



# EMPLOYEE POLICY HANDBOOK 2016-2017

BAY HAVEN CHARTER ACADEMY, INC.

(Revised 4/6/2017)

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## **MISSION STATEMENT**

To provide a safe environment which promotes high expectations/high achievement enabling our students, teachers, staff, and parents to reach their full potential and be better tomorrow than they are today.

# INTRODUCTION

Welcome to Bay Haven Charter Academy, Inc. ("Haven")! This Employee Policy Handbook ("Handbook") was developed to provide you with an information resource for common questions and concerns. If you have questions or concerns about the policies outlined here, you should contact Haven's Human Resources Director.

The policies stated in this Handbook are subject to change at any time at the sole discretion of Haven's Board of Directors ("Board") and/or Administration. From time to time, you may receive updated information regarding any changes in policy.

The contents of this Handbook are not intended to and do not create a contract or agreement between Haven and you. There are specific procedures for many of the general policies stated in this Handbook. Please direct any questions to your supervisor, your principal, the Human Resources ("HR") Director, or the Chief Education Officer ("CEO"), in that order. Unresolved issues or legal issues shall be referred to Haven's legal counsel.

In the event of any conflict or inconsistency between the policies set forth in this Handbook and in the Board Policy Manual, the Board Policy Manual shall control.

Haven's HR Director may be reached at:

2501 Hawks Landing Blvd.  
Panama City, FL 32405  
850-248-3500

# GENERAL INFORMATION

You are an "at-will" employee of Haven. Haven is responsible, therefore, for all employee tax-related paperwork. Haven is also responsible for your work directions, safe work practices, hiring, training, evaluation, discipline, and assignments while you are at work. Haven's management will set your hours, rate of pay, and all other normal school operational procedures. Haven retains cost, custody, and control of employee activities. It is your responsibility to notify your supervisor immediately of any of the following claims:

- On-the-job injuries/accidents
- Employee relation problems
- Discrimination
- Release from work
- Safety violations
- Assignment cancellations
- Suspected violation of any state and/or federal laws
- Change in duty assignments

## **Haven goals include:**

- To provide equal employment opportunity and treatment regardless of race, religions, color, sex, marital status, disability, national origin, veteran status, or any other protected characteristic or class.
- To provide competitive salaries and employee benefits.

- To provide support for curriculum, faculty and administration needs.
- To monitor and comply with applicable federal and state laws and regulations concerning employee safety.
- To provide training consistent with Haven's requirements for those whose needs, capabilities, and desires warrant such training.
- To accept constructive suggestions which relate to methods, procedures, working conditions, and the nature of the work performed.
- To establish appropriate procedures for you to discuss matters of interest or concern with your immediate supervisors.
- To provide training and development and career advancement opportunities.
- To ensure that management provides a spirit of harmony and teamwork with all employees as it relates to the total work experience.
- To provide an open door policy.

### **Employment At-Will**

Employment with Haven is at-will and voluntary and the employee is free to resign at any time with or without cause. Similarly, Haven may terminate your at-will employment relationship at any time, with or without notice or cause, so long as such termination does not violate applicable federal or state law.

Policies set forth in this Handbook are not intended to and do not create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between Haven and any of its employees. The provisions of this Handbook supersede all existing policies and practices, and may be amended at any time and without prior notice at the sole discretion of Haven.

PLEASE NOTE: At no time, including but not limited to, at or before signing a contract of employment with Haven should you have an expectation that Haven will continue your employment or extend to you a new contract at the end of your current contract term. In other words, there is NO guarantee of your re-employment with Haven next year and nothing contained in this Handbook should be interpreted as suggesting otherwise.

### **Employee Status Definitions**

**Full-Time:** Employees who are not in a "temporary" status and who are regularly scheduled to work a full-time schedule of thirty (30) hours or more per week. Generally, full-time employees are eligible for Haven's benefit package, subject to the terms, conditions, and limitations of each benefit program.

**Part-Time:** Employees who are not assigned to a "temporary" or introductory status and who are regularly scheduled to work less than thirty (30) hours per week. While part-time employees receive all legally mandated benefits (such as Social Security and Workers' Compensation Insurance), they are ineligible for Haven's other benefit programs including, but not limited to, paid holidays, insurance benefits, paid vacation, and sick/personal time.

**Temporary:** Employees who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of limited time duration, usually no longer than six (6) months. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain the status unless and until notified of a change. While temporary employees receive all legally mandated benefits (such as Workers'

Compensation Insurance and Social Security), they are ineligible for all of Haven's other benefit programs.

**Daily Substitutes:** Employees who are hired on-call daily for the purpose of filling in for absent educators. While daily substitutes do receive all legally mandated benefits (such as Social Security and Workers' Compensation Insurance), they are ineligible for all of Haven's other benefit programs including, but not limited to, paid holidays, insurance benefits and paid vacation and sick/personal leave.

## **Employee Classification Regarding Overtime**

Haven complies with the Fair Labor Standards Act ("FLSA") with regard to employee classifications and the payment of overtime. Haven continuously reviews positions in order to ensure that such positions are correctly classified.

- "Non-exempt" employees are employees entitled to overtime pay for hours worked in excess of forty (40) hours per work week. This means that they are not exempt from, and therefore should receive, overtime pay for all hours worked in excess of forty (40) hours per work week. Non-exempt employees are normally paid on an hourly wage basis.
- "Exempt" employees are salaried employees such as managers, supervisors, professional staff and others whose duties and responsibilities allow them to be exempt from the overtime pay provisions provided in the FLSA. If you are an exempt employee, you will be advised that you are so classified at the time you are hired, transferred, or promoted.

## **Paycheck Information**

Your paycheck will be issued on a Haven bank account. If there is a problem with your paycheck and you cannot resolve it with the HR Director or Payroll Manager, contact your principal before your next paycheck is delivered. The Payroll Manager is responsible for processing the check. Haven considers your previous paycheck correct on delivery of your most current check but will consider claims for past periods. Your paycheck contains very important information. Always review the front and back of your paycheck before endorsing it. If your paycheck is lost or stolen, Haven will issue a stop payment on that check at your request. You will be charged the stop payment fee imposed by the bank and an administrative fee to defer the staff costs, both of which will be deducted from your replacement check. You may also be required to complete and have notarized an affidavit. Damaged checks may be replaced only if enough of the check is legible and recognizable; otherwise, a stop payment must be made and you will be subject to the process for a lost or stolen check as stated above. Although not required, direct deposit is more efficient and ensures timely deposit of your check into your account. Therefore, Haven prefers this method of payment. When your employment with Haven ends, your last check can be direct deposited in the same way as your regular pay.

Haven is not responsible for number of allowances you claim on your W-4. If you would like to change your exemption status for your taxes, you must complete a new W-4 form. Before making these changes, we recommend you consult your tax advisor. Employee wages (or other compensation) are confidential between the employee and employer. Your pay should be a private matter and Haven discourages discussing wages with fellow employees.

At year-end, you will receive your W-2 from Haven, as applicable by law. Please notify payroll and the HR Director of any change of address in writing as soon as possible. If you change your address during the year and have not notified payroll and the HR Director in writing of your new address, your W-2 may be returned to us. You may send a self-addressed stamped envelope with a written request and your W-2 will be forwarded to you at the new address you have



provided. In the event your W-2 is lost or misplaced, you may send a signed written request in a self-addressed, stamped envelope along with \$5.00 cash or money order and another W-2 will be prepared and forwarded to you. If you have changed your address but not notified payroll and the HR Director prior to a W-2 being sent but prior to it being returned, you will be subject to the \$5.00 charge to have another prepared and mailed.

Send to: Haven Charter Academy, Inc., Attn: Payroll, 2501 Hawks Landing Blvd, Panama City, FL 32405.

### **Pay Deductions and Setoffs**

Federal and state laws mandate that Haven make deductions from every employee's paycheck for certain items such as federal income taxes and Social Security/Medicare. No deductions, other than those required by law or assigned by a court order will be made from the employee's paycheck without written authorization. Participation in Haven's medical/dental, STD, LTD, life and 401(k) and 403(b) plans implies employee authorization of related payroll deductions.

### **Wage Assignments (Garnishments)**

Haven is obligated to execute any court-ordered wage assignments or garnishments against an employee's wages, and will do so upon receipt of the appropriate legal documents.

### **Personnel Files**

Your employee personnel file is a record of employment and it is important that it be kept up to date. Promptly notify your HR Director in writing of any changes in:

Name	Address
Phone number	Emergency contact information
Children's names	Number of dependents
Beneficiary	Educational accomplishments
Changes in family status	W-4 exemptions

Some changes may require appropriate documentation. Personnel files are the property of Haven and access to the information they contain is restricted. Only supervisors and management personnel of Haven and other lawfully entitled persons who have a legitimate reason to review information in a file are allowed to do so. However, please note that Haven must comply with public records requests, and such requests may include requests for copies of your personnel file. Any employee information obtained/retained by Haven is subject to disclosure through such requests, unless specifically exempted by law.

Employees who wish to review their own file should contact the HR Director, who is the custodian of all Haven personnel records. With reasonable advance notice, employees may review their own personnel files in the HR Director's office while in the presence of an individual designated by Haven.

The HR Director: (1) collects, uses, and retains only that personnel information which is required for business or legal reasons; (2) restricts the internal availability of personnel information to those with a need to know; and (3) releases personnel information outside the school only with employee approval, except to verify employment or to satisfy investigative or legal requirements.

## **Ownership of Intellectual Property**

In the event that you create or prepare any form of intellectual property (as such term is defined by state or federal law), including but not limited to any process, material, item, mark, logo or work or any other item that might be the subject of a copyright, patent or trademark, while employed by and related to employment with Haven, including but not limited to the use of personnel, processes, equipment or materials of Haven, such intellectual property shall be the sole property of Haven. In the event that you register or attempt to register any intellectual property with any agency or government, you shall only do so on behalf and in the name of Haven and only with the express prior written consent of the CEO. To the extent that you obtain a copyright, patent or trademark registration in violation of this policy, you shall hold such registration in trust for Haven and shall immediately assign or transfer (without compensation) to Haven any such registration and all rights and ownership thereof.

# **EMPLOYMENT INFORMATION**

## **Equal Employment Opportunity**

Haven managers and employees are responsible for complying with applicable laws, including, but not limited to, the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, as amended, the Equal Pay Act of 1963, as amended, and the American with Disabilities Act of 1990, as amended.

Haven affords equal employment opportunity to all qualified persons without regard to race, color, religion, sex, national origin, genetic information, age or disability. This policy is applicable to all aspects of the employment experience, including retirement, hiring, compensation, promotion, transfer, disciplinary action, layoff, return from layoff, school-sponsored training, education, benefit programs and social recreational programs.

Haven and its employees shall also comply with applicable provisions of the Rehabilitation Act of 1973, as amended, and the Vietnam-Era Veterans Readjustment Assistance Act of 1974. These two acts, among other things, prohibit discrimination in the hiring, training, and promotion of disabled individuals, disabled veterans, or qualified veterans of the Vietnam Era, respectively.

It is the intention of Haven to adhere to both the letter and the spirit of the laws and regulations so as to further the principles of equal employment opportunity and we expect each Haven employee to support our commitment and continuing efforts toward equal employment opportunity for all.

If you have a complaint of discrimination or harassment, you are strongly urged to first bring the problem to the attention of your supervisor. Haven prohibits retaliation against anyone for making such a complaint. When making a complaint, please follow the procedures outlined in the "Anti-Harassment Policy" section below.

## **Non-Discrimination Against and Accommodation of Individuals with Disabilities**

Haven complies with the Americans with Disabilities Act and applicable state law providing for non-discrimination in employment against qualified individuals with disabilities. Haven also provides reasonable accommodation for such individuals in accordance with these laws. It is our policy to, among other things:

1. Ensure that qualified individuals with disabilities are treated in a non-discriminatory manner

in the pre-employment process and that employees with disabilities are treated in a non-discriminatory manner in all terms, conditions, and privileges of employment.

2. Keep all medical-related information confidential and retain such information in one or more separate confidential files.
3. Provide applicants and employees with disabilities necessary, reasonable accommodation, except where such an accommodation would create an undue hardship on Haven.
4. Notify individuals with disabilities that reasonable accommodation is provided to qualified individuals with disabilities, through the inclusion of this policy in this Handbook and by posting Equal Employment Opportunity Commission posters in each of Haven's workplaces.

### **Immigration Law Compliance**

Haven is committed to employing United States citizens and aliens who are legally authorized to work in the United States. Haven does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with Haven within the past three (3) years, or if the previous I-9 is no longer retained or valid.

### **Job Posting Policy and Procedure**

Haven will follow any job posting policy approved by its Board.

The goal of any job posting policy is to ensure that all employees are made aware of and have the opportunity to apply for open positions either before or concurrent with the school's consideration of external candidates for employment. Business conditions permitting, all regular part-time and full-time positions must be posted when an opening occurs.

Haven desires to recruit the most qualified applicants to serve the needs of our community and its families. Each position to be filled shall be advertised, as appropriate, based upon the type of position to be filled and the needs/time-constraints of Haven at that time. The length of time such positions are advertised and the extent to which such advertisements are geographically posted (i.e., locally, regionally, nationally) shall be determined by the HR Director or the Board.

In accordance with Haven's current job posting policy, the following steps will be followed for recruitment of open positions:

- New positions will not be posted or advertised until approved by the Board.
- Recruitment will be made on the basis of the qualifications of the individual without regard to race, color, national origin, gender, age, religion, disability, ethnicity, genetic information or marital status.
- Applications will be received by the HR Director after a posting period of no less than five (5) business days. (Some positions may require a longer posting period or to be re-posted to ensure an adequate applicant pool.)
- With the exception of positions in ancillary services, bus drivers, and custodial positions, a search committee may be formed that will be comprised of individuals both inside and outside the department who would work either directly or indirectly with the position.

- Internal candidates will be given the same consideration as external candidates and positions will be filled based on the qualifications of the applicant.
- Once references have been checked, employment history confirmed and the hiring decision has been made, the HR Director will determine the salary based on approved salary and placement schedules.
- The HR Director will work with the potential candidate on attaining a background check and start date.
- The HR Director will report to the Board regarding the hired position and location in the next Board meeting.

### **Education Background and Teacher Certification**

For organizational or school positions where proof of graduation from a college or university is necessary, employees will be required to provide documents (such as official college transcripts) supporting their degree prior to employment. Additionally, all teaching positions will require documentation to support either a Statement of Eligibility or certification in the state in which the teacher is employed, and will be required to obtain/retain any applicable Florida certification within the time periods designated as the dates of employment.

It is the responsibility of the individual employee to achieve and maintain re-certification and/or renewal of licenses as appropriate and to provide copies of such documentation to the HR Director.

### **Employment References**

To ensure that individuals who join Haven are well qualified and have a strong potential to be productive and successful, it is the policy of Haven to check the employment references of all applicants seeking employment. Please note that Haven must comply with public records requests, and such requests may include requests for copies of your personnel file. Any employee information obtained/retained by Haven is subject to disclosure through such requests, unless specifically exempted by law.

Employment reference procedures are as follows:

- A reference check may be made by the telephone, and the details may be recorded and retained in the employee's personnel file.
- Reference requests may be mailed or faxed to selected employers listed on the application.

As a matter of policy, we will cooperate with other businesses requesting information regarding previous employment of an individual. Haven management and approved personnel are authorized to reply to telephone inquiries verifying dates of employment, termination, and job titles only. Salaries are not verified by telephone. Employment verification information for home loans and so forth may be obtained from the HR Director upon written request. No one with Haven is authorized to provide professional references on former employees without permission from the CEO or HR Director.

### **Background Investigations**

It is Haven's policy to verify the facts and information applicants furnish regarding their qualifications. By submitting his/her application, the applicant authorizes Haven to conduct a full background screening to include references, verification of employment history, and any other contacts necessary to verify the facts and information in his/her application. Falsification of information on an application may be considered cause for denial and/or termination of

employment. At a minimum, the following checks are completed:

- Education Verification– All post-secondary degrees or high school diplomas will be verified.
- Criminal Records Search– A criminal records search in all counties where the applicant has resided, worked or attended school in the past seven (7) years will be conducted. Any misdemeanor convictions, felony convictions, open arrest warrants, and/or related activities must be disclosed by the applicant and will be revealed during the search.
- Social Security Number Trace– A search of an applicant's connection to his or her social security number may be conducted to determine if there is any background information that was not reported by that applicant.
- Mandatory Fingerprinting– As a condition of employment, all employees are required to be fingerprinted and have a level II background check at the Bay District Schools fingerprinting office. If your application or fingerprint report reflects an arrest record, your file will immediately be reviewed. Based upon the type of arrest, further action may be taken up to and including refusal to hire or termination of employment. No person convicted of a crime against children, nor any registered sex offender, will be considered for employment with Haven.

### **Non-Disclosure**

ALL EMPLOYEES MAY BE REQUIRED TO SIGN A NON-DISCLOSURE AGREEMENT, AS A CONDITION OF EMPLOYMENT, AT ANY TIME DURING THEIR EMPLOYMENT WITH HAVEN.

The protection of confidential business information and trade secrets is vital to the interests and the success of Haven. Such confidential information includes, but is not limited to, the following examples:

Active projects and proposals	Marketing strategies
Budgets and forecasts	New materials research
Compensation data	Pending projects and proposals
Curriculum implementation and data	Proprietary projection processes
Customer lists	Research and development strategies
Customer preferences	Student health records
Employee records	Student lists/demographics
Facility prototypes	Student records/addresses
Financial information	Instructional methodology
Technological data and systems	Labor relations strategies
Technological prototypes	

Any employee who improperly use or disclose trade secrets or confidential business information will be subject to disciplinary action, up to and including termination of employment and legal action, even if he or she does not actually benefit from the disclosure of the information.

### **Probationary Period for New Employees**

The probationary period for all new employees is ninety (90) days from the employee's first day of work. During this time, employees have the opportunity to evaluate Haven as a place to work and Haven has its first opportunity to evaluate the employee. During this introductory period, both the employee and Haven have the right to terminate employment without cause and without advance notice.

Following satisfactory completion of the probationary period, the employee's supervisor will conduct a ninety-day (90) review to evaluate the employee's performance, skills, and ability to work with other employees. The supervisor will then submit his or her evaluation and recommendation to the individual with hire/fire authority over the employee, and that individual (whether the CEO, a principal, the CFO, etc.) will determine whether the employee will retain his or her probationary status, whether the employee will enter into permanent employment status, or whether the employee will be terminated. All employees, regardless of classification or length of service, are expected to meet and maintain Haven standards for job performance and behavior.

### **Eligibility to Apply and Application Procedure for Existing Employees**

All regular part-time and full-time employees who have achieved permanent employment status with Haven (i.e., have successfully completed the probationary period and were made permanent employees), and who have a satisfactory performance and attendance record, are eligible to apply for posted openings.

Each job posting will contain the following information:

1. Job title
2. Department/school
3. Location
4. Certifications, if required
5. Closing date

Qualified and eligible current employees who wish to apply for a posted position should:

1. Send an email indicating a desire to be considered as a candidate, with updated resume, to the HR Director by the job close date.
2. Send an email to your immediate supervisor indicating your desire to make a change and the position you are applying for.

All employees interviewed by Haven will be notified of the disposition of the job opening.

### **Changes in Pay for Existing Employees Transferring Positions**

All changes in pay will be consistent with the salary guidelines adopted by the Board. The salary offered for an existing employee's new position will be determined primarily based on the employee's years of service, experience for the new position, and internal equity within the department or work group. Employees can choose to accept or decline offers without repercussions in their current position.

### **Performance Appraisals and Promotions**

Annual performance evaluations shall be completed by members of the administrative staff or any supervisor tasked with performing such evaluation. See evaluation instructions for guidelines.

## **Employment of Relatives**

The employment of relatives in the same organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work and personal conflicts outside the work environment can be carried into day-to-day working relationships.

A "relative" means any spouse, parent, child, sibling, uncle, aunt, first cousin, nephew, niece, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, or half sister.

All applicants and employees must disclose the names and positions of relatives that are currently employed by Haven (or are applying for employment) to the HR Director. These situations will be considered on a case by case basis and will be handled in accordance with the current policies of the Board. Employees have a continual obligation to notify the HR Director of any relatives who are, or will be, employed by Haven.

No employee shall have any supervisory capacity over a relative of that employee. Pursuant to Section 1002.33(24), Florida Statutes, a Haven employee may not appoint, employ, promote, or advance, or advocate for appointment, employment, promotion, or advancement, in or to a position in Haven in which the employee is serving or over which the employee exercises jurisdiction or control of any individual who is a relative of that employee. If you believe that you are supervising, or are supervised by, a relative, please contact the CEO or the HR Director immediately.

## **Outside Employment**

Employees may hold outside jobs as long as they meet the performance standards of their job with Haven, and as long as the outside employment does not create a conflict of interest. All employees will be judged by the same performance standards and will be subject to the same schedule of demands, regardless of any existing outside work requirements. In order to verify that outside employment will not create a conflict of interest, damage the reputation of Haven, or cause any other employment-related issue, you must notify your supervisor and the HR Director if you hold or intend to hold another job while working at Haven.

# **EMPLOYEE WORK RULES AND CONDUCT**

**Haven requires and expects you:**

- To arrive and begin work on time.
- To give a productive day's work
- To demonstrate a positive, considerate, friendly and constructive attitude toward fellow faculty, co-workers, administrators, Board members, students and parents. Gossip can create a negative work environment and engaging in such behavior will lead to disciplinary action.
- To adhere to the policies adopted by Haven.
- To practice teamwork at all times to enhance a positive work environment.
- To adhere to Haven's Mission Statement at all times.
- To treat our students as our ultimate concern. We must instantly satisfy their needs by reacting quickly to correct any problems immediately.

- To know that A POSITIVE ATTITUDE AND SMILE IS PART OF YOUR DAILY WARDROBE.
- To maintain positive contact and relationships with students, parents and colleagues.

## Attendance

Regular attendance is essential to a business's efficient operation and is a necessary condition of employment with Haven. Employees are expected to report to work as scheduled and on time. **If it is impossible to report for work as scheduled, each employee must call his or her immediate supervisor, principal, assistant principal or the HR Director AND the front office to notify Haven.** If he or she is unavailable, a message should be left with instructions on how to reach you should your supervisor need to do so. If the absence is to continue beyond the first day, the employee must notify their supervisor on a daily basis unless otherwise arranged. Calling in is the responsibility of every employee who is absent. If an employee is absent due to illness for at least three consecutive days, Haven may require a release for full duty from a physician before returning to work.

Your work schedule is arranged to give you the best possible schedule while meeting Haven's requirements of providing students with an outstanding education. You should notify your immediate supervisor if there is a question concerning the work schedule. You are responsible for reviewing your individual schedule, and are obligated to be on the job each and every day or night as scheduled. Failure to report to your job as scheduled for three (3) consecutive days without properly notifying your supervisor shall be considered an immediate and automatic resignation of employment.

Haven has the following expectations of its employees:

1. It is the employee's responsibility to arrange substitutes.
2. You are expected to be in the school ready to report for work exactly on time.
3. Tardiness may result in disciplinary action, up to and including termination.
4. You are expected to work for the full amount of time assigned. Leaving the assigned work area earlier than the assigned time may result in disciplinary action, including termination.
5. It is mandatory to request and receive administrative approval before leaving campus during the work day.
6. Time off for personal business may only be approved by your supervisor. It is important that your supervisor is always informed of your status. Excessive absenteeism and/or tardiness may lead to disciplinary action, up to and including termination.
7. In case of emergency or sudden illness, you should speak to your supervisor at least two (2) hours prior to the scheduled starting time. If you are unable to speak to your supervisor prior to the two (2) hour period, you must contact your supervisor as soon as possible thereafter.
8. It is the employee's responsibility to complete an absentee form upon return to school. If it is a pre-planned personal absence, the form must be completed prior to the absence.

## Personal Appearance

All employees are expected to dress modestly. **It is important to remember that you set an example for students, who are under our care, as to what is proper attire.** Dress, grooming, and personal cleanliness standards contribute to the morale and positive wellbeing of all employees and affects the professional image Haven presents to its students, parents, clients and visitors. **First impressions can be lasting impressions.**



It is your responsibility to be neat in appearance and to dress appropriately according to the dress code. A good attitude and pleasant disposition must be maintained. Employees are expected to cooperate with management and fellow employees.

Employees are expected to present a clean and neat appearance and to dress in professional attire. You are encouraged (but not required unless on a Haven sponsored field trip) to wear Haven or school logo polo shirts. Haven may specify additional dress code criteria and the following is not an all-inclusive list.

Please adhere to the following guidelines:

**Appropriate Dress:**

- Dresses (length cannot be more than two (2) inches above the knee, as measured from behind the kneecap)
- Professional suits
- Skirts (length cannot be more than two (2) inches above the knee, as measured from behind the kneecap)
- Blouses/shirts which fully covers the employee's chest (if material is transparent or lace, bras and straps must be covered with an underlying tank-top or camisole)
- Blazers
- Vests
- Skorts (length cannot be more than two (2) inches above the knee, as measured from behind the kneecap)
- Pants in business suitable fabrics
- Any type of professional shoes or sandals
- Capris and long shorts (must be within two (2) inches above the kneecap, if wearing shorts, as measured from behind the kneecap)

**Inappropriate Dress:**

- Unprofessionally-styled hair: Hair must be neat and clean with no "unnatural" colors (i.e., fluorescent colors, pink, green, blue, Mohawks, haircuts with numbers or designs shaved into them, etc.)
- Hats, bandanas, headbands, or other forms of headwear (unless approved on an individual basis by your principal for medical or religious purposes)
- Exposure of midriff, cleavage or bare back
- Transparent or lace materials which show or reveal underwear
- Underwear made visible, including the outline of the underwear, because of clothing being too tight or loose
- Any type of denim, unless the denim is an approved part of the school uniform or authorized for special work days or occasions (including jean dresses, denim shirts, denim pants, denim skirts, denim vests, denim jackets, etc.)
- Any material resembling denim, regardless of color
- Casual/sport T-shirts (including logo merchandise, i.e. sports teams, cartoon characters)
- Casual shorts or shorts that are more than two (2) inches above the knee, as measured from behind the kneecap
- Sweat shirts and sweat pants, unless approved for a school-sanctioned Spirit Day.
- Stirrup pants or leggings (unless worn under a dress that is no more than two (2) inches above the knee, as measured from behind the kneecap)
- Casual sandals, flip-flops, and shower shoes Flannel shirts

- Outer tank tops, halter tops, and tube tops
- Spaghetti straps
- CLOTHES MUST FIT PROPERLY AS TO NOT BE REVEALING (NOT TOO TIGHT OR TOO LOOSE)

Please also be advised that certain days may be designated as business dress days when clients will be in the building. You will be notified via-email when these days are designated. In addition, employees with client contact outside of the office should wear business attire. Haven is confident employees will use their best judgment in following this policy.

If the dress code/appearance policy is violated, management may send the employee home to fix the violation(s). Under such circumstances, employees will not be compensated for the time away from work. Continued violations will result in disciplinary action, up to and including termination of employment.

### **Timekeeping/Timesheets**

Haven attempts to keep accurate records of the time worked by all employees through timesheets or other written documentation. Your timesheet indicates when you arrived to and when you departed from work. A timesheet indicates how many hours an employee worked and, in the case of non-salaried employees, how much an employee is owed. Accurately recording time worked is the responsibility of every "non-exempt" employee and every hourly employee. Federal and state laws require that Haven keep an accurate record of time worked in order to calculate employee pay and benefits.

- "Non-exempt" and/or hourly employees must accurately record the actual time they begin and end their work, as well as the beginning and ending time of each meal period. They should especially keep track of any overtime hours. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. These time sheets should be manually kept and submitted to their supervisor at the end of each pay period. It is each employee's responsibility to review his/her time records and to certify the accuracy of all the time recorded. Except in cases of emergencies, an employee's overtime work must be approved in writing by his/her principal or the CEO before it is performed. A supervisor, or the CEO, will approve or deny the overtime and submit the information to the Payroll Manager. In addition, if corrections or modifications are made to the time record, both you and your supervisor must verify the accuracy of the changes.
- PLEASE NOTE: "Non-exempt" and/or hourly employees cannot clock in earlier than five (5) minutes before their regularly scheduled start time and no later than five minutes after the regularly scheduled end time without prior written authorization from their supervisor.
- If you are required but otherwise fail to clock in or out, contact the Payroll Manager as soon as possible.
- Altering, falsifying or tampering with time records, including clocking in or out another employee, or recording time on another employee's time record may result in disciplinary action, up to and including immediate termination of employment.
- The Payroll Manager is responsible for accurate reporting and maintaining documented time reports. Time reporting summaries will be submitted to payroll electronically in accordance with pay period schedules.

## **Meal and Break Policy**

It is the policy of Haven to comply with state and federal laws regarding meals and breaks.

All "non-exempt" and/or non-salaried employees who work six (6) or more hours per day are permitted a fifteen (15) minute rest break during the first half of the work day. Such fifteen (15) minute rest breaks do not require an employee to clock out. Breaks are not permitted at either the beginning or end of the work day to offset arrival and departure times.

All "non-exempt" and/or non-salaried employees who work an eight (8) hour day or more are permitted a non-compensable meal break of thirty (30) minutes. Meal breaks are not counted toward worked hours, and every "non-exempt" and/or non-salaried employee must clock out before taking his/her meal break. Such employees are to be completely relieved from duty during their meal break. If the "non-exempt" and/or non-salaried employee is required to perform any work duties while on his or her meal break period, the employee will be compensated for the time spent performing work duties. The time spent working during the meal break will be counted toward the total hours worked, and the employee should clock in before performing such work, if able.

At the discretion and with the prior consent of a supervisor or principal, a "non-exempt" and/or non-salaried employee may combine a rest break with his/her meal break. However, if you are approved to combine a rest and meal break and choose to exercise this option, you are required to clock out (or remain clocked out) for fifteen (15) minutes following your lunch period to reflect the break time and, therefore, you will not be paid for such break time. An employee cannot add any additional time to a meal break if he/she has already taken a rest break during that day.

Failure to return on time from rest breaks or meal breaks will subject the employee to disciplinary action, up to and including termination.

Instructional and paraprofessional employees may not leave campus during the work day without advance administrative approval.

## **Overtime**

All employees are required to complete job tasks within the assigned work schedule. However, at times an employee may need to work overtime in order to accomplish such job tasks in a timely fashion. Overtime compensation is paid to all "non-exempt" employees in accordance with federal and state wage and hour laws. Overtime pay is based on actual hours worked. Unpaid time off on sick leave, vacation, holiday leave or any leave of absence will not be considered hours worked for purposes of performing overtime calculations. All "non-exempt" employees will be paid an additional time and one-half (1.5x normal hourly wage) for all hours physically worked in excess of forty (40) hours in any one work week.

Failure to work scheduled overtime, or overtime worked without written prior authorization from your principal or the CEO may result in disciplinary action, up to and including termination of employment. An overtime approval sheet must be filled out and signed by the person approving your overtime, i.e. your principal or the CEO, or you will not be eligible for the time worked.

## **Personal Calls, Faxes, Text Messages, and Voice Mail**

Personal use of the telephone during business hours should not affect Haven business. Cellular phone use shall be set to take messages except during free planning or lunch time. The front office is able to take messages and contact employees in an emergency. **It is unacceptable to disrupt instruction for personal calls or text messages.** Employees who abuse this policy

are subject to disciplinary action up to and including termination.

Because telephones, fax machines and photocopiers are provided for business use at Haven's expense, all transmissions sent or received on those systems are school property. The right to access and to disclose the content that you send or receive on such devices is reserved by Haven.

Personal use of telephones for outgoing calls, including local calls, text messages, or any other form of communication on digital devices should be kept to a minimum. Personal phone calls and/or text messages should be made or taken during lunch or planning periods. Employees may be required to reimburse Haven for any charges resulting from personal use of a company device. Phones are available for personal outgoing calls during breaks, meal periods, or at other times, with your supervisor's permission. Long distance calls are not permitted without permission from a supervisor and must be reimbursed to Haven.

The mail system is reserved for business purposes only. The use of Haven's paid postage for personal correspondence is not permitted.

To ensure effective telephone communications, employees should always speak in a courteous and professional manner. Employees should confirm information received from the caller, and hang up only after the caller has done so.

Based upon the requirements of one's position, cell phones are provided to select individuals. However, the cell phone remains the property of Haven and any authorization to purchase and operate a Haven cell phone is to be granted solely with the permission of your supervisor and is subject to ongoing review. Cell phone numbers should be given out with discretion and all cell phone use should be restricted for business purposes. All of the other above-described policies in this section apply equally to cell phones.

### **Computers, Emails, & Internet Usage**

Haven realizes that electronic devices, electronic mail (email) and internet services are important tools for its schools and for its employees. Haven may provide electronic devices, email, and internet services for employees in order to help facilitate the functioning of school work. However, such devices, email, and internet systems, including their contents, are considered to be the property of Haven and is to be used for business purposes only. Messages created, sent, and received using Haven's email system are the property of Haven and may be subject to access and disclosure. Improper use of these systems may result in legal claims against the employee and may result in disciplinary action, including termination.

In its sole discretion, Haven may permit use of its electronic devices, email, and the internet system for personal use; however, any such content created or retained on those devices or systems becomes property of Haven, is subject to inspection by Haven administration, and may be subject to public disclosure pursuant to Florida's public records laws. Haven's electronic devices, email, and internet systems may not be used to solicit any commercial ventures, religious or political causes, outside organizations, or other non-job related solicitations. In addition, Haven electronic devices, email, and internet systems are not to be used to create any offensive or disruptive messages. Offensive or disruptive messages include, but are not limited to, those that contain sexual connotations, racial slurs, gender-specific comments, or any other comment that offensively addresses someone's age, gender, sexual orientation, religious or political beliefs, national origin, or disability. The electronic devices, email, and internet systems are also not to be used for any illegal purposes whatsoever. Any and all employees who discover a violation to this policy are responsible for notifying their supervisor immediately. Any employee who is in violation of this policy or uses the electronic devices, email, or internet systems improperly will be subject to discipline up to and including termination.

## Code of Conduct for Social Media

Haven recognizes the use of technology in education and encourages its employees to learn to utilize new technology tools to enhance the learning experience for students. Haven also recognizes its responsibility to teach, encourage and ensure the safe and responsible use of these tools.

For the purposes of this policy, "social media" is defined as media designed to be interactive, including, but not limited to, any website or platform that incorporates user-generated content, such as blogs; microblogs (e.g., Twitter); social networking (e.g., Facebook, MySpace, LinkedIn); audio, photo, video sharing (e.g., YouTube, Flickr); and virtual world software.

While nothing in this policy should be construed as limiting employees' First Amendment rights, Haven believes that employees should separate personal and professional relationships in online communities and platforms. This policy is intended to regulate the use of social media by employees, including employees' personal use of social media, only when that use: interferes with the work of Haven; harasses coworkers or other members of the school community; creates a hostile work environment; breaches confidentiality obligations of Haven employees; disrupts the educational process; harms the goodwill and reputation of Haven in the community; violates the law, Board policies and/or other Haven rules and regulations; or facilitates inappropriate contact with students, their families or guardians.

Employees are expected to follow the same professional conduct guidelines online as they would in the workplace, and may be personally liable for anything they post to social media sites and platforms. As such, employees must adhere to the following Code of Conduct when using all social media, including for personal activity:

1. **Protect Confidential, Proprietary, and Sensitive Information-** Pursuant to federal and state confidentiality laws, employees are not permitted to use or disclose personally identifiable student information and information contained in student education records without parental consent. The use of images or photographs of students in online communication is prohibited unless: (a) advance, written permission from the parents and the CEO or his/her designee is obtained, or (b) the image has already been approved for public use. Employees should not disclose or post information that is protected by law or that is confidential or proprietary to Haven or its employees.
2. **Avoid Connections with Students-** Many social media sites allow users to become "friends" or otherwise associate or link their "profiles" in a more private and personal arrangement which may mask inappropriate contact. Employees are discouraged from "friending" or "following" students on Facebook, Twitter, or other similar websites.
3. **Follow Haven Policies-** Even when employees are engaged in personal social media activity, the content that they post can easily become public and impact Haven and its employees. Employees may not, whether online or on the job, violate Haven policies involving employee conduct, violate state or federal law, or disrupt the school environment. As always, Haven's policies against workplace harassment, discrimination and retaliation must be observed. Employees should be aware that all existing policies and behavior guidelines extend to school-related activities in the online environment as well as on school premises. This includes, but is not limited to, policies relating to employee misconduct and insubordination.
4. **Do Not Use District or School Logos-** Employees must not use Haven or school logos or any other Haven images or iconography on personal social media. Employees must not use Haven's name to promote or endorse any product, cause, political party, or candidate.

5. **Respect Professional Time and Property-** Haven computers and time at work are to be used for professionally-related purposes. Employees should not use Haven hardware or software, nor should employees use personal electronic devices (e.g., iPads, cellular phones, etc.), to access social media sites during the work day for reasons unrelated to work. Furthermore, employees must not use their Haven email accounts to access or identify them when engaging in any social media activity that is unrelated to their work, and are encouraged to obtain a personal email account and use personal time for such activity.
6. **Ethical Responsibilities-** Employees are to be mindful of the requirements outlined in the Florida Department of Education's *Code of Ethics and the Principles of Professional Conduct of the Education Profession in Florida*. See Florida Administrative Code Sections 68-1.001 and 68-1.006. All Haven employees' online behavior should reflect the same standards of honesty, respect, and consideration that are used face-to-face, and be in accordance with the highest professional standards. Comments related to Haven should always meet the highest standards of professional discretion. In addition, as is prohibited in all other forms of contact between employees and students, inappropriate personal communications with students using social media is prohibited.
7. **Be Cautious-** Employees must remember that they are responsible for any content they post online, and that such content may remain accessible to other users even if it appears to have been deleted from the site where employees first posted the content. Employees should closely monitor their privacy settings, remembering that such settings are subject to change and may not fully protect their content, and that even anonymously posted content may be traced back to them. When posting, even under the strictest privacy settings, employees should act on the assumption that all postings are in the public domain.

Employees who violate any provisions of this Code of Conduct for Social Media do so at the risk of disciplinary actions, which may include, but are not limited to, termination of employment, legal action, and/or referral to law enforcement as appropriate.

### **Review of Classroom Instruction Materials**

The general policy of the Haven faculty, staff and administration has been determined to be conservative in nature, while still meeting all the educational needs of the students with respect to reading.

Materials that generally contain material with suggestive sexual, immoral, satanic, of the occult, heinous crimes and actions or otherwise determined to be counter to our conservative philosophy shall not:

1. Be recommended reading in the classroom
2. Be recommended reading for fulfilling assignments
3. Be contained within the classroom for general reading by the teacher

Students, upon receiving written permission from their parents, may elect to read materials, which are not found to be acceptable by Haven in order to fulfill an assignment. This material may not, however, be reported, read or shared in the public school setting other than in a written report to the teacher. The intent of Haven is not to censor materials, but to be prudent in the selection and exposure of material to students in the best keeping of the expectations of the parents, the Haven Board, administration, faculty and staff.

The main emphasis will be on the educational advancement of the individual student with respect to reading.

Each teacher will maintain a list of all reading materials contained within their classroom. The list will also be maintained in the principal's office and subject to review by any student parent or legal guardian upon reasonable request.

The following process and procedures shall be followed by any parent or parents who object to the use of specific material in a classroom:

1. Parents who object to the use of specific material should make their objections explicitly known to the teacher and principal and attempt to resolve the problem at that level. If their objections cannot be resolved at that level, a request for Reconsideration of Instructional Material form shall be filed with the School Instructional Material Review Committee ("Review Committee"). Within ten (10) working days of such filing, parents of other students in the class or classes involved, or potentially affected in that school, shall be notified in writing by the principal that a challenge has been initiated.
2. Based upon a parent written complaint, each Review Committee is authorized to conduct a review of the text-book(s), instructional aid(s), or supplemental material(s) challenged. If the complainant is a member of the Review Committee, he or she shall not participate in a review of the challenged material.
3. The Review Committee shall meet and shall make written recommendations to the individual principal within thirty (30) working days of the filing of a complaint. The Review Committee recommendations shall address whether the challenged material is consistent with the selection criteria outlined in Bay District Schools' Policy 8.204(2), as may be amended or superseded. The Review Committee shall have no authority to determine curriculum. The principal shall take into account these recommendations when making his/her decision as to whether the material should be retained or removed.
4. Within ten (10) working days of receiving the recommendations of the Review Committee, the principal shall make a decision whether to retain the material or remove the material.
5. If the principal determines that the challenged material be retained, the complainant shall be notified in writing within five (5) working days. The complainant shall be given a copy of the decision of the Review Committee and a copy of the procedures for filing an appeal. If the principal determines that the challenged material be removed, then the complainant, the teacher(s), the students in the class, and the parents of the students in the class where the complaint was initiated, shall be notified in writing within five (5) working days of the decision at the same time the decision will be referred to the District Instructional Material Review Committee.
6. An appeal of a principal's determination to retain challenged material must be filed with the Haven Board Chairman within five (5) working days of notification of that determination and shall include a specific statement of the complainant's grounds for disagreement with the principal's determination. Copies of the appeal shall be furnished to the teacher(s) and the parents of the students in the class where the complaint was initiated within five (5) working days of the filing of the appeal.
7. During the review process, the material shall not be removed from use.
8. The decision not to remove a challenged work shall be final for that school year and no other challenge to the same material shall be considered during that school year.
9. The decision to remove challenged material from use shall, unless otherwise determined by the Board, be effective at the grade level at which the material is in use and all lower grades.

## **Summer Homework**

There shall be no mandatory summer break assignments required of Haven students in grades K-8. High school teachers are permitted to assign mandatory summer homework.

## **Tutoring**

Teachers may not charge their current students for tutoring services. No tutoring may begin until the teacher's workday is over (typically after 3:15 p.m.)

## **Solicitation**

In an effort to assure a productive and harmonious work environment, persons not employed by Haven may not solicit or distribute any non-school related advertising material, handbills, informational materials, pamphlets, or literature in the workplace at any time for any purpose without prior express and written authorization of the CEO or Haven's Board, or unless specifically permitted by law.

Employees may not solicit or distribute any non-school related advertising material, handbills, informational materials, pamphlets, or literature during working time, unless specifically permitted by law. (Working time does not include lunch periods, work breaks or any other periods in which employees are not on duty.) We believe an employee should not be disturbed or disrupted in the performance of his/her job duties. For this reason, solicitation of any kind by another employee is prohibited while either person is on school time.

Only advertising materials, informational materials, pamphlets, or literature approved by Bay District Schools, your principal, the CEO, or Haven's Board may be distributed, unless specifically permitted by law.

Individuals are not permitted to sell any items on any Haven property without prior written approval of the CEO or the Board.

Violation of this policy may result in disciplinary action up to and including immediate termination.

## **Gifts and Gratuities**

Haven employees may not accept gifts, entertainment, favors or other types of gratuities from competitors, parents, students, clients or suppliers of any value, other than promotional items given as a regular course of business. Employees may, however, accept items of value under twenty-five dollars (\$25.00) as holiday and end of year gifts from students and parents.

Employees may not use their position to obtain favorable pricing on personal purchases. Any offers of gifts or special favors of a personal nature are to be reported to the employee's supervisor.

What you earn through your students, e.g. Scholastic book points, becomes the property of Haven for student use.

Violation of this policy may result in disciplinary action up to and including immediate termination.



## **Media Relations**

Unless prior authorization is obtained, you are prohibited from discussing any Haven matters with a member of any news media organization, including but not limited to, Haven property, operations, or any incident occurring on or involving any Haven property, employee, student, or parent. Before speaking with any member of the press/media, and on each and every separate instance, you must confer and receive permission from the CEO. All information and media requests must be referred to the CEO's office at 850-248-3500. All media inquiries shall be handled by the CEO or his or her designee.

## **Conflicts of Interest**

Haven has established itself as a reputable educational organization of high ethical standards. This reputation has been earned by the demonstration of the personal integrity of its people and Haven's policy that all actions taken on its behalf will be based on sound ethical principles. Since the actions of employees either enhance or detract from this reputation, it is essential that all personnel act appropriately and professionally when dealing with students, parents, coworkers, and any other members of the general public.

Employment with Haven imposes a responsibility to act in its best interest. When acting (or appearing to act) as agent or representative of Haven, transactions with individuals or organizations outside of Haven must be conducted within the framework established by the CEO, your principal, and/or the Board. It is imperative that business dealings with outside firms or individuals will not result in unusual gains or personal gains for the employee, the individual or the said firm.

No employee, officer or agent shall participate in the selection, award or administration of a contract if a real or apparent conflict of interest would be involved. A conflict would arise when the employee, officer, agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for any award. The employees and agents of Haven shall neither solicit nor accept gratuities, favors or anything of monetary value from contractors or parties to sub-agreements, except for food and promotional items which are provided as a regular course of business. However, Haven may permit, on an individual basis, gifts to occur in situations when the financial interest is not substantial or the gift is an unsolicited item of nominal value. Violation of this policy may result in disciplinary action up to and including immediate termination, and Haven may fully investigate a report of any such violation.

## **Visitors in the Work Place**

To provide for the safety and security of students, employees, and the facilities of Haven, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects students and faculty, guards against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

Because of safety and security reasons, family and friends of employees are discouraged from visiting. In cases of emergency, employees will be called to meet any visitor outside their work area.

Upon entering any Haven facility, all visitors must report to the administration office of the school. Authorized visitors will receive directions or be escorted to their destination. Employees are responsible for the conduct and safety of their visitors.

If an unauthorized individual is observed on any Haven property, employees should immediately notify their supervisor or principal or, if necessary, escort the individual to the administration office or reception desk.

### **Working Conditions**

Haven insists on a safe working environment where all employees feel comfortable and can express themselves in an open and professional manner. We believe that the working conditions, wages and benefits it offers to you are competitive with those offered by other school districts in this area. If you have concerns about working conditions or compensation, you are encouraged to voice these concerns openly with your principal. If you do not believe that your concerns are being fully addressed, you are encouraged to contact the HR Director.

### **Workplace Violence**

Haven emphasizes the necessity to provide a safe and peaceful workplace free from any violence. Violence of any kind in the workplace will not be tolerated. Acts of violence will subject you to disciplinary action, up to and including immediate termination.

Reporting violence in the workplace will assist in the prevention and reduction of such acts. Those who have any knowledge of violence in the workplace or suspect any propensity for such violence should contact their supervisor immediately. Such reports and the individuals reporting them will remain confidential while Haven seeks to counsel the offending individuals.

### **Prohibition of Firearms and Other Weapons**

Haven is committed to maintaining a safe and secure workplace. In accordance with Florida Statutes, firearms, electric weapons or devices, destructive devices, and other "weapons" as defined in Section 790.001(13), Florida Statutes (including a razor blades or box cutters), are strictly prohibited on school property, at school-sponsored events, on school buses, and at school bus stops, except for any law enforcement officer in his/her official capacity or except as authorized in support of a pre-approved, school-sanctioned activity. This policy does not cover regular table knives or pocket knives with a blade less than three (3) inches. Failure to comply with this policy will result in disciplinary action up to and including termination. The possession of a firearm or other weapon on school property may also require Haven to report such incident to applicable law enforcement agencies, as well as to state administrative agencies such as the Department of Education. Any and all employees who become aware that a person may be in possession of a firearm or other weapon on school property MUST report such information to the school resource officer, the school principal, and/or the CEO immediately.

### **Unacceptable Activities**

Unacceptable activities for Haven employees include, but are not limited to:

- Drinking, using, possessing, or selling intoxicants, narcotics, illegal drugs, or unauthorized use of legal or prescription drugs on Haven property or during a Haven sponsored event (including testing "positive" for illegal drugs);
- Theft, vandalism, or careless destruction of Haven property, property belonging to a fellow employee, student, or parent, or property belonging to a customer/vendor;
- Failure to observe proper work schedules with regard to starting times, break times, and

quitting times;

- Gambling during working time or on school time;
- Performing work of a personal nature on school time without prior express approval from your principal or the CEO;
- Fighting on any Haven property;
- Insubordination or willful disregard of supervisor's instruction;
- Excessive absenteeism and/or tardiness;
- Fraudulent statements made on an employment application, job records, or any investigation conducted by Haven or state or local law enforcement;
- Willful violation of security or safety rules, including failure to wear required safety equipment;
- Use of abusive, threatening, hostile, or profane language or actions towards others:
- Any act of harassment;
- Dishonesty, including the unauthorized possession or taking of Haven property or property of others (coworkers, visitors, customers, vendors, etc.);
- Divulging of information of a nature that would be advantageous to a competitor, customer, or supplier, or that is detrimental to Haven, its employees, customers, suppliers, etc.; and
- Failure to provide adequate information and to cooperate concerning an absence necessary to ensure position coverage or to determine absence/leave status.

### **Consensual Intimate Relationships**

Haven prohibits intimate relationships between management, administration or any other supervisory employee, and his or her subordinate staff who report directly or indirectly to that person. Such relationships tend to create compromising conflicts of interest or the appearance of such conflicts. If you enter into a non-prohibited consensual intimate relationship with a fellow employee, please inform the HR Director as soon as possible so that best workplace and conflict practices can be implemented.

### **Relationships with Students**

Protecting the physical and emotional well-being of Haven's students is of paramount importance. Haven employees shall maintain the highest professional, moral, and ethical standards in dealing with the supervision, control, and protection of students on or off school grounds.

No employee may engage in prohibited conduct with students, which includes, but is not limited to, the following:

1. Employees shall not inappropriately associate with students in a manner which may give the appearance of impropriety, including, without limitation, the creation of or participation

in any situation or activity which could be considered abusive or sexually suggestive or involve controlled substances such as drugs, alcohol, or tobacco.

2. Employees shall not engage in unacceptable relationships and/or communications with students. Unacceptable relationships and/or communications with students include, but are not limited to: dating; any form of sexual touching or behavior; making sexual, indecent, or illegal proposals, gestures or comments; and/or exploiting the employee-student relationship for any reason.
3. Under no circumstances may an employee engage in an unacceptable relationship with a student enrolled in grades K-12, regardless of the student's age.

### **Tobacco**

The use of any tobacco or nicotine products (including "vaporizers" and "E-cigs") is prohibited at all times on or in any Haven property. The use of tobacco products is also prohibited at all school-sponsored events and trips in which students are also present, except when expressly approved by your principal or the CEO. Violators will be subject to discipline up to and including immediate termination.

### **Insubordination**

Insubordination is defined as a deliberate and inexcusable refusal to obey a reasonable order that relates to an employee's job function. A refusal may be openly stated or a silent withholding of services. Any such refusal to obey a supervisor's order or a lack of respect directed to that supervisor will be grounds for disciplinary action, including suspension or immediate termination. Employees who wish to protest an assignment must first follow the order (unless the order is believed to be unlawful) and then follow the complaint procedure outlined in this Handbook.

### **Dishonesty**

We expect all employees to conduct themselves in an honorable fashion. Any misrepresentation of facts or falsification of records such as personnel records, medical records, leaves of absence documentation will not be tolerated. The same honesty standard applies to any school investigation. Any violations will result in corrective action, up to and including termination.

### **Cooperation with Haven Investigations**

Haven expects all employees to fully cooperate with any investigation being conducted by an authorized member of Haven's staff or any other person designated by Haven to investigate. Typically, internal investigations will be conducted by the HR Director; however, Haven's attorney, the CEO, a principal, an assistant principal, or any other person designated by Haven may be tasked with conducting an investigation. Depending on the circumstances, Haven may or may not notify you in advance if it seeks to interview you as a part of an investigation. PLEASE NOTE: Any lack of cooperation, purposeful ambiguity, dishonesty, fraudulent statement, or purposeful misleading of an investigator is grounds for immediate employee discipline including immediate termination.

### **Complaint Procedure**

Good employee-employer relationships can exist only if employees believe they have been treated

equitably within the management policies, procedures, and actions that influence this relationship. We recognize there are occasions when honest differences of opinion occur regarding the interpretation and application of policies, procedures, and actions.

If any employee desires to submit a formal complaint, it should be first discussed with the employee's immediate supervisor. If the employee is not satisfied with the result, he/she should contact his/her principal, who may request a meeting with the employee and may also include the CEO and HR Director. If a principal is the employee's immediate supervisor, the employee may contact the CEO or HR Director for guidance. If further discussion is needed, a meeting will be arranged with the CEO and Haven's attorney. Every effort will be made to resolve complaints in a fair and amicable manner during every step in the process up the chain of command.

## **ANTI-HARASSMENT POLICY**

### **Introduction**

Haven is committed to creating and maintaining a positive, productive work environment in which all employees are free to put forth their best effort and have an opportunity to succeed as a result. Therefore, Haven will NOT tolerate workplace harassment of any kind by any employee, either by fellow employees or non-employees, based on race, sex, religion, color, national origin, age, disability, handicap, marital status, the exercise of a protected activity (like filing a complaint), or any other reason deemed impermissible under the law.

Because Haven takes allegations of harassment seriously, we will respond promptly to complaints of harassment and where it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action when appropriate.

This Anti-Harassment Policy applies to all Haven employees at every level. Violation of the policy will result in disciplinary action, up to and including termination. Therefore, it is important that you ask any questions you may have about the policy, the definition of harassment, or the application of the policy. Haven fully expects that you may at times have such questions, and you should know that you may discuss these questions with your supervisor or the HR Director freely and without fear of reprisal.

### **Definition of Harassment**

Harassment occurs when: (1) submission to such conduct is made, either explicitly or implicitly, as a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for tangible job decisions affecting such individual; or (3) such conduct unreasonably interferes or is intended to interfere with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

### **Sexual Harassment**

Under Title VII of the Civil Right Act, Sexual Harassment is ILLEGAL. Haven believes all employees, children, parents, and any other visitors have the right to be free from, and the duty to refrain from, harassment in ANY form. Offenders are subject to disciplinary action up to and including termination.

Some examples may include, but are not limited to, the following:

**Verbal:** Offensive jokes and language (including profanity), threats, sexual comments, innuendo, requests for sexual favors, and suggestive comments regarding an individual's body. Telling stories of a sexual nature about yourself or others can also be construed as harassing.

**Non-Verbal:** Staring at a person's body in an inappropriate fashion, leaning over someone at a desk, offensive gestures or motions, circulating letters or cartoons, blowing kisses, licking your lips, winking at co-workers.

**Physical:** Touching, holding, grabbing, hugging, kissing, patting, rubbing, or pinching. May also include neck/back rubs. Blatant physical behaviors may also violate laws, and Haven may be obligated to report any physical conduct that it believes violates such laws.

## **Supervisors**

All employees are covered by and subject to Haven's Anti-Harassment Policy. However, supervisors should be aware that their unique role in directing and managing others places them in a position in which their behavior is particularly critical to the work environment. A supervisor is anyone having the authority to either direct another employee's day-to-day work activities, or undertake or recommend tangible job decisions. A "tangible job decision" includes, but is not limited to, hiring, firing, demoting, disciplining, and reassigning employees. You are considered an employee's supervisor at any time you have this authority, even on a temporary basis.

Be aware that occasionally, while you may not actually be a particular employee's supervisor in Haven's chain of command, an employee may nonetheless reasonably believe that you have supervisory authority over them. This could happen when the employee is not aware of the chain of command, or if you are a relatively high-ranking management official that employees may perceive as having authority over them. You should never assume that an employee knows the limits of your authority in your interactions with them, nor should you say or do anything that tends to exaggerate or under-represent the scope of your authority in those interactions.

Employees commonly view their supervisors as representatives of Haven, and may incorrectly believe that Haven condones harassment, or fails to act on allegations of harassment, based upon their observations of you as a supervisor. Therefore, it is crucial that your interactions with employees be above reproach and that you effectively address reports of harassment.

In the event that an employee reports an incident of harassment to you, or you otherwise have reason to believe that harassment is taking place, you must take immediate action. Haven will promptly investigate all complaints of harassment. These investigations are conducted by HR personnel. Therefore, inform the employee that while Haven will take all reasonable steps to preserve confidentiality, you are obligated to report the incident to the HR Director under Haven's investigation policy. At times, it may be necessary for you to intervene before an investigation is initiated. If you have any questions about appropriate responses, you should immediately contact the HR Director.

As a supervisor, you may not in any way take retaliatory action against an employee that has filed a complaint (whether or not you are the subject of the complaint), and you must take steps to ensure that the employee is not subject to retaliation by other parties involved. Any tangible job decision arising from harassment, whether it is detrimental to an employee or, alternatively, confers a benefit on an employee for tolerating harassment, is strictly prohibited.

Although Haven looks to supervisors to help implement and enforce the Anti-Harassment Policy, the policy also protects supervisors against harassment in the workplace. Should you experience harassment from a colleague, supervisor, or any other employee, you should immediately report it to an administrator with whom you feel comfortable, and also to the HR Director.

## **Reporting Violations of the Anti-Harassment Policy**

The Anti-Harassment Policy is designed to protect you from harassment in the workplace, and to help maintain a pleasant, respectful environment in which you feel comfortable and productive.

You should report harassment of yourself or of another employee to your supervisor/principal immediately unless your supervisor/principal is the person being accused of the harassment, in which case you should report to the CEO or HR Director, as appropriate. Your report of harassment will be evaluated to determine whether immediate action is necessary, and the report will be referred to the HR Director. If your report involves accusations of harassment by the CEO, you should make your report directly to the HR Director. Conversely, if your report involves accusations of harassment by the HR Director, you should make your report directly to the CEO. You should report any instance of harassment even if you believe that the conduct was reported by someone else. Do not wait until the behavior becomes severe or is repeated. Similarly, do not assume that your supervisor/principal or the CEO/HR Director is aware of the harassment or that if you were to report the offense, that no corrective action would be taken. On the contrary, oftentimes harassing behavior is conducted out of the view or earshot of others. A coworker whose actions toward you or another employee constitute harassment may behave like a model employee in front of others, especially supervisors.

Haven will devote any and all resources necessary to eliminate harassment in the workplace. Haven will not tolerate improper behavior from any employee, regardless of rank or position, and will investigate each report of harassment. Haven will identify and take any appropriate remedial steps to prevent further harassment, including disciplinary action. Moreover, because Haven expects you to take advantage of the protection the Anti-Harassment policy offers, we will take steps to help ensure that no retaliatory action is taken against you (or the employee you report has been subjected to harassment) for reporting the harassment.

Once Haven receives your report, it will begin to investigate. In conducting the investigation, Haven will disclose the nature of the allegations and parties involved in the report/complaint only on a limited, need-to-know basis. However, after you report harassment, we will follow up to help ensure that you are not subjected to any form of retaliation. Retaliation, like harassment, violates Haven's policies, and will not be tolerated.

## **Our Commitment to an Effective Anti-Harassment Policy**

We have made every effort to draft an Anti-Harassment Policy that is both effective and accessible. However, if you at any time believe that Haven has not met its obligations with respect to implementing the policy, or you believe that the protections of the policy are not readily available to you, please notify the HR Director or the CEO. We value your input, and hope that we can work together to make this an environment free from harassment.

## **DISCIPLINARY ACTION**

Guidelines for the acceptable conduct of employees are necessary for the benefit, protection and safety of all employees. From time to time, corrective action may be necessary for the efficient operation of the school. Forms of improvement action shall include, but are not limited to, coach and counseling, written warnings, suspensions, terminations, and/or reinstatements. In order to enhance a safe, orderly and productive work environment, the following list of offenses is to serve as personal conduct guidelines. This list is not intended to be all inclusive, and does not include all possible violations of proper workplace conduct.

**Class A: The following offenses constitute grounds for immediate termination:**

1. Theft, including, but not limited to, the removal of any Haven property or the property of another employee from any Haven school or office premises without prior authorization;
2. The unlawful carrying any firearm or other "weapon", as defined in Section 790.001(13), Florida Statutes, including razor blades and box cutters, on any Haven property or while engaged in Haven work off of school premises. See the Prohibition on Firearms and Other Weapons section above for more information;
3. Fighting or provoking a fight on school premises; physically assaulting (hitting, pushing, etc.) a student, co-faculty, co-worker, or parent;
4. Violating Haven's Drug-Free Workplace Policy;
5. Sabotaging or willfully damaging Haven equipment or property or the property of Haven employees or visitors;
6. Falsifying or altering any Haven records;
7. Making entries on time records of another employee or soliciting such conduct from another employee;
8. Walking off the job without prior supervisory permission;
9. Insubordination, including, but not limited to, defaming, assaulting or threatening to assault a supervisor, or refusing to follow an instruction of a supervisor;
10. Absence for three (3) consecutive working days without notice to your immediate supervisor, in which event the offending employee will be deemed to have abandoned his or her employment;
11. Conviction of a crime that in any way relates to your employment with Haven or adversely affects Haven's reputation;
12. Willfully violating any of Haven's rules, regulations or policies;
13. Engaging in any conduct which, in the administration's judgment, is adverse or prejudicial to the best interests of Haven;
14. Violating Haven's Anti-Harassment Policy;
15. Sleeping on the job, unless for an illness related condition that is verified by an M.D. or D.O.; or,
16. Any violation of the "Florida Department of Education Code of Ethics".

**Class B: The following offenses constitute grounds for appropriate discipline up to and including termination:**

1. Unexcused or excessive absenteeism or tardiness;
2. Negligently destroying or damaging any Haven property or the property of other employees or visitors;



3. Failing to report work-related injuries to a supervisor or the HR Director as soon as possible;
4. Gambling on any Haven property;
5. Failing to adhere to any of Haven safety rules and procedures;
6. Creating or contributing to unsanitary, hazardous or poor working conditions;
7. Intentionally violating any of Haven rules, regulations or policies;
8. Disclosing privileged or confidential information to unauthorized persons; or,
9. Failing to satisfactorily perform the duties of one's job.

### **Corrective Action Process**

Most employees will enjoy the benefits that come from good job performance, and will only occasionally need to resolve minor job-related problems through a constructive discussion with his or her supervisor. However, there may be occasions when a performance related issue has not been corrected after discussions with a supervisor, and it becomes necessary to use a system of progressive discipline to attempt a change in behavior. Notwithstanding the above, Haven reserves the right to utilize the Corrective Action Processes in its own discretion and based on the severity of the offense.

The corrective action process may involve any or all of the steps outlined below, or Haven may choose to immediately terminate the employee depending on the seriousness of the offense:

1. Coach and counsel (May be verbal or written)
  - o Before a written warning is issued, a verbal warning may be given to the employee (a written warning may be issued without first receiving a verbal warning). A text of the verbal warning will be placed in the employee's personnel file.
2. First and second written notice
  - o If improvement is not made within the time period granted in an earlier warning, or if an infraction is deemed serious enough, a written warning is issued. Written warnings will be reviewed with the employee and placed in his/her personnel file. If the employee fails to improve by the date given on the warning, other disciplinary action, including suspension or termination, may result.
3. Suspension
4. Termination or reinstatement

The employee will be asked to review and sign each written notice, and such notices will be placed in the employee's personnel file and will be retained indefinitely. By signing, the employee does not imply that he or she agrees with the disciplinary action, only that he or she is aware of it.

# TERMINATION OF EMPLOYMENT

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment may be terminated:

**RESIGNATION** - voluntary employment termination initiated by the employee.

**NON-RENEWAL** – voluntary employment termination initiated by the employee or an involuntary employment termination initiated by the organization. All Haven employees are contracted on an annual basis as “at-will” employees, and therefore have NO expectation or guarantee of re-employment (i.e., renewal of annual contracts). Haven explicitly reserves the right to non-renew the contract of an employee at its discretion, with or without cause. Similarly, an employee has no obligation to renew his or her employment and may choose to non-renew for any reason.

**DISCHARGE** - involuntary employment termination initiated by the organization, typically for performance and/or disciplinary reasons.

**LAYOFF** - involuntary employment termination initiated by the organization for non-disciplinary reasons.

**REDUCTION IN FORCE** - involuntary employment termination initiated by the organization as a result of position elimination.

**RETIREMENT** - voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

Since employment with Haven is based on an “at-will” employment policy, both the employee and Haven have the right to terminate employment at will, with or without cause, at any time. Employees will receive their final pay in accordance with applicable state law.

If you resign, you are to notify your supervisor in writing at least two weeks before your last day of employment. In the event you resign, to help us understand the reasons you're leaving and address final pay and benefit issues, the HR Director and/or principal, as appropriate, usually conducts an exit interview.

Employee benefits will be affected by employment termination in the following manner:

- All accrued, unused vacation time that is due and payable at termination will be paid to those eligible twelve (12) month employees that have worked for Haven for at least five (5) years. If you have not worked for Haven for at least five (5) years, you are not eligible to be paid for accrued, unused vacation time.
- All insurance benefits will be canceled on the last day of the month of resignation or termination; however, some conversion privileges may be available under COBRA. The appropriate paperwork will be provided by the HR Department at the time of your termination.
- Some benefits may be continued at the employee's expense if the employee so chooses, and so long as Haven does not object to the continuation.
- The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

## **Return of Property**

Employees are responsible for all property, materials, or written information issued to them or in their possession or control. **Employees must return all Haven property immediately upon request or upon termination of employment. All Haven keys must be provided to Haven immediately upon termination or resignation.**

Where permitted by applicable laws, Haven may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. Haven will also take all action deemed appropriate to recover or protect its property.

## **SAFETY & WORKERS' COMPENSATION**

In accordance with applicable state laws and regulations, Haven employees are eligible for workers' compensation benefits. These benefits are available in the event of an accident or illness resulting from an employee's occupation of which requires medical treatment, hospitalization, or loss of work time. Workers' compensation bulletins are posted where all employees can see them. It is the joint responsibility of employees and their supervisors to report any job-related injury or illness. Each work site will comply with local and state regulations concerning the recording of and filing of information on employee injury and illness.

All work-related injuries must be reported IMMEDIATELY, even if you do not wish to see a doctor, by calling the HR Director or CEO at 850-248-3500 or, after 3:00 PM, the CEO at 850-527-0914.

As a condition of your employment, you hereby agree to the following:

1. Notify your supervisor immediately and always prior to seeking medical care for any work-related injury. Even if medical treatment is not necessary, you **MUST** still contact your supervisor and report the injury/accident.
2. To submit to a drug test within twenty-four (24) hours of the injury/accident (requires picture ID).
3. The HR Director (or the Payroll Manager) will provide instructions for where you should proceed for medical treatment and will provide you with any other information you may need.

### **Safety Policies and Rules**

Haven will make every effort to provide working conditions that are as healthy and safe as possible and employees are expected to be equally conscientious about workplace safety, including using proper work methods and reporting potential hazards. Unsafe working conditions or behaviors in any work area that might result in an accident should be reported immediately to a supervisor. Unsafe behaviors will be subject to disciplinary action that may include immediate termination.

It is every employee's responsibility to read and obey ALL safety regulations, correct ALL safety hazards, and cooperate fully with any safety investigations. The following general safety rules apply in ALL school work places. Each work unit may prepare separate safety rules applicable to the specific nature of the work in their area but not in conflict with these rules. As a condition of your employment, you agree to adhere to good safety practices, and particularly the following safety policies and procedures. Failure to follow all safety rules will be grounds for disciplinary action up to and including termination.

1. All employees are prohibited from the use of alcohol, the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances in the workplace, including remote jobsites, or any school-related function.
2. Employees will use safety equipment appropriate to the job (i.e., hard hats, gloves, back belts, eye/ ear protection, safety boots, etc.).
3. Operators and passengers in a business vehicle equipped with seat belts must wear them when the vehicle is in operation, and all employees operating vehicles will observe all traffic laws.
4. Machinery or tool guards shall not be removed or bypassed.
5. No running or horseplay is permitted while on the job.
6. Failure to clean up or to prevent a potential safety hazard is considered a violation of safety rules.
7. Appropriate footwear for the work being performed shall be worn at all times.
8. Lifting should be done with the legs, NOT the back.
9. Cooperation regarding safety policies and regulations is expected of all employees.

### **Driving Safety Policy**

As an employee of Haven, and as a condition of your employment, you must understand the importance of driving safety and agree to the following driving safety policies while working or representing Haven:

1. To obey ALL traffic laws at ALL times.
2. To keep your motor vehicle in safe working order, or risk being restricted from driving.
3. To wear your safety belt at ALL times in vehicles equipped with such devices.
4. To never drive while under the influence of drugs or alcohol.
5. No persons other than authorized on-the-job employees, authorized parents, students, or guests, and/or security personnel are permitted in the motor vehicle.

## **EMPLOYEE BENEFITS, DISABILITY, AND LEAVE**

NOTE: Any twelve (12) month "exempt" employee who is employed by Haven for a minimum of one full contract period, who leaves the employ of Haven for a period of less than twenty-four (24) months and then is re-employed by Haven, shall return to employment and be entitled to the same benefits held by the employee prior to the break in service.

### **INSURANCE**

#### **Medical Insurance**

All eligible employees may participate in Haven's group medical plan. Eligible employees are able to participate in the plan on the first of the month after completing thirty (30) days of service as a regular full time employee. Dependent insurance is available at an additional cost.

The group plan provides a comprehensive medical insurance program for employees and their

eligible dependents covering doctor visits, lab work, prescriptions, hospitalization, surgical and major medical expenses. This plan protects employees from the high costs associated with catastrophic illness.

An eligible employee may enroll in the medical plan when he or she is first eligible (as stated above) or they may enroll during "open enrollment" which occurs on an annual basis during the insurance open enrollment period. After the initial enrollment or the open enrollment period, changes cannot be made to the benefits until the next year's open enrollment period. In some instances (including but not limited to, marriage, divorce, birth, adoption, spouse's termination of employment/loss of coverage, spouse's eligibility for insurance through a new employer, open enrollment for a spouse, dependent children no longer eligible for coverage, dependent children eligibility or loss of eligibility for Medicaid, and changing from full to part time or part to full time status), the employee may be able to enroll in Haven's plan at a time other than "open enrollment." To qualify under these conditions, enrollment must be requested within thirty (30) days of the event. Proof of these events must be submitted to the HR Director in writing.

For further information, consult the employee insurance booklets or see the HR Director.

### **Dental Insurance**

Haven offers dental insurance to employees and their dependents at a group rate. An employee is eligible for coverage on the first of the month following thirty (30) days of full-time employment. If the employee elects not to accept dental coverage at that time, he or she may enroll during the insurance "open enrollment period", which occurs annually. During "open enrollment" periods, the employee may add dependents or change from one type of plan to another. In some instances (such as a change in benefits concerning employee, spousal, or dependent coverage), the employee may be able to enroll in the plan at a time other than "open enrollment." Such enrollment must be requested within thirty (30) days of the change in benefits. Contact the HR Director for additional details. If the employee terminates employment or is discharged, they are eligible to continue dental benefits under COBRA. See the HR Director for additional details.

### **Vision Plan**

There is also a vision care plan available to all regular, full-time employees. An employee is eligible for coverage on the first day of the month following thirty (30) days of full-time employment. The program offers a number of in-network practitioners who agree to fixed co-pays for office visits and provide discounts on prescriptions and frames. Contact the HR Director for further information.

### **Life, Accidental Death, and Dismemberment Insurance**

Haven currently pays for life and accidental death and dismemberment insurance coverage for its eligible employees as set forth below:

- **Life Insurance benefit:** is equal the eligible employee's annual salary rounded to the next higher thousand dollar (\$1,000) bracket, and is paid for by Haven.
- **Accidental Death & Dismemberment ("AD&D") benefit:** is an additional single annual salary amount, on top of the standard life insurance benefit, paid for by Haven.
- **Supplemental Life Insurance:** Haven also offers voluntary supplemental life insurance. An eligible employee may purchase up to five (5) times their salary in supplemental life insurance to a maximum of five hundred thousand dollars (\$500,000.00). For any

amount in excess of one hundred thousand dollars (\$100,000.00), you will need to provide the insurance carrier with a medical statement that will be sent to the underwriters. The underwriters will determine if you are eligible or not for supplemental coverage in excess of one hundred thousand dollars (\$100,000.00).

- **Supplemental Accidental Death and Dismemberment:** An eligible employee may purchase supplemental AD&D coverage equal to the amount he or she chooses for supplemental life insurance. Supplemental AD&D cannot be purchased without first purchasing the supplemental life.
- **Spouse Life Insurance:** An eligible employee may purchase up to fifty percent (50%) of his or her supplemental life insurance amount for a spouse. For any amount in excess of ten thousand dollars (\$10,000.00), you will need to provide the insurance carrier with a medical statement that will be sent to the underwriters. The underwriters will determine if you are eligible for supplemental spouse life coverage in excess of ten thousand dollars (\$10,000.00).
- **Children's Life Insurance:** An eligible employee may purchase five thousand dollars (\$5,000.00) or ten thousand dollars (\$10,000.00) of group term insurance for his or her children if he or she has purchased supplemental life insurance for himself/herself.

An eligible employee may name anyone as the beneficiary of his/her life insurance policy, and beneficiaries may be changed at will. Federal law requires that life insurance benefits exceeding fifty thousand dollars (\$50,000) be reported as taxable income to the employee.

## **DISABILITY**

### **Short Term Disability**

Short term disability is a Haven paid core benefit that pays for a covered loss of earnings from a qualified disability on a short term basis, after a fourteen (14) day waiting period, of up to two hundred fifty dollars (\$250) a week. All employees who utilize the short term disability program must wait for a two (2) week period before benefits are received. Employees may use any accrued vacation and/or sick leave to cover the two (2) week waiting period. If the employee has enough accrued vacation and/or sick time to cover more than the waiting period itself, employees are permitted to use such excess time before utilizing the short term disability program's benefits.

Benefits are paid weekly up to a maximum of eleven (11) weeks (the time period depending on the illness/injury) and a maximum of two hundred and fifty dollars (\$250.00) per week.

NOTE: Before returning to work, all employees having used the short term disability program must submit a doctor's note releasing them back to full duty.

- Twelve (12) month salaried employees: Twelve (12) month salaried employees may use vacation, sick, and personal leave that he or she has accrued to cover the required two (2) week waiting period. If an employee does not have enough vacation, sick, or personal leave time, he or she will enter into a "leave without pay" status before the short term disability benefits begin. In such circumstances, the employee's pay will be "trued up" and the employee will be paid for the days they have worked up to that point. When the employee returns to work, the employee's pay will be recalculated based upon the employee's daily rate and the number of days left to work in the contract period.
- Ten (10) month salaried employees (teachers and some administrators): Ten (10) month salaried employees follow the same process as the twelve (12) month salaried employees described above, except that ten (10) month salaried employees may only use accrued

sick leave for the two (2) week waiting period as they do not accrue vacation time.

- Twelve (12) month hourly employees: A twelve (12) month hourly employee must wait for the required two (2) week waiting period, during which he or she can use accrued vacation and/or sick leave [as long as there is still more than two (2) weeks left to work in the contract or school period.] If the employee does not have any accrued vacation/sick leave, he or she will go into a "leave without pay" status and will stay in this status until he or she returns to work.
- Ten (10) month hourly employees: If a disability occurs before school is out, ten (10) month hourly employees follow the same process as the twelve (12) month hourly employees described above, except that ten (10) month hourly employees may only use accrued sick leave for the two (2) week waiting period as they do not accrue vacation time.

### **Long Term Disability**

In order to protect employees and their families from loss of income due to a major illness or injury, a long term disability plan (also known as a salary continuation plan) is available.

PLEASE NOTE: This plan is not provided to employees free of cost. Rather, this plan requires an interested employee to pay for the plan in order to obtain long term disability coverage. This plan is intended to provide a basic income at a fixed percentage of salary for illnesses or injuries that require you to be absent for more than three (3) months. This benefit should continue for as long as the employee is disabled, and is offset by Social Security payments if the employee becomes permanently disabled. Long term disability is completely voluntary and is rated according to age. Employees must enroll when initially eligible. Otherwise, the employee is required to provide proof of insurability. Please contact Haven's HR Director for more details.

### **OTHER BENEFITS**

#### **FRS (Florida Retirement System)**

Haven extends to its employees the benefits of the Florida Retirement System, established under Florida law. The program is administered through the Department of Management Services, Division of Retirement of the State of Florida.

Participation in FRS is mandatory and generally covers all employees who are in full-time or part-time regularly established positions, except for retirees reemployed on or after July 1, 2010. Rates of employer and employee contributions to the plan are subject to change each year.

Employees are responsible for informing the HR Director if they have retired from an FRS participating organization, when becoming employed at Haven.

Information is widely available from the Division of Retirement online and in paper form directly from the agency and also through its member employers. Please contact Haven's Human Resources department for more details.

#### **Section 125 Plan**

Haven has initiated a Section 125 plan which allows an eligible employee to have premiums for the selected benefits deducted from his/her paycheck on a pre-tax basis. This represents an advantage to the employee by reducing taxable wages, but Social Security benefits may be slightly

reduced as a result of this election. The Section 125 Plan also stipulates that the employee can increase or decrease coverage on open enrollment periods. However, the employee cannot withdraw from a program (see individual benefits description) at other times except under a few very limited circumstances.

**EMPLOYEE LEAVE**

In order to ensure the accuracy of payroll, employees are required to turn in employee leave request forms in advance or, in the event of an emergency, before the end of the pay period. Failure to turn in employee leave request forms (except in an emergency), and to receive permission to take employee leave in advance, may lead to disciplinary action up to and including immediate termination.

\* PLEASE NOTE: Except as otherwise provided herein, employee leave benefits (such as vacation, sick/personal time, etc.) do not continue to accrue during periods of time in which an employee elects to take leave without pay. Unless otherwise provided herein, employee leave benefits do continue to accrue during periods of paid employee leave.

**Vacation Time**

Vacation time off with pay is available to eligible twelve (12) month full-time employees to provide opportunities for rest, relaxation, and personal pursuits. Only twelve (12) month full-time employees earn and accrue vacation time and are subject to the following vacation guidelines. The amount of paid vacation time twelve month employees receive each year increases with the length of employment. All new employees must complete thirty (30) calendar days of service before becoming eligible to use vacation time.

The vacation “benefit period” is from August 1st through July 31st of each school year. Vacation leave will be accrued on a per pay period basis and employees must work for at least half (50%) of the pay period to accrue leave time. Individuals who work more than thirty (30) hours a week but less than forty (40) hours per week will receive pro-rated leave time.

Beginning with the first day of employment, vacation is earned/accrued according to the following schedule. Accrual rates for eligible employees are as follows:

If the employee has been with Haven:	Vacation Earned/Accrued:
Up to 5 years	6.66 hours per month/3.33 hours per pay period
More than 5 years, less than 10	10 hours per month/5 hours per pay period
More than 10 years	13.33 hours per month/6.66 hours per pay period

NOTE: All twelve (12) month employees who are employed for a minimum of a full contract period but then leave Haven for less than 24 months shall be eligible to have the time served count to their total accrual of service/“years worked” upon their reemployment.

- Paid vacation time can be used in minimum increments of one hour. **To take vacation, employees MUST request advance approval from their supervisors in writing by submitting an Employee Absence Form.** Requests will be reviewed based on a number of factors, including school needs and staffing requirements. Failure to submit appropriate paperwork may result in non-approval of vacation time and/or disciplinary action.



- One-half (1/2) of an employee's annual vacation days will be advanced to the employee on the first day of each school year (although not yet accrued), and the employee's remaining one-half of annual vacation days will be advanced on January 1 of that same school year. Employees cannot take more than one-half (1/2) of their total vacation days unless such excess time has been accrued. The monetary equivalent of any vacation time that an employee uses but never earns/accrues during that year must be paid back to Haven and shall be deducted from the employee's last paycheck at the end of the contract year or upon the employee's resignation/termination, whichever occurs first.
- It is preferred that vacation time is taken when school is not in session.
- No vacation time can be used unless approved by your supervisor/principal beforehand. Vacation pay will not be calculated and disbursed without an appropriately authorized Employee Absence Form being submitted.
- Vacation time off is paid at the employee's base pay rate at the time of vacation. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.
- All twelve (12) month employees are able to carry over and accrue up to a maximum of forty (40) hours of vacation time each year. However, no employee is permitted to carry over and accrue more than two hundred and forty (240) hours of vacation time at the end of a benefit period. Any vacation time accrued in excess of two hundred and forty (240) hours must be used by the employee by the end of each benefit period in which the leave accrued or such amount of leave shall be forfeited. PLEASE NOTE: The ability to roll over vacation hours in no way creates an expectation of re-employment with Haven (i.e., does not imply the offering of a new contract of employment). Although an employee has unused vacation hours at the end of benefit period, Haven may nevertheless choose not to renew/re-employ that employee for the following year. In such circumstances (unless the employee is entitled to a vacation time payout based on over five (5) years of employment with Haven), the employee will simply lose the earned but unused vacation time and will not be entitled to any additional compensation.
- If Haven's CEO requires, due to operational needs, that an employee cannot take his/her planned vacation and denies a written vacation request, the employee may roll over the vacation time to the next immediate work year (even if the addition of this time to the employee's accrued vacation time creates an excess of forty hours) with written authorization from his/her supervisor. This "operational needs roll over" must also be approved by the CEO. If the original vacation request was not denied in writing, the employee may lose the opportunity to roll the hours over.
- Upon termination of employment, employees are eligible to receive pay for accrued, unused vacation time if they have completed at least five (5) years of full-time employment in a twelve (12) month position with Haven. If you have not worked for Haven for at least five (5) years as a full-time twelve (12) month employee, you are not eligible to be paid for accrued, unused vacation time if you resign or are terminated and such time shall be forfeited.
- Any twelve (12) month "exempt" employee who is employed by Haven for a minimum of one full contract period, who leaves the employ of Haven for a period of less than twenty-four (24) months and then is re-employed by Haven, shall return to employment and be entitled to the same vacation benefits held by the employee prior to the break in service.

## Sick and Personal Time Off

Haven provides paid sick and personal time off benefits to all eligible employees for periods of temporary absence due to personal illnesses/injuries, illness in the immediate family, or to attend to pressing personal business.

- If the employee is absent for three (3) or more consecutive days due to illness or injury, a physician's statement verifying the illness or injury and its beginning and expected ending dates may be required. After three (3) days absence and with proper medical certification, you may be eligible for Family and Medical Leave Act ("FMLA") leave, if applicable. Employees must apply for FMLA through the HR Director. Such verification may be requested for other sick leave absences as well and may be required as a condition of receiving sick leave.
- Before returning to work from a sick leave absence of three (3) calendar days or more, you may be required to provide a physician's verification that you may safely return to work. You may not be able to return to work without the physician's verification.
- Eligible employees will accrue sick/personal time benefits based on his or her position classification and status.
- PLEASE NOTE: If you fail to report to work promptly following the expiration of an approved leave period, Haven will assume you have resigned from your position.

<b>Benefit Period:</b>	The sick/personal time benefit period is August 1st through July 31st of each year.
<b>Eligibility:</b>	<p><b>10-month</b> full-time employees are entitled to accrue one day per month, from August through May, with a maximum of ten (10) sick/personal days per benefit period. Five (5) sick/personal days will be available to the employee on the first day of each school year (although not yet accrued), and the remaining five (5) days will be available on January 1 of that same school year. The monetary equivalent of any such time that was used but never accrued during that year must be paid back to Haven and shall be deducted from the employee's last paycheck at the end of the contract year or upon the employee's resignation/termination, whichever occurs first. Individuals who work more than thirty (30) hours a week but less than forty (40) hours per week will receive pro-rated leave time. Employees must work at least half (50%) of their pay period in order to accrue time.</p> <p><b>12-month</b> full-time employees are entitled to six (6) sick/personal days per benefit period, accrued at four (4) hours per month, and employees must work at least half (50%) of the pay period in order to accrue time.</p>
<b>Leave Pay Calculation:</b>	The value of an employee's sick/personal leave pay is based on the employee's base pay rate at the time of absence and does not include incentives, commissions, bonuses or any other additional compensation.
<b>Unused Leave Time:</b>	10-month instructional employees may sell back their unused sick/personal days to Haven at the end of their contract term. The value of any unused leave is calculated at the teacher's daily base rate of pay. Requests for adjustments based on any payout discrepancies must be received by payroll or the HR Director within thirty (30) days of the last day of school.
<b>Requirements:</b>	Employees who are unable to report to work due to illness or injury should notify their supervisor before the scheduled start of the workday. If an employee has not already done so, his or her employee leave request form must be turned in as soon as the employee returns. Employee absence forms must be turned in prior to the

	<p>end of the pay period. Failure to do so may result in a deduction in pay for those days not accounted for, and may also result in disciplinary action.</p> <p>Personal leave <b>MUST</b> be requested in writing in advance, and may be granted or denied at the sole discretion of Haven. Employees <b>MUST</b> submit an approved "Employee Absence Form" to payroll.</p> <p>Personal days <b>MAY NOT</b> be taken just prior to, or immediately following, a school holiday or during the first or last two weeks of school without the following conditions being met (and then only approved on a first-come first-served basis):</p> <ol style="list-style-type: none"> <li>1. A substitute (when appropriate) has been secured for the date(s) of leave.</li> <li>2. Permission has been obtained from your principal.</li> <li>3. Employee has not exceeded the maximum number of approved holiday leave requests (instructional = Two (2) requests per year)</li> <li>4. No more than twenty percent (20%) of each faculty has requested holiday leave.</li> </ol> <p><b>PLEASE NOTE:</b> Upon termination, any personal/sick time not used will be forfeited. If you have exceeded the time you have accrued, the excess time will be deducted from your final paycheck.</p>
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**Float Time**

Twelve (12) month employees are given seven (7) days of "float time" per benefit year, accrued at two and one-third (2.33) hours per pay period, from August 1 through July 31 of each year. Employees must work half (50%) of the pay period in order to accrue time. Float time **MUST** be used during periods in which Haven is closed, except for any specific federal holidays (Thanksgiving day, Christmas day, etc.) Twelve month employees will be advanced all seven days of float time on the first day of each school year (although not yet accrued). The monetary equivalent of any float time that an employee uses but never earns/accrues during that year must be paid back to Haven and shall be deducted from the employee's last paycheck at the end of the contract year or upon the employee's resignation/termination, whichever occurs first.

**Holidays**

Haven will grant paid time off to all full-time employees and unpaid time off to all other employees for holidays in accordance with the annual school calendar.

- Haven will grant paid holiday time off to all eligible employees immediately upon assignment to an eligible employee classification.
- Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) multiplied by the number of hours the employee would otherwise have worked on that day.
- Paid time off for holidays will NOT count as hours worked for the purposes of determining overtime.

Personal leave **MAY NOT** be taken just prior to, or immediately following, a holiday or during the first or last two weeks of school unless the conditions set forth in the Sick/Personal Time Off table above have been met.

## **Parental/School Leave Policy**

Haven recognizes that it benefits the parent, the children and the community when a parent is able to take time off from work to attend functions and meetings related to your children's education. Therefore, Haven allows employees to take leave from work for this purpose.

Employees are entitled to use up to six (6) hours of "paid time off" per calendar year, so long as the Haven does not incur the cost of a substitute teacher (in addition to your sick/personal days), to attend school functions, meet with school teachers and administration, or to assist in the child's classroom.

When possible, the employee who needs this kind of leave is expected to notify his or her immediate supervisor at least one (1) week before the leave is needed. When it is not possible to notify the supervisor one (1) week in advance of the need for leave, the employee must notify the supervisor as soon as possible.

## **Time Off to Vote**

Haven encourages you to fulfill your civic responsibilities by participating in elections. Generally, you should find time to vote either before or after your regular work schedule. If you are unable to vote in an election during your non-working hours, Haven will grant up to one (1) hour of unpaid time off to vote.

## **Jury Duty**

Haven encourages employees to fulfill their civic responsibilities by serving on jury duty when summoned.

- Compensation while the employee is on jury duty will consist of actual pay from the court with the difference in the employee's regular pay paid by Haven, not to exceed thirty (30) days.
- An employee must show the jury duty summons to his or her supervisor immediately after it is received so that arrangements may be made to accommodate the absence. A copy should be given to the Payroll Manager with the Employee Absence Form. Of course, employees are expected to report for work whenever the court schedule permits.

## **Witness Duty**

Haven supports employees who are required to appear in court for witness duty, when subpoenaed to do so.

- If an employee has been subpoenaed, or is otherwise requested to testify as a witness by Haven, he or she will receive paid time off for the entire period of witness duty.
- Employees will be granted a maximum of three (3) days of paid time off to appear in court as a witness at the request of a party other than Haven. Employees will be paid at their base rate and are free to use any remaining paid leave benefits (such as vacation leave) to receive compensation for any period of witness duty absence that would otherwise be unpaid.
- The subpoena should be shown to the employee's supervisor immediately after it is received so that operating requirements can be adjusted, where necessary, to accommodate the

employee's absence. A copy of the subpoena must be supplied to the HR Director. The employee is expected to report for work whenever the court schedule permits.

### **Bereavement Leave**

Employees who need to take time off due to the death of an immediate family member should notify their supervisor immediately. Haven defines "immediate family" as the employee's spouse, partner, parent, child, stepchild, sibling, mother/father-in-law, brother/sister-in-law, daughter/son-in-law, grandparents or grandchildren. The following policies apply to bereavement leave:

- Proof of the family member's passing may be required to receive bereavement leave.
- If the deceased family member is a parent, spouse, or child of the employee, up to five (5) days of paid bereavement leave will be provided. If the deceased is any other family member of the employee, up to three (3) days of paid bereavement leave will be provided.
- An employee may, with supervisor approval, use accrued paid leave for additional time off as necessary.
- Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.
- Bereavement leave will be granted unless there are unusual business needs or staffing requirements.

### **Military Leave**

A military leave of absence will be granted to you, except for those occupying temporary positions, to attend scheduled drills or training or if called to active duty with the U.S. Armed Forces. The leave will be unpaid. However, you may use any available paid time off for the absence. Subject to the terms, conditions and limitations of the applicable plans for which you are otherwise eligible, health insurance benefits will be available until the end of the month in which the military leave begins. At that time, you will become responsible for the full costs of these benefits if you wish coverage to continue. When you return from military leave, benefits will again be available according to the applicable plans.

The accrual of benefits, such as vacation, wellness, or holiday benefits, will be suspended after the first twelve (12) weeks of the leave and will resume upon return to active employment. Every reasonable effort will be made to return eligible employees to their previous position or a comparable one. Such employees will be treated as though they were continuously employed for purposes of determining benefits based on length of service, such as the rate of vacation accrual and job seniority rights.

### **The Family and Medical Leave Act**

Haven complies with FMLA, as may be amended or superseded, and recognizes certain conditions under which you may request time off without pay, for a limited period, with job protection and no loss of accumulated service, provided the employee returns to work.

## Eligibility for FMLA

If you have worked for Haven for a minimum of twelve (12) months, have provided Haven with at least one thousand two hundred and fifty (1,250) hours of service during the twelve (12) month period preceding the commencement of FMLA leave, then you are eligible for leave under FMLA.

For further information and for forms, contact the HR Director at 850-248-3500.

## Definitions

- "Covered active duty" is defined as:
  1. Deployment of the member with the U.S. Armed Forces to a foreign country; or
  2. For members of the reserve components of the U.S. Armed Forces (members of the U.S. National Guard and Reserves), duty during deployment of the member with the Armed Forces to a foreign country under a call or order to active duty in a contingency operation (as defined in Section 101(a)(13)(B) of Title 10, United States Code.)
  
- "Covered service member"- is either:
  1. A current member of the U.S. Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, is in outpatient status, or is on the temporary disability retired list, for a serious injury or illness, or
  2. A veteran of the U.S. Armed Forces (including the National Guard or Reserves) discharged within the five (5) year period before the family member first takes leave to care for the veteran, and who is undergoing medical treatment, recuperation, or therapy for a qualifying serious injury or illness. A veteran who was dishonorably discharged does not meet the FMLA definition of a covered service member.
  
- "Health care provider" is defined as:
  1. Doctors of medicine or osteopathy authorized to practice medicine or surgery by the state in which the doctors practice; or
  2. Podiatrists, dentists, clinical psychologists, optometrists, and chiropractors (limited to manual manipulation of the spine to correct a subluxation as demonstrated by X-ray to exist) authorized to practice, and performing within the scope of their practice, under state law; or
  3. Nurse practitioners, nurse-midwives and clinical social workers authorized to practice, and performing within the scope of their practice, as defined under state law; or
  4. Christian Science practitioners listed with the First Church of Christ, Scientist in Boston, Massachusetts; or
  5. Any health care provider recognized by Haven or Haven's group health plan benefits manager.
  
- "Serious health condition"- an illness, injury, impairment, or physical or mental condition that involves either:
  1. A period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical-care facility, and any period of incapacity or subsequent treatment in connection with such inpatient care; or

2. Continuing treatment by a "health care provider" which includes any period of incapacity (i.e., inability to work, attend school or perform other regular daily activities) due to:
  - a. A health condition (including treatment for or recovery from) lasting more than three (3) consecutive days, and any subsequent treatment or period of incapacity relating to the same condition, that also includes:
    - i. One (1) treatment, two (2) or more times by or under the supervision of a "health care provider"; or
    - ii. One (1) treatment by a "health care provider" with a continuing regimen of treatment; or
  - b. Pregnancy or prenatal care. A visit to a "health care provider" is not necessary for each absence; or
  - c. A chronic serious health condition which continues over an extended period of time, requires periodic visits to a health care provider and may not involve occasional episodes of incapacity (e.g., asthma, diabetes, or epilepsy). A visit to a "health care provider" is not necessary for each absence; or
  - d. A permanent or long-term condition for which treatment may not be effective (e.g. Alzheimer's, a severe stroke, terminal cancer). Only supervision by a "health care provider" is required, rather than active treatment; or
  - e. Any absences to receive multiple treatments for restorative surgery for a condition which would likely result in a period of incapacity of more than three (3) days if not treated (e.g., chemotherapy or radiation treatments for cancer).
3. For a current member of the U.S. Armed Forces, any serious injury or illness that was incurred by the member in the line of duty on active duty and a serious injury or illness that existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the U.S. Armed Forces that may render the member medically unfit to perform the duties of the member's office, grade, rank or rating.
4. For a veteran, a serious injury or illness is defined as a qualifying injury or illness that was incurred by the member in line of duty on active duty in the U.S. Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the U.S. Armed Forces) and that manifested itself before or after the member became a veteran.

### **Amount of FMLA Leave**

If you are an eligible employee, you are entitled to twelve (12) weeks of unpaid FMLA leave during each twelve (12) month period for covered purposes. You may also be entitled to take twenty-six (26) weeks of unpaid leave during a twelve (12) month period in order to care for a "covered service member" with a serious injury or illness who is the spouse, son, daughter, parent or next of kin of the employee.

### **Purposes for Which Twelve (12) Week FMLA Leave Can Be Taken**

Eligible employees may take twelve (12) weeks of unpaid FMLA leave for the following reasons:

1. The birth of a child and to care for the newborn child within one year of birth;
2. The placement of a child for adoption or foster care and to care for the newly placed child within one year of placement;

3. To provide either physical or psychological care for a child, spouse, or parent who has a "serious health condition;"
4. To care for your own "serious health condition"; or
5. Any "qualifying exigency" arising out of the fact that the employee's spouse, son, daughter or parent is a "covered service member" who has is on "covered active duty" or has been called on "covered active duty."
  - a. A "qualifying exigency" is an unforeseen circumstance arising from the foreign deployment of the employee's spouse, son, daughter, or parent with the Armed Forces, or to care for a service member with a serious injury or illness if the employee is the service member's spouse, son, daughter, parent or next of kin. "Foreign deployment" includes deployment to international waters. Qualifying exigencies for which an employee may take FMLA leave include making alternative child care arrangements for a child of the deployed military member, attending certain military ceremonies and briefings, or making financial or legal arrangements to address the military member's absence.

PLEASE NOTE: Spouses who are both employed by Haven are entitled to a combined total of twelve (12) weeks of leave (rather than twelve (12) weeks each) for the birth of a child, the placement of a child with the employees for adoption or foster care, or the care of a parent with a "serious health condition." This duplicate exception does not apply to leave for the employee's own "serious health condition" or the "serious health condition" of a spouse or child. In such cases, each spouse is entitled to twelve (12) weeks. You must conclude leave for the birth of a child or the placement of a child with you for adoption or foster care within twelve (12) months after the event. Leave may begin prior to birth or placement, as circumstances dictate.

### **Measuring the Twelve (12) Month FMLA Period**

The twelve (12) month period within which twelve (12) weeks of unpaid leave may be taken is a "rolling" twelve (12) month period, which is measured backwards from the date the employee's FMLA leave would begin. The total FMLA leave used by the employee during the prior twelve (12) months are deducted from his or her twelve (12) week allotment. The employee may then use the remaining FMLA leave.

### **Purpose for Which Twenty-Six (26) Week FMLA Leave Can Be Taken**

Eligible employees may take up to twenty-six (26) weeks of unpaid FMLA leave:

1. To care for a "covered service member" with a serious injury or illness that is the spouse, son, daughter, parent or next of kin of the employee.

For a current service member, a serious injury or illness is one that may render the service member medically unfit to perform his or her military duties. For a veteran, a serious injury or illness is one that rendered the veteran medically unfit to perform his or her military duties, or an injury or illness that qualifies the veteran for certain benefits from the Department of Veterans Affairs or substantially impairs the veteran's ability to work. For veterans, it includes injuries or illnesses that were incurred or aggravated during military service but that did not manifest until after the veteran left active duty.



## **Notification/Notice of Need for FMLA Leave**

Haven requires thirty (30) days' advance written notice of your need for FMLA leave when the need for such leave is foreseeable. When the need for leave is foreseeable less than thirty (30) days in advance, or when the need for leave is unforeseeable due to an emergency, employees must provide notice as soon as possible and practicable under the circumstances. For leave taken on the basis of planned medical treatment, the employee should seek to schedule the treatment so as to avoid an undue disruption of Haven's operations.

Notification of the need for leave should be made to the HR Director through FMLA forms which are available through him/her. The relevant forms should be completed in detail by your "health care provider," signed by you, and then submitted to the HR Director for proper approval.

You will be required to report periodically on your status and intent to return to work during the leave period. If you take leave because of your own "serious health condition" or to care for a covered family member with a "serious health condition," contact the HR Director on a prescheduled basis regarding the status of the medical condition and your intention to return to work. In addition, you must give notice as soon as practicable (within two (2) business days) if the dates of leave change, are extended, or initially are unknown.

PLEASE NOTE: Employees must use all accrued paid time off (such as sick/personal time, vacation time, and float time) before entering into unpaid FMLA leave (i.e., "leave without pay" status).

## **Mandatory Health Care Provider Certification of "Serious Health Condition"**

You must provide medical certification which supports your need for leave because of the serious health condition of you or your immediate family member within fourteen (14) days of your request, and no later than the date your leave begins if you were able to give thirty (30) days advance notice of your need for FMLA leave. Haven retains the right to request that you seek a second medical opinion, at Haven's expense and from a physician designated by Haven. If the opinion of your physician and our second-opinion physician differ, Haven may require you to submit evaluation of a third final and binding opinion. This third evaluating physician is chosen jointly by you and Haven.

The medical certification must reflect the following:

- Date on which the "serious health condition" began;
- Expected duration of condition;
- Appropriate medical facts within the knowledge of the "health care provider" regarding the condition;
- For purposes of leave for your own "serious health condition," the certification must state you are unable to perform the functions of your position;
- For purposes of leave for a family member's "serious health condition," the certification must state your need to care for the ill person and must give the estimated length of such leave; and
- When intermittent leave or reduced hours have been requested, the certification must state the medical reasons verifying the need for intermittent leave or a reduced hours schedule and must give scheduled dates for treatment(s) and the expected duration of said treatments.

Health care provider certification forms are available from the HR Director and will be provided for your use.

## **Disputes Regarding Physician Certification of "Serious Health Condition"**

As stated above, if there is a dispute about the medical opinion provided by your health care provider, Haven may require a second opinion by a health care provider of its choice, at its expense. If a third opinion is necessary, a third health care provider may be selected, also at Haven's expense. This third health care provider must be agreed upon by both you and the HR Director and may not be employed on a regular basis by Haven.

## **Limitations on Intermittent Leave/Reduced Hours through FMLA**

If medically necessary, in the case of your own "serious health condition" or that of your spouse, child, or parent, or to care for a "covered service member" with a serious injury or illness, you may take FMLA leave intermittently (e.g., one (1) week per month) or on a reduced hourly schedule (e.g. three (3) or four (4) hours a day).

When your leave is taken for the birth of a child or for the placement of a child with you for adoption or for foster care, you may take leave intermittently or on a reduced hours schedule only if the CEO agrees to such arrangement or if such leave is medically necessary. Since the FMLA leave is unpaid, your compensation will be adjusted based on the hours you take as intermittent or reduced hours leave within a work week.

For purposes of this section, "instructional employees" are those whose principal function is to teach and instruct students in a class, a small group, or an individual setting. The term includes not only teachers, but also athletic coaches, driving instructors, and special education assistants such as signers for the hearing impaired. It does not include teacher assistants or aides who do not have as their principal job actual teaching instructing, nor does it include auxiliary personnel such as counselors, psychologists, or curriculum specialists. It also does not include cafeteria workers, maintenance workers, bus drivers, or other ancillary service positions.

### Instructional Employees:

If an eligible instructional employee requests intermittent leave or reduced hours status and will be on leave for more than twenty (20%) percent of the total number of working days over the period the leave would extend, Haven may require the employee to choose either to:

1. Take leave for a period or periods of particular duration, not greater than the duration of the planned treatment/absence; or
2. Transfer temporarily to an available alternative position for which you are qualified, which has equivalent pay and benefits and which better accommodates recurring periods of leave than does the regular position.

If an instructional employee does not give adequate notice of taking intermittent leave or a reduced leave schedule, the employee may also be required to take leave of a particular duration or to transfer temporarily to an alternative position. Alternatively, the employee may be required to delay the taking of leave until Haven's FMLA notice provisions are met.

## **Limitations on FMLA Leave near the End of an Academic Term**

For purposes of this section, "instructional employees" are those whose principal function is to teach and instruct students in a class, a small group, or an individual setting. The term includes not only teachers, but also athletic coaches, driving instructors, and special education assistants such as signers for the hearing impaired. It does not include teacher assistants or aides who do not have as their principal job actual teaching instructing, nor does it include auxiliary personnel such as

counselors, psychologists, or curriculum specialists. It also does not include cafeteria workers, maintenance workers or bus drivers.

For purposes of these provisions, "academic term" means the school semester, which typically ends near the end of the calendar year and the end of spring each school year.

- If an instructional employee begins leave more than five (5) weeks before the end of an academic term, for a covered purpose, the employee may be required to continue taking leave until the end of the term if:
  1. The leave will last at least three (3) weeks, and
  2. The employee would return to work during the three (3) week period before the end of the terms.
- If an instructional employee begins leave during the five (5) week period before the end of an academic term, for a covered purpose, the employee may be required to continue taking leave until the end of the term if:
  1. The leave will last more than two (2) weeks; and
  2. The employee would return to work during the two (2) week period before the end of the terms.
- If an instructional employee begins leave during the three (3) week period before the end of an academic term, for a covered purpose, the employee may be required to continue taking leave until the end of the terms in the leave will last more than five working days.

### **FMLA Calculation of Leave Time**

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

In the case of an employee who is required to take leave until the end of an academic term, only the period of leave until the employee is ready and able to return to work shall be charged against the employee's FMLA leave entitlement.

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

### **Use of Paid Time-Off Benefits during FMLA Leave**

Using your paid leave benefits does not add to the total length of your FMLA leave. Haven may designate the paid leave as FMLA leave and count the paid leave against your twelve (12) week FMLA entitlement. Upon exhausting all available and applicable paid leave, the remainder of the employees FMLA leave time will be unpaid.

### **Job Restoration after FMLA Leave**

If you take leave because of your own "serious health condition" (except if you are taking intermittent leave), you must provide medical certification that you are able to resume work before

you return. You must obtain a return to work medical certification form from your "health care provider," releasing you back to full duty and the effective date of your return. An employee failing to provide a return to work medical certification from his/her "health care provider" will not be permitted to resume work until it is provided.

Except as noted below, employees granted FMLA leave will generally return to the same position held prior to the leave or to one which is equivalent in pay, benefits, and other terms and conditions of employment. In addition, your use of FMLA leave will not result in the loss of any employment benefits you earned or were entitled to before using such leave.

If you are a salaried employee and are among the highest paid ten percent (10%) of employees within seventy-five (75) miles, and keeping your job open would result in substantial economic injury to Haven, then you are not guaranteed restoration to your position if you choose to take FMLA leave. If you are such a "key employee," Haven will notify you of your status as such in response to your notice of intent to take FMLA leave. If Haven seeks to not reinstate your employment position, you will be notified immediately thereafter. You will be offered a reasonable opportunity to return to work from leave after receiving Haven's notice, and you may request that Haven reconsider reinstating your position. Ultimately, Haven will make its final determination as to whether you are reinstated to your position.

PLEASE NOTE: If you fail to return to work on the first work day following the completion of your maximum twelve (12) week FMLA leave allowance, or following your becoming ineligible for leave, your employment may be terminated.

### **Employee Insurance Benefits during FMLA Leave**

During approved FMLA leave, your health insurance benefits will continue to the same extent they existed prior to the leave. You will continue to pay your customary portions of the monthly premiums for your coverage and for any coverage of your dependents while on unpaid FMLA leave. If paid leave is substituted for unpaid leave, Haven will deduct your portion of the premiums as a regular payroll deduction. If, on the other hand, the FMLA leave is unpaid, you must pay your portion of the premiums by making arrangements with the HR Director, who will advise you of the payment due dates.

Any failure by the employee during FMLA leave to timely pay his or her portion of the insurance premiums or to timely pay for dependent coverage may result in the termination of such coverage. If you decide not to return to work, benefit entitlements based upon length of service will be calculated as of the last paid work day prior to the start of the leave of absence.

If any insurance coverage lapses due to nonpayment by the employee, such coverage will be fully and completely reinstated when the employee returns to work, provided the employee resumes paying the required premiums.

PLEASE NOTE: Haven's obligation to maintain your group health insurance coverage terminates: 1) upon your informing us that you do not plan to return to your employment; 2) if you fail to return to work when you have exhausted your FMLA leave allowance; or 3) if your premium payment is more than thirty (30) days late.

BAY HAVEN CHARTER ACADEMY,  
INC.

DRUG FREE WORKPLACE POLICY

## STATEMENT OF POLICY

Bay Haven Charter Academy, Inc. ("Haven") strives to provide a safe work environment and encourages personal health. In this regard, the school considers the abuse of drugs on the job to be an unsafe counter-productive work practice. Furthermore, we see substance abuse as a serious threat to our staff and students. With these objectives in mind, we have established the following policy with regard to the use, possession, and sale of illegal drugs and alcohol at work.

Drug addiction is a complex, yet treatable disease. For this reason, our substance abuse program is targeted at alleviating the problem at the community level by involving both our employees and their families. Our commitment to eradicating substance abuse in the community reflects our firm belief that by building this community, we build our school.

The ultimate goal of this policy is to balance our respect for individual privacy with our need to keep a safe and drug free environment. Our intention is to prevent and treat substance abuse. We would like to encourage those who use drugs or abuse alcohol to seek help in overcoming their problem.

It is Haven's policy that an employee found with the presence of illegal drugs (those substances scheduled by the State of Florida) and/or alcohol in his or her system, in possession of, using, selling, trading, or offering for sale illegal drugs during working hours, or on Haven premises (including parking lots) may be subject to disciplinary action up to and including termination. It also includes reporting to work under the influence of alcohol or with illegal drugs in an employee's system.

The use of any non-prescribed product that contains cannabinoids (example: hemp seed oil) is expressly prohibited.

Drugs prescribed by employee's physician may be taken during work hours. The employee should notify the supervisor if the use of properly prescribed medication will affect the employee's work performance. Abuse of prescription drugs will not be tolerated and may be the subject of disciplinary action up to and including termination.

Any and all information gathered as a result of the drug testing program is confidential and may not be disclosed except in accordance with procedures allowed under the federal or state law, professional licensing regulations, or Haven policy.

It is the responsibility of supervisors to counsel an employee whenever they see changes in the performance that suggest an employee may have a problem. The supervisor may suggest that the employee seek help with that problem.

As a condition of employment, employees must abide by the terms of this policy and must notify the school in writing of any conviction of a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.

## DEFINITIONS

- A. "Legal Drug"- includes prescribed drugs and over-the-counter drugs which have been legally obtained and are being used solely for the purpose for which they were prescribed or manufactured. Written confirmation from the prescribing physician is required when a "MRO" must determine the legitimate medical reason for the prescription.
- B. "Illegal Drug"- any drug which is scheduled by the State of Florida and: (1) is not legally obtainable; (2) may be legally obtainable but has not been legally obtained; or (3) is being used in a manner or for a purpose other than as prescribed.
- C. "Job Applicant"- means a person who has applied for a position and has been offered employment.
- D. "Detectable Amount"- the threshold levels established by the Department of Health and Human Services, and/or the Florida Agency for Health Care Administration, for screening and confirmation.
- E. "Safety Sensitive"- these positions as determined by law, usually include positions that involve national security health, safety functions that require a high degree of trust and confidence operation of school vehicles, machinery, or equipment (the mishandling of which may place fellow employees or the general public at risk in the workplace) the handling of hazardous material.
- F. "Notification of prescription and over the counter medication"- should the results of the laboratory tests for the specimen identified by this form be confirmed positive, the Medical Review Office will contact you to ask you about prescriptions and over-the-counter medications you may have taken. Therefore, you may want to make a list of those medications as a "memory jogger." If you choose to make a list, do so on a separate piece of paper.
- G. "Donor release"- signing Step 4 in the Chain of Custody Form is your certification that you provided a urine specimen to the collector, that they have not adulterated it in any manner, that each specimen bottle used was sealed with a tamper-evident seal in the collector's presence and the information provided on the Chain of Custody Form and on the label affixed to each specimen bottle is correct.
- H. "Shy bladder"- inability to produce adequate urine sample within three (3) hours after consuming 40 ounces of fluids.
- I. "Medical Review Officer" ("MRO")- a licensed physician (medical doctor or doctor of osteopath) responsible for receiving laboratory results generated by an employer's drug testing program. The MRO must have knowledge of substance abuse disorders and appropriate medical training to interpret and evaluate an individual's confirmed positive test, medical history, and other relevant biomedical information.
- J. "Unfit for Duty"- any worker who is unable to perform his/her assigned duties with reasonable skill and safety due to physical, emotional, or chemical purposes.

# DRUG POLICY AND WORK RULES

Our policy is to employ a workforce free from the use of illegal drugs, either on or off the job, and the abuse of alcohol in the workplace. Any employee determined to be in violation of this policy is subject to disciplinary action, which may include termination, even for the first offense. It is a standard of conduct that employees shall not use illegal drugs or abuse legal ones. In order to maintain this standard, Haven shall establish and maintain the programs and rules set forth here.

Refusal to take a drug or alcohol test may result in the employee forfeiting his or her eligibility for medical and indemnity benefits under workers' compensation and is cause for immediate termination of the employee, which may also cause denial of unemployment compensation.

## **Workplace Intoxication**

An employee reporting for work visibly under the influence and unable to properly and safely perform required duties will not be allowed to work. If possible, a supervisor should first seek another supervisor's opinion of the employee's status. Then the supervisor should consult privately with the employee to determine the cause of the observation, including whether substance abuse has occurred. If, in the opinion of the supervisor, the employee is unfit for duty, the employee should be taken to a collection facility to be tested using a safe method of transportation, and depending on the extent of the observed impairment, accompanied by the supervisor or another employee. The employee of concern should not be allowed to drive to the testing facility or to their home.

## **Drugs That May Be Tested**

Any drug scheduled by the State of Florida may be tested; however, the following list of eleven (11) drugs by chemical name and brand or common name are those that will probably be included in any testing:

- Alcohol (booze)
- Amphetamines (biphphetamine, desoxyn, dexedrine, speed)
- Cannabinoids (marijuana, hashish, hash, hash oil, pot, joint, roach, grass, weed, reefer)
- Cocaine (coke, blow, snow, flake, crack)
- Phencyclidine (PCP, angel dust, hog)
- Methaqualone (Quaaludes, ludes)
- Opiates (opium, Dover's powder, paregoric, parepectolin)
- Barbiturates (phenobarbital, tuinal)
- Benzodiazepines (ativan, donopin, dalmane, diazepam, tranxene, Valium, xanax)
- Methadone (dolopmne, methadose)
- Propoxyphene (darvocet, darvon N, dolene)

## **Testing**

All testing will be done by a Department of Health and Human Services and/or a Florida certified lab; positive and negative results will be checked by a Medical Review Officer to



assure accuracy. All testing, sample collection, storage, handling, and chain of custody will be done in accordance with appropriate state and federal rules and regulations.

If a test is not collectable because of possible tampering or adulteration, a second test, will be requested. The second test may be observed. If a test is rejected because of purposeful adulteration, the employee will be terminated.

Employees have the right to contest the result of a positive drug test, in writing, within five (5) working days of being notified in writing of the positive test result. The employee has a right to a copy of the test result, upon request, and to have the sample taken to a certified lab to be re-tested at the employee's expense.

Documentation of a positive drug test result will be placed in the employee's personnel file within five (5) working days of receipt of the positive. All information received in regard to drug testing results will be maintained in separate confidential files and will only be used for the purposes spelled out in this document.

### **Pre-Employment Testing**

Consistent with Haven's policy opposing drug abuse and its commitment to a safe working environment, we have implemented a pre-employment drug testing policy. All job applicants at this school may undergo screening for the presence of illegal drugs as a condition of employment. Applicants may be required to voluntarily submit to a urinalysis test at a laboratory chosen by the school after signing a consent and release form. The employee may begin work pending the result of the drug test.

Haven will not discriminate against applicants for employment because of past substance abuse. It is the current abuse of drugs which prevents employees from properly performing their jobs that, therefore, the school will not tolerate.

### **Active Employee Drug Testing**

Haven has adopted screening practices to identify employees who use illegal drugs. It shall be a condition of employment for all employees to refrain from reporting to work, or working with the presence of drugs or alcohol in his or her body, and to submit to drug screening in circumstances:

1. When there is reasonable suspicion to believe that an employee is using or has used illegal drugs;
2. When there is a report of drug use, provided by a reliable and credible source;
3. When there is any mishap or accident involving, caused by, or contributed to by an employee in which injury to a person or persons (requiring a physician) occurs;
4. Where damage to property in the amount of \$1,000.00 or greater has occurred;
5. Upon return from extended absence of six (6) months; and
6. As part of a general physical, if required, to ensure fitness for duty.

Circumstances that could be (but are not limited to) indicators of a drug problem and considered reasonable suspicion are:

1. Observed drug use during work hours on school premises;
2. Observable physical signs;
3. Incoherent mental state;
4. Marked changes in personal behavior that are otherwise unexplainable;
5. Deteriorating work performance that is otherwise unexplainable;
6. Accidents or other actions that provide reasonable cause to believe the employee may be under the influence.

Haven will provide to an employee (upon request), within seven (7) days of Haven's receipt, a written report regarding the circumstances that formed the basis for reasonable suspicion. The original and signed report will be maintained in the records of the HR Director.

Haven premises are a Drug Free Workplace for the benefit of all employees, students, and the community. State law provides for the possible denial of workers' compensation benefits for employees who are injured while working and subsequently tests positive for illegal drug and alcohol.

### **Random Drug-testing**

All regular full-time and regular part-time employees may be randomly tested for drugs. A computer program or other independent, bias free method of name selection may be used to ensure that employees to be tested are randomly selected.

### **Rehabilitative Drug-testing**

Employees who successfully complete a rehabilitation program may return to work. The employee must agree to follow-up drug testing for two (2) years following a return to duty and/or completion of a rehab program if he/she continued to work. Testing will consist of an initial test, then testing once each quarter for the remainder of the two (2) years (all post rehabilitative testing will be unannounced). Employees not complying with these conditions, or testing positive at any time during or following rehabilitation, will be terminated from employment.

### **Routine Fitness for Duty**

Haven will require an employee to submit to a drug test if the test is conducted as part of a routinely scheduled fitness for duty medical examination that is required for all members of an employment classification or group.

### **Initial Test**

The initial screen for all drugs except alcohol shall use an immunoassay. For alcohol the initial test may be the enzyme oxidation methodology. The following cutoff levels shall be used when first screening specimens to find whether they are negative or need to be tested further with the GC/MS test. All levels equal to or exceeding the following shall be reported as positive:

Alcohol (non-safety)	0.02g/dL
Amphetamines	1000 mg/ml
Cannabinoids	50 mg/ml
Cocaine	300 mg/ml
Phencyclidine	25 mg/ml
Opiates	300 mg/ml
Barbiturates	300 mg/ml
Benzodiazepine	300 mg/ml
Synthetic narcotic/Methadone	300 mg/ml
Propoxyphene	300 mg/ml

### Confirmation Test

A positive finding will generate a confirmation test through the GC/MS method and the results will be kept confidential. The employee can receive a copy of any positive test by submitting his/her request in writing. Because drug-testing technology is constantly improving and state and federal laws governing said testing are changing almost as rapidly, the school may change the cut off levels without notice. The cut-off levels in effect for the GC/MS at the time of this printing are as follows:

Alcohol (non-safety)	0.02 g/dL
Amphetamines	500 mg/ml
Cannabinoids	15 mg/ml
Cocaine	150 mg/ml
Phencyclidine	25 mg/ml
Opiates	300 mg/ml
Barbiturates	150 mg/ml
Synthetic narcotic/Methadone	150 mg/ml
Propoxyphene	150 mg/ml

### Grounds for Discipline or Termination

An employee bringing onto Haven's premises, having possession of, being under the influence of, possessing in the employee's body, blood, or urine over the threshold amounts, purposely tampering or adulterating a specimen, or using, consuming, transferring, selling, attempting to sell or transfer any form of illegal drug as defined above while on school business or at any time during the hours between the beginning and ending of the employee's working day whether on duty or not, whether on Haven business property or not, is guilty of misconduct and subject to discipline including immediate termination or suspension without pay from employment even for the first offense. Failure to submit to the required medical and physical examinations or tests is considered refusal to test and is grounds for termination of employment.

1. Haven will use the Federal Department of Transportation guidelines to determine a refusal to test in the case of shy bladder or shy lung.
2. In the case of shy bladder or shy lung, the employee will have seven (7) working days to secure documentation from their physician establishing the physical condition.

3. In the case of psychological cause, the diagnosis must have been made prior to the test. Diagnoses such as typical anxiety are not acceptable.

Employees tested for reasonable suspicion may be suspended without pay or placed in non-safety sensitive jobs pending the results of the required test and/or investigation. An employee with a negative result will be reinstated (if suspended with full back-pay and/or return to previous duties). A positive test will result in immediate action up to and including termination of employment.

PLEASE NOTE: Employees testing positive for unlawful drug use following a workplace accident or injury will be automatically terminated.

### **Responsibilities of the Employee**

1. As a condition of employment, employees must abide by the terms of this policy and must notify his/her principal or supervisor in writing of any conviction of a criminal drug offense no later than five (5) calendar days after such a conviction.
2. An employee must notify his or her supervisor that his or her drug or medication may affect or impair his or her judgment, job performance or safety.
3. An employee or job applicant must notify the laboratory of any administrative or civil action planned as a result of a positive test within five (5) working days from receipt of notification.

### **Rights of the Employee/Job Applicant**

1. An employee or job applicant who receives a positive confirmed drug test may contest or explain in writing the result to the Medical Review Officer and his/her supervisor within five (5) working days of receipt of the written test results.
2. The employee or job applicant has the right to consult the Medical Review Officer for technical information regarding the effects of prescription medication on the drug test.
3. An employee or job applicant may, by written request, have the original specimen re-tested at the laboratory of their choice, at their expense.
4. The employee can request, in writing, within seven (7) days of Haven's receipt, a written report regarding the circumstances that formed the basis for their reasonable suspicion testing.

### **Employee Assistance Program**

Haven is aware that many personal or health problems can and do interfere with an employee's ability to perform on the job. These problems may include emotional and mental illness, family and marital stress, abuse of drugs and others.

Employees whose job performance is not related to a lack of skill and who do not respond to the usual disciplinary procedures are usually in need of the attention of professionals. With proper treatment, many troubled employees can be restored to a satisfactory level of job performance. However if the underlying problems or illnesses are ignored, they may worsen with time, rendering the person unemployable.

As a part of the program, no information regarding the nature of the personal problem will be made available to a supervisor nor will it be included in your permanent personnel file. Participation in an employee assistance program, or another mental health or substance abuse counseling program, will not affect the employee's future career advancement or employment, nor will it protect an employee from disciplinary action if substandard job performance continues. An employee assistance program is a process used in conjunction with discipline, not a substitute for discipline. The HR Office has a list of employee assistance programs and other mental health facilities available in your area.

The employee has the right to review the employee assistance program file discreetly. The costs of these services are to be borne by the respective employee.

## CONCLUSION

Haven's Drug Free Workplace Policy is not intended to be abusive or discriminatory or to come into conflict with any public policy. Haven considers drug testing to be only one of several steps to achieve a safe, healthy, and productive atmosphere for its employees. This policy is available for inspection by the job applicant or employees during regular business hours. This policy supersedes any information provided to applicants and/or employees either written or oral and reserves the right to change the provisions of this policy and testing program at any time in the future without prior notice and does not constitute a contract for employment.

# **EMPLOYEE ACKNOWLEDGEMENT**

The Employee Policy Handbook describes important information about Bay Haven Charter Academy, Inc. ("Haven"), and I understand that I should consult with the HR Director regarding any questions not answered in, or raised by, the Handbook. I have entered into my employment relationship with Haven voluntarily and acknowledge there is no specified length or continual guarantee of employment. Accordingly, either Haven or I can terminate the relationship at will, with or without cause, at any time so long as there is no violation of federal or state law.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the Handbook may occur at the sole discretion of Haven. All such changes will be communicated through official notices, and I understand that revisions shall supersede, modify, or eliminate existing policies. I understand that only Haven's Board of Directors has the ability to adopt any revisions to the policies set forth in this Handbook.

Furthermore, I acknowledge that this Handbook is neither a contract of employment nor a legal document. I also understand that this Handbook is available on the Haven website for viewing at any time. I have received and have fully read the Handbook and understand that it is my responsibility to fully comply with the policies contained herein and any revisions that may follow.

Employee Name (printed): \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness Name (printed): \_\_\_\_\_

Witness Signature: \_\_\_\_\_

Date: \_\_\_\_\_