings may lead to termination at the discretion of the Principal.

Professional Attire

Employees are expected to wear professional attire for all school functions except when specifically indicated by the Principal. All school staff will be required to wear college related attire on Thursdays, and PODER related attire on Fridays. Jeans are permitted on Thursdays and Fridays unless otherwise directed by the Principal. See Appendix A for a description of the dress code.

Adult language

Employees should refrain from conversations that are adult in nature whenever students are present. Never assume that students do not understand the nature of your conversation or are not listening, even when speaking 'in code' or in a whisper. Kids pick up on details very keenly so keep it clean! Employees should address all personal conflicts outside of school or during breaks.

Student Safety

Dismissal

Teachers will be held responsible for each student on their roster until a parent/guardian or authorized adult has arrived for pick-up. During dismissal, all students should remain with their teacher in a quiet and orderly fashion with minimal horseplay. Students should always notify their teacher before leaving, and teachers should make eye contact with the person their students leave with.

The Office Manager and/or Principal will communicate with teachers as to who is authorized for the pick-up of each student. If in doubt about who is authorized, teachers should retain the student and consult with the Administrative team. Never feel pressured to let students go with someone you are unfamiliar with.

Transitions

Various transitions will occur each day when students are entering and/or leaving a classroom for recess, lunch, specials, field trips, fire drills, or other occasions. Teachers should not leave the classroom until all students have left. Teachers are expected to be back in the classroom when students return. Late transitions will cut into other lunch breaks and planning periods, so every effort should be made by specials teachers and/or support staff at recess to get students in and out of classrooms at the scheduled time.

NEVER leave students in a classroom unattended. If need be, call another member of the school staff to assist if you need to step out for any reason. Teachers should not remain out of the classroom for more than five minutes at a time, unless otherwise cleared by the Administrative team.

Hallway behavior

All students are expected to remain silent in the hallways with their hand up and fingers crossed. This is done for safety reasons and to show respect. Any student who is talking and/or fidgeting with other students should be corrected immediately. Any student who is not in direct route to and from the classroom should be addressed. This is done to minimize the excessive horseplay that can often lead to **bullying**. A high level of structure and professionalism is an expectation that should remain consistent throughout the school day.

Bathroom breaks

Bathroom breaks are one of the most common times when bullying, vandalizing and/or other mischief occurs. Teachers need to be cognizant as to who is gone and for how long. Accordingly, teachers are expected to develop a system for tracking bathroom breaks. Students should be given ample opportunity to leave for restroom breaks within a strict scope of time. Students who abuse this privilege should be monitored more closely and reported to the Principal.

Family Contract & Code of Conduct

Students, parents, and teachers will sign a *Family Contract* prior to the start of classes that will clearly outline the expectations contained in the *Code of Conduct*. The purpose of this contract is to bring absolute clarity to the expectations and consequences of student behavior so that all parties involved can be held accountable to honor their role in the total commitment. Miscommunication should never be an excuse for a violation of these principles.

While a clear and strict *Code of Conduct* will serve to outline what NOT to do, it is equally critical that school personnel build a student culture that rewards and encourages *positive* behavior. As part of professional development, all teachers and school personnel should establish a series of creative methods to use positive reinforcement, student incentives and praise in order to reward positive behavior.

Last but not least, an intense emphasis should be placed on individual responsibility. Students will be held accountable to adhere to all expectations at PODER Academy regardless of their circumstances at school, or at home. Our goal is to develop a no-excuses work ethic in students from the earliest of years that we believe will serve them well in their academic endeavors, and in the workforce at-large.

Leave & School Closure

Holiday Leave

All holidays are designated on the school academic calendar, as well as summer, winter and spring breaks. Regular full-time employees will be eligible for paid holidays and breaks. Administrative staff vacation schedules may differ from instructional staff. Holiday and vacation schedules are subject to adjustment by the Administrative team.

Paid-time off

Regular full-time employees are entitled to a set number of paid-time off days as stipulated in each employment contract. These days can be used as sick days and/or personal days, or any combination thereof. The employee must give sufficient prior notice to the Principal.

- Absences of 2 hours or less will be given a pass regardless of the circumstances. Employees will be given a maximum of 6 passes through the course of the school year. After these passes are exhausted, any leave under 4 hours will be deemed a half-day of personal leave. Un-used passes are not reimbursed. **An exception related to pregnancy will be subject to approval by the Administrative team and verification from a medical professional may be requested.*
- Absences of 2-4 hours will be deemed a half-day of personal leave.
- Absences of more than 4 hours will be deemed a full day of leave.

Deductions from payroll will be made for all personal leave in excess of the allotted number of days based on the following calculation: (Annual salary / 12 months) / # of days in that month (including weekends). In the July paycheck, an employee will be paid for *unused* personal days as calculated by the daily rate stipulated in each employment contract.

There are three categories of paid time off...

1. Personal Leave

Regular full-time employees may take personal leave at any time with prior approval from the Principal. Requests for personal leave may not be approved without prior notice. Instructional staff must make every reasonable attempt to take personal leave when the use of such does not conflict with classroom instruction time. After 3 years of employment, each employee will be given 3 additional days of personal leave for a maximum of seven.

2. Medical Leave of Absence

Regular full-time employees who have completed at least ninety (90) working days of continuous employment will be entitled to an unpaid medical leave of absence for the following reasons:

- For birth of a son/daughter, and to bond with the newborn child;
- For placement with the employee of a child for adoption/foster care, and to bond with that child;
- To care for an immediate family member (spouse, child, or parent – but not a parent “in-law”) with a serious health condition;
- When employee is unable to work because of a serious health condition; or
- For qualifying exigencies arising out of the fact that the employee’s spouse, son, daughter, or parent is on covered active duty or call to covered active duty status as a member of the National Guard, Reserves, or Regular Armed Forces.
- The Family and Medical Leave Act also allows eligible employees to take up to 26 workweeks of unpaid, job-protected leave in a “single 12-month period” to care for a covered service-member with a serious injury or illness.

Employees may request a medical leave of absence by providing the Principal with a written notice specifying one of the above reasons. A doctor's certificate stating the nature of a disability and the expected date of return to work may be requested.

A medical leave of absence will be granted for a period of up to one month, but may be extended with the approval of the Principal on a month-to-month basis for a maximum of twelve (12) work weeks. An employee wishing to extend a medical leave of absence must submit to the Principal a written request prior to the beginning of each month, and a certificate of continued disability may be requested. PODER Academy will continue to provide health insurance coverage for any employee on an authorized medical leave.

Employees on medical leave of absence must provide PODER Academy with at least one week's written notice of intent to return to work and must provide a doctor's certificate that

the employee is fit to return to work. The school reserves the right to require a medical examination by a physician of the school's choice prior to an employee's resumption of duties. PODER Academy will make a reasonable effort to return an employee on a medical leave of absence to the same or similar job as held prior to the leave upon his/her return to work. An employee who does not return to work after a medical leave will be deemed to have resigned at the date on which the leave ended.

3. Jury Duty

Regular full-time employees who are summoned for jury duty should request that their service be delayed until a school break. If service occurs during operating hours, regular full-time employees will receive paid leave for the duration of the service. Regular *hourly* employees may be eligible for paid leave for the first five (5) days of service, subject to the discretion of the Principal. An employee who is summoned for jury duty must provide a copy of the summons to the Principal upon receipt, and must inform the Principal immediately if he/she is selected for a jury.

Weather Days and Other Closures

PODER Academy may be closed due to inclement weather or other situations from time to time. At the discretion of the Principal, employees may be required to report without additional pay for a number of days equal to the number of days lost to closure due to inclement weather or other reasons. Also, employees may be excused from reporting to school if the commute to/from is made impossible or unreasonably dangerous due to road conditions, at the discretion of the Principal.

Bereavement Leave

The school does not offer bereavement leave at this time.

Benefits

Medical Insurance

PODER Academy will offer one or more medical insurance plans to its employees. Employees must work a minimum of 60 days before insurance is to take effect. The CEO will select the overall healthcare plans. Any employee who wishes to waive any of the insurance benefits offered by PODER Academy must submit a waiver in writing to the Principal.

Workers' Compensation Insurance

Any employee who suffers an injury in the course of his or her employment must file a report with the State of Wyoming Workforce Services and the Principal immediately after any injury occurs. The employee is responsible for filing any other necessary forms, applications, and/or other information as required by applicable government policies.

Disability Insurance

PODER Academy will provide short and/or long term disability insurance in accordance with Wyoming State law. Any employee wishing to claim disability pay must file appropriate

reports and forms with the Principal. Employees are responsible for filing any other necessary forms, applications, or other information as required by applicable government policies.

Retirement

PODER Academy participates in the Wyoming Retirement System, and all employees are eligible for membership in these systems. The Academy will assume all obligations of participating employers as determined by the system, including liabilities for employer payments and recordkeeping.

Deferred Compensation

PODER Academy may, if determined by the CEO, offer a deferred compensation program to employees who are not eligible or choose not to join a district retirement program.

Unemployment Insurance

PODER Academy will contribute to the Unemployment Compensation plan administered by the State of Wyoming.

Changes to Benefits

PODER Academy reserves the right to change the benefits offered to employees. Any such changes will take place at the expiration of the employment contract, and employees will be notified of any change in benefits.

Reimbursements

Travel

Employees are eligible for reimbursement for reasonable expenses incurred while engaged in school related travel approved, in advance, by the Principal. The school will reimburse at a rate of 54.5 cents a mile for school related travel that is paid by the employee.

Personal Telephone Calls

Employees may not make personal long-distance telephone calls from any PODER Academy telephone number without the approval of the Principal. Employees are required to reimburse the school for the costs of any personal phone calls billed to the school.

Other Reimbursements

Employees will be reimbursed for expenditures made on behalf of PODER Academy provided that such expenditures have been approved *in advance* by the Principal or CEO.

School Credit Cards

An employee who is authorized to use a school credit card may not charge personal expenses of any kind on the card and must provide to the CEO or Principal a timely accounting of charges made on behalf of PODER Academy, including all necessary receipts and justification for such expenditures.

Sexual Harassment

PODER Academy strives to maintain a workplace environment that is free of harassment, discrimination, and/or retaliation in any form. Accordingly, harassment that is sexual, racial, or religious in nature or is related to anyone's gender, national origin, age, sexual orientation, disability, or any other basis protected by federal, state, or local law, is prohibited in the workplace or any other place where a school-sponsored event takes place. It is the responsibility of all employees to ensure that this policy is understood, implemented, and adhered to without exception. PODER Academy will make all reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship, health or safety concern.

PODER Academy will promptly and carefully investigate all complaints of sexual and/or other harassment. An individual filing a complaint is requested to complete a Personnel Harassment Report (**Form A**) attached to the end of this document. All complaints, both written and verbal, will be investigated regardless of completing Form A. Every reasonable effort will be made to determine the merits of each complaint while protecting the interests and wellbeing of both the accuser and the accused.

PODER Academy will act forthrightly to discipline, or dismiss as appropriate, considering the seriousness of the offense, any employee who has been found to sexually harass a student or another employee of the District, or any employee making a false or malicious complaint of sexual harassment. The prohibition against sexual harassment applies whether the harassment is between people of the same or different gender.

Unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a harassing and/or discriminatory nature will constitute harassment and/or discrimination when the person involved feels compelled to submit to that misconduct in order to keep his/her position, to receive appropriate pay, or to benefit from certain employment decisions. If this type of misconduct interferes with an employee's work or creates an intimidating, hostile, or offensive work environment, it also may be considered harassment and/or discrimination. This behavior can include but is not limited to: suggestive or insulting noises, facial expressions, vulgar language, nicknames, slurs, derogatory comments, cartoons, jokes, written materials, emails, "sexting", published materials, social networking, Facebook, or Twittering and offensive gestures or touching.

Definition

Sexual harassment is a form of sex discrimination which violates Section 703 of Title VII and Title IX of the Civil Rights Act of 1964, as amended, 42 U.S.C. Section 2000e, et seq. and the Wyoming Fair Employment Practices Act of 1965. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexual jokes, sexual graffiti, or other verbal or physical conduct of a sexual nature which:

1. is made an employment condition so that submission to such conduct is a term or condition of employment;
2. is an employment consequence, so that submission to or rejection of such conduct is used as a basis for employment decisions affecting an individual employee;
3. is an offensive job interference, so that such conduct has the purpose or effect of reasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive work environment;
4. is made a condition such that a student believes that submission to such conduct is required to participate in a school program or activity;
5. causes a student to believe that an employee will make an educational decision about the student based on whether the student submits to the unwelcome sexual conduct;
6. is so severe, persistent, pervasive, or deliberate as to create an intimidating, persistent, hostile, or offensive educational environment.

Sexual harassment may include, but is not limited to: verbal harassment, including epithets, derogatory comments or slurs, sexual jokes, sexual graffiti, physical harassment, physical interference with movement or work, or visual harassment such as derogatory cartoons, drawings, or posters.

PODER Academy expects that everyone will act responsibly to establish a pleasant and friendly work environment. However, if an employee feels he/she has been subjected to any form of harassment and/or discrimination, the employee should report that conduct to a member of the Administrative team within three calendar days of the offense. Employees are not required to approach the person who is harassing and/or discriminating against them, and they may bypass any offending member of the Administrative team. The person the harassment or discrimination is reported to will take the necessary steps to initiate an investigation of the discrimination and/or harassment claim.

PODER Academy will conduct its investigation in a confidential manner as is possible. Interviews, allegations, statements, and identities will be kept confidential to the extent possible and allowed by law. However, PODER Academy will not allow the goal of confidentiality to be a deterrent to an effective investigation. A timely resolution of each complaint will be reached and communicated to the employee. Appropriate corrective action, up to and including termination, will be taken promptly against any employee found to be engaging in discrimination and/or harassment. The corrective action issued will be proportional to the severity of the conduct. The alleged harasser's employment history and any similar complaints of prior unlawful discrimination and/or harassment will be taken into consideration.

PODER Academy prohibits retaliation of any kind against employees, who, in good faith, report harassment and/or discrimination or assist in investigating such complaints. If an employee feels he/she has been subjected to any form of retaliation, the employee should report that conduct to a member of the Administrative team within three calendar days of the offense. Employees are not required to approach the person who is retaliating against them, and they may bypass any offending member of the Administrative team.

OUTSIDE CONTRACTORS

PODER Academy will take similar measures through the actual employer of contractors whose employees have been reported for sexual harassment. If the contractor is not responsive in investigating and resolving the matter, PODER will prohibit the offending employee(s) from any involvement with the school, or may choose to terminate the contract.

Defining Harassment

Verbal, physical, or visual conduct of a sexual nature constitutes harassment when:

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

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and/or other repeated offensive or unwelcome sexual flirtations and advances, verbal comments, jokes, or innuendo of a sexual nature, words or gestures of a sexual nature used to describe a person or depict a situation, or the display of sexually suggestive objects or pictures.

Investigation and Remediation

If an employee believes that he/she has experienced sexual harassment, or believes that he/she has witnessed sexual harassment, the employee must immediately notify a member of the Administrative team. All reports of sexual harassment will be promptly investigated by Principal, or a designee who is not involved in the alleged harassment, and will be kept confidential to the greatest extent possible.

If an investigation confirms that harassment has occurred, the Principal, in consultation with the Board of Directors, will take appropriate corrective action which may include, but not be limited to, an official memorandum in an employee's personnel file, salary or responsibility adjustment, or termination.

No employee will be subject to employment-based retaliation, intimidation, or discipline as a result of making a complaint of sexual harassment. Disciplinary action up to, and including

termination, may be taken against any employee who knowingly makes a false, meritless, or malicious claim of harassment.

Employee Evaluations

Employee Evaluations

Employees will be observed both formally and informally, announced and unannounced, on an ongoing basis by the Principal. Formal evaluations shall be conducted annually on a date established by the Principal. These evaluations will be maintained in the personnel file for each employee. Employees will be permitted to submit responses and self-evaluations to their personnel file if they choose to do so.

Grievance Procedure

Grievance Procedure

Any employee wishing to make a formal complaint about a procedure, action, or directive of another employee or supervisor should notify the Principal in writing, as soon as possible after the event giving rise to the complaint, and not more than five days after the issue first arose. The Principal will be the investigator and final arbiter of all such grievances and respond in writing in a timely manner. In the event that the complaint involves a procedure, action, or directive of the Principal, an employee may file a written complaint with the CEO or COO. In such instances, the CEO or COO will be the investigator and final arbiter of the complaint. A request for an appeal of the CEO or COO's decision must be made in writing to the Board of Directors within 5 days of receiving the written decision. All personnel matters by the Board may be conducted in a closed executive session as set forth in the Open Meetings Act.

Salary Increases

Salary increases for teachers, support staff, and office staff will be determined by the Administrative team. Salary increases for Administrative team members will be determined by the CEO. Salary increases for the CEO will be determined by the PODER Board of Directors. Salary increases are based on numerous budget and performance-based factors that include standardized test scores, employee evaluations, professionalism, personal attitude, stakeholder surveys, and overall teamwork. An end-of-the-year *bonus* may also be awarded to teachers based on performance and standardized test scores as outlined in each employment contract.

All salaries for teachers and support staff will have a cap of \$90,000, subject to adjustment by the Administrative team for inflation and/or other extenuating circumstances.

Miscellaneous

Confidentiality

Employees are required to maintain the confidentiality of personnel and student records at all times in accordance with the Family and Educational Rights and Privacy Act and/or other relevant state and federal policy. All requests for personnel and/or student records should be directed to the Administrative team, even if it's a parent requesting records on behalf of their own child. (i.e. exit tickets, assessments, medical records, etc...) We also strongly discourage employees from sharing personal financial information related to salary, hourly rate, salary increases, reprimands, employment contract details, and/or medical information.

Personnel Inquiries

Teachers and supporting staff are not authorized to respond either verbally or in writing to personnel inquiries about any employee. All inquiries should be directed to the Administrative team, who will handle such requests in accordance with state and federal law.

Parent communication

Teachers and/or support staff are not authorized to excuse student absences or tardiness, and should limit their communication with parents to academic and/or disciplinary issues regarding students of that parent only. Parents are not permitted to advocate on behalf of other students who are not their children.

Return of Materials

An employee who is terminated or who resigns must return all curricular material, student work, office keys, identification, security cards and codes, and office materials and supplies in such employee's possession to the Principal. No information or copies of information, including but in no way limited to files, memos, computer-stored items, rosters, or other similar information, may be taken by such employee without the express permission of the CEO.

Legal Custody

In some cases, one or both parents of a student may *not* have legal custody. Teachers will be apprised as to who is permitted to pick up each student and who is not. All custody issues should be directed to the Administrative team. Teachers should make every effort to get to know parents/guardians as soon as possible for identification purposes. **Any individual that does not have legal custody of a child on record in the office, is not permitted to leave with a student.**

Ban on Acceptance Of Gifts

School employees are not permitted to accept gifts of any kind of a value exceeding fifty dollars (\$50.00) -- including but not limited to money, goods, food, entertainment, or services -- directly or indirectly from: (a) individuals, schools, or companies serving as vendors or potential vendors for this school; (b) elected officials or their representatives; (c) candidates for public office or their representatives; or (d) political party officials or their representatives, unless authorized by the Principal. Exceptions will only be made in the case of a gift intended for and used by PODER Academy. Offers of gifts in excess of \$50.00, even

when refused, must be communicated immediately by the employee receiving such an offer to the Administrative team.

Change in Personnel Information

Employees must notify the Principal and/or Office Manager immediately of any change in name, family status, address, telephone number, or other relevant personnel information.

Examination of Personnel Files

An employee may examine his/her personnel file at any time, but only with approval from the Administrative team. An employee may take written notes about the contents of the file, and may add comments for inclusion in the file at any time. No personnel file is to be removed from the office.

Intellectual Property

Copyrights, patents or other intellectual property created by any employee in the course of his/her employment, and any royalties or similar payments deriving therefrom, are the property of PODER Academy.

Appendix A: PODER Academy Dress Code

A professional appearance is an important part of the school environment, and is necessary if we look to project ourselves to the community in a positive way. The following overview will set forth general guidelines for appropriate dress. However, the guidelines are not all-inclusive and employees will be held responsible for exercising their own good judgment when it comes to professionalism.

Clothing that is too revealing (i.e. your back, your chest, your feet, your stomach or your under garments) is generally not appropriate for school. Employees should make every effort to avoid torn, dirty, frayed, and wrinkled items of clothing, and any clothing that has words, terms or pictures is generally discouraged.

Monday through Wednesday requires business casual dress. Business casual is a term used to describe a type of dress that is a little more casual than traditional business wear. Many employers adopt this dress code in an effort to allow employees to feel more comfortable while maintaining a professional appearance.

Guidelines for business casual dress

- *Hats* – Hats and ball caps are inappropriate. Head covers required for religious and/or cultural purposes may be exempt, subject to approval from the Principal.
- *Ties* – Ties for men are required Monday through Wednesday.
- *Footwear* – Dress heels or hard-sole shoes, deck-type shoes, loafers, flats, dress boots and walking shoes are appropriate. Flip-flops, slippers, hiking boots, sneakers and overly flashy athletic shoes are not appropriate. Shoes should be clean and polished (not scuffed). *Please remember that schools are more active than the typical office environment. Dress heels may become problematic and uncomfortable over the span of a day on your feet.
- *Slacks, pants and suit pants* – Generally slacks that are wool, flannel, corduroy, linen, cotton (similar to Dockers or khakis) or nice-looking capris (for women) are acceptable. Inappropriate: jeans, sweatpants, leather pants, cargo pants, short shorts, leggings, biking shorts, exercise pants and overalls.
- *Skirts, dresses and skirted suits* – Casual dresses and skirts of a length that let you sit comfortably in public are fine (usually skirts should fall to the knee). Short, tight skirts, miniskirts, beach or sun dresses and spaghetti-strap dresses are inappropriate for school.
- *Shirts, tops, jackets and blouses* – Casual button-down oxford shirts, dress shirts, and sweaters are acceptable. Basic white and chambray are good colors. For women, sweater sets are also fine. Inappropriate tops: tank tops, midriff tops, halter tops or shirts with offensive graphics (logos, pictures, slogans) or sweatshirts.
- *Accessories (jewelry, makeup, perfume or cologne, scarves, belts)* – Generally accessories should be conservative and in good taste. Wear perfume and cologne sparingly since some people are allergic.
- *Tattoos and/or piercings* – Tattoos and piercings that are visible are highly discouraged.

Thursdays and Fridays have been declared dress down days. On these days, jeans and tennis shoes are permitted. Employees are required to wear a college related jersey. On Fridays, employees are required to wear PODER tops (shirts or sweaters). Chess or tennis apparel will be approved on select days as determined by the Principal.

No dress code can cover all contingencies. Please ask the Principal if you are uncertain about what is acceptable. If clothing fails to meet these standards as determined by the Principal, the employee will be asked not to wear the inappropriate item to work again. If the problem persists, the employee may be sent home to change clothes and will receive a verbal warning for the first offense. All other policies about personal time use will apply. Progressive disciplinary action will be applied if dress code violations continue.

Form A

Personnel Harassment Report Form

PODER Academy maintains a firm policy prohibiting all forms of discrimination based on race, sex, sexual orientation, religion, national origin, physical disability, and age. If you believe you have been a victim of discrimination and/or harassment, please email the following information in confidence to a member of the Administrative team. If a member of the Administrative team is involved in the complaint, or has been unresponsive to your concerns, please email the following information to a member of the PODER Board of Directors.

Complainant:

Email (if not a PODER employee):

Date of Alleged Incident(s):

Name of person you believe harassed you:

List Any Witnesses that were present:

Where did the incident(s) occur?

Describe the incident as clearly as possible: Including what force, if any, was used; any verbal statements (threats, requests, demands, etc.); what, if any, physical contact was involved, what you did to avoid the situation, etc.