



Employee Handbook 2020-2021

**17811 Arnold Drive
Sonoma, CA 95476
(707) 996-3849**

www.woodlandstarschool.org

ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE HANDBOOK

PLEASE READ THE EMPLOYEE HANDBOOK AND SUBMIT A SIGNED COPY OF THIS STATEMENT TO THE ADMINISTRATOR.

EMPLOYEE NAME: _____

I ACKNOWLEDGE that I have received a copy of the Employee Handbook. I have read and understood the contents of the Handbook, and I agree to abide by its directions and procedures. I have been given the opportunity to ask any questions I might have about the policies in the Handbook. I understand that it is my responsibility to read and familiarize myself with the policies and procedures contained in the Handbook. I also understand that if I am ever unclear on any language, or policies and procedures in this Handbook, it is my responsibility to seek clarification from the School.

I understand that the statements contained in the Handbook are guidelines for employees concerning some of the School's policies and benefits, and are not intended to create any contractual or other legal obligations or to alter the at-will nature of my employment with the School. In the event I do have an employment contract which expressly alters the at-will relationship, I agree to the foregoing except with reference to an at-will employment status.

I understand that except for employment at-will status, any and all policies or practices can be changed at any time by the School.

I understand that other than the Board of the School, no person has authority to enter into any agreement, express or implied, for employment for any specific period of time, or to make any agreement for employment other than at-will; only the Board has the authority to make any such agreement and then only in writing signed by the Board President.

Employee's Signature: _____ Date: _____

Please sign/date, tear out, and return to the School, and retain this Handbook for your reference.

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AMENDMENT TO EMPLOYEE HANDBOOK

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INTRODUCTION TO HANDBOOK

This Handbook is designed to help employees get acquainted with Woodland Star Charter School Charter School (hereinafter referred to as “WSCS” or the “School”). It explains some of our philosophies and beliefs, and describes some of our employment guidelines in general terms. Although this Handbook is not intended to be an exclusive or comprehensive policies and procedures manual, we hope that it will serve as a useful reference document for employees throughout their employment at the School. Employees should understand, however, that this Handbook is not intended to be a contract (express or implied), nor is it intended to otherwise create any legally enforceable obligations on the part of the School or its employees. In no way does the Handbook replace any official plan documents (e.g., health insurance, retirement plan, etc.) or insurance contracts, which will govern in all cases. This Handbook supersedes and replaces all previous personnel policies, practices, and guidelines.

Due to the fact that the School is a growing and changing organization, it reserves full discretion to add to, modify, or delete provisions of this Handbook, or the policies and procedures on which they may be based, at any time without advance notice. WSCS also reserves the right to interpret any of the provisions set forth in this Handbook in any manner it deems appropriate.

No individual other than the Board of Directors has the authority to enter into any employment or other agreement that modifies School policy. Any such modification *must* be in writing.

This Handbook is the property of the School, and it is intended for personal use and reference by employees of the School. Circulation of this Handbook outside of the School requires the prior written approval of the Administrator.

Employees must sign the acknowledgment form at the beginning of this Handbook, tear it out, and return it to the Administrator. This will provide the School with a record that each employee has received this Handbook.

It should be understood that employees may bring any and all questions concerning any material in this book to the Administrator, as well as suggestions for improvement on any aspect of the school. WSCS is constantly trying to improve its policies and procedures. By working together, the School hopes that all employees will share a sincere pride in the School and the educational and supportive services that WSCS is here to provide.

Welcome to Woodland Star Charter School

Working at WSCS encompasses a broad range of personal duties, but also represents a responsibility to hold the whole school. For the healthy development of the School, it requires an earnest awareness on the part of all employees that by joining the staff, one has chosen to nurture the School, to the extent of our individual capacities. All employees must pitch in and share responsibilities, serving the whole organization. The task is to bring our common ideals into the practical details and responsibilities of everyday life at the school.

In his book *Discussions with Teachers*, Dr. Rudolf Steiner gave four (4) principles, paraphrased below, for teachers to carry in their hearts:

- Teachers must be people of initiative in everything they do, great or small. At every moment, we must stand in full consciousness of what we are doing in school and how we stand in front of the children.
- Teachers should be interested in the world and in humanity. We should be able to enter into all the concerns, great or small, of every individual child in our care.
- Teachers must never make a compromise within their hearts with what is true.
- Teachers must never get stale or grow sour. We must cherish a spirit that is fresh and healthy, constantly studying, reflecting, and striving.

CONDITIONS OF EMPLOYMENT

Equal Employment Opportunity Is Our Policy

WSCS is an equal opportunity employer. It is the policy of the School to afford equal employment and advancement opportunity to all qualified individuals without regard to:

- Race (including traits historically associated with race, such as hair texture and hairstyle, including but not limited to braids, locks, and twists);
- Color;
- Gender (including gender identity, gender expression, and transgender identity, whether or not the employee is transitioning or has transitioned);
- Sex (including pregnancy, childbirth, breastfeeding, and medical conditions related to such);
- Religious creed (including religious dress and grooming practices);
- Marital/registered domestic partner status;
- Age (forty (40) and over);
- National origin or ancestry (including native language spoken and possession of a driver's license issued to persons unable to prove their presence in the U.S. is authorized by federal law);
- Physical or mental disability (including HIV and AIDS);
- Medical condition (including cancer and genetic characteristics);
- Taking of a leave of absence pursuant to the Family Medical Leave Act ("FMLA"), Pregnancy Disability Leave ("PDL") law, Americans with Disabilities Act ("ADA"), California Family Rights Act ("CFRA"), the Fair Employment and Housing Act ("FEHA"), or laws related to domestic violence, sexual assault and stalking;
- Genetic information;
- Sexual orientation;
- Military and veteran status; or
- Any other consideration made unlawful by federal, state, or local laws.

This policy extends to all job applicants and employees and to all aspects of the employment relationship, including the hiring of new employees and the training, transfer, promotion, discipline, termination, compensation and benefits of existing employees.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the School will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.

Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact a School representative with day-to-day personnel responsibilities and request such an accommodation. The individual with the disability should specify what accommodation he or she needs to perform the job, or if unknown, what job duties the disability impairs. WSCS will then conduct an investigation to identify the barriers that interfere with the equal opportunity of the applicant or employee to perform the job. WSCS will identify possible accommodations, if any, that will help eliminate the limitation. If the

accommodation is reasonable and will not impose an undue hardship, the School will make the accommodation.

Employment At-Will

Except if stated expressly otherwise by employment contract, it is the policy of the School that all employees are considered “at-will” employees of the School. Accordingly, either the School or the employee can terminate this relationship at any time, for any reason, with or without cause, and with or without advance notice.

Nothing contained in this Handbook, employment applications, School memoranda or other materials provided to employees in connection with their employment shall require the School to have “cause” to terminate an employee or otherwise restrict the School’s right to release an employee from their at-will employment with the School. Statements of specific grounds for termination set forth in this Handbook or elsewhere are not all-inclusive and are not intended to restrict the School’s right to terminate at-will. No School representative, other than the Board of Directors or its designee, is authorized to modify this policy for any employee or to make any representations to employees or applicants concerning the terms or conditions of employment with the School that are not consistent with the School’s policy regarding “at-will” employment.

This policy shall not be modified by any statements contained in this Handbook or employee applications, School memoranda, or any other materials provided to employees in connection with their employment. Further, none of those documents whether singly or combined, or any employment practices, shall create an express or implied contract of employment for a definite period, nor an express or implied contract concerning any terms or conditions of employment.

Child Abuse and Neglect Reporting

California Penal Code section 11166 requires any child care custodian who has knowledge of, or observes, a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse to report the known or suspected instance of child abuse to a child protective agency immediately, or as soon as practically possible, by telephone and to prepare and send a written report thereof within thirty-six (36) hours of receiving the information concerning the incident.

WSCS will provide annual training on the mandated reporting requirements, using the online training module provided by the State Department of Social Services, to employees who are mandated reporters. Mandated reporter training will also be provided to employees hired during the course of the school year. This training will include information that failure to report an incident of known or reasonably suspected child abuse or neglect, as required by Penal Code section 11166, is a misdemeanor punishable by up to six (6) months confinement in a county jail, or by a fine of one-thousand dollars (\$1,000), or by both that imprisonment and fine.

All employees required to receive mandated reporter training must provide proof of completing the training within the first six (6) weeks of each school year or within the first six (6) weeks of that employee’s employment.

By acknowledging receipt of this Handbook, employees acknowledge they are child care custodians and are certifying that they have knowledge of California Penal Code section 11166 and will comply with its provisions.

Criminal Background Checks

As required by law, all individuals working or volunteering at the School will be required to submit to a criminal background investigation. No condition or activity will be permitted that may compromise the School's commitment to the safety and the well-being of students taking precedence over all other considerations. Conditions that preclude working at the School include conviction of a controlled substance or sex offense, or a serious or violent felony. Additionally, should an employee, during his/her employment with the School, be charged or convicted of any offense, the employee must immediately report the charge or conviction to the Administrator.

Tuberculosis Testing

All employees of the School must submit written proof from a physician of a risk assessment examination for tuberculosis (TB) within the last sixty (60) days. If TB risk factors are identified, a physician must conduct an examination to determine whether the employee is free of infectious TB. The examination for TB consists of an approved TB test, which, if positive, will be followed by an x-ray of the lungs, or in the absence of skin testing, an x-ray of the lungs. All employees will be required to undergo TB risk assessments and, if risk factors are found, the examination at least once every four (4) years. Volunteers may be required to undergo a TB examination as necessary. The TB risk assessment and, if indicated, the examination is a condition of initial employment with the School and the cost of the exam will be borne by the applicant.

Food handlers may be required to have annual TB exams. Documentation of employee and volunteer compliance with TB risk assessments and examinations will be kept on file in the office. This requirement also includes contract food handlers, substitute teachers, and student teachers serving under the supervision of an educator. Any entity providing student services to the School will be contractually required to ensure that all contract workers have had TB testing that shows them to be free of active TB prior to conducting work with School students.

Immigration Compliance

WSCS will comply with applicable immigration law, including the Immigration Reform and Control Act of 1986 and the Immigration Act of 1990. As a condition of employment, every individual must provide satisfactory evidence of his or her identity and legal authority to work in the United States. However, WSCS will not check the employment authorization status of current employees or applicants who were not offered positions with the School unless required to do so by law.

The School shall not discharge an employee or in any manner discriminate, retaliate, or take any adverse action (*e.g.*, threatening to report the suspected citizenship or immigration status of an employee or a member of the employee's family) against any employee or applicant for employment because the employee or applicant exercised a right protected under applicable law. Further, the School shall not discriminate against any individual because he or she holds or

presents a driver's license issued per Vehicle Code § 12801.9 to persons who have not established their federally-authorized presence in the United States. Finally, in compliance with the Immigrant Worker Protection Act, the School shall not allow a federal immigration enforcement agent to enter any nonpublic areas of the School without a judicial warrant, or voluntarily give consent to an agent to access, review or obtain employee records without a subpoena or judicial warrant.

Professional Boundaries: Staff/Student Interaction Policy

WSCS recognizes its responsibility to make and enforce all rules and regulations governing student and employee behavior to bring about the safest and most learning-conducive environment possible.

Corporal Punishment

Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of, or willfully causing the infliction of, physical pain on a student.

For purposes of this policy, corporal punishment does not include an employee's use of force that is reasonable and necessary to protect the employee, students, staff or other persons or to prevent damage to property.

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

A. Examples of PERMITTED actions (NOT corporal punishment)

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

B. Examples of PROHIBITED actions (corporal punishment)

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

Acceptable and Unacceptable Staff/Student Behavior

This policy is intended to guide all School faculty and staff in conducting themselves in a way that reflects the high standards of behavior and professionalism required of school employees and to specify the boundaries between students and staff.

Although this policy gives specific, clear direction, it is each staff member's obligation to avoid situations that could prompt suspicion by parents, students, colleagues, or school leaders. One viable standard that can be quickly applied, when you are unsure if certain conduct is acceptable, is to ask yourself, "Would I be engaged in this conduct if my family or colleagues were standing next to me?"

For the purposes of this policy, the term "boundaries" is defined as acceptable professional behavior by staff members while interacting with a student. Trespassing the boundaries of a student/teacher relationship is deemed an abuse of power and a betrayal of public trust.

Some activities may seem innocent from a staff member's perspective, but can be perceived as flirtation or sexual insinuation from a student or parent point of view. The objective of the following lists of acceptable and unacceptable behaviors is not to restrain innocent, positive relationships between staff and students, but to prevent relationships that could lead to, or may be perceived as, sexual misconduct.

Staff must understand their own responsibility for ensuring that they do not cross the boundaries as written in this policy. Disagreeing with the wording or intent of the established boundaries will be considered irrelevant for disciplinary purposes. Thus, it is crucial that all employees learn this policy thoroughly and apply the lists of acceptable and unacceptable behaviors to their daily activities. Although sincere, competent interaction with students certainly fosters learning, student/staff interactions must have boundaries surrounding potential activities, locations and intentions.

Duty to Report Suspected Misconduct

When any employee reasonably suspects or believes that another staff member may have crossed the boundaries specified in this policy, he or she must immediately report the matter to a school administrator. All reports shall be as confidential as possible under the circumstances. It is the duty of the administrator to investigate and thoroughly report the situation. Employees must also report to the administration any awareness or concern of student behavior that crosses boundaries or where a student appears to be at risk for sexual abuse.

Examples of Specific Behaviors

The following examples are not an exhaustive list:

Unacceptable Staff/Student Behaviors (Violations of this Policy)

- (a) Giving gifts to an individual student that are of a personal and intimate nature.
- (b) Kissing of any kind.
- (c) Any type of unnecessary physical contact with a student in a private situation.
- (d) Intentionally being alone with a student away from the school.

- (e) Making or participating in sexually inappropriate comments.
- (f) Sexual jokes.
- (g) Seeking emotional involvement with a student for your benefit.
- (h) Listening to or telling stories that are sexually oriented.
- (i) Discussing inappropriate personal troubles or intimate issues with a student in an attempt to gain their support and understanding.
- (j) Becoming involved with a student so that a reasonable person may suspect inappropriate behavior.

Unacceptable Staff/Student Behaviors without Parent and Supervisor Permission

(These behaviors should only be exercised when a staff member has parent and supervisor permission.)

- (a) Giving students a ride to/from school or school activities.
- (b) Being alone in a room with a student at school with the door closed.
- (c) Allowing students in your home.

Cautionary Staff/Student Behaviors

(These behaviors should only be exercised when a reasonable and prudent person, acting as an educator, is prevented from using a better practice or behavior. Staff members should inform their supervisor of the circumstance and occurrence prior to or immediately after the occurrence)

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

Acceptable and Recommended Staff/Student Behaviors

- (a) Getting parents' written consent for any after-school activity.
- (b) Obtaining formal approval to take students off school property for activities such as field trips or competitions.
- (c) Emails, text, phone and instant messages to students must be very professional and pertaining to school activities or classes (Communication should be limited to school technology).
- (d) Keeping the door open when alone with a student.
- (e) Keeping reasonable space between you and your students.
- (f) Stopping and correcting students if they cross your own personal boundaries.
- (g) Keeping parents informed when a significant issue develops about a student.
- (h) Keeping after-class discussions with a student professional and brief.
- (i) Asking for advice from fellow staff or administrators if you find yourself in a difficult situation related to boundaries.
- (j) Involving your supervisor if conflict arises with the student.
- (k) Informing the Administrator about situations that have the potential to become more severe.

- (l) Making detailed notes about an incident that could evolve into a more serious situation later.
- (m) Recognizing the responsibility to stop unacceptable behavior of students or coworkers.
- (n) Asking another staff member to be present if you will be alone with any type of special needs student.
- (o) Asking another staff member to be present when you must be alone with a student after regular school hours.
- (p) Giving students praise and recognition without touching them.
- (q) Pats on the back, high fives and handshakes are acceptable.
- (r) Keeping your professional conduct a high priority.
- (s) Asking yourself if your actions are worth your job and career.

Policy Prohibiting Unlawful Harassment, Discrimination, and Retaliation

WSCS is committed to providing a work and educational atmosphere that is free of unlawful harassment, discrimination, and retaliation. WSCS's policy prohibits unlawful harassment, discrimination, and retaliation based upon: race (including traits historically associated with race, such as hair texture and hairstyle, including but not limited to braids, locks, and twists); color; gender (including gender identity, gender expression, and transgender identity, whether or not the employee is transitioning or has transitioned); sex (including pregnancy, childbirth, breastfeeding, and related medical conditions); religious creed (including religious dress and grooming practices); marital/registered domestic partner status; age (forty (40) and over); national origin or ancestry (including native language spoken and possession of a driver's license issued to persons unable to prove their presence in the U.S. is authorized by federal law); physical or mental disability (including HIV and AIDS); medical condition (including cancer and genetic characteristics); taking a leave of absence authorized by law; genetic information; sexual orientation; military and veteran status; or any other consideration made unlawful by federal, state, or local laws.

Employees, volunteers, unpaid interns, individuals in apprenticeship programs, and independent contractors shall not be harassed, or discriminated or retaliated against, based upon the characteristics noted above.

WSCS does not condone and will not tolerate unlawful harassment, discrimination, or retaliation on the part of any employee (including supervisors and managers) or third party (including independent contractors or other person with which the School does business). Supervisors and managers are to report any complaints of unlawful harassment to the Administrator or designee.

When WSCS receives allegations of unlawful harassment, discrimination, or retaliation, the Board (if a complaint is about the Administrator) or the Administrator or designee will conduct a fair, timely and thorough investigation that provides all parties an appropriate process and reaches reasonable conclusions based on the evidence collected. The investigation will be handled in as confidential a manner as possible, although complete confidentiality cannot be guaranteed. Complainants and witnesses shall not be subject to retaliation for making complaints in good faith or participating in an investigation. WSCS is committed to remediating any instances where investigation findings demonstrate unlawful harassment, discrimination, or retaliation has occurred.

Prohibited Unlawful Harassment

- Verbal conduct such as epithets, derogatory jokes or comments or slurs;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement, or interfering with work because of sex, race or any other protected basis;
- Retaliation for reporting or threatening to report harassment; or
- Disparate treatment based on any of the protected classes above.

Prohibited Unlawful Sexual Harassment

WSCS is committed to providing a workplace free of sexual harassment and considers such harassment to be a major offense, which may result in disciplinary action, up to, and including dismissal, of the offending employee.

Sexual harassment consists of sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature, regardless of whether or not the conduct is motivated by sexual desire, when: (1) submission to the conduct is either made explicitly or implicitly a term or condition of an individual's employment; (2) an employment decision is based upon an individual's acceptance or rejection of that conduct; and/or (3) that conduct interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment.

It is also unlawful to retaliate in any way against an employee who has articulated a good faith concern about sexual harassment against him or her or against another individual.

All supervisors of staff will receive two (2) hours of sexual harassment prevention training within six (6) months of hire or their assumption of a supervisory position and every two (2) years thereafter. All other employees will receive one (1) hour of sexual harassment prevention training within (6) months of hire and every two (2) years thereafter. Such training will address all legally required topics, including information about the negative effects that abusive conduct has on both the victim of the conduct and others in the workplace, as well as methods to prevent abusive conduct undertaken with malice a reasonable person would find hostile, offensive, and unrelated to an employer's legitimate business interests. Abusive conduct includes but is not limited to repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, and epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the gratuitous sabotage or undermining of a person's work performance. Supervisors shall also be trained on how to appropriately respond when the supervisor becomes aware that an employee is the target of unlawful harassment. Other staff will receive sexual harassment prevention training as required by law.

Each employee has the responsibility to maintain a workplace free from any form of sexual harassment. Consequently, should any individual, in particular those with supervisory responsibilities, become aware of any conduct that may constitute sexual harassment or other prohibited behavior, immediate action should be taken to address such conduct. Any employee who believes they have been sexually harassed or has witnessed sexual harassment is encouraged to immediately report such harassment to the Administrator. See **Appendix A** for the "Harassment/Discrimination/Retaliation Complaint Form." See **Appendix B** for the general

“Internal Complaint Form.”

Sexual harassment may include, but is not limited to:

- Physical assaults of a sexual nature, such as:
 - Rape, sexual battery, molestation or attempts to commit these assaults and
 - Intentional physical conduct that is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another’s body, or poking another’s body.
- Unwanted sexual advances, propositions or other sexual comments, such as:
 - Sexually oriented gestures, notices, remarks, jokes, or comments about a person’s sexuality or sexual experience.
 - Preferential treatment or promises of preferential treatment to an employee for submitting to sexual conduct, including soliciting or attempting to solicit any employee to engage in sexual activity for compensation or reward or disparate treatment for rejecting sexual conduct.
 - Subjecting or threats of subjecting an employee to unwelcome sexual attention or conduct or intentionally making performance of the employee’s job more difficult because of the employee’s sex.
- Sexual or discriminatory displays or publications anywhere at the workplace by employees, such as:
 - Displaying pictures, cartoons, posters, calendars, graffiti, objections, promotional materials, reading materials, or other materials that are sexually suggestive, sexually demeaning or pornographic or bringing to work or possessing any such material to read, display or view at work;
 - Reading publicly or otherwise publicizing in the work environment materials that are in any way sexually revealing, sexually suggestive, sexually demeaning or pornographic; and
 - Displaying signs or other materials purporting to segregate an employee by sex in an area of the workplace (other than restrooms or similar rooms).

The illustrations of harassment and sexual harassment above are not to be construed as an all-inclusive list of prohibited acts under this policy. Moreover, please note that while in most situations a personal relationship is a private matter, these relationships are not appropriate in a professional setting, particularly where one of the parties has management or supervisory responsibilities. As such, consensual relationships in the workplace may violate WSCS policy.

Whistleblower Policy

WSCS requires its directors, officers, employees, and volunteers to observe high standards of ethics in the conduct of their duties and responsibilities within the School. As representatives of the School, such individuals must practice honesty and integrity in fulfilling all responsibilities and must comply with all applicable laws and regulations. The purpose of this policy is to create an ethical and open work environment, to ensure that the School has a governance and accountability structure that supports its mission, and to encourage and enable directors, officers, employees, and volunteers of the School to raise serious concerns about the occurrence of illegal or unethical actions within the School before turning to outside parties for resolution.

All directors, officers, employees, and volunteers of the School have a responsibility to report any action or suspected action taken within the School that is illegal, unethical or violates any adopted policy of the School, or local rule or regulation. Anyone reporting a violation must act in good faith, without malice to the School or any individual at the School and have reasonable grounds for believing that the information shared in the report indicates that a violation has occurred. A person who makes a report does not have to prove that a violation has occurred. However, any report which the reporter has made maliciously or any report which the reporter has good reason to believe is false will be viewed as a serious disciplinary offense. No one who in good faith reports a violation, or who, in good faith, cooperates in the investigation of a violation shall suffer harassment, retaliation, or adverse employment action. Further, no one who in good faith discloses, who may disclose, or who the School believes disclosed or may disclose, information regarding alleged violations to a person with authority over the employee or another employee who had responsibility for investigating, discovering or correcting the purported violation shall suffer harassment, retaliation, or adverse employment action.

First Aid/CPR Training

If an employee's position is one that works directly with students (as determined by the Administrator), the employee must be certified in basic first aid and cardiopulmonary resuscitation ("CPR"). When hired, employees will be required to provide evidence within sixty (60) days of the first day of work to show that they have been certified or that they have been certified within the previous two (2) years. Employees must become re-certified at least every two (2) years during their employment at the School.

First aid/CPR Training shall consist of a completed course, and resulting certification, which is based on standards that are at least equivalent to the standards currently used by the American Red Cross or the American Heart Association.

The School will be responsible for the cost of obtaining the first aid/CPR training if it is a required part of an employee's job.

Blood-Borne Pathogen Training

All employees are required to receive blood-borne pathogen training. The training can be accessed on-line and employees are required to sign an affidavit that they have completed the training.

Drug and Alcohol Free Workplace

WSCS is committed to providing a drug and alcohol free workplace and to promoting safety in the workplace, employee health and well-being, stakeholder confidence and a work environment that is conducive to attaining high work standards. The use of drugs and alcohol by employees, whether on or off the job, jeopardizes these goals, since it adversely affects health and safety, security, productivity, and public confidence and trust. Drug or alcohol use in the workplace or during the performance of job duties is extremely harmful to employees and to other WSCS stakeholders.

The bringing to the workplace, possession or use of intoxicating beverages or drugs on any School premises or during the performance of work duties is prohibited and will result in disciplinary action up to and including termination.

Confidential Information

All information relating to students, personal information, schools attended, addresses, contact numbers and progress information is confidential in nature, and may not be shared with or distributed to unauthorized parties. All records concerning special education pupils shall be kept strictly confidential and maintained in separate files. Failure to maintain confidentiality may result in disciplinary action, up to and including release from at-will employment.

Conflict of Interest

All employees must avoid situations involving actual or potential conflicts of interest. An employee involved in any relationships or situations which may constitute a conflict of interest should immediately and fully disclose the relevant circumstances to the Administrator, or the Board of Directors, for a determination about whether a potential or actual conflict exists. If an actual or potential conflict is determined, the School may take whatever corrective action appears appropriate according to the circumstances. Failure to disclose facts shall constitute grounds for disciplinary action.

No Smoking

The WSCS facility is a no smoking facility.

SCHOOL ORGANIZATION AND RESPONSIBILITIES

Accountability

Professional conduct is expected of all employees.

Teachers are given a large degree of freedom, which the very pulse of the education requires. This freedom, however, implies equal degree of responsibility.

Teachers are accountable for presenting lessons in keeping with the guidelines of the Waldorf-inspired curriculum, and for adequately covering the subject matter. New teachers are encouraged to ask questions of more experienced teachers and to explore all avenues of further professional development when needed. All teachers must participate in the school's mentoring program.

Teachers not trained in Waldorf methods will be asked specifically to supplement their teaching skills by studies of Waldorf pedagogy in an approved Teacher Training Program. Tutorials can be arranged to meet individual needs. Teachers may be asked to provide evidence that they are attempting to meet general educational and/or Waldorf training requirements. All teachers are encouraged to attend to their own professional development by taking courses, by attending conferences, or by personal study. All teachers are expected to self-evaluate as one part of the evaluation procedure.

Teachers are accountable for lesson preparation and for structuring and planning their classes. Advice and materials from other teachers can be useful, but replicating others' lesson blocks is not encouraged without careful tailoring of the material to each individual class and situation.

Teachers are accountable to work within the framework of the school organizational structure. No class exists in isolation nor has its own rules, nor does any teacher.

Organizational Structure

CHARTER COUNCIL BOARD is the decision-making body of the School and is responsible for the legal, financial, and all other aspect of school operations. The Board may consist of parents or others who qualify by virtue their professional expertise. The Board relies on the Administrator to handle school operations on a daily basis, and to be a liaison with the faculty and staff.

THE ADMNINISTRATOR has responsibility over all things relating to pedagogy and student services. The Administrator works closely with the Faculty Core Group and/or other faculty leaders. Although the Board of Directors shall be responsible for the general operation of the School in all its aspects, it may, at the appropriate time, delegate responsibilities for aspects of the curriculum and learning program to the Administrator. The Administrator, in particular, has a special obligation and ultimate authority for determining and overseeing the curriculum of the School, the methodology, and the evaluation of current and potential teachers at the School.

Examples of such responsibilities are as follows:

1. To determine the implementation of the school curriculum, and in collaboration with the

Faculty Core Group to oversee its presentation to the students. This involves a continuing evaluation process of both faculty and students to ensure a high standard of performance and achievement.

2. To coordinate or conduct evaluation of the performance of all current teachers.
3. To lead in recruiting and recommending in the realm of hiring faculty. Only the Administrator may make any offer of employment on behalf of the school.

Only the Administrator acting for the Charter Council Board shall have the authority to make any offer of employment to anyone. He/she shall also be the sole person authorized to quote or negotiate salary or benefit information to prospective employees and independent contractors. All requests for references must be directed to the Administrator. No other manager, supervisor or employee is authorized to release references for current or former employees.

THE OPERATIONS MANAGER is accountable to the Administrator and the Charter Council Board and is designated to manage the business and financial operational aspects of the school. These functions include: finance, audit facilitation, accounting, and budget; health and safety; payroll, benefits, and human resources management functions. It is the liaison between the county office and the state with respect to fiscal operations of the school.

OFFICE MANAGER (OM) implements, documents and maintains front office policy, procedures and guidelines, ensuring communication of information to administrator, co-workers, teachers and parents as necessary/required. The OM oversees inventory, ordering and stocking of supplies for the office and faculty. The OM is the primary manager of janitorial and maintenance needs of the facility. The OM is the primary contact between the school community and the WSCS office, Administrator and functions as the first line of contact and information for students, parents, and general public entering the WSCS grounds and office. The OM manages databases, files, and records of student data. The OM organizes and schedules front office operations. The OM ensures that the office is staffed at all times and that phone are always answered by a human being between 8:00 a.m. and 4:00 p.m.

THE OFFICE ASSISTANT provides support services to the Office Manager, Operations Manager, and Administrator.

AFTERCARE STAFF is comprised of the Aftercare Director, Bookkeeper, and aftercare assistants.

CUSTODIAN provides maintenance and janitorial services for the campus as directed by the office staff.

THE CLASS TEACHER is responsible to the school for the education in multiple subjects of each child in his/her class. The class teacher has a primary responsibility to communicate with a child's parents. Class teachers must hold an appropriate and current California State Teaching Credential (or corresponding teaching permit).

THE SPECIALTY TEACHER is responsible to the school for the education in specific subject(s) of each child in his/her class.

THE ASSISTANT TEACHER is responsible to the school for the education of each child in his/her class under the guidance of a lead teacher.

THE FACULTY is composed of full-time and part-time teachers. Under the guidance of the Administrator and Administrator-designated faculty leadership, they meet weekly to study professional pedagogical methods and to conduct matters pertinent to the school and classroom.

Specific Organizational Considerations

WSCS is a public school using a Waldorf-inspired curriculum. As a public school, it is subject to rules and regulations, laws, expectations, and standards that may not apply to private schools. It is important that teachers and staff understand the differences and unique structure of the School, so as to avoid misunderstandings that could lead to problems.

Faculty Responsibility

As in all schools, the teachers are responsible for implementing the school curriculum. Working under the guidance and pedagogical direction of the Administrator, individual teachers must be the primary planners and decision-makers on matters within their mandated teaching responsibilities, so long as their actions are consistent with school policy. This is a fundamental necessity for the success of the Waldorf-inspired program; it is based upon the professionalism of the teachers, both individually in the classroom, and working together in the Faculty.

Areas of Administrative Responsibility

Because of the public school status of WSCS, many issues, pedagogical or otherwise, are delegated by the Board of Directors to its executive officer, the Administrator, and in business and operational matters, the Operations Manager. The following are some examples:

- The planning, supervision and direction of the business operations of the school.
- School finances, budgets, expenditures, loans, accounting, audits, banks, reimbursements.
- The organization of the school office, including hiring, training, evaluation and, when necessary, firing of office staff.
- Approval of all communication with governmental agencies, the general parent body, the press, prospective parents, etc.
- The formulation and execution of administrative policy in all areas.
- The definition and enforcement of proper safety standards school-wide.
- Facility acquisition, planning, development, construction, and maintenance.
- All legal matters, such as compliance with federal, state, and local laws, the terms of the approved charter, employment practices, child protective services, and all other regulations and regulatory agencies.
- Relations with the Sonoma County Office of Education, the sponsoring school district, local planning and building authorities, insurance providers, vendors, and other cooperating agencies.
- Recruitment and evaluation of teaching staff.

Responsibilities of Teachers and Staff

A. Full-Time Teaching Staff

Class Teacher (all items below apply)

Subject Teachers (all items below apply except items #15, 16, 17 and 23) MUST:

1. Have health clearance for tuberculosis from a doctor. TB status must be updated every four (4) years.
2. Comply with background checks, usually through fingerprinting, as required by law.
3. Write course description and plans for all classes taught.
4. Write individual end of year report on each child taught. Reports have to be turned in by due date, usually two weeks after the last day of school.
5. Complete periodic (November and March) individual academic reports on each child.
6. Report punctually (at least 15 minutes prior to start of classes) to teach all classes scheduled and perform all yard duties as assigned.
7. Arrange for substitution in the event of illness or absence and notify the office by **8:00** a.m. Substitute teachers must come from the School's approved substitute list. The office staff and Administrator must be notified of any times teachers are not present during scheduled teaching periods. All absences must be documented by completing an absence form (found in the copy room) and placed in the Administrators box.
8. Class teachers must be present on campus each day until at least 3:20 p.m., except on early dismissal days.
9. Be present to dismiss class each day, unless the Administrator approves an exception.
10. Keep informed and up to date on school agreements, policies, and procedures.
11. Attend faculty meetings (usually held Thursdays from 1:45-4:00 p.m.) unless specifically excused by the Administrator.
12. Observe discretion, privacy, and confidentiality with all matters involving students and their families including compliance with the Family Educational Rights and Privacy Act (FERPA).
13. Maintain tidiness of classroom and/or other assigned areas.
14. Participate in school-sponsored workshops and events that provide information to the parents and the public.
15. Participate in the organization of festivals and assemblies.
16. Serve faculty through taking part in committees or other work that serves the goals of the school as guided by the Administrator.
17. Conduct class parent evening meetings at least four times per year and parent-teacher conferences twice per year.
18. Provide newsletters to parents, preferably weekly, about class specific information, including curriculum, field trips, assignments and other pertinent information for the parents in the class.
19. Cooperate with student admission procedures. Conduct interviews for new students and their parents as scheduled in cooperation with the office, and provide the office with all necessary forms and application materials within one week.
20. Fulfill State of California requirements for teacher credentialing if applicable.
21. Report for Work Days and Work Weeks as scheduled.
22. Contribute to the School Newsletter as requested.

23. Participate in mentoring and training as directed by the Administrator.
24. Maintain cordial, respectful, and cooperative relationships with colleagues, staff, and parents.
25. Dress in a neat professional manner while students are present.
26. Maintain class attendance and independent study records daily, and submit them to the office when required by the Attendance Coordinator.
27. Substitute for colleagues when necessary, within reason.
28. Participate in regular communication through use of school mailboxes, email, and voice mail. Check all at least once each day; respond in a timely manner as necessary.
29. Process concerns and complaints through the appropriate channels.
30. Participate in school-sponsored professional development days; attend a Waldorf teacher's conference or make other approved arrangements for professional development during time set aside for this purpose.
31. Class teachers that have not taught their assigned grade, must participate in an Art of Teaching course specifically for that grade before the school year begins. The school will pay for tuition and one meal per day for that course.
32. Supervise student snack, lunch times, drop off, and pick up times as appropriate. Do not leave students unsupervised in classroom or in yard.
33. All expenditures must be within an approved budget. No reimbursement will be made which exceeds approved budget, or without receipts.
34. Comply with all applicable laws, specifically including those laws governing the non-discriminatory and non-sectarian aspects of the School.
35. Comply with all obligations as a mandated reporter regarding suspected abuse.
36. Comply with all policies, procedures and regulations of the Charter School as established and from time to time, amended by the Charter Council Board of Directors.
37. Teach, faithfully and competently, the classes assigned.

B. Specialty Teaching Staff MUST:

1. Have health clearance for tuberculosis from a doctor. TB status must be updated every four (4) years.
2. Comply with background checks, usually through fingerprinting, as required by law.
3. Write course description and plans for all classes taught.
4. Write individual and periodic reports and end of year reports on each child taught. Reports have to be turned in by the due date.
5. Report punctually (at least 15 minutes prior to start of classes) to teach all classes scheduled and perform all yard duties.
6. Arrange for substitution in the event of illness or absence and notify substitution charge person by **8:00** a.m. Substitute teachers must come from the School's approved substitute list. The office staff and Administrator must be notified of any times teachers are not present during scheduled teaching periods.
7. Keep informed and up to date on school agreements, policies, and procedures.
8. Hourly teachers are invited to attend faculty meetings, participate in festivals and serve on committees.
9. Observe discretion, privacy, and confidentiality with all matters involving students and their families including compliance with the Family Educational Rights and Privacy Act (FERPA).
10. Maintain tidiness of classroom and/or other assigned areas.

11. Participate in school-sponsored workshops and events that provide information to the parents and the public.
12. Fulfill State of California requirements for teacher credentialing if applicable.
13. Report for Work Days and Work Weeks as scheduled.
14. Participate in mentoring and training as directed by the Administrator.
15. Maintain cordial, respectful, and cooperative relationships with colleagues, staff, and parents.
16. Dress in a neat professional manner while students are present.
17. Participate in regular communication through use of school mailboxes, email, Parent Square, and voice mail. Check all at least once each day; respond in a timely manner as necessary.
18. Report any student difficulties or concerns to the Class Teacher as soon as possible.
19. Process concerns and complaints through the appropriate channels.
20. Supervise student snack, lunch times, drop off, and pick up times as appropriate. Do not leave students unsupervised in classroom or in yard.
21. All expenditures must be within an approved budget. No reimbursement will be made which exceeds approved budget, or without receipts.
22. Comply with all applicable laws, specifically including those laws governing the non-discriminatory and non-sectarian aspects of the School.
23. Comply with all obligations as a mandated reporter regarding suspected abuse.
24. Comply with all policies, procedures and regulations of the Charter School as established and from time to time, amended by the Board of Directors.
25. Teach, faithfully and competently, the classes assigned.

C. Office Staff

The office is open from 8:00 a.m. to 4:00 p.m., Monday through Friday during the school year. Individual staff hours will vary around this schedule. Work hours in the summer will vary based on the workload, but generally the office is open from 9:00 a.m. to 1:00 p.m. through June 30th, after which is closed until the beginning of August.

Office Staff MUST:

1. Have health clearance for tuberculosis from a doctor. TB status must be updated every four (4) years.
2. Comply with the fingerprinting as required by law.
3. Arrange for substitution in the event of illness or absence and notify substitution charge person by **8:00** a.m. The Administrator must be notified of any times employee is not present during scheduled work shifts.
4. Keep informed and up to date on school agreements, policies, and procedures.
5. Observe discretion, privacy, and confidentiality with all matters involving students and their families including compliance with the Family Educational Rights and Privacy Act (FERPA).
6. Maintain tidiness of office and/or other assigned areas.
7. Participate in organization of festivals and assemblies.
8. Report for Work Days and Work Weeks as scheduled.
9. Maintain cordial, respectful, and cooperative relationships with colleagues, staff, and parents.

10. Dress professionally.
11. Substitute for colleagues when necessary, within reason.
12. Participate in regular communication through use of school mailboxes, email, and voice mail. Check all at least once each day; respond in a timely manner as necessary.
13. Maintain cordial, respectful, and cooperative relationships with colleagues, staff, and parents.
14. Process concerns and complaints through the appropriate channels.
15. All expenditures must be within an approved budget. No reimbursement will be made which exceeds approved budget, or without receipts.
16. Comply with all applicable laws, specifically including those laws governing the non-discriminatory and non-sectarian aspects of the School.
17. Comply with all policies, procedures and regulations of the School as established and from time to time, amended by the Board of Directors.
18. Faithfully and competently perform duties as specified in the individual job description.

Mentoring

All teaching staff members are required to participate in the mentoring program, as directed by the Administrator. Teachers should be sure to communicate regularly with the assigned peer and/or professional mentor. Block rotations, plans for class plays and trips, projects, and all other major activities should be discussed with the employee's mentor.

Parent Relations

Employees are expected to be polite, courteous and professional to every parent and member of the public. When a situation arises where the employee does not feel comfortable or capable of handling a concern or question, the appropriate supervisor or the Administrator should be called immediately.

Attendance Reporting

State law prescribes in careful detail the procedures for keeping attendance records. The school administration has the responsibility for insuring that these procedures are complied with. This is essential because these records are the primary source of our revenue stream. Therefore, all teachers must comply exactly with the requirements for attendance reporting, which include taking of attendance by the class teacher on a daily basis at the same time each day and maintaining and following up on Independent Study records.

Non-Sectarian Public School

The School may not engage in any activity that promotes sectarian views. Thus, no school employee, teacher or otherwise, may preach about, pray aloud to, openly worship, or promote belief in the deity of any sect while on duty at the School. The school is not a place for the dissemination of religious doctrine; such matters are left to the freedom and discretion of the individual children and their families. Care must be taken in the selection of images in the classroom so that they do not serve to promote religion or any religion over another.

Verses, songs, and class activities that encourage positive attitudes such as gratitude, compassion, appreciation, wonder, and generosity are encouraged. They should, however, avoid naming any deity or alluding to any religious symbol. When in doubt, teachers should consult the School Administrator who is familiar with these regulations. While these matters are regulated by State and Federal law, it is also the expressed intention of the Charter Council Board that no particular religion or philosophy should be promoted in the School classrooms.

On the other hand, seasonal festivals may be celebrated with the school children so long as religion is not promoted and no one religious sect is favored over another. For example, Christmas plays and stories may be appropriate, when pedagogically related to the class, as long as a variety of festivals representing other religious traditions are also presented during the year.

The Waldorf-inspired curriculum encompasses the study of many different cultures worldwide, both past and present. These cultural studies include the study of each culture's music, art, language, science, history, religion and mythology. In the context of such studies, religious symbolism, doctrine, practice, scripture, and belief may be presented. But it should be done in such a way that the teacher does not promote religion or a faith in any particular religion.

Compliance with the non-sectarian policies of the school is essential, and it is the law. Therefore, the administration reserves the right to visit classes while in session and to approve of all classroom fixtures, pictures, images, verses, songs or other class material for compliance with its non-sectarian policy. This does not mean that any essential aspect of the Waldorf-inspired curriculum need be sacrificed. On the contrary, there are any number of verses, poems, stories, pictures and activities which promote the mood of respect and reverence, of gratitude, of compassion and love for the earth and all life which is the cornerstone of the Waldorf-inspired curriculum. The children in the School should be taught to recognize and revere Truth, Beauty, and Goodness. But in their highest forms these virtues stand above any sectarian iconography.

In order to help clarify these issues, the Charter Council Board adopted a policy on non-sectarian instruction. See **Appendix C** for the WSCS Policy on Non-Sectarian Instruction.

THE WORKPLACE

Work Schedule

Business hours are normally 8:00 a.m. – 4:00 p.m. Monday through Friday. The regular workday schedule for full-time, non-exempt employees is eight (8) hours; the regular workweek schedule is forty (40) hours. Exempt employees are expected to be available during business hours and to commit whatever additional time is necessary to satisfactorily complete all job requirements per their job description. Classroom teachers are expected to be on the school site during school hours. Employees are expected to be present during their regular workday schedule, as defined in their employment agreement and/or job description. Employees that leave their job during contracted hours must notify the School office.

Administrative Staff

Administrative staff members shall work as outlined in their employment agreement. Typically, work days include days during which school is in session, as well as a pre-determined number of additional work days when school is not in session. The employee's work calendar will be approved by the Administrator, taking into account the administrative needs of the school. Days off from work are scheduled when time permits during school breaks and holidays.

Teaching Staff

Teachers are required to participate in programs related to their professional duties that may be held outside their contracted hours. These duties may include teacher in-service days, staff meetings, parent-teacher conferences, class meetings, and class activities such as plays, field trips, and assemblies that require the teacher's presence. These required activities do not require prior approval by the Administrator.

Teachers are encouraged to attend school functions that take place after school hours that are not considered mandatory. Participation in these non-mandatory events is voluntary and not considered a job duty unless otherwise noted in the employee's job description. Examples of these events: other class plays, guest speaker events, and other community events that take place outside of business hours.

The School calendar lists the holidays and other non-school days throughout the school year. Faculty members are generally off duty during non-school days to the extent they have done the requisite preparation for their teaching duties and in-service training has not been scheduled. Teacher preparation on non-school days is a normal part of life as a Waldorf teacher, and faculty members should do whatever is necessary to fully prepare for teaching duties. Many professional development in-service days, trainings, and conferences occur on non-school days as well, and teachers are expected to participate as required by the Administrator. Additionally, if necessary, meetings outside of school hours may be called when School business calls for faculty participation.

Since full-time teachers are paid year-round, all employees are expected to use a portion of their summer time away from the classroom to prepare for the upcoming year, including attending courses, preparing materials, and studying appropriate pedagogical works.

Meal and Rest Periods

Non-exempt employees working at least five (5) hours are provided with a thirty (30) minute meal period, to be taken approximately in the middle of the workday but by no later than the end of the 5th hour of work. An employee may waive this meal period if the day's work will be completed in no more than six (6) hours, provided the employee and WSCS mutually consent to the waiver in writing.

Non-exempt employees are also provided with a ten (10) minute rest period for every four (4) hours worked which should be scheduled towards the middle of the four (4) hour work period as practicable. Employees are prohibited from combining meal and rest period time.

An employee's supervisor must be aware of and approve scheduled meal and rest periods. Employees must immediately inform their supervisor if they are prevented from taking their meal and/or rest periods. Employees are expected to observe assigned working hours and the time allowed for meal and rest periods.

Lactation Accommodation

WSCS accommodates lactating employees by providing a reasonable amount of break time to any employee who desires to express breast milk for an infant child. The break time shall, if possible, run concurrently with any break time already provided to the employee. Any break time provided to express breast milk that does not run concurrently with break time already provided to the non-exempt employee shall be unpaid.

WSCS will make reasonable efforts to provide employees who need a lactation accommodation with the use of a room or other private location that is located close to the employee's work area. Such room/location shall not be a bathroom, and shall have electricity. Employees shall also be given access to a sink with running water and a refrigerator. Employees with private offices will be required to use their offices to express breast milk. Employees who desire lactation accommodations should contact their supervisor to request accommodations.

Attendance and Tardiness

All employees, whether exempt or non-exempt, are expected to arrive at work consistently and on time. Absenteeism and tardiness negatively affects the School's ability to implement its educational program and disrupts consistency in students' learning.

Employees who are unable to report to work must notify their supervisor (if applicable), the Administrator, and the Office Manager. All absences must be document on Absence Form (found in the office copy room). Employees that are absent from work longer than one day, are expected to keep the School sufficiently informed of their situation. Employees are responsible for getting substitutes to cover absences.

As noted in the section of this Handbook concerning prohibited conduct, excessive or unexcused absences or tardiness may result in disciplinary action up to and including release from at-will

employment with the School. Absence for more than three (3) consecutive days without notifying the Administrator will be considered a voluntary resignation from employment.

Substitution (Faculty - Teaching Staff Only)

When an employee is absent:

1. Each employee must arrange for their own substitute using the School's approved sub list. Employees must notify the Receptionist *and* the Administrator of their absence, preferably the night before, or before **8:00 a.m.** of that day. If an employee is sending an email, they should mark the Operations Director for a copy.
2. Employees should have lesson plans written out for the substitute. It is a teacher's responsibility to always have complete substitute lesson plans prepared for an emergency and to keep the file updated. Seating chart, verses, daily schedule, and supplemental materials should all be current and in the folder.

Time Cards/Records

By law, WSCS is obligated to keep accurate records of the time worked by non-exempt employees. Such employees shall keep be required to utilize the School's time card system.

Non-exempt employees must accurately clock in and out of their shifts as this is the only way the payroll department knows how many hours each employee has worked and how much each employee is owed. The time card indicates when the employee arrived and when the employee departed. All non-exempt employees must clock in and out for arrival and departure, along with lunch and for absences like doctor or dentist appointments. All employees are required to keep the office advised of their departures from and returns to the school premises during the workday.

Non-exempt employees are solely responsible for ensuring accurate information on their time cards and remembering to record time worked. If an employee forgets to mark their time card or makes an error on the time card, the employee must contact the Administrator to make the correction and such correction must be initialed by both the employee and the Administrator.

Non-exempt employees are prohibited from performing off-the-clock work, including but not limited to checking emails before/after work hours, performing work in the morning before logging in, and running School errands after logging out.

No one may record hours worked on another's worksheet. Any employee who violates any aspect of this policy may be subject to disciplinary action, up to and including release from at-will employment with the School.

Use of Email, Voicemail and Internet Access

WSCS will permit employees to use its email, voicemail systems and Internet access subject to the following:

1. Minimal personal use as long as it does not interfere with timely job performance and is consistent with law and appropriate protocols.
2. The email system and Internet access is not to be used in any way that may be disruptive, offensive to others, or harmful to morale. For example, sexually explicit images, ethnic slurs, racial epithets, or anything else that may be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, religious beliefs or political beliefs may not be displayed or transmitted.
3. Employees should not attempt to gain access to another employee's personal file or email or voicemail messages without the latter's express permission.
4. School staff will not enter an employee's personal email files or voicemail unless there is a business need to do so. WSCS retains a copy of all passwords; passwords unknown to the School may not be used. System security features, including passwords and delete functions, do not neutralize the School's ability to access any message at any time. Employees must be aware that the possibility of such access always exists.
5. Employees should not use personal devices or email accounts for School-related communications. Such communications should only take place using School-issued devices and via the employee's email account.

Personal Business and Use of Cell Phones

The School's facilities for handling mail and telephone calls are designed to accommodate School business. Employees should have their personal mail directed to their home address and limit personal telephone calls to an absolute minimum. Personal calls should not be made outside the immediate dialing area. Do not use School material, time or equipment for personal projects.

Use of personal cell phones by Teachers and Instructional Assistants, including texting, is prohibited during school hours when students are present, unless the communication is school-related, of an urgent nature, and in accordance with current school policies.

No School employee may use a cell phone or other electronic device for School business purposes or during work hours while operating a motor vehicle. Employees may only operate cell phones or other electronic devices if they are off the road and parked. Failure to abide by this policy may result in disciplinary action, up to and including termination of employment.

Social Media

If an employee decides to post information on the Internet (i.e., personal blog, Facebook, Instagram, Twitter, etc.) that discusses any aspect of his/her workplace activities, the following restrictions apply:

- School equipment, including School computers and electronics systems, may not be used for these purposes;
- Student and employee confidentiality policies must be strictly followed;

- Employees must make clear that the views expressed in their blogs are their own and not those of the School;
- Employees may not use the School's logos, trademarks and/or copyrighted material and are not authorized to speak on the School's behalf;
- Employees are not authorized to publish any confidential or proprietary information maintained by the School;
- Employees are prohibited from making discriminatory, defamatory, libelous or slanderous comments when discussing the School, the employee's supervisors, co-workers and competitors;
- Employees must comply with all School policies, including, but not limited to, rules against unlawful harassment and retaliation.

The School reserves the right to take disciplinary action against any employee whose social media postings violate this or other School policies.

Dress Code/Personal Appearance

WSCS believes that teachers and staff serve as role models. They should therefore maintain professional standards of dress and grooming. Just as overall attitude and instructional competency contribute to a productive learning environment, so do appropriate dress and grooming.

The School encourages staff, during school hours, to wear clothing that will add dignity to the educational profession, will present an image consistent with their job responsibilities, and will not interfere with the learning process.

Workshops and Training Programs

All employees are expected to keep their professional training and knowledge current through ongoing educational courses and workshops. The School's Administrator/or designee will develop with each employee annual Performance Goals and Objectives to identify in which areas continued training and study would be most beneficial. Teachers must receive the training necessary to teach the curriculum as outlined by the Charter Council Board. The Board budgets funds each year to support the ongoing training and development of teachers and staff. Employees may submit requests to the Administrator for additional training, conferences or workshops and will be considered on a case-by-case basis.

Conferences

Conference funds are available for employees as outlined in the school budget. All class and kindergarten teachers are eligible for funding to attend one approved conference per year with approval from the Administrator. There are limited funds in the budget for this purpose. Other employees may be eligible depending on need and funds available and should check with the Administrator if interested. Employees must request approval for any class or conference they want to attend prior to the event if they wish to receive payment or reimbursement. Once approved, either the school will enroll the employee (request four weeks prior is required) or the employee may enroll and get reimbursed for the approved amount. Conference funds may be used for tuition/workshop fees.

Health and Safety Policy

WSCS is committed to providing and maintaining a healthy and safe work environment for all employees.

Employees are required to know and comply with the School's General Safety Rules and to follow safe and healthy work practices at all times. Employees are required to report immediately to the Administrator any potential health or safety hazards, and all injuries or accidents.

In compliance with Proposition 65, the School will inform employees of any known exposure to a chemical known to cause cancer or reproductive toxicity.

Security Protocols

WSCS has developed guidelines to help maintain a secure workplace. Be aware of unknown persons loitering in parking areas, walkways, entrances and exits and service areas. Report any suspicious persons or activities to the Administrator. Employee desk or office should be secured at the end of the day. When an employee is called away from his or her work area for an extended length of time, valuable or personal articles should not be left around a work station that may be accessible. The security of facilities as well as the welfare of employees depends upon the alertness and sensitivity of every individual to potential security risks. Employees should immediately notify the Administrator when keys are missing or if security access codes or passes have been breached.

Occupational Safety

WSCS is committed to the safety of its employees, vendors, contractors and the public and to providing a clear safety goal for management.

The prevention of accidents is the responsibility of every School supervisor. It is also the duty of all employees to accept and promote the established safety regulations and procedures. Every effort will be made to provide adequate safety training. If an employee is ever in doubt how to perform a job or task safely, assistance should be requested. Unsafe conditions must be reported immediately.

It is the policy of the School that accident prevention shall be considered of primary importance in all phases of operation and administration. WSCS's management is required to provide safe and healthy working conditions for all employees and to establish and require the use of safe practices at all times.

Failure to comply with or enforce School safety and health rules, practices and procedures could result in disciplinary action up to and including possible termination.

Accident/Incident Reporting

It is the duty of every employee to immediately or as soon as is practical report any accident or injury occurring during work or on School premises so that arrangements can be made for medical or first aid treatment, as well as for investigation and follow-up purposes.

Reporting Fires and Emergencies

It is the duty of every employee to know how to report fires and other emergencies quickly and accurately. Employees should report any such emergency by calling management. In addition, all employees should know the local emergency numbers such as 911.

EMPLOYEE WAGES AND HEALTH BENEFITS

Payroll Withholdings

As required by law, the School shall withhold Federal Income Tax, State Income Tax, Social Security (FICA), Medicare, and other statutory deductions, as required by law.

1. Federal Income Tax Withholding: The amount varies with the number of exemptions the employee claims and the gross pay amount.
2. State Income Tax Withholding: The same factors which apply to federal withholdings apply to state withholdings.
3. Social Security (FICA)/Medicare: The Federal Insurance Contribution Act requires that a certain percentage of employee earnings be deducted and forwarded to the federal government, together with an equal amount contributed by the School.
4. California State Teachers Retirement System (STRS): Employee retirement contributions to the California State Teachers Retirement System (STRS) are withheld for eligible employees, as required by law. See further information about this retirement program below. Any earnings that are eligible for STRS are not covered under social security. As a result, no social security is withheld from employee pay for these earnings. However, for any employees who do not qualify for STRS, social security contributions are withheld at the mandated rate.
5. California Public Employees' Retirement System (CalPERS): Employee retirement contributions to CalPERS are withheld for eligible employees, as required by law. See further information about this retirement program below. Additionally, social security is also deducted for all classified staff.
6. State Disability Insurance (SDI) is **NOT** deducted. Employees may arrange disability insurance at their own cost by contacting the school Operations manager.

Every deduction from an employee's paycheck is explained on the check voucher. If an employee does not understand the deductions, he or she should ask the Operations Manager to explain them.

Employees may change the number of withholding allowances claimed for Federal Income Tax purposes at any time by filling out a new W-4 form and submitting it to the Operations Manager. The office maintains a supply of these forms.

All Federal, State, and Social Security/Medicare taxes will be automatically deducted from paychecks. Federal Withholding Tax deduction is determined by the employee's W-4 form. The W-4 form should be completed upon hire and it is the employee's responsibility to report any changes in filing status to the Operations Manager and to fill out a new W-4 form.

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

Social Security information, taxes withheld and total wages.

Overtime Pay

Whether an employee is exempt from or subject to overtime pay will be determined on a case-by-case basis and will be indicated in the employee's job description. Generally, teachers and administrators are exempt. Non-exempt employees may be required to work beyond the regularly scheduled workday or workweek as necessary. Only actual hours worked in a given workday or workweek can apply in calculating overtime for non-exempt employees. WSCS will attempt to distribute overtime evenly and accommodate individual schedules. All overtime work must be previously authorized by the Administrator. WSCS provides compensation for all overtime hours worked by non-exempt employees in accordance with state and federal law as follows:

For employees subject to overtime, all hours worked in excess of eight (8) hours in one workday or forty (40) hours in one workweek shall be treated as overtime. Compensation for hours in excess of forty (40) for the workweek or in excess of eight (8) and not more than twelve (12) for the workday, and for the first eight (8) hours on the seventh consecutive day in one workweek, shall be paid at a rate of one and one-half times the employee's regular rate of pay. Compensation for hours in excess of twelve (12) in one workday and an excess of eight (8) on the seventh consecutive workday of the workweek shall be paid at double the regular rate of pay.

Exempt employees may have to work hours beyond their normal schedules as work demands require. No overtime compensation will be paid to these exempt employees.

Paydays

Payroll is processed twice monthly and paid on the 10th and 25th of each month. If those days fall on a weekend or holiday, pay will be distributed on the last weekday prior. Timecards are not needed for those on regular schedules, but will need to report any changes to their hours to the Operations Manager.

Time cards are due in the Operations Manager's box on the 16th and 1st of every month. Employees must use a *separate* time sheet for different positions.

Checks will be placed in the employee mail boxes on pay day. If an employee is not a regular daily employee, the paycheck will be mailed. Over the summer, checks will also be mailed unless an employee has made special arrangements in advance. *Each employee should ensure their address is current with the Operations Manager.* This is also important for the mailing of W2's at the end of the year.

Direct deposit is available and easy to set up by obtaining a direct deposit form from the Operations Manager. A voided check (not deposit slip) must be attached to the form.

Wage Attachments and Garnishments

Under normal circumstances, the School will not assist creditors in the collection of personal debts from its employees. However, creditors may resort to certain legal procedures such as garnishments, levies or judgments that require the School, by law, to withhold part of an employee's earnings in their favor.

Employees are strongly encouraged to avoid such wage attachments and garnishments. If the School is presented a second garnishment request concerning an employee, the Administrator will discuss the situation with the employee.

Medical Benefits

Eligibility

An employee is eligible for medical coverage if he or she is a full time, regular employee working for the School. Full time is defined as 40 hours per week for Classified employees and 35 hours a week for Certificated.

Employees who go from part-time to full-time employment become eligible for full benefits on the first day of the month following the effective date of the change.

When Coverage Starts

Employee coverage will begin on the first day of employment or if hired mid-month it will start on the first day of the next month. An enrollment form must be submitted to the Administrator as soon as possible. This form serves as a request for coverage, and authorizes any payroll deductions necessary to pay for coverage.

Health Savings Accounts and Other Benefits

Employees eligible to receive health benefits that elect to participate in the HSA-eligible health plan offered by the School are eligible for voluntary contributions into a health savings account. Other benefits such as disability, cancer, and life insurance are available through an independent company.

COBRA Benefits

When coverage under the School's medical and/or dental plans ends, employees or their dependents can continue coverage for eighteen (18) or thirty-six (36) months, depending upon the reason benefits ended. To continue coverage, an employee must pay the full cost of coverage – the employee contribution and the School's previous contribution plus a possible administrative charge.

Medical coverage for an employee, his/her spouse, and eligible dependent children can continue for up to eighteen (18) months if coverage ends because:

- Employment ends, voluntarily or involuntarily, for any reason other than gross misconduct; or
- Hours of employment are reduced below the amount required to be considered a full-time employee or part-time, making an employee ineligible for the plan.

This eighteen (18) month period may be extended an additional eleven (11) months in cases of disability subject to certain requirements. This eighteen (18) month period may also be extended an additional eighteen (18) months if other events (such as a divorce or death) occur subject to certain requirements.

An employee's spouse and eligible dependents can continue their health coverage for up to thirty-six (36) months if coverage ends because:

- The employee dies while covered by the plan;
- The employee and his/her spouse become divorced or legally separated;
- The employee becomes eligible for Medicare coverage, but his/her spouse has not yet reached age sixty-five (65); or
- The employee's dependent child reaches an age which makes him or her ineligible for coverage under the plan.

Rights similar to those described above may apply to retirees, spouses and dependents if the employer commences a bankruptcy proceeding and those individuals lose coverage.

WSCS will notify employees or their dependents if coverage ends due to termination or a reduction in work hours. If an employee becomes eligible for Medicare, divorced or legally separated, dies, or when a dependent child no longer meets the eligibility requirements, the employee or a family member are responsible for notifying the School within thirty (30) days of the event. WSCS will then notify the employee or his/her dependents of the employee's rights.

Health coverage continuation must be elected within sixty (60) days after receiving notice of the end of coverage, or within sixty (60) days after the event causing the loss, whichever is later.

There are certain circumstances under which coverage will end automatically. This happens if:

- Premiums for continued coverage are not paid within thirty (30) days of the due date;
- The employee (or his/her spouse or child) become covered under another group health plan which does not contain any exclusion or limitation with respect to any pre-existing condition the employee (or the employee's spouse or child, as applicable) may have;
- WSCS stops providing group health benefits;
- The employee (or the employee's spouse or child) become entitled to Medicare; or

- The employee extended coverage for up to twenty-nine (29) months due to disability and there has been a final determination that the employee is no longer disabled.

PERSONNEL EVALUATION AND RECORD KEEPING

Staff Evaluation

Evaluation of all employees is scheduled approximately once each year for all full-time and part-time staff. WSCS's objective is to recognize areas of strength and challenge, to applaud strengths and gain assistance in areas needing improvement. Part of each evaluation is to set professional development goals to improve upon all aspects of one's work at the school, enabling everyone in the community to benefit from each other's experiences and growth.

Evaluation Process:

1. Self-evaluation by employee.
2. Evaluation by the Administrator or a person or persons designated by the Administrator.
3. Report, including summary of commendations and recommendations.
4. Implementation of support as needed.
5. Records made of proceedings are filed in permanent personnel file.
6. Follow up and plan for professional development.

Steps followed in evaluation:

1. Evaluator is identified; for most teaching staff, this will be the Administrator. An attempt will be made to evaluate all employees within a two-year span.
2. Self-evaluation form is given to employee.
3. Dates are set for the evaluation observation of teaching staff.
4. Follow up and discussion between employee and evaluator.
5. Administrator reports to Charter Council Board as appropriate.

Areas to be Evaluated for Teaching Staff:

1. Content, according to Waldorf-inspired curriculum.
2. Implementation of Waldorf Teaching approach.
3. Teacher preparation and planning.
4. Classroom management.
5. Academic progress of Students.
6. Relationship with children.
7. Relationship with parents.
8. Relationship with colleagues.
9. Professional development.
10. Other areas as appropriate.

Personnel Files and Record Keeping Protocols

At the time of employment, a personnel file is established for each employee. It is each employee's responsibility to keep the Administrator advised of changes that should be reflected in their personnel file. Such changes include: change in address, telephone number, marital status, number of dependents and person(s) to notify in case of emergency. Prompt notification of these changes is essential and will enable the School to contact an employee should the change affect their other records.

Employees have the right to inspect documents in their personnel file, as provided by law, in the presence of a School representative, at a mutually convenient time. Employees also have the right to obtain a copy of their personnel file as provided by law. Employees may add comments to any disputed item in the file. WSCS will restrict disclosure of personnel files to authorized individuals within the School. A request for information contained in the personnel file must be directed to the Administrator. Only the Administrator or designee is authorized to release information about current or former employees. Disclosure of information to outside sources will be limited. However, the School will cooperate with requests from authorized law enforcement or local, state or federal agencies conducting official investigations or as otherwise legally required.

Credible complaints of substantiated investigations into or discipline for egregious misconduct will not be expunged from an employee's personnel file unless the complaint is heard by an arbitrator, administrative law judge, or the Board and the complaint is deemed to be false, not credible, unsubstantiated or a determination was made that discipline was not warranted.

HOLIDAYS AND LEAVES

Holidays

WSCS calendar reflects any and all holidays observed by the School. The following holidays are generally observed by public entities, including public schools:

- New Year's Day
- Martin Luther King Jr. Birthday
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving
- Friday after Thanksgiving
- Day before Christmas
- Christmas Day

Other days during the school year, such as days during the School's calendared breaks, shall not be paid time for non-exempt employees in active status. Recognized religious holidays may be taken off by an employee whose religion requires observance of the particular day. Employees must request the day off in advance by written notice to the Administrator. The employee will be paid if the religious holiday is taken as an earned paid leave day (i.e., personal necessity day, etc., as applicable). The employee will not be paid if the religious holiday is taken as a personal leave of absence day. Employees on any leave of absence do not earn holiday pay.

Unpaid Leave of Absence

WSCS recognizes that special situations may arise where an employee must leave his or her job temporarily. At its discretion, the School may grant employees leaves of absence. Any unpaid leave of absence must be approved in advance by the School.

The granting of a leave of absence always presumes the employee will return to active work by a designated date or within a specific period.

During a Family and Medical Leave Act, California Family Rights Act leave, and/or Pregnancy Disability Leave, the employee's medical and dental benefits will remain in force, provided the employee pays the appropriate premiums. Otherwise, benefits are terminated the month any other type of leave begins. If an employee fails to return from a leave and is subsequently terminated, the employee is entitled to any earned but unused vacation pay, provided that the vacation pay was earned prior to the commencement of leave. No vacation time is accrued during any type of unpaid leave of absence.

Sick Leave

To help prevent loss of earnings that may be caused by accident or illness, or by other emergencies, the School offers paid sick leave to its employees. Sick leave may be taken to

receive preventive care (including annual physicals or flu shots) or to diagnose, treat, or care for an existing health condition. Employees may also use sick leave to assist a family member (i.e., children, parents, spouses/domestic partners, grandparents, grandchildren, or siblings) who must receive preventative care or a diagnosis, treatment, or care for an existing health condition. Employees may also take paid sick leave to receive medical care or other assistance to address instances of domestic violence, sexual assault, or stalking.

Paid sick leave is available to all School employees who work at least thirty (30) days within the span of a single calendar year from the commencement of employment. All eligible employees shall be credited with twenty-four (24) hours of sick leave at the beginning of each work year. Furthermore, all full-time employees will accrue additional sick leave per month worked for a total of eighty (80) hours for ten (10) month employees, and ninety-six (96) hours for twelve (12) month employees, for each full work year. Part-time employees shall receive a prorated amount of sick leave based upon their work schedule.

Employees cannot use paid sick leave until the ninetieth (90th) calendar day following the employee's start date. Sick leave must be taken by eligible employees in increments of two (2) hours. Accrued sick leave does not carry over from year to year but is retained for retirement calculations. The School does not pay employees in lieu of unused sick leave.

If an employee is absent longer than three (3) days due to illness, medical evidence of their illness and/or medical certification of their fitness to return to work satisfactory to the School may be required. The School will not tolerate abuse or misuse of the sick leave privilege. If the School suspects abuse of sick leave, the School may require a medical certification from an employee verifying the employee's absence.

Once an employee has exhausted sick leave, the employee may continue on an unpaid medical leave depending upon the facts and circumstances of the employee's basis for leave beyond accrued sick leave. Employee requests for unpaid medical leave must be approved in advance by the School.

Personal Necessity Leave

Employees may use up to forty (40) hours of sick leave in cases of personal necessity upon prior approval. Personal necessity is defined as any of the following:

- Death or serious illness of a member of an employee's immediate family (this is in addition to Bereavement Leave);
- Accident involving an employee's person or property, or the person or property of a member of an employee's immediate family;
- Appearance in court as a litigant, or as a witness under official order;
- Adoption of a child;
- The birth of a child making it necessary for an employee who is the parent of the child to be absent from their position during the work hours; and
- Business matters which cannot reasonably be conducted outside the workday.

Employees must request personal necessity leave at least one (1) week in advance unless an emergency situation occurs. Approval shall be at the discretion of the School and shall not serve

as precedent for any other request. Personal necessity leave is not vacation, does not carry over from year to year, and is not paid out upon separation from employment. Verification of personal necessity leave may be required upon return to work.

Family Care and Medical Leave

This policy explains how the School complies with the federal Family and Medical Leave Act (“FMLA”) and the California Family Rights Act (“CFRA”), both of which require the School to permit each eligible employee to take up to twelve (12) workweeks (or twenty-six (26) workweeks where indicated) of FMLA leave in any twelve (12) month period for the purposes enumerated below.

- **Employee Eligibility Criteria**

To be eligible for FMLA/CRFA leave, the employee must have been employed by the School for a total of at least twelve (12) months, worked at least 1,250 hours during the twelve (12) month period immediately preceding commencement of the leave, and work at a location where the School has at least fifty (50) employees within seventy-five (75) miles, (except for purposes of CRFA where the threshold is five (5) employees).

- **Events That May Entitle an Employee To FMLA/CFRA Leave**

The twelve (12) week (or twenty-six (26) workweeks where indicated) FMLA/CRFA allowance includes any time taken (with or without pay) for any of the following reasons:

1. To care for the employee’s newborn child or a child placed with the employee for adoption or foster care. Leaves for this purpose must conclude twelve (12) months after the birth, adoption, or placement. If both parents are employed by the School, they will be entitled to a separate twelve (12) weeks of leave for this purpose, which cannot be loaned or otherwise assigned from one employee to the other.
2. Because of the employee’s own serious health condition (including a serious health condition resulting from an on-the-job illness or injury) that makes the employee unable to perform any one or more of the essential functions of his or her job (other than a disability caused by pregnancy, childbirth, or related medical conditions, which is covered by the School’s separate pregnancy disability policy).
 - a. A “serious health condition” is an illness, injury (including, but not limited to, on-the-job injuries), impairment, or physical or mental condition of the employee or a child, parent, or spouse of the employee that involves either inpatient care or continuing treatment, including, but not limited to, treatment for substance abuse.
 - b. “Inpatient care” means a stay in a hospital, hospice, or residential health care facility, any subsequent treatment in connection with such inpatient care, or

any period of incapacity. A person is considered an “inpatient” when a health care facility formally admits him/her to the facility with the expectation that he/she will remain at least overnight and occupy a bed, even if it later develops that such person can be discharged or transferred to another facility and does not actually remain overnight.

- c. “Incapacity” means the inability to work, attend school, or perform other regular daily activities due to a serious health condition, its treatment, or the recovery that it requires.
 - d. “Continuing treatment” means ongoing medical treatment or supervision by a health care provider.
 - 3. To care for a spouse, domestic partner, child, or parent with a serious health condition. A qualifying family member may also include a grandparent, grandchild, or sibling for CFRA purposes.
 - 4. When an employee is providing care to a spouse, son, daughter, parent, or next of kin who is a covered Armed Forces service member with a serious injury or illness, the employee may take a maximum of twenty-six (26) weeks of additional FMLA leave in a single twelve (12) month period to provide said care. CFRA does not provide leave specific to caring for a service member.
 - 5. For any “qualifying exigency” because the employee is the spouse, son, daughter, or parent of an individual on active military duty, or an individual notified of an impending call or order to active duty, in the Armed Forces. For CFRA purposes, this may also include a domestic partner.
- Amount of FMLA/CFRA Leave Which May Be Taken
 - 1. FMLA/CFRA leave can be taken in one (1) or more periods, but may not exceed twelve (12) workweeks total for any purpose in any twelve (12) month period, as described below, for any one, or combination of the above-described situations. “Twelve workweeks” means the equivalent of twelve (12) of the employee’s normally scheduled workweeks. For a full-time employee who works five (5) eight-hour days per week, “twelve workweeks” means sixty (60) working and/or paid eight (8) hour days.
 - 2. In addition to the twelve (12) workweeks of FMLA/CFRA leave that may be taken, an employee who is the spouse, son, daughter, parent, or next of kin of a covered Armed Forces servicemember may also be entitled to a total of twenty-six (26) workweeks of FMLA leave during a twelve (12) month period to care for the servicemember.
 - 3. The “twelve month period” in which twelve (12) weeks of FMLA and CFRA leave may be taken is the twelve (12) month period immediately preceding the commencement of any FMLA/CFRA leave.

4. If a holiday falls within a week taken as FMLA/CFRA leave, the week is nevertheless counted as a week of FMLA/CFRA leave. If, however, the School's business activity has temporarily ceased for some reason and employees are generally not expected to report for work for one or more weeks, such as the Winter Break, Spring Break, or Summer Vacation, the days the School's activities have ceased do not count against the employee's FMLA or CFRA leave entitlement. Similarly, if an employee uses FMLA/CFRA leave in increments of less than one (1) week, the fact that a holiday may occur within a week in which an employee partially takes leave does not count against the employee's leave entitlement unless the employee was otherwise scheduled and expected to work during the holiday.

- Pay during FMLA/CFRA Leave

1. An employee on FMLA/CFRA leave because of his/her own serious health condition must use all accrued paid sick leave at the beginning of any otherwise unpaid FMLA/CFRA leave period. If an employee is receiving a partial wage replacement benefit during the FMLA/CFRA leave, the School and the employee may agree to have School-provided paid leave, such as sick time, supplement the partial wage replacement benefit unless otherwise prohibited by law.
2. An employee on FMLA/CFRA leave for baby-bonding or to care for a qualifying family member with a serious health condition may use any or all accrued sick leave at the beginning of any otherwise unpaid FMLA/CFRA leave.
3. If an employee has exhausted his/her sick leave, leave taken under FMLA or CFRA shall be unpaid leave.
4. The receipt of sick leave pay or State Disability Insurance benefits will not extend the length of the FMLA or CFRA leave. Sick pay accrues during any period of unpaid FMLA or CFRA leave only until the end of the month in which unpaid leave began.

- Health Benefits

The provisions of the School's various employee benefit plans govern continuing eligibility during FMLA/CFRA leave, and these provisions may change from time to time. The health benefits of employees on FMLA/CFRA leave will be paid by the School during the leave at the same level and under the same conditions as coverage would have been provided if the employee had been continuously employed during the leave period. When a request for FMLA/CFRA leave is granted, the School will give the employee written confirmation of the arrangements made for the payment of insurance premiums during the leave period.

If an employee is required to pay premiums for any part of his/her group health coverage, the School will provide the employee with advance written notice of the terms and conditions under which premium payments must be made.

WSCS may recover the health benefit costs paid on behalf of an employee during his/her FMLA/CFRA leave if:

1. The employee fails to return from leave after the period of leave to which the employee is entitled has expired. An employee is deemed to have “failed to return from leave” if he/she works less than thirty (30) days after returning from FMLA/CFRA leave; and
2. The employee’s failure to return from leave is for a reason other than the continuation, recurrence, or onset of a serious health condition that entitles the employee to FMLA/CFRA leave, or other circumstances beyond the control of the employee.

- Seniority

An employee on FMLA/CFRA leave remains an employee and the leave will not constitute a break in service. An employee who returns from FMLA/CFRA leave will return with the same seniority he/she had when the leave commenced.

- Medical Certifications

1. An employee requesting FMLA/CFRA leave because of his/her own or a relative’s serious health condition must provide medical certification from the appropriate health care provider on a form supplied by the School. Absent extenuating circumstances, failure to provide the required certification in a timely manner (within fifteen (15) days of the School’s request for certification) may result in denial of the leave request until such certification is provided.
2. The School will notify the employee in writing if the certification is incomplete or insufficient, and will advise the employee what additional information is necessary in order to make the certification complete and sufficient. The School may contact the employee’s health care provider to authenticate a certification as needed.
3. If the School has reason to doubt the medical certification supporting a leave because of the employee’s own serious health condition, the School may request a second opinion by a health care provider of its choice (paid for by the School). If the second opinion differs from the first one, the School will pay for a third, mutually agreeable, health care provider to provide a final and binding opinion.
4. Recertifications are required if leave is sought after expiration of the time estimated by the health care provider. Failure to submit required recertifications can result in termination of the leave.

- Procedures for Requesting and Scheduling FMLA/CFRA Leave

1. An employee should request FMLA/CFRA leave by completing a Request for Leave form and submitting it to the Administrator. An employee asking for a Request for Leave form will be given a copy of the School's then-current FMLA/CFRA leave policy.
 2. Employees should provide not less than thirty (30) days' notice for foreseeable childbirth, placement, or any planned medical treatment for the employee or his/her qualifying family member. Failure to provide such notice is grounds for denial of a leave request, except if the need for FMLA/CFRA leave was an emergency or was otherwise unforeseeable.
 3. Where possible, employees must make a reasonable effort to schedule foreseeable planned medical treatments so as not to unduly disrupt the School's operations.
 4. If FMLA/CFRA leave is taken because of the employee's own serious health condition or the serious health condition of the employee's qualifying family member, the leave may be taken intermittently or on a reduced leave schedule when medically necessary, as determined by the health care provider of the person with the serious health condition.
 5. If FMLA/CFRA leave is taken because of the birth of the employee's child or the placement of a child with the employee for adoption or foster care, the minimum duration of leave is two (2) weeks, except that the School will grant a request for FMLA/CFRA leave for this purpose of at least one day but less than two (2) weeks' duration on any two (2) occasions.
 6. If an employee needs intermittent leave or leave on a reduced leave schedule that is foreseeable based on planned medical treatment for the employee or a family member, the employee may be transferred temporarily to an available alternative position for which he or she is qualified that has equivalent pay and benefits and that better accommodates recurring periods of leave than the employee's regular position.
 7. The School will respond to an FMLA/CFRA leave request no later than five (5) business days of receiving the request. If an FMLA/CFRA leave request is granted, the School will notify the employee in writing that the leave will be counted against the employee's FMLA/CFRA leave entitlement. This notice will explain the employee's obligations and the consequences of failing to satisfy them.
- Return to Work
 1. Upon timely return at the expiration of the FMLA/CFRA leave period, an employee is entitled to the same or a comparable position with the same or similar duties and virtually identical pay, benefits, and other terms and conditions of employment unless the same position and any comparable position(s) have ceased to exist because of legitimate business reasons unrelated to the employee's FMLA/CFRA leave.

2. When a request for FMLA/CFRA leave is granted to an employee, the School will give the employee a written guarantee of reinstatement at the termination of the leave (with the limitations explained above).
3. Before an employee will be permitted to return from FMLA/CFRA leave taken because of his/her own serious health condition, the employee must obtain a certification from his/her health care provider that he/she is able to resume work.
4. If an employee can return to work with limitations, the School will evaluate those limitations and, if possible, will accommodate the employee as required by law. If accommodation cannot be made, the employee will be medically separated from the School.

- **Employment during Leave**

No employee, including employees on FMLA/CFRA leave, may accept employment with any other employer without the School's written permission. An employee who accepts such employment without the School's written permission will be deemed to have resigned from employment at the School.

Pregnancy Disability Leave

This policy explains how the School complies with the California Pregnancy Disability Act, which requires the School to give each female employee an unpaid leave of absence of up to four (4) months per pregnancy, as needed, for the period(s) of time a woman is actually disabled by pregnancy, childbirth, or related medical conditions.

- **Employee Eligibility Criteria**

To be eligible for pregnancy disability leave, the employee must be disabled by pregnancy, childbirth, or a related medical condition and must provide appropriate medical certification concerning the disability.

- **Events That May Entitle an Employee to Pregnancy Disability Leave**

The four (4) -month pregnancy disability leave allowance includes any time taken (with or without pay) for any of the following reasons:

1. The employee is unable to work at all or is unable to perform any one or more of the essential functions of her job without undue risk to herself, the successful completion of her pregnancy, or to other persons because of pregnancy or childbirth, or because of any medically recognized physical or mental condition that is related to pregnancy or childbirth (including severe morning sickness); or
2. The employee needs to take time off for prenatal care.

- **Duration of Pregnancy Disability Leave**

Pregnancy disability leave may be taken in one or more periods, but not to exceed four months total. “Four months” means the number of days the employee would normally work within four months. For a full-time employee who works five (5) eight (8) hour days per week, four (4) months means 693 hours of leave (40 hours per week times 17 $\frac{1}{3}$ weeks).

For employees who work more or less than forty (40) hours per week, or who work on variable work schedules, the number of working days that constitutes four (4) months is calculated on a pro rata or proportional basis. For example, for an employee who works twenty (20) hours per week, “four months” means 346.5 hours of leave entitlement (20 hours per week times 17 $\frac{1}{3}$ weeks). For an employee who normally works forty-eight (48) hours per week, “four months” means 832 hours of leave entitlement (48 hours per week times 17 $\frac{1}{3}$ weeks).

At the end or depletion of an employee’s pregnancy disability leave, an employee who has a physical or mental disability (which may or may not be due to pregnancy, childbirth, or related medical conditions) may be entitled to reasonable accommodation. Entitlement to additional leave must be determined on a case-by case basis, taking into account a number of considerations such as whether an extended leave is likely to be effective in allowing the employee to return to work at the end of the leave, with or without further reasonable accommodation, and whether or not additional leave would create an undue hardship for the School. The School is not required to provide an indefinite leave of absence as a reasonable accommodation.

- **Pay during Pregnancy Disability Leave**

1. An employee on pregnancy disability leave must use all accrued paid sick leave and may use any or all accrued vacation time at the beginning of any otherwise unpaid leave period.
2. The receipt of sick leave pay or state disability insurance benefits, will not extend the length of pregnancy disability leave.
3. Vacation and sick pay accrues during any period of unpaid pregnancy disability leave only until the end of the month in which the unpaid leave began.

- **Health Benefits**

WSCS shall provide continued health insurance coverage while an employee is on pregnancy disability leave consistent with applicable law. The continuation of health benefits is for a maximum of four (4) months in a twelve (12)-month period. WSCS can recover premiums that it already paid on behalf of an employee if both of the following conditions are met:

1. The employee fails to return from leave after the designated leave period expires.

2. The employee's failure to return from leave is for a reason other than the following:
 - The employee is taking leave under the California Family Rights Act.
 - There is a continuation, recurrence or onset of a health condition that entitles the employee to pregnancy disability leave.
 - There is a non-pregnancy related medical condition requiring further leave.
 - Any other circumstance beyond the control of the employee.
- Seniority

An employee on pregnancy disability leave remains an employee of the School and a leave will not constitute a break in service. When an employee returns from pregnancy disability leave, she will return with the same seniority she had when the leave commenced.
- Medical Certifications
 1. An employee requesting a pregnancy disability leave must provide medical certification from her healthcare provider on a form supplied by the School. Failure to provide the required certification in a timely manner (within fifteen (15) days of the leave request) may result in a denial of the leave request until such certification is provided.
 2. Recertifications are required if leave is sought after expiration of the time estimated by the healthcare provider. Failure to submit required recertifications can result in termination of the leave.
- Requesting and Scheduling Pregnancy Disability Leave
 1. An employee should request pregnancy disability leave by completing a Request for Leave form and submitting it to the Administrator. An employee asking for a Request for Leave form will be referred to the School's then current pregnancy disability leave policy.
 2. Employee should provide not less than thirty (30) days' notice or as soon as is practicable, if the need for the leave is foreseeable. Failure to provide such notice is grounds for denial of the leave request, except if the need for pregnancy disability leave was an emergency and was otherwise unforeseeable.
 3. Where possible, employees must make a reasonable effort to schedule foreseeable planned medical treatments so as not to unduly disrupt the School's operations.

4. Pregnancy disability leave may be taken intermittently or on a reduced leave schedule when medically advisable, as determined by the employee's healthcare provider.
 5. If an employee needs intermittent leave or leave on a reduced leave schedule that is foreseeable based on planned medical treatment, the employee may be transferred temporarily to an available alternative position for which he or she is qualified that has equivalent pay and benefits that better accommodates recurring periods of leave than the employee's regular position.
 6. The School will respond to a pregnancy disability leave request within ten (10) days of receiving the request. If a pregnancy disability leave request is granted, the School will notify the employee in writing and leave will be counted against the employee's pregnancy disability leave entitlement. This notice will explain the employee's obligations and the consequences of failing to satisfy them.
- Return to Work
 1. Upon timely return at the expiration of the pregnancy disability leave period, an employee is entitled to the same position unless the employee would not otherwise have been employed in the same position at the time reinstatement is requested. If the employee is not reinstated to the same position, she must be reinstated to a comparable position unless one of the following is applicable:
 - a. The employer would not have offered a comparable position to the employee if she would have been continuously at work during the pregnancy disability leave.
 - b. There is no comparable position available, to which the employee is either qualified or entitled, on the employee's scheduled date of reinstatement or within sixty (60) calendar days thereafter. The School will take reasonable steps to provide notice to the employee if and when comparable positions become available during the sixty (60) day period.

A "comparable" position is a position that involves the same or similar duties and responsibilities and is virtually identical to the employee's original position in terms of pay, benefits, and working conditions.
 2. When a request for pregnancy disability leave is granted to an employee, the School will give the employee a written guarantee of reinstatement at the end of the leave (with the limitations explained above).
 3. In accordance with WSCS policy, before an employee will be permitted to return from a pregnancy disability leave of three (3) days or more, the employee must obtain a certification from her healthcare provider that she is able to resume work.
 4. If the employee can return to work with limitations, the School will evaluate those limitations and, if possible, will accommodate the employee as required by law.

If accommodation cannot be made, the employee will be medically separated from the School.

- Employment during Leave

No employee, including employees on pregnancy disability leave, may accept employment with any other employer without the School's written permission. An employee who accepts such employment without written permission will be deemed to have resigned from employment.

Industrial Injury Leave (Workers' Compensation)

WSCS, in accordance with State law, provides insurance coverage for employees in case of work-related injuries. The workers' compensation benefits provided to injured employees may include:

- Medical care;
- Cash benefits, tax-free to replace lost wages; and
- Vocational rehabilitation to help qualified injured employees return to suitable employment.

To ensure employees receive any worker's compensation benefits to which they may be entitled, employees will need to:

- Immediately report any work-related injury to the Administrator;
- Seek medical treatment and follow-up care if required;
- Complete a written Employee's Claim Form (DWC Form 1) and return it to the Administrator; and
- Provide the School with a certification from a health care provider regarding the need for workers' compensation disability leave as well as the employee's eventual ability to return to work from the leave.

It is the School's policy that when there is a job-related injury, the first priority is to ensure that the injured employee receives appropriate medical attention. WSCS, with the help of its insurance carrier has selected medical centers to meet this need. Each medical center was selected for its ability to meet anticipated needs with high quality medical service and a location that is convenient to the School's operation.

- If an employee is injured on the job, he/she is to go or be taken to the approved medical center for treatment. If injuries are such that they require the use of emergency medical systems ("EMS") such as an ambulance, the choice by the EMS personnel for the most appropriate medical center or hospital for treatment will be recognized as an approved center.

- All accidents and injuries must be reported to the Administrator and to the individual responsible for reporting to the School's insurance carrier. Failure by an employee to report a work-related injury by the end of his/her shift could result in loss of insurance coverage for the employee. An employee may choose to be treated by his/her personal physician at his/her own expense, but he/she is still required to go to the School's approved medical center for evaluation. All job-related injuries must be reported to the appropriate State Workers' Compensation Bureau and the insurance carrier.
- When there is a job-related injury that results in lost time, the employee must have a medical release from the School's approved medical facility before returning to work.
- Any time there is a job-related injury, the School's policy requires drug/alcohol testing along with any medical treatment provided to the employee.

Military and Military Spousal Leave of Absence

WSCS shall grant a military leave of absence to any employee who must be absent from work due to service in the uniformed services in accordance with the Uniformed Services Employment and Re-Employment Rights Act of 1994 ("USERRA"). All employees requesting military leave must provide advance written notice of the need for such leave, unless prevented from doing so by military necessity or if providing notice would be impossible or unreasonable.

If military leave is for thirty (30) or fewer days, the School shall continue the employee's health benefits. For service of more than thirty (30) days, employee shall be permitted to continue their health benefits at their option through COBRA. Employees are entitled to use any accrued vacation/paid time off as wage replacement during time served, provided such vacation/paid time off accrued prior to the leave.

Except for employees serving in the National Guard, WSCS will reinstate those employees returning from military leave to their same position or one of comparable seniority, status, and pay if they have a certificate of satisfactory completion of service and apply within ninety (90) days after release from active duty or within such extended period, if any, as required by law. For those employees serving in the National Guard, if he or she left a full-time position, the employee must apply for reemployment within forty (40) days of being released from active duty, and if he or she left part-time employment, the employee must apply for reemployment within five (5) days of being released from active duty.

An employee who was absent from work while fulfilling his or her covered service obligation under the USERRA or California law shall be credited, upon his or her return to the School, with the hours of service that would have been performed but for the period of absence from work due to or necessitated by USERRA-covered service. Exceptions to this policy will occur wherever necessary to comply with applicable laws.

WSCS shall grant up to ten (10) days of unpaid leave to employees who work more than twenty (20) hours per week and who are spouses of deployed military servicemen and servicewomen. The leave may be taken when the military spouse is on leave from deployment during a time of military conflict. To be eligible for leave, an employee must provide the School with (1) notice

of intention to take military spousal leave within two (2) business days of receiving official notice that the employee's military spouse will be on leave from deployment, and (2) documentation certifying that the employee's military spouse will be on leave from deployment during the time that the employee requests leave.

Bereavement Leave

Exempt employees are entitled to a leave of up to three (3) days without loss of pay due to a death in the immediate family (parent, spouse, son/daughter, sister/brother, parents-in-law, son/daughter-in-law, grandparents, grandchild). Bereavement pay will not be used in computing overtime pay. Any scheduled days off (including weekends, holidays and vacations) falling during the absence will be counted as both bereavement leave and scheduled days off.

Jury Duty or Witness Leave

For all exempt employees, the School will pay for time off if an employee is called to serve on a jury provided the employee continues to perform work duties as assigned. For all non-exempt employees, the School will pay for up to three (3) days if an employee is called to serve on a jury.

Voting Time Off

If an employee does not have sufficient time outside of working hours to vote in an official state-sanctioned election, the employee may take off enough working time to vote. Such time off shall be taken at the beginning or the end of the regular working shift, whichever allows for more free time and the time taken off shall be combined with the voting time available outside of working hours to a maximum of two (2) hours combined. Under these circumstances, an employee will be allowed a maximum of two (2) hours of time off during an election day without loss of pay. When possible, an employee requesting time off to vote shall give the Administrator at least two (2) days notice.

School Appearance and Activities Leave

As required by law, WSCS will permit an employee who is a parent or guardian (including a stepparent, foster parent, or grandparent) of school children, from kindergarten through grade twelve (12), or a child enrolled with a licensed child care provider, up to forty (40) hours of unpaid time off per school year (up to eight (8) hours in any calendar month of the school year) to participate in activities of a child's school or child care. If more than one (1) parent or guardian is an employee of WSCS, the employee that first provides the leave request will be given the requested time off. Where necessary, additional time off will also be permitted where the school requires the employee(s) appearance.

The employee requesting school leave must provide reasonable advanced notice of the planned absence. The employee must use accrued but unused paid leave (e.g., sick leave) to be paid during the absence.

When requesting time off for school activities, the employee must provide verification of participation in an activity as soon as practicable. When requesting time off for a required

appearance, the employee(s) must provide a copy of the notice from the child's school requesting the presence of the employee.

Bone Marrow and Organ Donor Leave

As required by law, eligible employees who require time off to donate bone marrow to another person may receive up to five (5) workdays off in a 12-month period. Eligible employees who require time off to donate an organ to another person may receive up to sixty (60) workdays off in a twelve (12) month period.

To be eligible for bone marrow or organ donation leave ("Donor Leave"), the employee must have been employed by the School for at least ninety (90) days immediately preceding the Donor Leave.

An employee requesting Donor Leave must provide written verification to the School that he or she is a donor and that there is a medical necessity for the donation of the organ or bone marrow.

Up to five (5) days of leave for bone marrow donation, and up to thirty (30) days of leave for organ donation, may be paid provided the employee uses five (5) days of accrued paid leave for bone marrow donation and two (2) weeks of accrued paid leave for organ donation. If the employee has an insufficient number of paid leave days available, the leave will otherwise be paid.

Employees returning from Donor Leave will be reinstated to the position held before the leave began, or to a position with equivalent status, benefits, pay and other terms and conditions of employment. The School may refuse to reinstate an employee if the reason is unrelated to taking a Donor Leave. A Donor Leave is not permitted to be taken concurrently with an FMLA/CFRA Leave.

Victims of Abuse Leave

WSCS provides reasonable and necessary unpaid leave and other reasonable accommodations to employees who are victims of domestic violence, sexual assault, or stalking. Such leave may be taken to attend legal proceedings or to obtain or attempt to obtain any relief necessary, including a restraining order, to ensure the employee's own health, safety or welfare, or that of the employee's child or children. Employees may also request unpaid leave for the following purposes:

- Seek medical attention for injuries caused by domestic violence, sexual assault, or stalking.
- Obtain services from a domestic violence shelter, program, or rape crisis center.
- Obtain psychological counseling for the domestic violence, sexual assault, or stalking.
- Participate in safety planning, such as relocation, to protect against future domestic violence, sexual assault, or stalking.

To request leave under this policy, an employee should provide WSCS with as much advance notice as practicable under the circumstances. If advance notice is not possible, the employee requesting leave under this policy should provide WSCS one (1) of the following certifications

upon returning back to work:

1. A police report indicating that the employee was a victim of domestic violence, sexual assault, or stalking.
2. A court order protecting the employee from the perpetrator or other evidence from the court or prosecuting attorney that the employee appeared in court.
3. Documentation from a licensed medical professional, domestic violence or sexual assault counselor, licensed health care provider, or counselor showing that the employee's absence was due to treatment for injuries or abuse from domestic violence, sexual assault, or stalking.

Employees requesting leave under this policy may choose to use accrued paid leave. In addition, WSCS will provide reasonable accommodations to employees who are victims of domestic violence, sexual assault or stalking for the employees' safety while at work. To request an accommodation under this policy, an employee should contact the Administrator.

Returning From Leave of Absence

Employees cannot return from a medical leave of absence without first providing a sufficient doctor's return to work authorization.

When business considerations require, the job of an employee on leave may be filled by a temporary or regular replacement. An employee should give the Administrator thirty (30) days' notice before returning from leave. Whenever the School is notified of an employee's intent to return from a leave, the School will attempt to place the employee in his former position or in a comparable position with regard to salary and other terms and conditions for which the employee is qualified. However, re-employment cannot always be guaranteed. If employees need further information regarding Leaves of Absence, they should be sure to consult the Administrator.

DISCIPLINE AND TERMINATION OF EMPLOYMENT

Rules of Conduct

The following conduct is prohibited and will not be tolerated by the School. This list of prohibited conduct is illustrative only and applies to all employees of the School; other types of conduct that threaten security, personal safety, employee welfare and the School's operations also may be prohibited. Further, the specification of this list of conduct in no way alters the at-will employment relationship as to at-will employees of the School. If an employee is working under a contract with the School which grants procedural rights prior to termination, the procedural terms in the contract shall apply.

1. Insubordination - including, but not limited to, refusing to perform a task or duty assigned or act in accordance with instructions provided by an employee's manager or proper authority
2. Incompetence or Inefficiency - including deliberate restriction of output, carelessness or unnecessary wastes of time or material, neglect of job, duties or responsibilities.
3. Carelessness or negligence in the performance of duty or in the care of School property.
4. Damaging, defacing, unauthorized removal, destruction or theft of another employee's property or of School property.
5. Theft, deliberate or careless damage of any School property or the property of any employee or parent or child enrolled at the School.
6. Removing or borrowing School property without prior authorization; unauthorized use of School equipment, time, materials, or facilities.
7. Failure to follow School policies and procedures.
8. Willful or persistent failure to comply with School policies, procedures and regulations as outlined in the individual contract, this Handbook, or other official school documents.
9. Persistent violation of or refusal to obey safety rules and regulations applicable to the School.
10. Conduct that poses a threat to the health, safety, or well-being of faculty, staff, students, or the School as a whole.
11. Failure to report a job-related accident to the employee's manager or failure to take or follow prescribed tests, procedures or treatment.
12. Dishonesty.
13. Release of confidential information without authorization.
14. Immoral or indecent conduct.
15. Conviction of any crime involving moral turpitude.
16. Tampering with or falsifying any report or record including, but not limited to, personnel, absentee, sickness or production reports or records, specifically including applications for employment and time cards.
17. Committing a fraudulent act or a breach of trust under any circumstances.
18. Conviction of a criminal act.
19. Violations of the drug and alcohol policy.
20. Violations of the unlawful harassment policy.
21. Using or possessing firearms, weapons or explosives of any kind on School premises.
22. Fighting or instigating a fight on School premises.
23. Gambling on School premises.
24. Recording the clock card, when applicable, of another employee or permitting or

- arranging for another employee to record the clock card.
25. Excessive absenteeism or tardiness excused or unexcused.
 26. Working overtime without authorization or refusing to work assigned hours.
 27. Abuse of general leave.
 28. Failure to provide a physician's certificate/medical certification when requested or required to do so.
 29. Discourteous, offensive or abusive language or conduct toward another employee, a pupil, or a member of the public.
 30. Use of profane, abusive or threatening language in conversations with other employees and/or intimidating or interfering with other employees.
 31. Any other conduct detrimental to other employees or the School's interests or its efficient operations.
 32. Wearing extreme, unprofessional or inappropriate styles of dress or hair while working.
 33. Refusal to speak to supervisors or other employees.
 34. Sleeping during work hours.
 35. Conducting personal business during business hours and/or unauthorized use of telephone lines for personal calls.
 36. Engaging in sabotage or espionage (industrial or otherwise)
 37. Corporal punishment: The willful infliction of, or willfully causing the infliction of, physical pain on a student. An amount of force that is reasonable and necessary for an employee to quell a disturbance threatening physical injury to persons or damage to property, for purposes of self-defense, or to obtain possession of weapons or other dangerous objects within the control of a student shall not be construed as corporal punishment.
 38. Abandonment of position. (Any employee absent without authorization for three [3] days or more shall be considered as having voluntarily resigned his/her position.)
 39. Unauthorized soliciting, collecting of contributions, distribution of literature, written or printed matter is strictly prohibited on School property by non-employees and by employees. This rule does not cover periods of time when employees are off their jobs, such as lunch periods and break times. However, employees properly off their jobs are prohibited from such activity with other employees who are performing their work tasks.
 40. Posting any notices on School premises without prior written approval of management, unless posting is on a School bulletin board designated for employee postings.
 41. Failure to possess or maintain the credential/certificate required of the position.

For employees who possess an employment contract which provides for other than at-will employment, the procedures and process for termination during the contract shall be specified in the contract.

Off-Duty Conduct

While the School does not seek to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct may interfere with the School's legitimate business interests. For this reason, employees are expected to conduct their personal affairs in a manner that does not adversely affect the School or its own integrity, reputation, or credibility. Illegal or immoral off-duty conduct by an employee that adversely affects the School's legitimate business interests or the employee's ability to perform his or her work will not be tolerated.

While employed by the School, employees are expected to devote their energies to their jobs with the School. For this reason, second jobs are strongly discouraged. The following types of additional employment elsewhere are strictly prohibited:

- Additional employment that conflicts with an employee's work schedule, duties, and responsibilities at our School.
- Additional employment that creates a conflict of interest or is incompatible with the employee's position with our School.
- Additional employment that impairs or has a detrimental effect on the employee's work performance with our School.
- Additional employment that requires the employee to conduct work or related activities on the School's property during the employer's working hours or using our School's facilities and/or equipment; and
- Additional employment that directly or indirectly competes with the business or the interests of our School.

Employees who wish to engage in additional employment that may create a real or apparent conflict of interest must submit a written request to the School explaining the details of the additional employment. If the additional employment is authorized, the School assumes no responsibility for it. WSCS shall not provide workers' compensation coverage or any other benefit for injuries occurring from or arising out of additional employment. Authorization to engage in additional employment can be revoked at any time.

Employment References and Recommendations

Only the Administrator may provide employment references, verbal or written, regarding current or former employees of the School. Any reference, positive or negative, may put the School in legal jeopardy and employees are explicitly prohibited from providing them in their capacity as a School employee or on school letterhead.

Termination of Employment

Should it become necessary for an employee to terminate their at-will employment with the School, employees should notify the Administrator regarding their intention as far in advance as possible. At least two (2) weeks' notice is expected whenever possible.

When an employee terminates their at-will employment, they will be entitled to all earned but unused vacation pay. If an employee is participating in the medical and/or dental plan, they will be provided information on their rights under COBRA.

INTERNAL COMPLAINT REVIEW

Open Door Policy

Suggestions for improving the School are always welcome. At some time, employees may have complaints, suggestions or questions about their job, their working conditions or the treatment they are receiving. Good-faith complaints, questions and suggestions also are of concern to the School. We ask that each employee take their concerns first to their supervisor, following these steps:

1. Within a week of the occurrence, bring the situation to the attention of any supervisor the employee may have, who will then investigate and provide a solution or explanation.
2. If the problem persists, the employee may put it in writing and present it to the Administrator, who will investigate and provide a solution or explanation.
3. If the problem is not resolved, the employee may present the problem in writing to the Charter Council Board for clarification or final decision.

This procedure, which we believe is important for both employees and the School, cannot result in every problem being resolved to an employee's satisfaction. However, the School values employee input and employees should feel free to raise issues of concern, in good faith, without the fear of retaliation.

The purpose of the "Internal Complaint Review Policy" is to afford all employees of the School the opportunity to seek internal resolution of their work-related concerns. All employees have free access to the Administrator or Board of Directors to express their work-related concerns.

Specific complaints of unlawful harassment, discrimination, and retaliation are addressed under the School's "Policy Prohibiting Unlawful Harassment, Discrimination, and Retaliation."

Internal Complaints

(Complaints by Employees Against Employees)

This section of the policy is for use when a School employee raises a complaint or concern about a co-worker.

If reasonably possible, internal complaints should be resolved at the lowest possible level, including attempts to discuss/resolve concerns with the immediate supervisor. However, in the event an informal resolution may not be achieved or is not appropriate, the following steps will be followed by the Administrator or designee:

1. The complainant will bring the matter to the attention of the Administrator as soon as possible after attempts to resolve the complaint with the immediate supervisor have failed or if not appropriate; and
2. The complainant will reduce his or her complaint to writing, indicating all known and relevant facts. The Administrator or designee will then investigate the facts and provide a solution or explanation;

3. If the complaint is about the Administrator, the complainant may file his or her complaint in a signed writing to the President of the School's Board of Directors, who will then confer with the Board and may conduct a fact-finding or authorize a third party investigator on behalf of the Board. The Board President or investigator will report his or her findings to the Board for review and action, if necessary.

This policy cannot guarantee that every problem will be resolved to the employee's satisfaction. However, the School values each employee's ability to express concerns and the need for resolution without fear of adverse consequence to employment.

Policy for Complaints Against Employees (Complaints by Third Parties Against Employees)

This section of the policy is for use when a non-employee raises a complaint or concern about a School employee.

If complaints cannot be resolved informally, complainants may file a written complaint with the office of the Administrator or Board President (if the complaint concerns the Administrator) as soon as possible after the events that give rise to the complainant's concerns. The written complaint should set forth in detail the factual basis for the complaint.

In processing the complaint, Administrator (or designee) shall abide by the following process:

1. The Administrator or designee shall use his or her best efforts to talk with the parties identified in the complaint and to ascertain the facts relating to the complaint.
2. In the event that the Administrator (or designee) finds that a complaint against an employee is valid, the Administrator (or designee) may take appropriate disciplinary action against the employee. As appropriate, the Administrator (or designee) may also simply counsel/reprimand employees as to their conduct without initiating formal disciplinary measures.
3. The Administrator's (or designee's) decision relating to the complaint shall be final unless it is appealed to the Board of Directors. The decision of the Board shall be final.

General Requirements

1. Confidentiality: All complainants will be notified that information obtained from the complainants and thereafter gathered will be maintained in a manner as confidential as possible, but in some circumstances absolute confidentiality cannot be assured.
2. Non-Retaliation: All complainants will be advised that they will be protected against retaliation as a result of the filing of any complaints or participation in any complaint process.
3. Resolution: The Board (if a complaint is about the Administrator) or the Administrator or designee will investigate complaints appropriately under the circumstances and pursuant to the applicable procedures, and if necessary, take appropriate remedial

measures to ensure effective resolution of any complaint.

AMENDMENT TO EMPLOYEE HANDBOOK

This Employee Handbook contains the employment policies and practices of the School in effect at the time of publication.

WSCS reserves the right to amend, delete or otherwise modify this Handbook at any time provided that such modifications are in writing and duly approved by the employer.

Any written changes to the Handbook will be distributed to all employees. No oral statements can in any way alter the provisions of this Handbook.

APPENDIX A

HARASSMENT/DISCRIMINATION/RETALIATION COMPLAINT FORM

It is the policy of the School that all of its employees be free from harassment, discrimination, and retaliation. This form is provided for you to report what you believe to be harassment, discrimination, or retaliation so that the School may investigate and take appropriate disciplinary or other action when the facts show that there has been harassment, discrimination, or retaliation.

If you are an employee of the School, you may file this form with the Administrator or Board President.

Please review the School's policies concerning harassment, discrimination, and retaliation for a definition of such unlawful conduct and a description of the types of conduct that are considered unlawful.

WSCS will undertake every effort to handle the investigation of your complaint in a confidential manner. In that regard, the School will disclose the contents of your complaint only to those persons having a need to know. For example, to conduct its investigation, the School will need to disclose portions of your factual allegations to potential witnesses, including anyone you have identified as having knowledge of the facts on which you are basing your complaint, as well as the alleged offender.

In signing this form below, you authorize the School to disclose to others the information you have provided herein, and information you may provide in the future. Please note that the more detailed information you provide, the more likely it is that the School will be able to address your complaint to your satisfaction.

Charges of harassment, discrimination, and retaliation are taken very seriously by the School both because of the harm caused by such unlawful conduct, and because of the potential sanctions that may be taken against the offender. It is therefore very important that you report the facts as accurately and completely as possible and that you cooperate fully with the person or persons designated to investigate your complaint.

Your Name: _____ Date: _____

Date of Alleged Incident(s): _____

Name of Person(s) you believe harassed, or discriminated or retaliated against, you or someone else: _____

List any witnesses that were present: _____

Where did the incident(s) occur? _____

Please describe the events or conduct that are the basis of your complaint by providing as much factual detail as possible (i.e. specific statements; what, if any, physical contact was involved; any verbal statements; what did you do to avoid the situation, etc.) (Attach additional pages, if needed):

I acknowledge that I have read and that I understand the above statements. I hereby authorize the School to disclose the information I have provided as it finds necessary in pursuing its investigation.

I hereby certify that the information I have provided in this complaint is true and correct and complete to the best of my knowledge and belief.

Signature of Complainant

Date: _____

Print Name

Received by:_____

Date: _____

APPENDIX B

INTERNAL COMPLAINT FORM

Your Name: _____ Date: _____

Date of Alleged Incident(s): _____

Name of Person(s) you have a complaint against: _____

List any witnesses that were present: _____

Where did the incident(s) occur?

Please describe the events or conduct that are the basis of your complaint by providing as much factual detail as possible (i.e. specific statements; what, if any, physical contact was involved; any verbal statements; what did you do to avoid the situation, etc.) (Attach additional pages, if needed):

I hereby authorize the School to disclose the information I have provided as it finds necessary in pursuing its investigation. I hereby certify that the information I have provided in this complaint is true and correct and complete to the best of my knowledge and belief. I further understand providing false information in this regard could result in disciplinary action up to and including termination.

Signature of Complainant

Date: _____

Print Name

To be completed by School:

Received by: _____

Date: _____

APPENDIX C

POLICY ON NON-SECTARIAN INSTRUCTION FOR PUBLIC SCHOOL USING WALDORF-INSPIRED CURRICULUM AND METHODS

1. We recognize that the Waldorf Schools worldwide have often achieved remarkable success in educating students. The content of the curriculum, the harmony of the physical and learning environment, and the gracefulness of the teaching methodology all contribute to the student outcomes that we seek to foster.
2. We seek to apply the Waldorf-inspired methods in the furtherance of our educational purpose. Although we recognize that the originators of these methods may have had some cultural biases or sectarian affiliations, it is the express intention of our school to remove such biases and affiliations from the methods employed in the School.
3. The originators of the Waldorf method have given reasons and explanations for its effectiveness that are difficult or impossible for educators to verify using current research methodologies. We seek to base *our* use and adoption of any such methods upon our practical experience of their success in producing the outcomes that we desire to achieve for our students.
4. As a school, we remain neutral concerning the other theories and ideas propounded by the originators of the Waldorf methods. These are extensive and many relate to areas of inquiry that go far beyond the strictly educational and pedagogical realms. Our school does not seek to promote credence in any religious or philosophical system or sectarian affiliations. As educators, we seek successful methods from many sources, and subject all such methods to practical review. Our adoption of any curriculum or teaching method rests upon our professional evaluation of its efficacy in contributing towards outcomes leading to healthy human development and specific educational goals.
5. Although we recognize the right of all citizens to hold religious, spiritual and philosophical beliefs in their personal lives, we as teachers and educators do not promote or proselytize our religious beliefs, if any, among the students we teach.
6. In our school, we teach about many cultures and civilizations, both past and present. Students learn about various aspects of these cultures including their history, geography, language, economy, science, mythology and religion. But in these studies, we do not seek to promote adherence to the faith held by any one of these cultures, rather such studies arise out of a multi-cultural and historical context.
7. As educators, we seek to assist each other in the research into and application of the Waldorf methods as appropriate to a public school setting. We promote and encourage the study by the educators in our school into the extensive literature dealing with the Waldorf methods both by its originators and by its subsequent practitioners. We seek teachers who have devoted special study into these methods, and who are willing to discriminate which elements of such methods are appropriate in a non-sectarian, public school setting. We encourage an active dialogue with educators who have practiced the Waldorf methods in other schools worldwide, both public and private, in order to understand and incorporate the

best practices appropriate to a non-sectarian public school setting.

8. We believe that all children deserve a high quality education. We believe that parents who seek the educational goals for their children which can best be fostered by the Waldorf-inspired methods should not be deprived of an access to such methods through financial constraints, or through a rigid association of such methods to any sectarian or culturally biased world view which excludes them from participation.
9. While not promoting the moral code of any religion, we believe that character education is an essential component of any school program. A reverence for truth, beauty and goodness should be part of every child's outlook. Education is most effective when it occurs within a context of meaning. Myths, fairy tales, legends, and fables all contribute to such a context, and are an integral part of our program.
10. Our school adheres to the principles and guidelines expressed in the publication, "A Teacher's Guide to Religion in the Public Schools," which is published by the First Amendment Center, and distributed to all public schools by the United States Department of Education. All teachers in our school are provided with this publication, and are periodically monitored for compliance with its principles.