



Partner
Solutions

Employee Policy & Procedure Handbook

Welcome to Partner Solutions!

Dear Friend,

I want to welcome you as an employee of Partner Solutions. We are happy that you have chosen to be part of our team.

At Partner Solutions, our mission is to provide high quality educational and business management services to a wide array of Public School Academies, Day Care Centers, Autism Centers, and other businesses. We guide all that Partners Solution does towards the completion of this mission with the Partner Principles, and our Employee Handbook is no exception.

At Partner Solutions, **We are a Team** with integrity, dedicated to being highly collaborative and having fun. **We believe in Building Relationships** by being positive, helpful and supportive. **We are Problem Solvers** who take initiative, seek to understand, ask questions, and take risks. **We get the Work Done** by being results-oriented, responsible, self-sufficient and adaptive. Lastly, **We Value Innovation** and encourage new ideas in order to continuously improve.

The following manual is an outline for the *framework* of the relationship between Partner Solutions and its employees. We hope that you find it fair, supportive, and in alignment with our Partner Principles. Should you have any questions on the handbook policies or procedures, or should you believe that a situation or issue in the course of your employment is not governed by this handbook or its appendices, please feel free to contact our Human Resources office to receive guidance or to schedule a meeting to discuss further.

Sincerely,

Carlie Lockwood
Vice President, Partner Solutions

TABLE OF CONTENTS

TABLE OF CONTENTS	I
DISCLAIMER	3
COMPLIANCE POLICIES	5
Equal Employment Opportunity	5
Policy Prohibiting Discrimination and Harassment	5
<i>Definition of Unlawful Discrimination</i>	6
<i>Definition of Unlawful Harassment</i>	6
<i>Scope of Policy</i>	7
<i>Reporting Responsibility</i>	7
Complaint Procedure	8
Investigation and Corrective Action.....	8
Reporting Responsibility and Protection from Retaliation	9
Disability Accommodation	10
Religious Accommodation	11
Employment Eligibility Verification	11
Diversity Statement.....	12
Workplace Violence Prevention.....	12
<i>Firearms and Dangerous Weapons</i>	13
Non-Disclosure of Confidential or Sensitive Information	13
<i>Social Security Numbers</i>	14
Privacy of Employee Information	15
<i>Health Information (HIPAA)</i>	16
BEGINNING YOUR EMPLOYMENT	17
At-Will Employment	17
Qualifications for Employment.....	17
Conflict of Interest	18
<i>Duty of Loyalty to Company</i>	18
<i>Nepotism</i>	20
<i>Consensual Relationships</i>	21
Outside Employment	22
EMPLOYEE PRODUCTIVITY AND PERFORMANCE	23
Job Responsibilities.....	23
Performance Appraisals.....	23
Coaching and Corrective Action	23
Promotions and Transfers	24
No Authority to Act on Behalf of the Company	24
Company Rights	24
EMPLOYMENT CLASSIFICATION AND COMPENSATION	26
Classifications	26
<i>Exempt/Non-Exempt</i>	26
<i>Full-Time/Part-Time</i>	26
<i>Regular/Temporary/Contingent</i>	27

Workweek & Schedule	27
Attendance, Tardiness, and Absenteeism	27
Methods and Time of Payment	28
<i>Base Pay</i>	28
<i>Direct Deposit</i>	29
<i>Payroll Deductions</i>	29
<i>Garnishments and Tax Levies</i>	29
Payroll and Personnel Data Changes	29
EMPLOYEE BENEFITS	31
Jury Duty and Serving as Witness	31
Lactation Breaks	31
Family and Medical Leave (FMLA)	32
FMLA- Instructional Employees	39
<i>Intermittent leave or leave on a reduced schedule</i>	39
<i>Periods near the conclusion of an academic term</i>	39
Workers' Compensation	40
Military Leave	40
YOUR RESPONSIBILITIES AS AN EMPLOYEE	42
Open Door Policy	42
Leaving the Premises	42
Security, Safety, and Accidents	42
<i>Use of Motor Vehicles</i>	42
<i>Vehicle Rules</i>	43
<i>Driving in Severe Weather</i>	44
Criminal Convictions and Arrests	44
Work-Related Accidents	44
Smoking Policy	45
Substance Abuse	45
<i>Drug and Alcohol Use and Testing</i>	46
Electronic Communication Systems	48
<i>Acceptable Use</i>	48
<i>Privacy</i>	49
<i>Social Media</i>	50
Telephone Use	53
Personal Business at Work	54
Nonbusiness Use of Company Property	54
No Solicitation	54
Social Event	55
SEPARATION FROM EMPLOYMENT	56
Resignation, Termination, and Job Abandonment	56
Consolidated Omnibus Benefit Reconciliation Act (COBRA)	56
APPENDIX A: Industry Specific Supplement	59
APPENDIX B: Academy Specific Policy and Procedures	82

DISCLAIMER

This Employee Handbook (“Handbook”), including any amendments to this Handbook, is provided for your use as a ready reference and as a summary of our employment practices, policies, work rules, and benefits to promote understanding and cooperation between Partner Solutions (the “Company”) and its employees. For purposes of this Handbook, “Management” shall refer to the Partner Solutions, its President, and any other individual appointed by the aforementioned individuals to a management-level position.

It is the responsibility of every employee to read and understand this Handbook. If you have any questions, be sure to contact your Human Resources Manager. We welcome your input regarding these policies and procedures. Management will consider changes in these policies and procedures following recommendations from employees. That being said, you must understand the following:

- This Handbook shall not be considered to be a contract with any employee or employee group and shall not restrict the ability of the Company to react to certain situations and to use its own independent judgment in making decisions based on specific conditions.
- The Company does not enter into oral agreements or understandings with any employee. Accordingly, no oral statements or representations can change or alter the provisions of this handbook, including employment on an at-will basis.
- As an employee of the Company, you are expected to be courteous and helpful in your contacts with fellow employees, clients, vendors, contractors, visitors, and the public. All employees may be monitored, without notice, and without permission, to ensure that you are maintaining our reputation and level of service.
- This Handbook supersedes and replaces any prior personnel policy statements and/or employee handbooks which may have been previously distributed to you. This Handbook shall remain in effect until it is replaced, amended or revoked by the Company in writing.
- No employee handbook can anticipate every circumstance or question about policy. Thus, the Company retains the right to change, modify, suspend, interpret or cancel, in whole or in part, any of the published or unpublished personnel policies and procedures of the Company without advance notice, in its sole discretion, without having to give cause or justification or consideration to any employee. This includes the right to hire, transfer, suspend or discharge, to relieve employees from duty, to maintain discipline, to increase efficiency of employees, and any other personnel policies or practices, whether written or oral. The Company may introduce new administrative methods and/or job requirements, especially as changing needs indicate or as the Company may deem appropriate.

- The Company also has the right to unilaterally alter, modify, change or discontinue, without any notice, any benefit plan at any time. If any inconsistency exists between the Employee Handbook and any plan document establishing a benefit program, the terms of the plan document shall be operative.
- This Employee Handbook is proprietary property of the Company. No part of this Employee Handbook may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying, recording or information storage and retrieval system or otherwise, for any business/commercial venture without the express written permission of the Company. The information contained in this Employee Handbook is strictly limited to use by the Company's employees. Disclosure of this Employee Handbook to competitors is prohibited. Making an unauthorized disclosure of this Employee Handbook is a serious breach of the Company's standards of conduct and ethics and shall expose the disclosing party to disciplinary action and other liabilities as permitted under law.

COMPLIANCE POLICIES

Equal Employment Opportunity

The Company is committed to providing equal opportunity in employment, maintaining a diverse workforce, and prohibiting all forms of unlawful discrimination and harassment.

All employment decisions, policies, and practices, in terms of the recruitment process and other conditions and privileges of employment, will comply with applicable federal, state and local anti-discrimination laws. The Company seeks, employs, promotes and compensates qualified individuals based on ability, as demonstrated by performance, without regard to race, color, religion, national origin, citizenship, ancestry, sex, age, physical or mental disability, pregnancy, genetic information, military status, veteran status, or any other protected status under federal, state (in Michigan: marital status, familial status, height, weight, and misdemeanor arrest record), or local law (individually and collectively, “Protected Class”).

Policy Prohibiting Discrimination and Harassment

The Company expressly prohibits all forms of unlawful discrimination and harassment. This policy governs all aspects of employment, including hiring, promotion, job assignment, compensation, discipline, access to benefits, training, termination and other aspects of employment. The Company will not engage in or tolerate unlawful discrimination or any form of unlawful harassment on account of a person’s membership in any Protected Class, whether the person is an applicant, employee, volunteer, intern, vendor, or otherwise engaged with the Company. Discrimination or harassment of Company employees by Management, Supervisors, coworkers, or nonemployees who are in the workplace is absolutely prohibited. Unlawful interference with the ability of other employees to perform their expected job duties is absolutely not tolerated.

The Company is committed to providing a work environment that is characterized by professionalism and mutual respect. All employees must understand the aspects of the laws that apply to the performance of their jobs. Any employee who experiences or observes a harassing or otherwise discriminatory practice, must report it to your Supervisor or Management according to the Complaint Procedure or Open Door Policy.

Violation of this policy will subject an employee to disciplinary action, up to and including termination of employment.

Definition of Unlawful Discrimination

The Company's prohibition against unlawful discrimination means that individuals shall not be treated differently on account of their membership in a Protected Class, whether intentionally or unintentionally. Intentional discrimination would include treating someone differently because of his or her membership in a certain Protected Class. Unintentional discrimination may occur when a policy, practice, or rule that appears neutral is applied in a way that has a disproportionately more or less favorable impact on members of a Protected Class. In addition, the Company will abide by federal, state and local prohibitions against other forms of discrimination not specifically mentioned here.

Definition of Unlawful Harassment

The Company's prohibition against unlawful harassment means that individuals must not be subjected to any form of conduct (whether verbal, visual, or physical, both overt and subtle), based on membership in a Protected Class, that: has the purpose or effect of creating an intimidating, hostile, or offensive work environment; has the purpose or effect of substantially and unreasonably interfering with an individual's work performance; or otherwise adversely affects an individual's employment opportunities.

Unlawful harassment includes, but is not limited to, the following conduct, behaviors, actions, and speech, when they have the effect of creating an intimidating or hostile environment as a result of another individual's membership in any Protected Class:

- Verbal comments, such as epithets, slurs, name-calling, innuendos, stereotyping, and, jokes;
- Physical conduct, such as pranks;
- Written or graphic material on display or circulation, including e-mail jokes, photographs, messages, and offensive pictures or phrases on clothing;
- Requiring or coercing abandonment or change in religious beliefs to obtain a benefit or avoid punishment related to employment; and
- Other threatening, hostile, or intimidating acts.

“Sexual harassment” is generally defined under both state and federal law as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where:

- Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment;
- Submission to or rejection of such conduct is used as a basis for employment decisions; *or*

- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, abusive, or offensive work environment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct that, if unwelcome – regardless of the actor’s intent, may constitute sexual harassment depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Sexual advances, whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one’s sex life, comments about an individual’s body, comments about an individual’s sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, or cartoons;
- Unwelcome leering, whistling, brushing up against the body, sexual gestures, or suggestive or insulting comments;
- Inquiries into one’s sexual experiences; *and*
- Discussion of one’s sexual activities.

Sexual conduct is considered harassment only when it is “unwelcome.” This inquiry often involves an assessment of whether the recipient made it known that the conduct was unwelcome. Remember that it is not always possible to tell whether jokes or suggestive comments are really ‘welcome’ to another person. The best policy is to refrain from all such joking, comments or activity in the workplace and work-related settings. It is also important to understand that a third party can be offended by jokes or comments that are overheard.

Scope of Policy

Any unlawful harassing or discriminatory activity is unacceptable in the workplace itself and in all other work-related settings, including, but not limited to, business trips, court appearances, and business-related social events. Thus, these prohibitions against unlawful discrimination and harassment apply not only to your conduct relative to other employees of the Company, but also with respect to the manner in which you interact with others who are not Company employees but with whom you come into contact in the course of your employment. For example, this policy covers conduct toward any employee, applicant, or person providing services pursuant to a contract or any person who has a business, service, or professional relationship with the Company. You have a right to respectful and non-discriminatory treatment from visitors to Company offices, premises, and facilities and others having business with the Company.

Reporting Responsibility

If you are subjected to unlawful discrimination or harassment, you are encouraged to (1) inform the perpetrator that the conduct is considered offensive and should

stop, and/or (2) initiate the internal Complaint Procedure or Open Door Policy established in this Handbook. Employees are not required, however, to complain first to any Supervisor, manager, director or other person who they believe has engaged in or condoned the discrimination or harassment.

Any employee who observes a discriminatory or harassing practice must also report it immediately pursuant to the Complaint Procedure or Open Door Policy.

Complaint Procedure

If you believe you may have been subjected to unlawful discrimination, harassment, retaliation, or otherwise subjected to any action in violation of law or a rule, policy, or standard contained in this Handbook, you should report your concerns immediately in writing to your Supervisor or any member of Management by describing the specific details and dates of incidents forming the basis of the complaint. Any ethical violation or compliance issue should be addressed with the Building Leader. You should not assume that the Company is aware of any incidents of unlawful conduct or policy violations.

In most cases, your Supervisor is in the best position to address an area of concern. However, if you are not comfortable speaking to your Supervisor, you may bring your concern or complaint to your Building Leader or your Partner Solutions HR Manager. You are not required to follow any chain of command in reporting your concerns. You are also not required to report to any individual who is the source of your concerns.

Nonetheless, the Company encourages individuals who believe they are being subjected to conduct in violation of this Handbook to promptly advise the offender that the behavior is unwelcome and request that it be discontinued. Often this action alone will resolve the problem. The Company recognizes, however, that an individual may prefer to pursue the matter through complaint procedures. If you are not entirely satisfied with how your complaint and/or concerns have been handled, please notify your Supervisor, Building Leader, or Human Resources Manager in writing as soon as possible.

Although no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

Investigation and Corrective Action

The Company will promptly investigate all formal and informal reports of injuries, accidents, and violations of law, Company rules, policies, and standards of conduct.

The existence and nature of your complaint will be disclosed only to the extent necessary to make a prompt and thorough investigation or as may be necessary to take appropriate corrective measures.

All employees are expected to fully and truthfully cooperate with Company investigations. This will ensure the Company has the ability to secure the safety of employees, customers, and facilities, and also to properly address any violations. Employees who fail to provide truthful responses or who refuse to cooperate with Company investigations shall be subject to discipline.

Your Supervisor, Building Leader or HR Manager will take appropriate measures to investigate, resolve, remediate, prevent, or correct the situation in an expeditious manner. Any officer, manager, Supervisor, employee, agent or non-employee of the Company who, after appropriate investigation, is found to have unlawfully discriminated, harassed, retaliated against an individual who engaged in protected activity, or otherwise engaged in inappropriate or unlawful behavior in violation of these policies will be subject to appropriate corrective and/or disciplinary action, up to and including termination of employment or other relationship with the Company. The discipline will depend on various factors, including but not limited to the severity and the frequency of the offense or other conditions surrounding the incident.

Reporting Responsibility and Protection from Retaliation

The Company encourages everyone to come forward to report a problem and improper or unlawful activity without fear of any repercussions. Anyone who, in good faith, reports a violation of to his/her Supervisor, the Building Leader, law enforcement, or other person should not fear harassment, retaliation, or any other consequence from doing so. Accordingly, the Company prohibits all forms of discrimination, harassment, retaliation, intimidation, interference, restraint, or coercion against any person who engages in protected activity, including without limitation, registering a complaint in good faith or serving as a witness on behalf of another employee. However, employees who submit false or malicious complaints, or fail to provide the truth or otherwise cooperate with Company investigations, shall be subject to disciplinary action and possible criminal prosecution.

Acts of retaliation should be reported immediately and will be promptly investigated and addressed. Retaliation is a serious violation. Individuals found to have engaged in any form of unlawful retaliation shall be subject to disciplinary action.

Should you choose to report suspected violations of law to a federal, state, or local governmental official, to counsel, or through filing a whistleblower or anti-retaliation lawsuit/proceeding, you may disclose trade secrets necessary to the

report, but only if you maintain the confidentiality of trade secrets to the greatest extent possible by utilizing the most protective measure available or as otherwise required by the Defend Trade Secrets Act of 2016, 18 USC 1833(b) (“DTSA”) (e.g., filing under seal, producing under a protective order for the court’s eyes only, or disclosing only in confidential conversations not open to the public). Your disclosure of trade secrets without taking protective measures will result in the loss of any immunity otherwise granted, pursuant to the DTSA, in the process of disclosing trade secrets through a whistleblower or anti-retaliation lawsuit/proceeding.

Disability Accommodation

The Company provides to qualified individuals with disabilities, of which the Company is aware, reasonable accommodations which do not impose an undue hardship on the Company or jeopardize the safety of other employees or our vendors.

Individuals with a disability should discuss with the Building Leader what accommodations are needed to perform their job. In particular, if you have a physical, mental or other impairment which would interfere with your ability to perform in a position, but which may be accommodated by, for instance, the purchase of equipment or devices, the provision of readers or interpreters, reassignment, or the modification of work schedules, you must notify the Company of your need for accommodation. Under Michigan Law, applicants and employees have 182 days from the date they knew or should have known an accommodation was needed. If an applicant/employee fails to do so, their legal rights under Michigan law may be affected.

The Company will then engage in a good-faith interactive process with the employee or applicant to determine what, if any, reasonable accommodation may be made for the employee or applicant that would permit such individual to perform the essential functions of the job. The Company may deny provision of an accommodation, and is under no obligation to provide the requested accommodation, if the request is unreasonable, creates an undue hardship on the Company, or poses a direct threat to the health, safety and well-being of the individual or others in the workplace when the threat cannot be eliminated by reasonable accommodation.

Provision of unpaid leave, but not indefinite leave, may be a reasonable accommodation, depending on the circumstances. Upon returning from an unpaid leave provided pursuant to this policy, the employee shall be entitled to return to the employee’s original position unless holding the position open will cause an undue hardship on the Company, in which case, the employee may be offered a different position, if there is a vacant one for which the employee is qualified.

Disabilities arising from pregnancy or pregnancy-related illness are treated the same as any other illness that prevents an employee from working. However, requests for time off associated with pregnancy and/or childbirth that are not related to medical disabilities (such as bonding and child care) will be considered in the same manner as other requests for leave under the Family and Medical Leave Act, unless otherwise required by applicable state law.

This policy is neither exhaustive nor exclusive. The Company is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the Americans with Disabilities Act and all other applicable federal, state, and local laws.

Religious Accommodation

With regard to an employee's sincerely held religious observances, practices, and beliefs, of which the Company is aware, the Company endeavors to provide reasonable accommodations which do not impose an undue hardship on the Company. For example, the Company will attempt to accommodate employee requests for unpaid time off or an adjusted schedule to observe religious holidays and prayer. As a religious accommodation, the Company may also provide exceptions to its expectations for dress and attire.

Requests for religious accommodations must be made in writing to the Building Leader. In addition, employees requesting unpaid time off from work for the observance of religious holidays must provide notice and state that the request is based on a sincerely held religious belief. Unused accrued PTO may also be used to receive pay for religious observances.

Employment Eligibility Verification

The Company does not discriminate against applicants or employees based on citizenship or national origin. In compliance with the Immigration and Nationality Act of 1965, as amended, the Company is committed to employing only individuals authorized to work in the United States. Accordingly, all employees must accurately complete and sign Section 1 of the Form I-9 within 3 days of starting work, timely submit a completed Section 1 of Form I-9 to Partner Solutions, and promptly provide supportive documentation required for the Company to complete Section 2. Depending on the circumstances surrounding the authorization of an employee to work in the United States, re-verification by submitting an updated Form I-9 with supportive documentation may be required.

All employees have an obligation to disclose promptly to the Company any known or suspected violation of this policy, including, but not limited to, knowledge that a

Form I-9 contains false information. Violation of this policy, whether by providing false information or failing to disclose promptly a known or suspected violation, may result in discipline up to and including termination.

Diversity Statement

Valuing diversity is a critical success factor for all Company programs. Diversity includes race, ethnicity, disabilities, sexual orientation, gender, religion, culture, function, hierarchy, physical ability, physical appearance, language, lifestyles, and geographical origin. The Company values and supports diversity within staff, families, and the community. It is mandatory that all Company employees demonstrate the ability to promote the acceptance of peoples' differences. It is also a necessary part of service delivery for all staff to be culturally aware and to competently provide services in a way that is adaptive to the respective needs and experiences that our customers/clients represent.

Workplace Violence Prevention

The Company is committed to providing a safe and secure environment for its employees, vendors, visitors, and people we serve. Accordingly, employees shall not commit acts of violence or make threats of violence against co-workers, Management, Supervisors, visitors, service providers, or other persons. An act or threat of violence incorporates an action, words, or other behavior which expresses a present or future intent to injure, intimidate, abuse, or inflict fear upon a person and/or damage property. Violence also includes the use of weapons, items, objects or substances in a way that can result in injury or great bodily harm. For example, pushing, choking, fighting, threats or intimidating acts of violence against any employee, employee's vehicle or other personal property or Company property is forbidden. Threatening, intimidating, coercing, or otherwise interfering with the job performance of a fellow employee or visitor is strictly prohibited. This policy applies to prohibited violent actions even if an employee attempts to claim that there was no intent to carry out the threat or that the threat was a joke, a prank, or simply horseplay.

Employees who feel they have been a victim of violence in the workplace must immediately file a written complaint according to the Complaint Procedure. Filing a complaint will allow the Company to undertake an immediate investigation and take whatever remedial action is deemed appropriate, which may include termination of employment of any responsible employee. All employees are expected to comply with this policy and fully cooperate with any workplace violence investigation.

While the Company respects the work spaces and equipment assigned to employees, at its discretion, it has the right to inspect all Company owned, leased, and managed real and personal property including but not limited to vehicles, desks, cell phones, work areas, cubicles, offices, containers, storage units, computer systems and files, email, internet use, and voicemail.

Any act of violence or threat to engage in violence while working on any Company property, attending Company events or when representing the Company is a violation of this policy. Failure to comply with this policy shall result in disciplinary action up to and including termination.

Firearms and Dangerous Weapons

To reduce the risk of injury or casualties associated with accidental or intentional use of firearms and weapons, all employees are prohibited from possessing, distributing, discharging, or otherwise using loaded or unloaded firearms or items and/or objects deemed by the Company to be dangerous weapons while working on any Company property, attending Company events, when representing the Company, or at any location during work hours as specified by the terms of employment. Exceptions to this policy may be provided based on the express written authorization from the Building Leader as required or otherwise expressly authorized as part of employment with the Company, or as otherwise required by law. Employees violating this policy shall be subject to disciplinary action, up to and including termination from employment.

The Company maintains the discretion to identify an item or object as a dangerous weapon. Dangerous weapons may be those identified by law or designed or construed to inflict injury or great bodily harm and include but are not limited to firearms, bows and arrows, switch blades, clubs, harmful chemicals (e.g., substances, compounds) or explosives (e.g., dynamite, and firecrackers).

This policy is effective regardless of whether an employee has been issued a federal or state license or permit. Employees may, however, carry a state approved self-defense spray for protection purposes, provided that they comply with applicable state and local laws.

Non-Disclosure of Confidential or Sensitive Information

Employees are expected to keep all Confidential Information in strict confidence and to take all reasonable precautions against accidental disclosure of the same. Confidential Information may not be removed from the Company's premises without prior written permission.

"Confidential Information" includes: any Company trade secrets, proprietary information, or other information, process, or ideas that are not generally known in

the industry that the Company considers confidential, that gives the Company a competitive advantage or that affect or relate to the Company, its business, or its methods of operation.

All records and files pertaining to business operations, including the people we serve, employees, operations, and procedures, are confidential and remain the property of the Company at all times. In particular, any protected health information about the people we serve, such as addresses, problems, health issues, financial status, relationships, etc., whether electronic or in hard copy, must be kept absolutely confidential under the Health Insurance Portability and Accountability Act (“HIPAA”). We must not discuss protected health information with, or in the presence of, anyone that does not have direct contact (scheduling or caring for the individual) or who does not work for the Company.

Because we consider confidentiality our most important policy, we insist all of our employees respect this policy both in spirit and in fact. Divulging information about our Company and the people we serve is not only considered a gross violation of our Company policy, which may result in disciplinary action up to and including termination, but it may also constitute a violation of HIPAA, which may result in civil and criminal penalties.

In the event that you are not sure of whether certain information is Confidential Information, you must treat that information as confidential unless informed in writing by the Company to the contrary.

This policy does not apply, and will not be enforced, in any manner that would restrict, infringe upon or otherwise limit employees’ rights under the National Labor Relations Act, including without limitation the right to engage in concerted activities for the purpose of mutual aid and protection. The Company will enforce this policy in accordance with all applicable international, national, country, federal, state and local laws. Employees may disclose confidential information in furtherance of their rights under the National Labor Relations Act.

Social Security Numbers

An individual’s Social Security Number (SSN) must be maintained as confidential. Because SSNs carry the extra risk of being illegally obtained or used specifically for identity theft, they deserve special recognition among Company policies in their use and storage. Use of SSNs is limited to those activities deemed essential to individual records management, including employment reporting and personnel record management. It is our policy that any records, whether those of employees or persons being served by the Company, that contain an SSN are kept in a secure place only accessible to authorized personnel. It is also our policy that the numbers remain confidential to the extent practicable.

In order to ensure that the SSNs remain confidential, the Company has adopted the following measures to be followed by all of its employees:

- The organization prohibits unlawful disclosure of the SSNs by any of its employees, for example by displaying, holding up, posting, or otherwise making it visible for public viewing.
- The access of SSNs will be limited to authorized personnel only.
- When discarding or destroying records in any medium containing SSNs, it will be done in a way that protects their confidentiality, such as shredding.
- Company representatives will not use more than four (4) sequential digits of the SSNs on documents that are widely seen by others, such as identification cards, badges, time cards, employee rosters, bulletin board postings, and other materials.
- Documents with SSNs will not be sent through the mail, except on applications or forms or when required by law; and when sending such documents, that care is taken to prevent the SSN from being revealed by an envelope window.
- SSNs will not be sent or disclosed by email or over the internet unless the connection is secure or the SSN is encrypted.
- Desk and work areas will be clean, taking care not to leave SSNs out for others to see, and properly secure records containing SSNs when not in use.
- The Company encourages its employees not to leave voice mail messages containing SSNs; if an SSN is sent by fax, special measures will be taken to ensure confidentiality.
- When practicable, the use of other identifiers should be used when looking up records.
- SSNs shall not be used as a primary account number for an individual, except that SSNs may be used in the ordinary course of business to (1) verify an individual's identity or perform another similar administrative purpose; (2) detect or prevent identity theft or another crime; (3) enforce a person's legal rights, including transfer of a tax, employee benefits, debt or receivable; (4) administer employee health insurance or membership benefits; or (5) investigate an individual's claim, credit, criminal or driving history, or child or spousal support obligations or tax liability.
- Personnel file documents containing employee SSNs are retained throughout employment and for a period of six (6) years following the end of employment. Following that period, documents containing SSNs will be destroyed in accordance with this policy.

Any violation of this policy may result in discipline, up to and including termination from employment with the Company. In addition, violations may result in misdemeanor charges, civil fines or civil actions.

Privacy of Employee Information

The Company is committed to protecting the privacy of its employees. It is the policy of the Company to fully comply with various privacy regulations including, but not limited to, the Health Insurance Portability and Accountability Act (HIPAA), the Genetic Information Nondiscrimination Act (GINA) and the Social Security Number Privacy Act. Protected personally identifiable information that is received, maintained or transmitted is reasonably and appropriately protected through various standards and safeguards. Your personally identifiable information includes, but is not limited to, your social security number and protected health information.

We ensure that your personally identifiable information is kept private and confidential and is not used for any purpose outside of what is allowable by law. Access is limited to those that have a business reason to know this information. Unlawful disclosure is prohibited. Disposal of such protected information is undertaken according to current secure business standards and safeguards. Any employer request for medical information should not include genetic information; genetic information should not be provided. Employees who violate this policy will be subject to discipline up to and including termination.

Any employee verification inquiries which are received either by telephone or in writing regarding a past or present employee are to be referred to Partner Solutions Human Resources. Under the Federal Privacy Act, Company is obliged to preserve the privacy of an employee and, if prompted, will only state whether a person is/was employed by Company, the dates of that employment, the title or position of that employment, and the wage or salary earned.

Health Information (HIPAA)

HIPAA was designed, in part, to protect employees that change health insurance from one health plan to another by limiting exclusions for pre-existing conditions, providing credit to individuals for prior health insurance coverage, and setting up a process for issuing certificates of coverage to a new insurer. The Company will see that HIPAA certificates are provided to eligible employees and their eligible family members/covered individuals after termination of employment, or as requested by the employee, if appropriate.

HIPAA also incorporates privacy rules with regard to the personal health information of employees who are participants in the Company's health plans. Generally, participants in the Company's health plans are entitled to a "privacy notice" that describes how their personal health information may be used or disclosed. In addition, HIPAA provides participants with certain rights with respect to their personal health information.

BEGINNING YOUR EMPLOYMENT

At-Will Employment

We are an “at-will” employer. This means your employment with us is voluntary and is subject to termination by you or the Company, for any lawful reason or no reason at all, with or without cause, and with or without notice, at any time.

Nothing in the Company’s policies or procedures, publications, memoranda or discussions with managers and Supervisors should be interpreted to eliminate, modify or alter the “at-will” employment status of employees in any way. Receipt of handbooks, offer letters, promotions or other company materials should not be construed as a contract or guarantee of continued employment for any specific duration.

The Company CEO is the only individual within the company possessing the authority to enact an exception to the company’s policy of “at-will” employment, and only then if such an agreement is formalized in writing and notarized after being signed by the Company CEO.

Qualifications for Employment

The Company relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications or omissions in any of this information or data may result in the exclusion of an applicant from further consideration of employment or, if the individual has been hired, immediate termination of employment.

Offers of employment will be extended to only those applicants who can demonstrate they meet all of the necessary employment requirements and qualifications, as determined by the Building Leader. Applicants will be evaluated based on the position(s) for which they have applied. The Company retains sole discretion to define the required skills, knowledge, competencies, experiences and qualifications for each staffing category/position.

Prerequisites for employment and continued employment with the Company can include signing certain documents (acceptance of policies) and other criteria. If you have concerns regarding your qualifications for employment, or, once hired, if you have questions, concerns, or feedback regarding the prerequisites for employment with the Company, you should direct these to your Supervisor , Building Leader, or Partner Solutions for immediate follow-up and resolution.

The Company reserves the right to require any employee or candidate, after a conditional offer of employment, to submit to an examination in order to determine the physical and/or mental capacity to perform assigned duties. Such a report will be maintained in a separate confidential personnel file in accordance with the Americans with Disabilities Act (ADA) as amended, the Genetic Information Nondiscrimination act (GINA) and all applicable federal and state laws.

After an employee starts work, a medical examination or inquiry of an employee may be made if it is job-related and necessary to maintain the safety and health of fellow employees and persons served by the Company.

Conflict of Interest

Duty of Loyalty to Company

An employee owes a duty of loyalty to the Company during the duration of their employment. This duty of loyalty includes a duty not to disclose trade secrets and confidential information, not to misappropriate business opportunities, not to compete with the Company during normal business hours, and to generally perform job responsibilities with reasonable regard for the Company's interest.

A "Conflict of Interest" includes any action that is contrary to an employee's duty of loyalty owed to the Company. The Company reserves the right to determine, in its sole discretion, if an action taken by an employee constitutes a Conflict of Interest. The Building Leader shall determine disciplinary action, if any, that is necessary to resolve the conflicting interests, up to and including termination.

For example, a Conflict of Interest could occur when you have unlawfully used your employment with the Company, or any confidential information you have received through your employment with the Company, in any manner which could result in a direct or indirect financial or material gain to you personally, to a member of your family, to a business with which you or a member of your family is connected, and/or to persons or entities which would supply you with a current or future benefit.

In all instances, you must avoid the appearance of or an actual Conflict of Interest. More specifically, and by way of example only, you may not, directly or indirectly, during your employment with us:

- Have simultaneous employment by, association with, or provision of services or materials to another firm that is a competitor of or supplier to the Company, other than on behalf of the Company in the course of your employment. The term "competitor" includes any business or enterprise which is similar in nature to the Company.

- Carry on Company business with a firm in which you or a close relative of yours has a substantial ownership or interest.
- Engage in any other outside employment or independent consulting which may interfere or conflict with your duties and responsibilities to the Company, regardless of its nature.
- Hold a substantial interest in, or participate in the management of, a firm or company with which the Company makes sales, from which it makes purchases, or with which it competes, to the extent not otherwise apparent based on an acquisition in which the Company is involved.
- Borrow money from customers or firms, other than recognized loan institutions, from which our Company buys services, materials, equipment, or supplies.
- Accept substantial gifts or excessive entertainment from an outside organization or agency, including a competitor, potential competitor, supplier, vendor, contractor or subcontractor of the Company, other than on behalf of the Company in the course of your employment and any excluding any value shared with the Company upon prior written approval of Management. We have a zero tolerance for attempts at bribery.
- Engage in practices or procedures that violate the U.S. export laws and regulations.
- Speculate or dealing in materials, equipment, supplies, services, or property purchased by the Company.
- Participate in civic or professional organization activities in a manner that divulges confidential Company information and/or other violations of antitrust and competition law.
- Misuse privileged information or revealing confidential data to outsiders.
- Use one's position in the Company or knowledge of its affairs for unlawful personal gains.
- Engage in practices or procedures that violate antitrust laws, commercial bribery laws, copyright laws, discrimination laws, campaign contribution laws, or other laws regulating the conduct of Company business (e.g., colluding with competitors for the purpose of setting or controlling prices, rates, or trade practices).

Determining whether you have a Conflict of Interest, and, if so, what to do about it can be difficult. No set of guidelines or statement of principles, no matter how comprehensive and detailed, can cover all situations or address every question of judgment. Therefore, you must disclose all possible Conflicts of Interest or appearances of a Conflict of Interest. By disclosing the potential Conflict of Interest, you will avoid placing yourself and the Company in a potentially embarrassing situation and you will provide the Company with the opportunity to insulate you from making business decisions relating to the subject matter of the Conflict of Interest.

If you have questions about this policy, or if you have any doubt about whether any activity may create a Conflict of Interest and/or your disclosure obligations, the best course is to consult with Human Resources and/or your Building Leader. By checking first, you protect not only the Company but also yourself.

Nepotism

The employment of relatives can cause problems including but not limited to charges of favoritism, conflicts of interest, family discord, management conflicts and other disruptions that may work to the disadvantage of the Company.

For purposes of this policy the term “relative” shall include the following relationships- relationships established by blood, marriage or legal action. Examples include the employee’s spouse, mother, father, son, daughter, sister, brother, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, stepparent, stepchild, aunt, uncle, nephew, niece, grandparent, grandson or cousin.

The term also includes domestic partners- a person with whom the employee’s life is interdependent and shares a common residence. It also includes a daughter or son of an employee’s domestic partner.

The intent of this policy is to prohibit relatives from engaging in the areas of hiring, performance evaluation, compensation adjustment, promotion, discipline and termination of relatives as defined above. The Building Leader is responsible for ensuring that circumstances do not arise in which the appearance or possibility of favoritism exist.

No relatives as defined above will be allowed to work together if it creates a disruption or potential disruption in the work environment, creates an actual or perceived conflict of interest or is prohibited by state or federal law. This policy shall not supplant the application of conflict of interest laws.

Related persons currently employed at the Company and persons wishing to be considered for employment by the Company shall immediately disclose family relationships as defined above with Company employees, students and Board members.

If the relationship is determined to fall within this policy, the Partner Solutions Human Resource Manager in consultation with the Building Leader will attempt to resolve the situation by identifying through the transfer of the employee to a new position or identifying another solution which will correct the conflict. If a solution is not feasible, Company in consultation with the Building Leader shall determine which employee must resign in order to resolve the situation.

The Company reserves the right to take such actions as may be necessary to achieve the intent of this policy. Situations covered under this policy will be addressed on a case by case basis and Company reserves the right to vary from the guidelines in this policy as may be necessary.

It is the responsibility of every employee to identify any potential or existing relationships as defined above upon hire or transfer to a new position. By electronically signing this acknowledgment, you are agreeing to disclose any familial relationship as defined above to your Human Resources Manager immediately. Employees who fail to disclose such relationships may be subject to disciplinary action up to and including termination of employment.

Consensual Relationships

Sometimes consensual (“dating” or “romantic”) relationships may develop at work. While you have a right to say yes to such relationships, you also have an absolute right to say no. To prevent unwelcome pressure or the appearance of favoritism, consensual relationships are to be avoided between employees where there is a senior/subordinate relationship.

If you feel any unwelcome pressure to become involved with any officer, manager, Supervisor, employee, agent or non-employee of the Company with whom you interact in the course of performing your work responsibilities, we urge you to use the Complaint Procedure or Open Door Policy.

Individuals entering or involved in a consensual relationship at work are required to notify the Building Leader immediately. Employees will be required to sign a Consensual Relationship Agreement, which outlines that:

1. The individuals have received, read and understood Company’s sexual harassment policy and agree to adhere to all of its terms.
2. The relationship is entirely voluntary and consensual.
3. The relationship will not have a negative impact on the individuals’ work.
4. The individuals will not engage in any public display of affection or other behavior which will negatively affect the work environment of others or make others uncomfortable.
5. The individuals will act professional around and towards the other during and after (if applicable) the termination of the relationship.
6. The individuals will not participate in any decision-making processes that could affect each other’s pay, promotional opportunities, performance reviews,

hours or shifts while in the relationship or after the relationship ends (if applicable)

7. The individuals will inform Building Leader immediately if the relationship no longer exists or if the conduct or advances of another are no longer welcomed.

Outside Employment

Notwithstanding the Conflict of Interest policy, employees are permitted to work a second job as long as it does not interfere with their job performance with the Company. Employees must notify their Building Leader in writing about nature of any additional employment including the name of employer, nature of job duties, and time commitment.

Employees with a second job are expected to work their assigned schedules. Employees are prohibited from performing work for other businesses entities during a leave of absence without written authorization from their Building Leader. A second job will not be considered an excuse for poor job performance, absenteeism, tardiness or leaving early, refusal to travel, or refusal to work overtime or different hours. The Company expressly prohibits the use of Company resources in the performance of outside employment.

If outside work activity causes or contributes to job-related problems, it must be discontinued, or the employee may be subject to disciplinary action, up to and including termination.

EMPLOYEE PRODUCTIVITY AND PERFORMANCE

Job Responsibilities

One of the key attributes to compensation and performance appraisals is an employee's job description. This document outlines the specific responsibilities and duties of each position at the Company, and sets the expectations for an employee's successful work in an assignment. Employees can review a copy of their job description within their employee portal and the Company actively maintains job descriptions as part of its due diligence responsibilities to keep them up-to-date and relevant.

Employees need to be familiar with their job description in order to maintain the expected level of service and proficiency inherent to their job, and are encouraged to notify a Supervisor or manager if there has been a significant shift or change to their outlined job duties. If a job description evolves or requires revision, employees will be provided an updated copy for their records.

Performance Appraisals

Employees will have their performance reviewed at the discretion of the Company. Reviews should not be construed simply as a preliminary step to an automatic pay increase. While appraisals of performance are an important consideration in addressing compensation, they are utilized to summarize an individual's job progress on a periodic basis, and provide the opportunity for managers and employees to address both strengths and weaknesses, identify goals and training objectives, and to identify areas that need immediate redress. Any performance review or observations required by law will be subject to the rules and regulations provided by law.

Employees may receive wage increases periodically at company's discretion. Compensation adjustments are dependent on a number of factors, including market compensation rates, successful completion of duties and managing the expectations of persons served are necessary and the completion of all required training. Although length of service is a factor, it is not a primary criterion for compensation adjustment. The Company may also decide that because of budget reductions or other changes affecting the financial resources of the Company, it may be necessary to decline to give raises to employees.

The existence of, participation in or results of any review should not be construed by employees as a guarantee of continued employment.

Coaching and Corrective Action

When an employee fails to adhere to the Company policies, some or all of the following actions may be used:

- (Multiple) verbal reprimands;
- (Multiple) written reprimands;
- Suspension with or without pay;
- Corrective Action Plan
- Demotion; and/or
- Termination of employment.

Determination of appropriate disciplinary action will be made based on severity of offense, frequency of offenses, overall employee performance and the needs and interests of those served and the Company. Depending on the severity of certain offenses, some conduct warrants immediate suspension and/or termination. The Company reserves the right, under certain circumstances, to terminate employment without utilization of any progressive discipline policy.

Promotions and Transfers

Employees are encouraged to apply for promotions. Employees wishing to apply for a promotion or transfer must speak with their Supervisor and submit any paperwork as requested by Supervisor and/or Building Leader.

While employees are encouraged to apply for promotions or transfers, the Company reserves the right to hire from outside the Company, or transfer an employee to a position of similar pay and duties at any time.

No Authority to Act on Behalf of the Company

Employees of the Company generally have no authority to enter into contracts on behalf of the Company or to subject the Company to obligations or liabilities of any kind. In certain situations, however, you may be granted specific authority to act on behalf of the Company, by written authorization of Building Leader or as expressly stated in a written job description.

Company Rights

The Company expressly retains and reserves certain rights to operate as it deems advisable and at its sole discretion. These include, but are not limited to, the right(s) to:

- Hire, fire, suspend, and otherwise discipline employees;
- Determine or reduce work hours, assign, transfer and lay off employees;
- Determine job classifications and duties of each employee, noting that such duties are subject to change;

- Manage its affairs efficiently and economically, including the determination of quantity and quality of services to be rendered, the control of equipment to be used, and discontinuance of any services or methods of operation;
- Determine the number, location, and type of facilities, to direct the work force, to assign the type and location of work assignments, and determine the number of employees assigned to operations.
- Close or otherwise reduce the scope of operation in any or all facilities;
- Determine the times for beginning and endings shifts, and the number of hours to be worked by employees;
- Establish and change work schedules, work standards, and the methods of processes and procedures by which such work is to be performed by employees; and
- Select employees for promotion to other positions and determine the qualifications and competencies of the employees to perform the available work.

EMPLOYMENT CLASSIFICATION AND COMPENSATION

Classifications

The Company intends to establish accurate classifications of employees, so that they may understand their employment status and benefit eligibility. Such classifications are subject to change, based on changes in the employee's job responsibilities, compensation, schedule, and other criteria.

It is the responsibility of each employee to contact Building Leader if the duties, pay structure, and/or number of regularly worked hours make the employee eligible for a change in employment status. Since many benefits are tied to an employee's classification, loss of a particular status may have a ripple effect. The Company reserves the right to change an employee's status to more accurately reflect the appropriate classification.

None of the below classifications guarantee employment for any specified period of time and do not alter the at-will employment relationship.

Exempt/Non-Exempt

Each employee will be classified as either exempt or non-exempt.

- ***Exempt Employees:*** Employees are classified as "exempt" if they meet certain job duty requirements (e.g., professional, executive, administrative, etc.), are paid on a salary basis, and earn more than the minimum amount required under the federal Fair Labor Standards Act. Exempt employees are not entitled to payment of overtime at a premium rate.
- ***Non-Exempt Employees:*** Employees are classified as "non-exempt" when they do not meet the criteria for being exempt, for example by being paid on an hourly basis or having job duties that do not meet the criteria for an exemption (e.g., most clerical and non-Supervisory production and service positions). Non-exempt employees are entitled to payment of overtime at a premium rate as determined by applicable state and federal laws.

Full-Time/Part-Time

In addition to the exempt or non-exempt classification, each employee will be identified as one of the following:

- ***Full-Time:*** Employees who are scheduled to regularly work a minimum of 40 hours per week.
- ***Full-Time Equivalent:*** Employees who regularly work at least 30 but less than 40 hours per week.
- ***Part-Time:*** Employees who are regularly scheduled to work less than 30 hours per week.

And one of the following:

- **Full-Year:** Employees are those who work year round, 12 consecutive months out of the year.
- **Part-Year:** Employees are those who work less than 12 consecutive months in a year.

Regular/Temporary/Contingent

In addition to the above categories, each employee will belong to one of the following employment categories:

- **Regular:** Employees hired and scheduled to work for an indefinite period.
- **Temporary:** Employees hired and scheduled to work for a limited time period, as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project.
- **Contingent:** Employees hired and scheduled to work on a per-project or other conditional basis, and continued employment is subject to continued existence of said condition.

Workweek & Schedule

The Company's workweek starts at 12:01 a.m. on Saturday and concludes at 12:00 a.m. the following Friday. An employee's Supervisor shall establish the work schedule for each employee.

Attendance, Tardiness, and Absenteeism

We expect all employees to work according to the assigned work schedules, maintain a consistent attendance, be punctual, not leave work early, not take excessive breaks and lunches, and not incur other lost time that would hinder their abilities to perform essential job functions and requirements.

It is important that employees be at work on a timely and regular basis, sufficiently in advance to be situated and ready to work during the scheduled hours. If you are assigned to work at a worksite, you are required to follow the work schedule of that worksite.

Work and care schedules are disrupted when employees are absent and undue absenteeism and tardiness place additional burdens on your fellow employees. Excessive absenteeism or tardiness will not be tolerated, will be documented, and will lead to disciplinary action, up to and including termination.

Absence

All personal issues requiring time away from work, such as doctor's appointments or other matters, should be scheduled outside of the regular work hours if possible. To the extent an absence is required or requested during regular work hours, notice in compliance with this policy must be provided.

Only non-exempt employees who work more than 40 hours in a workweek will receive overtime pay at one and a half times their regular rate of pay. Overtime pay is based on hours worked, which shall not include any holiday, paid time off ("PTO"), or other benefit time (jury/witness duty, bereavement) for purposes of overtime calculations.

Example: An employee takes PTO on Monday but works a full eight (8) hours on Tuesday through Saturday. No overtime would be paid since the PTO on Monday does not constitute hours worked.

Notice of Tardiness or Absence

If you must be late or absent from work for a good reason that can be planned in advance, discuss it in advance with your Supervisor and submit a Time Off Request to your Supervisor in advance of the need for leave time to secure permission for the leave. Your request will be given serious consideration.

If you cannot report for work as scheduled because of an emergency or illness, you must notify your Supervisor as early as possible, but no later than four (4) hours prior to the time you are scheduled to start work. You must contact your Supervisor or Building Leader directly. When you contact them, you will be asked to provide the reason for your absence, along with the date and time by which you expect to return to work. Reporting an absence does not necessarily excuse it; substantiation may be required.

Employees with a Company e-mail and/or phone assigned to them are required to enable an out of office message to inform other employees of their absence. Such messages shall include the dates the employee will be absent, when the employee anticipates to return, and identify an individual to contact during their absence.

Return to Work Following Illness or Injury

Employees may be asked to provide a fitness-for-duty certification from a qualified medical physician after an absence or use of PTO on account of an illness or injury, or as otherwise required by Company.

Methods and Time of Payment

Base Pay

All staff members receive a base pay rate prior to their first day of employment with the Company. This rate will be an hourly, daily, or salary rate depending on position. The base pay provided is for a standard amount of hours and weeks

worked within the year. For hourly employees, the base pay is an estimate based on expected hours worked over the course of the year.

Direct Deposit

The Company does not issue paper paychecks. Following written authorization provided to Company's Payroll Department, employees may either elect to have their pay directly deposited into a financial institution of their choice OR may elect to have their pay directly deposited to a pay-card. All employees will have online access to itemized paystubs of wages deposited into their designated accounts or pay-card.

Payroll Deductions

Paychecks issued to employees will contain certain deductions. Some are mandated at the state and federal level, some are voluntary and some are involuntary. Mandatory deductions include federal, state and local income tax withholdings, Social Security and Medicare taxes. Discretionary deductions include, but are not limited to, insurance premiums and retirement deferrals. For example, if an employee elects health care benefits through the Company, an amount may be deducted from the employee's wages to cover insurance premiums. All deductions, whether mandatory or discretionary, will be itemized on the pay stub.

Garnishments and Tax Levies

A garnishment is a court order requiring the Company to withhold an amount from the employee's earnings. Garnishments can relate to various debts, such as tax liens, debt reclamation, child support or qualified medical child support. Upon receipt of a garnishment notice, the Company must deduct and forward a specific amount to the creditor each payday until the garnishment amount has been paid. A tax levy is a similar action brought by a governmental tax agency to satisfy an employee's tax indebtedness.

The Company will not delay responding to a garnishment or tax levy and will, in all cases, respond in the statutorily-provided time as set forth in the garnishment or tax levy. In addition, the Company will not discharge, discipline, or threaten such action against an employee on account of earnings being subjected to garnishment for a single indebtedness.

Employees affected by a garnishment should contact the debt holder directly, and immediately, if it is believed the garnishment was issued in error.

Payroll and Personnel Data Changes

It is the responsibility of each employee to promptly notify their HR Manager of any changes in personnel data. Personal data (e.g., mailing addresses, telephone

numbers, number and names of dependents, individuals to be contacted in the event of an emergency) should be accurate and current at all times.

If your paycheck is incorrect due to overpayment, you should immediately report it to your Human Resources Manager. Intentionally retaining compensation not earned or due to you may be considered theft and may result in disciplinary action up to and including termination.

The Company prohibits any form of retaliation against individuals who raise concerns about their pay, report alleged violations of this policy or who cooperate in any investigation of such reports. Retaliation is unacceptable and any form of retaliation in violation of this policy will result in disciplinary action, up to and including termination. The Company complies with all state and local pay processing requirements.

Any payroll and personnel data related requests or updates (*e.g.*, changes involving tax allowances, address or contact information) should be submitted promptly and in writing to the Human Resources Manager. Verbal requests will not be considered sufficient.

EMPLOYEE BENEFITS

The Company recognizes the value of benefits to employees and their families. As a result, the Company supports employees by offering a comprehensive and competitive benefits program. For more information regarding benefit programs, please contact Human Resources and/or refer to the Benefit Guide. To the extent that the information provided in this Employee Handbook conflicts with the Benefits Guide or Plan Documents, the plan document will control. The Company reserves the right to add, change, modify, or eliminate any fringe benefit subject to federal and state law.

Jury Duty and Serving as Witness

Should you be required to serve on jury or witness duty, you will be granted the necessary leave time. A full-time employee called for jury duty or required to serve as a witness must:

- Notify his or her Supervisor as soon as the possibility of such service is known;
- Submit a copy of the jury duty summons notice or subpoena to testify as a witness to your Supervisor as soon as possible, but no later than seven (7) days from your receipt of such notice, so that arrangements can be made to accommodate your absence;
- Report directly to work upon being excused from jury or witness duty early, provided, however, that in no instance shall a nonexempt employee (i) work in excess of your regular work hours for the day between jury duty and hours worked or (ii) work beyond your normal end time, without approval from your Supervisor; and,
- Notify your Supervisor as soon as you receive notice or otherwise feel your service will extend beyond two (2) weeks.
- Upon completion of jury service, provide the certificate received from the court clerk for Supervisor's verification.

If employee satisfies the aforementioned requirements, the Company will pay the employee for regular wages up to ten (10) business days, provided that prior notice was given and evidence of the performance of jury duty is presented.

Lactation Breaks

The Company supports breastfeeding mothers by accommodating the mother who wishes to express breast milk during her workday when separated from her newborn child. For up to one year after the child's birth, any employee who is

breastfeeding her child will be provided reasonable break times to express breast milk for her newborn. Building Leader will provide a private place free from view of the public and co-workers for this purpose. Nursing mothers wishing to use this room should work with their Supervisor and Building Leader to request or reserve spaces as needed.

Family and Medical Leave (FMLA)

The Family and Medical Leave Act (“FMLA”) of 1993 require certain employers to allow eligible employees to take unpaid, job-protected leaves for certain family and medical events (“FMLA leave”). Below is a summary of FMLA eligibility and benefits, but the actual regulations take precedence.

Eligibility

To be eligible for FMLA leave, you must have been employed by the Company for at least 12 months on a continuous or intermittent basis, have worked at least 1,250 hours during the 12- month period preceding the start of the leave (does not need to be consecutive), and work at a location where the Company employs 50 or more employees within 75 miles.

12-week FMLA Leave

An eligible employee is entitled to use up to 12 workweeks of unpaid leave during any rolling 12-month period for one or more of the following reasons:

- a) The birth of a child and in order to care for that child (within 12 months after the birth of the child).
- b) The placement of a child for adoption with you or for adoption or foster care, and to care for a newly placed child (within 12 months after the birth or placement of the child).
- c) To care for your spouse, registered domestic partner, child, or parent with a serious health condition.
- d) You have a serious health condition that makes you unable to perform your job duties.
- e) Qualifying Exigencies related to your spouse, son, daughter, or parent’s covered active duty or call to covered active duty.

For purposes of the 12-week FMLA Leave, the “rolling” 12-month period means that each time an employee takes FMLA leave, the remaining leave entitlement would be the balance of the 12 weeks which has not been used during the 12 months immediately preceding the date on which FMLA leave is anticipated to be used. If your spouse also works for the Company and you both become eligible for a 12-week leave under paragraphs a or b above, or for the care of a parent under paragraph c above, the two of you together will be limited to a combined total of 12 workweeks of leave in any rolling 12-month period.

With respect to 12-week FMLA Leave, the following definitions apply:

- **“Serious health condition”** is an illness, injury, impairment, or physical or mental condition that involves one of the following:
 - Hospital Care: Inpatient care in a hospital, hospice or residential medical care facility, including any period of incapacity relating to the same condition.
 - Absence Plus Treatment: A period of incapacity of more than three full consecutive calendar days (including any subsequent treatment or period of incapacity relating to the same condition), that also involves either: (1) treatment two or more times (within that same period of incapacity and provided the first visit takes place within seven days of the first day of incapacity) by a health care provider, by a nurse or physician’s assistant under direct supervision of a health care provider, or by a provider of health care services under orders of, or on referral by, a health care provider; or (2) treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider (first visit to health care provider must take place within seven days of the first day of incapacity).
 - Pregnancy: Any period of incapacity due to pregnancy, or for prenatal care.
 - Chronic Condition Requiring Treatment: A chronic condition which: requires at least two periodic visits for treatment per year by a health care provider, or by a nurse or physician’s assistant under direct supervision of a health care provider; continues over an extended period of time; and may cause episodic rather than a continuing period of incapacity.
 - Permanent/Long-term Condition Requiring Supervision: A period of incapacity which is permanent or long-term due to a condition for which treatment may be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider.
 - Multiple Treatments (non-chronic conditions): Any period of incapacity to receive multiple treatments (including any period of recovery) by a health care provider or by a provider of healthcare services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three full consecutive calendar days in the absence of medical intervention or treatment.

- **Substance Abuse:** Substance abuse is a serious medical condition, but leave will be granted only for treatment, not because of employee use of the substance.

The following examples do not constitute serious health conditions: routine examinations, treatment that does not require a visit to a health care provider, cosmetic surgery (unless it requires inpatient care, results in complications or is restorative in nature) and absence due to use of illegal substance unless the employee is receiving treatment for substance abuse by a health care provider. Under normal circumstances, conditions such as a cold, the flu, earaches, upset stomach, minor ulcers, non-migraine headaches, routine dental and orthodontia procedures and periodontal disease are not serious health conditions.

- **“Covered active duty or call to covered active duty”** means, for the purpose of a qualified exigency, duty during the deployment of a member of the regular component of the Armed Forces to a foreign country under a call or order to active duty; or duty during the deployment of a member of the reserve component of the Armed Forces to a foreign country under a call or order to active duty in support of a contingency operation.
- **“Contingency operation”** means short-notice deployment issues, military events, childcare/school activities, financial/legal arrangements, counseling, rest/recuperation, post-deployment activities and other activities arising out of active duty (provided that the Company and the employee agree upon timing and duration of leave).
- **“Son or daughter”** means, for the purposes of a qualified exigency, as your biological, adopted, or foster child, stepchild, legal ward, or child for whom you stood in loco parentis, who is on active duty or called to active duty status who is of any age. For the purpose of other FMLA covered reasons, “son or daughter” means your biological, adopted, or foster child, stepchild, legal ward, or child to whom the employee stands *in loco parentis*, who is 18 years of age or older and incapable of self-care because of a mental or physical disability at the time that FMLA leave is to commence.
- **“Parent”** means a biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to you when you were a son or daughter but it does not include “parents-in-law”.

26-week Military Caregiver Leave

An eligible employee is entitled to use up to 26 workweeks of unpaid leave during any single 12-month period to care for a covered spouse, son, daughter, parent, or next-of-kin service member who is injured or recovering from an injury suffered while on active military duty making the service member unable to perform the duties of the office, grade, rank, or rating, or when receiving medical treatment, recuperation, or therapy, even if the service member is on the temporary disability retired list.

For purposes of the 26-week Military Caregiver Leave, the “single” 12-month period means the 12-month period beginning as of the date the leave commences and ending 12 months after that date. Any unused amounts are forfeited. In addition, if you and your spouse both become eligible for a leave under the Military Caregiver provision, or under a combination of Military Caregiver provision and a 12-week FMLA leave, the two of you together will be limited to a combined total of 26 workweeks of leave in any rolling 12-month period from the date the Military Caregiver Leave commences.

Military Caregiver Leave may be permitted more than once if necessary to care for a different covered service member (or the same service member with multiple injuries or illnesses), up to a combined total of 26 workweeks in any rolling 12-month period as defined in this section.

With respect to Military Caregiver Leave, the following definitions apply:

- **“Covered service member”** means a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy from an injury or illness occurring in the line of active duty and/or during active duty, who is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.
- **“Outpatient status”** means the status of a member of the Armed Forces assigned to a military medical treatment facility as an outpatient or a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.
- **“Next of kin”** means the nearest blood relative of that individual (regardless of age). You are required to provide confirmation of the relationship upon request. The covered service member may designate the blood relative who is considered his/her next of kin; otherwise, the following order generally will apply: blood relatives granted custody by law, brother/sister, grandparents, aunts/uncles, and then first cousins.
- **“Serious injury or illness”** means an injury or illness incurred by the covered service member in the line of duty on active duty in the Armed Forces that may render the service member medically unfit to perform the duties of the member’s office, grade, rank or rating.

Intermittent Leave

An employee entitled to FMLA leave does not need to use this leave entitlement in one block. Employees that have been approved for Intermittent FMLA leave must notify both their Supervisor and Partner Solutions Benefit Coordinator when taking an FMLA leave day. Leave can be taken intermittently or on a reduced leave schedule, but only if the leave is required by a physician due to the employee’s serious health condition or to care for a family member with a serious health

condition. Intermittent leave or a reduced work schedule for the birth or placement of a child will only be granted with the Building Leader's written approval.

If leave is requested on an intermittent basis, the Company reserves the right to temporarily transfer an employee to an alternative position which better accommodates recurring periods of absence, reduced or intermittent schedule, provided that the position offers equivalent pay and benefits.

Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the Company's operations.

Notice and Certification Requirements

When seeking FMLA leave, you are required to provide the Building Leader and your Partner Solutions Benefits Coordinator with thirty-days of advance notice of the need to take FMLA leave when the need is foreseeable. If the leave is unforeseeable, notice must be provided as soon as practical after learning of the need for leave – generally within the usual and customary notice and procedural requirements for reporting absences.

When an employee misses more than three (3) consecutive shifts due to medical reasons that may qualify under the FMLA, FMLA time commences as of the first (1st) day absent from work.

If you are seeking leave due to an FMLA-qualifying reason for which the Company previously granted you FMLA leave, *you must specifically reference the qualifying reason or need for FMLA leave at the time of your request to be away from work.* It is not sufficient to simply “call in sick” without providing additional information which would reasonably cause the Company to believe your absence/time away from work may qualify as an FMLA qualifying event. In all cases in which you are seeking leave under this policy, you shall provide such notice to the Company consistent with the Company's established call-in procedures so long as no unusual circumstances prevent you from doing so.

The Company will inform employees requesting leave whether they are eligible under FMLA. If they are, the notice will specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the Company will provide a reason for the ineligibility. The Company may also deem it necessary to provide a list of the essential job functions of the employee's position for the employee's physician to review when completing a certification form in support of the employee's request.

The requested additional information and/or certification supporting the need for leave, such as the applicable health care provider's medical certification of a serious health condition affecting the employee or an immediate family member, must be

provided within 15 days from the request. If the employee is unable to provide documentation despite diligent, good faith efforts, an extension of no longer than thirty (30) days from the date of the Company's request may be provided, upon request.

You are required to timely submit this information on the forms provided to you and available from Management; failure to do so may result in loss or delay of FMLA protections. Failure to provide this documentation entirely may be considered grounds for termination.

If the Company finds reason to doubt the validity of the certification, it may require, at its own expense, a second medical opinion from a health care provider designated or approved by the Company, but not regularly employed by the Company. Should the second opinion differ from the original certification provided by the employee, the Company may, at its own expense, require that the employee obtain a third opinion. The opinion of the third health care provider, designated or approved by both the Company and the employee, is final and binding.

The Company may also require recertification of the continued need for leave every thirty (30) days while the employee is on leave. If the FMLA leave is taken because of the employee's serious health condition, then the employee is required to provide a medical certification prior to returning from leave that he or she is able to resume work.

Concurrent Use of PTO and Coordination of Benefits

The Company requires that the use of leave under the FMLA run concurrently with any applicable short-term disability benefits and PTO, and will assist employees to coordinate the benefits that may apply to the leave.

Short-term disability claims benefits are utilized first, if the condition and circumstances meet the requirements for payment under the short-term disability policy. Available Leave from Work time must be used during the elimination period for Short-term Disability. Following the exhaustion of short-term disability benefits (or if the condition is not covered by short-term disability or if short-term disability benefits only cover a portion of the employee's full wages or salary), employees may use unused Leave from Work time. Following the use of accrued Leave from work, employees may decide to use accrued Vacation time provided for the current calendar year as paid leave or alternatively may decline to use Vacation towards the remaining days. After applicable benefits are exhausted or declined for use, the remainder of the leave is unpaid.

Group health insurance will continue on the same terms as if the employee had continued to work during the leave, as long as the employee-paid portion of the

premium is received, either through regular deductions or by separate check issued by the employee to the Company.

If the employee does not return to work at the expiration of FMLA leave, or returns for less than thirty (30) days, the Company reserves the right to require the repayment of health insurance premiums it paid on the employee's behalf during the leave period. Reimbursement will not be required if the employee does not return from leave because of the continuance, recurrence or onset of a serious health condition that prevents the employee from performing his or her job or because of other circumstances that are beyond the employee's control.

Reinstatement

Upon return from FMLA leave, employees will be reinstated to the same or an equivalent position. An equivalent position is one with substantially similar pay, benefits, seniority, working conditions, and entails similar duties, skills, efforts, responsibility, authority, privilege, and status. Of course, an employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the FMLA leave period. The Company reserves the right to deny reinstatement to employees in key positions. Key positions are defined as the highest paid ten (10) percent of employees at the location, or any location within a 75-mile radius.

In accordance with our normal policies and practices applicable to other leaves of absence, Employees who have taken FMLA leave for their own serious medical condition must provide the Building Leader with a written return-to-work certification from a qualified physician, prior to reinstatement. If such certification is not received by Human Resources via fax or e-mail, or delivered in person by 4:00 p.m. on the last day of the leave, the employee will be terminated effective the last day of the leave and may reapply for employment at any future date. If the return-to-work certification renders the employee unable to perform the essential job functions of the job, with or without a reasonable accommodation, the Company may deny the employee's request to return to work. If the employee requests a reasonable accommodation (which may include a definite extension of unpaid time off), such accommodation does not pose an undue hardship on the Company, and the employee has a disability covered by the Americans with Disabilities Act (ADA), the Company will engage in an interactive dialogue with the employee.

If a reasonable job safety concern exists, you also may be required to provide a fitness-for-duty certification up to once every thirty (30) days before returning from an intermittent or reduced schedule FMLA leave related to your own serious health condition.

Prohibition against FMLA Retaliation

Be assured that no retaliation will be taken or tolerated against any employee who exercises his/her rights under this FMLA policy. If you feel that you have been the victim of any retaliation for exercising rights under this policy, you are encouraged to report your concerns according to the Complaint Procedure policy, so that the matter can be promptly investigated and remedied as appropriate.

FMLA- Instructional Employees

Employees who are employed principally in an instructional capacity (for example, teachers, coaches and driving instructors) are subject to the following limitations with respect to FMLA leave:

Intermittent leave or leave on a reduced schedule

An instructional employee who applies for a foreseeable FMLA leave which would result in the employee being on leave for more than 20% of the remaining working days in the period during which the leave would extend may be required to elect between either:

- Taking a leave for periods of a particular duration, not to exceed the duration of the planned medical treatment; or
- Transferring temporarily to an available alternative position offered by the Company for which the employee is qualified, which has equivalent pay and benefits, and which better accommodates the recurring periods of leave than the employee's regular position.

The election described above only applies if the employee provides at least 30 days advance notice of the foreseeable leave.

If an instructional employee does not give required notice of foreseeable FMLA leave to be taken intermittently or on a reduced leave schedule, the employee may be required to select one of the following options: 1) take leave of a particular duration, 2) transfer temporarily to an alternative position, or 3) delay the taking of leave until the notice provision is met.

Periods near the conclusion of an academic term

An instructional employee who begins a leave more than five weeks before the end of a semester may be required to continue on leave until the end of the semester if the leave will last at least three weeks, and the return to work would occur within the last three weeks of the term.

An instructional employee who begins a leave for a purpose other than their own serious health condition during the five week period before the end of a semester may be required to continue on leave until the end of the semester if the leave will last more than two weeks, and the return to work would occur within the last two weeks of the semester.

An instructional employee who begins a leave for a purpose other than their own serious health condition during the three week period before the end of the semester, and the

duration of the leave is more than five working days, may be required to continue on leave until the end of the semester.

Workers' Compensation

Workers' compensation insurance covers injuries incurred while on duty and occupational illnesses for all employees. Employees must contact his or her Supervisor within two (2) hours of the occurrence of a work-related injury and complete an accident report. Employees who are injured during a shift and leave to seek medical treatment will be paid for the rest of their shift. Failure to promptly report an accident may result in loss of benefits.

Workers' compensation payments supersede use of PTO. All policies related to FMLA leave apply to time off due to a workers' compensation claim if FMLA eligibility criteria are met, except by written directive provided by Human Resources Manager both leaves will run concurrently. However, an employee may use accumulated PTO for the time period between the injury and commencement of workers' compensation payment.

For all employees, the Company will continue to pay its portion of the employee's health insurance premium for up to twelve (12) weeks of approved workers' compensation leave, regardless of FMLA eligibility. The employee must make timely payments on shared health insurance premiums. Failure to pay will result in termination of benefits.

Time off due to a workers' compensation claim is not included when counting length of service for raises and other benefits.

Military Leave

The Company supports the military obligations of all employees and grants leaves without pay for uniformed service in accordance with applicable federal and state laws. Any employee who needs time off for uniformed service should immediately notify the Human Resources Department and his or her Supervisor, and provide details regarding the leave. If an employee is unable to provide notice before leaving for uniformed service, a family member should notify the Building Leader as soon as possible.

If an employee is called to active duty or to reserve or National Guard training or if he or she volunteers for same, the employee must submit copies of his or her military orders to their Human Resource Manager. If an employee is a reservist or member of the National Guard, he or she will be granted time off without pay for required military training.

An employee's eligibility for reinstatement will be determined in accordance with applicable federal and state laws. Upon return from military leave, employees will be granted the same seniority, pay, and benefits as if they had worked continuously. Failure to request a return to work or otherwise report for work within the prescribed time after completion of military service will be considered a voluntary resignation.

YOUR RESPONSIBILITIES AS AN EMPLOYEE

Open Door Policy

One of our ongoing goals is to serve while providing a pleasant working environment for all employees. This is achieved by developing and maintaining a cooperative working relationship among employees based on mutual respect and understanding. We recognize the need to allow employees to call attention to work-related matters that they feel need correction. To that end, we strongly endorse an Open Door Policy, where employees have the right to meet with Supervisors (at a mutually convenient time and place) to discuss such matters of concern.

Employees should utilize the Open Door without fear of retaliation. There may be instances when leaders may have to utilize information presented through the Open Door, but the use of that information or from whom it was received may be disclosed to the extent necessary to complete an investigation, take appropriate corrective action, respond to a legal request for production, or as otherwise required by law.

Leaving the Premises

Entering or leaving Company property without authority or permission may result in discharge.

Security, Safety, and Accidents

Use of Motor Vehicles

Employees driving as part of their job must maintain a current Michigan driver's license and meet the underwriting requirements of the Company's automobile insurance carrier as a condition of employment. Failure to meet the underwriting requirements may result in termination. Employees agree they must notify the Company within forty-eight (48) hours of a change in status of their driver's license, involvement in any auto accident, and any motor vehicle violation added to the employee's Motor Vehicle Record. If an employee is found to have a suspended license because of unpaid tickets or fees, he or she will be suspended from driving for the Company and given five (5) days to pay the fees and present proof of a reinstated license.

Employees who drive Company vehicles on Company time or for the Company business or their own vehicles for Company business are expected to obey all safety laws and regulations for Michigan. If they are driving in another state for work-related reasons, they must obey the traffic laws in that state, and may not use a cell phone, engage in any other activity (such as eating) while driving or drive under the influence of alcohol or drugs. The use of Company vehicles for non-approved or

personal activities is not permitted. These rules also apply when an employee is driving his or her own car or a rental vehicle on work time or for work purposes.

Vehicle Rules

During the course of employment, an employee may be required to operate a Company or Client-owned rental, event, or other vehicle. Employees shall comply with the following when operating a vehicle for Company purposes:

Eligibility and Licensing. An employee required to operate a motor vehicle:

- Must be at least eighteen (18) years of age;
- Must maintain a valid and appropriate driver's/operator's license;
- Must have an acceptable driving record;
- Shall consent to the Company obtaining a Motor Vehicle Record ("MVR") for verification of the employee's driving record;
- Must report, immediately and in writing, any changes in driving record to your Supervisor.

Vehicle Rules. The following rules apply regarding these vehicles.

- An employee operating a vehicle shall:
 - Perform a walk around of assigned equipment prior to departure, complete a sign-off sheet, and note existing damage and condition of the vehicle and equipment before acceptance and signature;
 - Ensure that valid insurance, registration documents and permits are in the glove box for the assigned vehicle, including trailers;
 - Wear seat belts and other required safety equipment;
 - Obey all local, state, and federal traffic regulations and ordinances;
 - Operate the vehicle in a safe manner;
 - Refrain from all cell phone or handheld device usage except in "hands-free" mode;
 - Pay careful attention to how the vehicle operates and notify a Supervisor of any problems observed;
 - Maintain the assigned vehicle while in employee's possession. The employee shall log all maintenance and mileage as required;
 - Return the vehicle and equipment in the condition received – cleaned inside and out, fueled and maintained;
 - Maintain the vehicle cleanliness, inside and out, at all times while in employee's possession;
- An employee operating a vehicle shall not:
 - Drive or operate the vehicle under the influence of alcohol or drugs;
 - Drive or operate the vehicle when tired, ill, or may fall asleep at the wheel;
 - Smoke or allow smoking in any vehicle;

- Allow anyone else to operate or ride in the vehicle without prior approval from a Supervisor or Building Leader. Vehicles may not be used for personal business without prior approval from Building Leader.

Penalties for Noncompliance. Employees found to be in violation of the above rules and regulations:

- Shall reimburse the Company for mechanical, body damage, and/or other damages caused by employee;
- Shall be personally responsible for any and all tickets and citations issued during the course of the vehicle's operation;
- Shall face other consequences, up to and including termination of employment and reporting to authorities, as the situation may require.

Driving in Severe Weather

All employees are expected to embrace safety, for themselves, other employees, and for individuals served.

Due to the nature of our work, it is imperative that all employees be aware of their surroundings and commit to enhanced safety practices in and away from work. Areas of focus should be performing assigned tasks carefully, but efficiently, to encourage safe action across the board; refraining from behaviors or conduct which are or could become unsafe; and maintaining cleanliness and orderliness.

Criminal Convictions and Arrests

It is Company Policy that if any employee who is employed in any capacity, or has applied for a position, or has had an initial criminal history check, or is regularly or continuously working under contract at any school, daycare, or child-centered facility managed or affiliated with the Company, shall report to Building Leader that they have been charged with a crime, within 3 business days after being arraigned for the crime. When Building Leader is informed, they will then inform Partner Solutions immediately.

If the employee does not report the charge or conviction, the employee may be terminated from employment.

Work-Related Accidents

All work-related accidents, no matter how minor, and whether involving an employee or a person served by the Company, must be reported immediately to the employee's Supervisor. The first imperative will be to assess the injury and determine if medical treatment other than first aid is necessary.

If you are an injured party and your injury requires a doctor's attention, the Company will arrange to send you to the appropriate health facility. If, according to a licensed health care professional, an injured employee can return to work during that same day, the Company will expect you to return to work as soon as possible. If, according to a licensed health care professional, an employee cannot return to work, that employee will suffer no loss in pay for the balance of an eight (8)-hour shift.

Under Michigan law, the Company may direct an injured employee to a treating physician or medical facility of its choice for the first twenty-eight (28) days of care following the injury or illness. After the first twenty-eight (28) days of medical care, injured employees may choose their own treating physician, but they must notify their Benefit Coordinator with the name of the chosen health care provider. If, during the first twenty-eight (28) days of medical care, an employee does not follow this protocol and instead independently seeks treatment from a health provider that he or she was not approved to receive treatment from, it may result in those claims being denied by workers' compensation and/or the employee's company-provided or personal health insurance.

If, on the other hand, an injury is incurred by a person served by the Company, the Supervisor and the employee must make arrangements for any care other than first aid. It is required that an Incident Report (IR) be completed by the end of the shift. Any violation of any statute, rule or regulation (including health and safety violations) must be, if possible, corrected immediately and under any circumstances, be reported to your Supervisor immediately.

The Company makes no promise of coverage or compensation by Company or its insurance carrier in regards to replacing or reimbursing personal property belonging to staff, including furniture, clothes, jewelry, TV's, appliances, etc. in case of fire damage or damage or loss by theft at Company locations.. If such coverage is desired, an individual property insurance policy must be obtained by the staff member at his or her own expense.

Smoking Policy

Smoking and vaping is prohibited in Company or Company Client buildings, or in Company or Company Client vehicles. Employees may smoke at designated places which are located at least twenty-five (25) feet from the aforementioned locations during breaks.

Substance Abuse

Drug and Alcohol Use and Testing

Substance abuse covers a range of behaviors that go far beyond dependency. Abuse may involve regular marijuana use, heavy drinking, weekend binges, casual consumption of tranquilizers, and misuse of prescription drugs. Employees need not be physically addicted (and suffer painful symptoms of withdrawal when denied their drug of choice) to be drug-dependent. Psychological dependency is equally responsible for compulsive drug use. Compulsive drug use and abuse threaten physical and mental health, inhibit responsible personal relationships, and diminish the ability to meet family, social, and vocational obligations.

The Company maintains a zero tolerance policy for using, consuming, possessing, selling, manufacturing, dispensing, distributing or being under the influence of alcohol or illegal drugs, intoxicants, narcotics, barbiturates, marijuana or other controlled substances, not prescribed by a physician, in the course of employment, while on Company or Company Client property, in a company or Company Client vehicle, or any Company Client sponsored activity or event, or at any other location during work hours.

No employee shall report to work after consuming or under the influence of these substances. The only exception may be the possession and consumption of alcohol by people twenty-one (21) years of age and older served as part of a Company celebration or special event given written authorization by Building Leader during non-work hours.

This policy does not prohibit the use of legal drugs prescribed or authorized by a medical practitioner, or no-prescription “Over-the-Counter” medications; if the use of the substance prescribed or authorized dosage level is consistent with the safe performance of the employee’s essential job functions. The Company may, at its discretion, require that employees notify the Company of legal drug use, including “Over-the-Counter” medications, where the manufacturer advises against use while operating motorized vehicles or machinery. Employees should read all labels carefully before taking medications.

It is company policy to provide a drug-free and alcohol-free environment in order to:

- Best serve the people in our care;
- Reduce vehicle and other accidents;
- Maintain high morale;
- Minimize the likelihood of crime, especially in the workplace;
- Reduce absenteeism and tardiness;
- Maximize staff effectiveness, productivity, and reliability; and
- Reduce the possibility of poor judgment in the performance of job duties.

The Company reserves the right to require drug or alcohol testing at any time, whether singularly or part of a group working at a particular location or working on

a specific shift in a non-discriminatory manner. Any employee who performs work on and after the effective date of this policy is deemed to have consented to substance abuse testing (including breath, urine, and/or blood) for the presence of alcohol and drugs. Refusal to be tested, unless otherwise provided by law, or attempting to fraudulently tamper with such testing will be considered grounds for termination.

The Company also retains the right to require pre-employment drug screening. An employee who tests positive for the use of alcohol, drugs, intoxicants, narcotics, barbiturates, marijuana or other controlled substances in violation of this policy will be subject to discharge. In addition, employees convicted of selling, using or possessing drugs or alcohol may be terminated. Employees convicted of any drug statute occurring in the work place must notify their Building Leader immediately after conviction.

The following procedure will be used when obtaining a drug/alcohol test:

- Employees required to take drug tests will be sent to a clinic of the Company's choice with professionally-developed and -administered drug detection tests. The drug test will be conducted by securing a urine or blood sample or through another method established by the Company. The Company will assist with coordinating the employee's transportation to the clinic. The Company will pay for the cost of the tests.
- The clinic will use secure procedures for verifying the identity of the employee and integrity of the sample.
- Drugs identified include illegal use of a controlled substance and are not part of a medical treatment plan which may alter thinking, actions and overall performance of the employee. Positive results will be evaluated in the context of the person's complete medical history.
- If drugs are detected in the initial sample, a confirmation test will be performed if deemed appropriate by the testing site.
- If the employee challenges the results of a confirmatory test, he or she will have three (3) days from notification of positive results to make an official challenge. In this instance, the original specimen taken from the employee will be retested at the employee's expense. If the results from the retest differ from the original test, the Company will consider the results in making a final determination about disciplinary action.
- A copy of test results will be given to the employee. All results will be confidential, except where mandated by law, state licensing rule, a court decision, on the advice of the Company's attorneys, or when the employee challenges the results of the test.

An employee admitting he or she has a substance abuse problem and who wishes to go through a drug or alcohol treatment program may be granted a leave for such treatments if the conditions and treatment qualify for coverage under the Family

Medical Leave Act (FMLA). An employee may be conditionally reinstated to a position only after successful completion of the program and following the preventive maintenance treatments prescribed by the counselor or doctor. Documentation and verification of drug-free condition will be required before returning to work and periodically afterward. An employee who fails to seek appropriate help or to follow the prescribed treatment will be subject to termination. An employee shall have only one (1) opportunity to go through a rehabilitation program unless an exception is made in writing by the Building Leader. The Company assumes no responsibility for the cost of rehabilitation.

If the employee does not qualify for FMLA or the condition of the treatment does not qualify for coverage, the employee will not be granted FMLA leave, but may have other opportunities for leave under this policy, subject to the discretion of the Company and in compliance with applicable law.

Electronic Communication Systems

The Company and some of its Clients provide access to electronic communication devices, equipment, and technology, including, but not limited to, telephones, cellular phones, mobile devices, electronic mail (e-mail), voice mail, computer, computer files, software, the Internet, and facsimile machines (collectively, “Electronic Communication Systems”).

Each user requiring network access will be issued a unique username. Each user will be assigned a default password, which will be required to gain access to the network and must not be shared with other employees or any outside party. All passwords must meet network complexity requirements. Personal passwords, however, cannot ensure confidentiality, and the Internet is not secure. You must assume that someone, other than the intended or designated recipient, may read or monitor any and all information on the Company or Client’s Electronic Communication Systems. Employees are responsible for maintaining the security of any Electronic Communication Systems. Working remotely must be approved by each Supervisor.

Unacceptable use of Electronic Communication Systems can place the Company, our Clients, and others at risk and cause irreparable harm. Any violation of any portion of this policy may result in the loss of access to Electronic Communication Systems and disciplinary action, up to and including immediate termination.

Acceptable Use

The Company and Client issued Electronic Communication Systems may be issued to employees for the purpose of facilitating the effective and efficient execution of their duties in their role. Incidental personal use of company-issued electronic devices must not adversely affect the employee’s performance, co-workers’

performance, or the organization's work performance and must be of limited duration and frequency. Such personal use during working hours should be restricted to matters that cannot be addressed during nonworking hours. Company and Client issued devices are to be used for Company or Client-related business and communications.

Employees must regularly and timely check for and respond to voice mail and e-mail messages. When out of the office for business purposes, voice mail should be checked at least twice daily. It is each individual's responsibility to make other arrangements when this cannot be accommodated. It is required that voice mail greetings be personalized and maintain professionalism. Delay of updating non-generic greetings provides an unprofessional and disorganized appearance to our customers and will not be deemed acceptable use.

You may only use and access those Electronic Communication Systems, including any messages, files, or programs, whether computerized or not, contained therein, that you have permission to enter and access by using your unique username. Unauthorized review, duplication, dissemination, removal, damage, or alteration of files, passwords, computer systems or programs, voice mail messages, or other property of the Company or the Client, or improper use of information obtained by unauthorized means, such as using another employee's username, will not be tolerated and may be grounds for disciplinary action, up to and including termination. Such information that must not be used improperly includes, but is not limited to, confidential information of the Company or the Client, such as customer data, trade secrets, personnel information, student data, or other material covered by Company or the Client's confidential information agreement(s) or conflict of interest policy.

Privacy

Do not expect privacy on company or client electronic communication systems. The company or client electronic communication systems have the capability of tracking each visit, e-mail, chat, and file transfer by every computer or device on the system. No employee shall, under any circumstances, attempt to disable or circumvent these security measures.

Company or the Client's Electronic Communication Systems and all data stored on any such devices, equipment, and technology, are and remain at all times the property of the Company and the Clients, respectively. As such, no user should have any expectation of privacy in any message, file, image, data, materials, information, and software created, transmitted, downloaded, retrieved, received, used, or stored on Company or the Client's Electronic Communication Systems, even if intended by employee to be a private communication.

Company and the Client have a right, but not a duty, to monitor, intercept, block, retrieve, copy, read, and delete any and all aspects of its Electronic Communications Systems, including, but not limited to, any data, message, or file composed, sent or received, whether by instant messaging systems, chat groups, social media, or otherwise. Such monitoring may occur at any time, without notice and without the user's permission. Furthermore, all communications, including, but not limited to, text and images, may be disclosed to law enforcement or other third parties without the prior consent of the sender or the receiver. The Company and the Client will have access to all of their respective Electronic Communications Systems.

Inappropriate Internet and Network use includes but is not limited to:

- Language that would promote violence or hatred or language intended to promote violence or hatred.
- Revealing one's or others' personal information, such as addresses or phone numbers, without prior permission.
- Harassing anyone by sending uninvited or expressly unwelcome communication.
- Sending or accessing electronic accounts of others without the owner's authorization.
- Accessing unauthorized areas of the network or changing or interfering with information found in the network.
- Accessing firewall blocked areas without authorization.
- Misrepresenting oneself or others.
- Making illegal or unauthorized copies of software or information.
- Accessing, uploading, downloading, distributing, or transmitting pornographic, obscene, sexually explicit, threatening, or illegal material or any material harmful or illegal for minors.
- Excessive printing of materials unrelated to one's job description.
- Downloading or installing unauthorized software on Company or Company Client computers without specific authorization by the Building Leader.
- Violating federal copyright laws or otherwise using another's property without permission.
- Violating any local, state or federal statute during internet use.

Social Media

The use of social media presents certain risks and carries certain responsibilities. The term "social media," means any sharing of words, pictures, videos, and/or audio content or other information (during either working or non-working hours) through the use of electronic technologies or a digital network—usually in ways that are visible to a broader audience—including to your own or someone else's web blog, journal, diary, personal website, social networking website, web bulletin board, chat room, or other forum, whether or not it is associated or affiliated with Company. Popular examples of social media include Facebook, Twitter, Foursquare, Yelp!, Google+, Pinterest, and LinkedIn. As used in this policy, social media also includes

mobile software such as Snapchat and hardware such as Looxcie and Google Glass. Since technology can change almost on a daily basis, these guidelines are not intended to describe ahead of time every possible scenario that you may encounter, but they are principles intended to guide your exercise of good judgment in any social media environment.

Policies/procedures for the use of social networking websites are as follows:

- Employees must conduct themselves in a way that promotes public confidence and trust at Company when participating in internet social media.
- The use of Company Electronic Communication Systems must comply with Company policies and procedures. Company employees are not permitted to use Company Electronic Communication Systems to participate in a private capacity in any online social networking forum with the exception of the use of the designated Company social networking computer.
- The internet is a public forum. You are entitled to comment in a personal capacity on public issues; however, you must always be mindful of the public nature of internet social networking forums.
- **You must not discuss, disclose or post details of any person served by the Company online.** Company employees have a duty of confidentiality in relation to information obtained in the course of working with a person served. Employees who have access to information about a person served must also ensure this confidentiality is always maintained. All Company employees are required to comply with HIPAA and Company's Privacy Policy.
- You must not upload or reproduce online any internal Company documents or any other material relating to operational duties. Some examples of material which you must not upload or reproduce online include:
 - Photographs of individuals served by Company, unless a written release is obtained.
 - Internal policy documents.
 - Internal email communications.
- You must not use Company's Electronic Communication System user names or passwords when participating in an online social networking forum. You must not use your Company email address as your contact email address for any social networking site.
- Online social media forums encourage and facilitate debate with a diverse range of opinions and views being expressed. As social media forums are often not moderated, individuals and/or groups may post comments or material which are discriminatory or demeaning to a protected class, pornographic or sexually explicit, violent or threatening or obscene, harmful or prohibited to minors. You must always remain mindful of your professional standing and obligations as a Company employee and consider the potential impact of any comment or material you post online on members of the public, the Company, the Company Client, all stakeholders and/or your colleagues. Specifically, you must not:

- Post materials that are discriminatory or demeaning to a protected class or pornographic or sexually explicit, violent or threatening or obscene comments or other material;
- Post racist comments or material; or
- Harass or bully another Company employee.

If you have posted any comments or material online which breach these guidelines, you must remove that material immediately. A breach of these policies may lead to disciplinary proceedings and/or criminal action. If you are uncertain about the type of material you can post online or any other aspect of these policies, you should speak with your Building Leader.

Network Etiquette

Network Etiquette is a set of social standards which facilitate communication over networks. Always consider the following practices before sending business email or any email during work hours and at work locations.

- Email access is provided for education and business use during work hours.
- Always use business-like, clear and concise language as if written on Company letterhead.
- Only use Company or Company Client-provided or authorized mail systems.
- Avoid using patterned backgrounds or difficult-to-read fonts.
- Know that being CC: on an email typically means no action or response is requested or required of you, while being sent email TO: typically does.
- Assume the highest level of formality to new contacts until relationship dictates otherwise.
- Always use utmost care and security when sending confidential or proprietary information by email.
- Never send emails under another's name.
- Log off email following use of a shared or public terminal.
- Indicate "DO NOT FORWARD" in subject line if requested and respect this request from others.
- Check and understand mail subjects and copies before responding to any message.
- Include all relevant details to avoid confusion on a subject.
- Use proper punctuation and spell check. All uppercase is to be interpreted as shouting.
- Subject heading should reflect content of the message and not the general category of discussion.
- Email signature should include contact information and Company Client logo.
- Do not read mis-directed email or printer scans—return to sender immediately.
- Messages are subject to a size limit for attachments.

- Please consider setting outlook to delay outgoing messages a short time to allow changes to be made if necessary.

This Electronic Communication Systems policy does not apply, and will not be enforced, in any manner that would restrict, infringe upon or otherwise limit employees' rights under the National Labor Relations Act, including without limitation the right to engage in concerted activities for the purpose of mutual aid and protection. The Company will enforce this policy in accordance with all applicable federal, state and local laws.

Telephone Use

Communication is a vital part of the Company work environment and is instrumental when conducting daily business. You are a representative of the Company; therefore, how you interact with others is a reflection on the Company and yourself. It is important that all employees maintain excellent communication when using the telephone and to be aware of their environment. When communicating by telephone, a warm, welcoming and professional voice tone should be used, regardless of who calls or is called.

Personal use of telephones--regardless of whether such phone belongs to the employee or to the Company-- is allowed only in an emergency or with the permission of your Supervisor. Personal phone usage should be limited to non-work or unpaid time.

When answering the telephone, you should identify yourself by name and department, without giving the impression that the caller is an interruption for you. Use active listening with the caller, and avoid distractions, while concentrating on what the caller is saying to determine the reason for their call.

In no instance shall an employee record or photograph (audio, photo, or video) the recipient of services from the Company, without such recipient's express documented consent. Any digital images or recordings taken with recipient's permission must be destroyed or otherwise given to the recipient when no longer needed or, upon discharge.

This Telephone Use policy shall not be applied or enforced in any way that would restrict, infringe upon or otherwise limit an employee's right to engage in protected concerted activity under the National Labor Relations Act, such as discussing terms and conditions of employment for their mutual aid and protection. The Company will enforce this policy in accordance with all applicable federal, state and local laws.

Personal Business at Work

You are at a place of work. You are expected to take care of your personal affairs when you are not at work. This includes receiving personal e-mail, internet shopping, and using the telephone for personal reasons not related to the performance of your job.

This Personal Business at Work policy shall not be applied or enforced in any way that would restrict, infringe upon or otherwise limit employees' rights under the National Labor Relations Act, including without limitation the right to engage in concerted activities for the purpose of mutual aid and protection. The Company will enforce this policy in accordance with all applicable federal, state and local laws.

Nonbusiness Use of Company Property

Company resources, including time, material, equipment and information, are provided for company business use. Nonetheless, occasional personal use is permissible as long as it does not affect job performance or cause a disruption to the workplace.

Employees and those who represent the Company are trusted to behave responsibly and use good judgment to conserve company resources. Supervisors are responsible for the resources assigned to their departments and are empowered to resolve issues concerning their proper use.

Generally, we will not use company equipment such as computers, copiers and fax machines in the conduct of an outside business, except for company-requested support to nonprofit organizations.

In order to protect the interests of the Company network and our fellow employees, the Company reserves the right to monitor or review all data and information contained on an employee's company-issued computer or electronic device, the use of the Internet or the Company's intranet. We will not tolerate the use of company resources to create, access, store, print, solicit or send any materials that are harassing, threatening, abusive, sexually explicit or otherwise offensive or inappropriate. Questions about the proper use of company resources should be directed to your Supervisor.

No Solicitation

Soliciting or distributing materials by any employee during work time of the employee or work time of the person(s) being solicited is strictly prohibited, except

as otherwise protected and permitted as protected concerted activity under the National Labor Relations Act, such as when employees are distributing materials about the terms and conditions of their employment for their mutual aid and protection.

This No Solicitation policy does not apply, and will not be enforced, in any manner that would restrict, infringe upon or otherwise limit employees' rights under the National Labor Relations Act, including without limitation the right to engage in concerted activities for the purpose of mutual aid and protection. The Company will enforce this policy in accordance with all applicable federal, state and local laws.

Social Event

“Social Events” refer to any Company Client mixer, party, activity, or event, whether conducted on or off Company premises. Social Events are designed to improve morale and strengthen relationships. Alcohol may be served at Social Events with approval from the Building Leader.

Your attendance at Social Events is strictly voluntary and on unpaid time. Participating in Social Events and/or consuming alcohol (if served) is optional. Employees will not be subject to any disciplinary actions or repercussions for failing to attend or participate in Social Events.

When attending Social Events:

- Be responsible;
- Conduct yourself in an appropriate business, non-impaired, manner;
- Consume alcoholic beverages only in moderation and if you are of legal age (21+);
- If you become impaired, schedule or ask for a ride;
- You will not be subject to repercussions if you request a ride; and
- Stop drinking alcohol several hours before you intend to drive or request transportation arrangements.

SEPARATION FROM EMPLOYMENT

Resignation, Termination, and Job Abandonment

When voluntarily resigning their employment, employees are required to provide a minimum of two (2) weeks advance written notice, from the time written notice is submitted until the date of resignation is to take effect. The Building Leader has the option of allowing employee to work out the time following advance written notice or to set employee's last day of work within the 2 week period. If employee does not provide sufficient advance written notice, the Company reserves the right to refuse payout of any PTO days if applicable, as well as to refuse to provide letter(s) of reference if requested by employee. Additionally, the Company Client may request a resigning employee to defer effective date of resignation until a suitable replacement is found or to enable completion of ongoing projects or assignment. The Company may, in its sole discretion, offer to pay out accrued and unused PTO to an employee in exchange for execution of a valid Release Agreement.

In order to facilitate a smooth transition, the Company requires employees not take unused PTO during the period of advance written notice.

Terminated employees shall not return to the worksites without permission from the Building Leader.

In the event of a separation of employment, unused vacation days are not paid out.

If an employee doesn't show for work or call for three (3) straight days, then such employee will be considered to have voluntarily resigned as of the end of the third day. The Company will consider the explanation and timing of employee or representative contact following job abandonment in determining whether an employee will be reinstated.

Any request for outstanding expenses that the Company Client owes to an employee at the time of termination, such as mileage, must be submitted to the Company within two (2) weeks of departure.

Consolidated Omnibus Benefit Reconciliation Act (COBRA)

Federal law requires that most employers sponsoring health plans offer employees and their families the opportunity for a temporary extension of health coverage at group rates in certain instances where coverage under the plan would otherwise end ("qualifying event"). This notice is intended to inform you, in a summary fashion, of your rights and obligations under the continuation coverage provision of the

COBRA law. Both you and your spouse, if applicable, should take time to read this notice carefully.

If you are an employee of the Company otherwise covered by the plan, you have a right to choose this continuation coverage if you lose your group health coverage because of a reduction in your hours of employment or the termination of your employment (for reasons other than gross misconduct on your part). If you choose to continue coverage, you will be required to pay a monthly premium which will be indicated to you before you make your decision.

If you are the spouse of an employee covered by the plan, you have the right to choose continuation coverage for yourself if you lose group health coverage under the plan for any of the following reasons:

- The death of your spouse;
- A termination of your spouse's employment (for reasons other than gross misconduct) or reduction in your spouse's hours of employment;
- Divorce or legal separation from your spouse; or
- Your spouse becomes entitled to Medicare.

A dependent child of an employee or worker covered by the plan has the right to continue coverage if group health coverage under the plan is lost for any of the following reasons:

- The death of a parent;
- The termination of a parent's employment (for reasons other than gross misconduct) or reduction in a parent's hours of employment with the Company;
- Parents' divorce or legal separation;
- A parent becomes eligible for Medicare; or
- The dependent ceases to be a "dependent child" under the plan.

A dependent child includes a child who is born to or placed for adoption with an individual who is already receiving COBRA continuation coverage. Each employee or family member has the responsibility to inform the plan administrator of a divorce, legal separation, or a child losing dependent status under the plan within sixty (60) days of the event or the date on which coverage would be lost because of the event. The Company has the responsibility to notify the plan administrator of the covered worker's death, termination of employment, reduction in hours, or entitlement to Medicare.

If you do not choose continuation coverage, your group health insurance coverage will end.

If you choose continuation coverage, the Company is required to give you coverage which, as of the time coverage is being provided, is identical to the coverage

provided under the plan to similarly-situated employees or family members. The law requires that you be afforded the opportunity to maintain continuation coverage for thirty-six (36) months unless you lost group health coverage because of a termination of employment or reduction in hours. In that case, the required continuation coverage period is eighteen (18) months. If you become disabled as defined by the Social Security Act at any time during the first sixty (60) days of continuation coverage following termination or reduction in hours, the continuation coverage period is twenty-nine (29) months. In addition, family members of the disabled individual are entitled to the twenty-nine (29)-month extended coverage period, whether or not they are disabled. Moreover, continuation coverage may be extended from eighteen (18) months to thirty-six (36) months for those individuals who were qualified beneficiaries under the group health plan at the time of the original qualifying event, where a second qualifying event (i.e. a death or divorce) occurs during the original eighteen (18)-month period. An individual who receives the extended coverage period due to a disability must notify the plan administrator when it is determined that the individual is no longer disabled within the definitions of the Social Security Act.

The law also provides that your continuation coverage (regardless of duration) may be cut short for any of the following reasons:

- If the Company no longer provides group health coverage to any of its' employees;
- If the premium for your continuation coverage is not paid;
- If you become covered under another group health plan which covers pre-existing condition;
- If you become eligible for Medicare;
- If you were divorced from a covered employee and subsequently remarry and are covered under your new spouse's group health plan; or
- If there is a final determination that you are no longer disabled (in the case of beneficiaries who qualified for the eleven-month extension of continuation coverage based on their disability).

You do not have to show that you are insurable to choose continuation coverage. However, you may have to pay all or a part of the premium for your continuation coverage. This notice is provided as a matter of information only. It does not, and is not intended to, create any contractual, legal or other rights. Rather, your rights are only as expressly set forth in the plan and in federal and state law. The Company reserves the right to amend and/or change the plan as permitted by the terms of the plan.

Appendix A

Educational Entity-Specific Policies and Procedures

Employee Checks

In accordance with the Michigan General School Laws, all newly employed teachers, school administrators, and other individuals required to hold a State Board of Education certificate, permit or approval, must be fingerprinted and undergo a state and F.B.I. criminal records check through the Michigan Department of State Police.

Employment is conditional upon 1) a proper Michigan Teaching Certificate or license with proper endorsement for this age group in which the employee is assigned, 2) a satisfactory background check, and 3) successful completion of online trainings and new hire packet.

MPSERS Retirees

In the event that an employee is a retiree under the Michigan Public School Employees Retirement System (MPSERS), working after they retire may affect benefits. Partner Solutions advises all retirees from MPSERS to obtain information regarding working after retirement from either the Office of Retirement Services or counsel.

If an employee is a retiree under MPSERS, the reporting unit at which they are assigned may also be responsible for paying unfunded actuarial liability on their behalf. While Partner Solutions may make payments to the Academy to offset this liability, Partner Solutions shall not be liable to make any payments to MPSERS on an employee's behalf based upon their employment with the Academy and/or assignment with a reporting unit. Further, Partner Solutions shall not be liable for any fees or charges incurred under MPSERS.

Employees also agree to reimburse, by payroll deduction, Partner Solutions for any fees, expenses or charges (over and above the offset payment made to the Academy discussed above) incurred by Partner Solutions related to employment with the Academy or assignment to a reporting unit as a retiree under MPSERS. In addition, it is agreed that Partner Solutions shall not be liable for any loss of retirement or health benefits suffered by an employee as a retiree under MPSERS as a consequence of employment with the Academy or assignment with a reporting unit.

For additional information visit the Office of Retirement Services website at www.michigan.gov/orsschools.

Media Releases

Positive relationships with the media are developed and maintained by providing accurate and helpful information to reporters in a timely manner. To ensure that

information provided to the media is accurate, comprehensive, and complete, and to ensure that reporters have appropriate access to the best sources of information, a protocol for providing information to the media has been established and outlined in this policy. The Building Leader serves as the primary spokesperson for the Academy on all matters of the schools interest.

If a contact is made by the media in matters regarding crisis situation or in situations calling for the Academy's official position or response:

- The employee should request the name of the caller, the telephone number where the person can be reached and the name of the media represented.
- The employee should inform the media representative that an appropriate School representative will return the call.
- The employee should immediately advise the Building Leader of any such call at once.
- An employee should never release a telephone number of any employee.
- No member of the press should be allowed access into the School without the express approval of the School Board.
- The Building Leader is in charge of advising the School Board.

Other Work

Partner Solutions shall require all staff assigned to the Academy to comply with an outside employment/outside contracting policy as may be required by the Academy or the Authorizer. Staff (including teachers) assigned to the Academy are prohibited from using Academy facilities, resources, and materials for non-Academy purposes. Outside employment and outside contract services by staff (including teachers) during Academy working hours are prohibited. Outside employment and outside contracting with any entity or person under contract with or providing services or material to the Academy may be prohibited as permitted by applicable law.

Tutoring

Employees shall not use professional relationships with students and parents for financial gain.

Tutorial help on a volunteer basis during a teacher's duty hours is only permitted with the approval of the Building Leader. Paid tutoring at school sites is only permitted through after-school tutoring programs. To avoid any perceived "conflict of interest," employees may not accept fees for tutoring, private lessons or other

activities related to their professional duties for students who are assigned to an employee's class during the regular workday (even if the service is rendered by the employee outside their regular duty day). Employees may be authorized to provide paid tutoring that would otherwise not be acceptable under this policy in extraordinary circumstances authorized by the Building Leader. Tutor must receive such permission in writing prior to the start of instruction.

PROHIBITION AGAINST BULLYING AND HARASSMENT

Bullying and harassment, including sexual harassment, of students and employees will not be tolerated in accordance with the policy set below.

Anti-Bullying Policy

Under state law, bullying is defined as any written, verbal or physical act or electronic communication, including but not limited to cyberbullying, that is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following:

- a. Substantially interfering with educational opportunities, benefits or programs.
- b. Adversely affecting the ability of a student to participate in or benefit from the Academy's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress.
- c. Having an actual and substantial detrimental effect on a student's physical or mental health.
- d. Causing substantial disruption in, or substantial interference with, the orderly operation of the Academy.

Bullying is equally prohibited without regard to its subject matter or motivating animus.

It is the policy of the Academy to provide a safe educational environment for all of its students in compliance with the law. Bullying is strictly prohibited. All students are protected under this policy while on Academy property, in an Academy vehicle, at any Academy-sponsored event, or while using an Academy owned and/or operated telecommunications service provider or Academy owned and/or operated telecommunication access devices.

The Building Leader shall be responsible for establishing procedures for the effective implementation of this policy.

Any student who believes they have been or are the victim of bullying shall immediately report the situation to the Building Leader. The student may also report the situation to a teacher or counselor who will be responsible for notifying

the Building Leader. Any complaints against the Building Leader should be filed directly with Partner Solutions.

A report may be filed with the Building Leader by the victim of bullying, a witness or anyone who has credible information about the incident. A written or oral report is considered an official means of reporting. An anonymous report can be filed and will be investigated, but formal disciplinary action will not be based solely on the basis of an anonymous report.

A staff member, school volunteer, student, or parent/guardian who promptly reports in good faith an act of bullying to the Building Leader and who makes that report in compliance with these procedures is immune from a cause of action for damages arising out of the reporting itself or any failure to remedy the reported incident.

The Building Leader shall report the occurrence of a bullying incident to the parents or legal guardians of all students involved. The notification shall be via e-mail, telephone, personal conference and/or in writing and all notifications shall be documented. All parent notifications shall be done consistent with student privacy rights under FERPA regulations.

The Building Leader is responsible for determining whether an alleged act constitutes a violation of the Board's policy. Once a complaint has been received, the Building Leader shall conduct a prompt, thorough, and impartial investigation of each alleged incident. The investigation is to be completed within three school days after a report or complaint is made if at all possible.

Student misconduct that falls under the Academy's anti-bullying policy may trigger responsibilities under federal antidiscrimination laws. Please refer to the harassment section for further information.

"Restorative Practices" will be considered in the correction of bullying behavior. Restorative practices means practices that emphasize repairing the harm to the victim and the school community caused by student's misconduct.

Restorative Practices may include:

- Victim-offender conferences that are initiated by the victim
- That are approved by the victim's parent or legal guardian or, if the victim is at least age 15, by the victim
- That are attended voluntarily by the victim, a victim advocate, the offender, members of the school community and supporters of the victim and offender
- That provide an opportunity for the offender to accept responsibility for the harm caused to those affected by the misconduct and to participate in setting consequences to repair the harm

The process of agreeing to restorative practices would be undertaken by a Restorative Practices Team which would be empowered to require the offender to do one or more of the following:

- Apologize
- Participate in community service
- Restoration or counseling
- Pay restitution

The consequences would be incorporated in an agreement that sets time limits for the completion of the consequences and signed by all participants.

Interviews with the alleged victim, perpetrator, and witnesses should be conducted privately and separately. All interviews should be documented and kept confidential. The Building Leader will look at the totality of the circumstances and evaluate facts, including but not limited to:

- a. Description of the incident- nature of the behavior and the context of the alleged incident.
- b. How often the conduct occurred.
- c. Any past incidents or continuing pattern of behavior.
- d. The relationship between the parties.
- e. Characteristics of the parties involved, i.e., age, grade, etc.
- f. The bullying definition.

The Academy prohibits retaliation or false accusations against a target of bullying, a witness or another person with reliable information regarding an act of bullying. Retaliation and submitting an intentionally false report may result in disciplinary action ranging from positive behavioral interventions up to and including suspension or expulsion. The highest level of confidentiality shall be maintained for an individual who reports an act of bullying.

All administrators, faculty, staff, parents, volunteers, and students are expected not to tolerate bullying and to demonstrate behavior that is respectful and civil. The staff should encourage students:

- a. Not to be part of the problem.
- b. Not to pass the rumor or derogatory message.
- c. To walk away from these acts when they see them.
- d. To constructively attempt to stop them.
- e. To report them to the designated authority; and
- f. To reach out in friendship to the target.

Since bystander support of bullying can encourage these behaviors, the Academy prohibits both active and passive support for acts of harassment or bullying.

The staff should encourage students to support students who walk away from these acts when they see them, constructively attempt to stop them, or report them to the designated authority.

The failure of staff members to report and/or take reasonable steps to prevent harassment and bullying, physical assault, or threats of imminent harm by another in the Academy may result in discipline, up to and including discharge of employment.

Harassment

Harassment includes, but is not limited to, any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal, or physical conduct directed against an individual that places an individual in reasonable fear of harm to their person or damage to their property, has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or a staff member's work performance, or has the effect of substantially disrupting the orderly operation of the Academy.

Harassment may be based on an individual's race, color, national origin, sex (including sexual orientation and transgender identity or expression), disability, age (except as authorized by law), religion, height, weight, marital or family status, military status, ancestry, or genetic information that are protected by Federal civil rights laws. Harassing conduct is not limited to in-person activity; it may include the use of cell phones or the Internet. Such behavior may take many forms, including, but not limited to, stalking, name-calling, taunting, cyberbullying, and other disruptive behaviors.

Harassment does not have to include intent to harm, be directed at a specific target or involve repeated incidents. Harassment creates a hostile environment when the conduct is sufficiently severe, pervasive or persistent as to interfere with or limit a student's ability to participate in or benefit from the services, activities or opportunities offered by a school.

Once the Academy knows or reasonably should know of possible harassment, it must take immediate and appropriate action to investigate or otherwise determine what occurred. The specific steps taken in the investigations will vary depending on the nature of the allegations, the source of the complaint, the age of the students involved, the size and administrative structure of the Academy and other factors. The inquiry should be prompt, thorough and impartial. Complaints alleging discrimination or harassment based on a student's actual or perceived gender identity or expression are to be taken seriously and handled in the same manner as other discrimination, bullying or harassment complaints.

If harassment has occurred, the Academy must take prompt and effective steps reasonably calculated to end the harassment, eliminate the hostile environment and prevent its recurrence. These duties are the Academy's responsibility even if the misconduct is also covered by an anti-bullying policy and regardless of whether the student makes a complaint, asks the Academy to take action or identifies the harassment as a form of discrimination.

Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other visual, verbal or physical conduct or communication of a sexual nature when:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or advancement of a student's education or participation in school programs or activities, or
- b. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual, or
- c. Such conduct or communication has the purpose or effect of substantially interfering with an individual's employment or creating an intimidating, hostile or offensive educational or employment environment.

Sexual harassment includes, but is not limited to, the following:

- a. Physical assaults (e.g., intentional physical conduct that is sexual in nature, such as touching, pinching, or brushing against another individual's body);
- b. Unwelcome sexual advances, comments, requests for sex, sexual activities concerning one's employment or advancement, regardless of whether they are accompanied by promises or threats concerning one's grades, safety, job or performance of duties;
- c. Sexual displays or publications such as calendars, screen savers, sexual jokes, posters, cartoons, verbal or written harassment or abuse, or graffiti; and
- d. Other verbal or physical conduct of a sexual nature which has the purpose or effect of interfering with an individual's work or academic performance, or creating an intimidating, hostile or offensive work environment.

No staff member or student in the Academy shall be subjected to any form of harassment, including sexual harassment, on Academy premises, on an Academy bus or vehicle or at any Academy sponsored event or activity.

A Public School Academy employee, contractor, or agent for the Public School Academy is prohibited from assisting another Public School Academy employee, contractor, or agent for the Public School Academy in obtaining a new job if the

assisting individual knows or has probable cause to believe that such other employee engaged in sexual misconduct with a minor or student in violation of the law.

“Assisting” does not include the routine transmission of administrative and personnel files, provided the requirements of reporting unprofessional conduct are followed pursuant to section 1230b of the Michigan Revised School Code, MCL 380.1230b.

Exceptions to giving such assistance may only be made where the exception is authorized by Sec. 8038 of the Every Student Succeeds Act, 20 U.S.C. 7926.

Conduct with Students

Academy staff shall not send students on personal errands nor require students to perform work or services that may be harmful to their health.

In general, Partner Solutions does not recommend that Academy staff transport students in private vehicles. If the necessity arises, Academy staff must have permission from a parent/guardian; receive approval from their Building Leader (ahead of time if possible); and communicate with their Building Leader before and after each instance of student transportation. Any staff choosing to drive students must ensure that they hold a valid driver’s license, have enough working seat belts for each student that they transport, and have the required insurance coverage in effect on any vehicle used to transport students. Staff should be aware that in the case of any accident they will be the first in line to pay. In a no-fault state, the car insurance of each driver gets billed first. Academy staff whose children also attend the Academy will notify the administration of arrangements involving the use of private vehicles, such as car pool arrangements.

Academy staff should avoid situations which place them in an isolated area or a closed room with students. In the case that staff should find themselves in an unplanned or student-initiated 1-on-1 should take care to move or remain in visible locations or attempt to include other students or Academy staff. In the case that the situation cannot be resolved or postponed or conducted with others nearby, Academy staff should immediately inform their supervisor after the isolated contact and give reason for the 1-on-1 meeting.

Academy staff shall not associate with students in a manner that may give the appearance of impropriety. Examples include, but are not limited to, the creation or participation in any situation or activity that could be considered abusive or sexually suggestive or involve harmful substances such as alcohol, tobacco or illegal drugs. Any sexual or other inappropriate conduct with a student by any staff is forbidden and will subject the offending staff to potential criminal prosecution and/or disciplinary action up to and including termination.

If a student approaches Academy staff to seek advice or to ask questions regarding a personal problem related to, but not limited to sexual behavior, substance abuse, mental or physical health, and/or family relationships, Academy staff may attempt to assist the student by facilitating contact with certified or licensed individual who specialize in assessment, diagnosis and treatment of the student's situation. Academy staff must also notify the administration should any student approach under such circumstances.

Under no circumstances should Academy staff, unless properly licensed and authorized to do so, attempt to counsel, assess, diagnose or treat the student's problem or behavior, nor should Academy staff inappropriately disclose personally identifiable information concerning the student to a third person, who is not authorized by law.

Employees are prohibited from referring a student for an abortion or assisting a student in obtaining an abortion. Violation of this prohibition may lead to disciplinary action, including, but not limited to any financial penalties required by the State of Michigan

Electronic Communication with Students

Academy staff must not communicate with students through blogs, chat rooms, and personal social networking sites. Such private communication isn't secure and can be easily misconstrued. Electronic communication with students is limited to Academy Sponsored Social Media Sites, discussed in detail below. Telephones, cell phones, email, and texting with students are only allowed if the student's parents/guardians are aware of the communication, your Building Leader has approved that mode of communication, and the content of that communication must be restricted to Academy-related matters only. Violation of this policy can subject the employee to discipline or termination.

SUPPORTING STUDENT BEHAVIOR

The Use of Seclusion and Restraint

Emergency seclusion or restraint must be used only during behavior that requires immediate intervention and poses:

- a. An imminent risk to the safety of an individual student.
- b. An imminent risk to the safety of others.

In the case of an emergency physical restraint, the physical restraint will be governed by the Corporal Punishment Act.

Emergency seclusion or physical restraint may not be used in place of less restrictive interventions unless necessary to prevent risks outlined above. It shall be conducted in manner that is safe, appropriate, proportionate and sensitive to the student's severity of the behavior, chronological and developmental age, physical size, physical condition, medical condition, psychiatric condition, and personal history, including history of physical and sexual abuse.

While using seclusion or restraint, the Academy must include staff certified in CPI or equivalent training to protect the care, welfare, dignity and safety of the student. The staff must continually observe the student in seclusion for any indications of physical distress and seek medical assistance if there is a concern. The staff must document these observations.

Seclusion

Seclusion is the confinement of a student in a room or other space from which the student is physically prevented from leaving and which provides for continuous adult observation of the student. It is a last resort; an emergency safety intervention that provides an opportunity for the student to regain self-control while maintaining the safety of the student and others. A room or area used for seclusion must:

- a. Not be locked;
- b. Not prevent the student from exiting the area should staff become incapacitated or leave that area; and
- c. Provide adequate space, lighting, ventilation, and other accommodations necessary for safety and dignity of the student and others and their supervision by staff.

Seclusion does not include the general confinement of students if that confinement is an integral part of an emergency lockdown drill or another emergency or security procedure that is necessary to protect the safety of students.

Seclusion is inappropriate for students who are self-injurious or suicidal. Physical restraint or another appropriate less-intrusive intervention method shall be used in these cases.

Time and Duration- Emergency seclusion should not be used any longer than necessary to allow a student to regain control of their behavior, but generally:

- a. Elementary students- no longer than 15 minutes (and never on preschool children).
- b. Middle and High School Students- no longer than 20 minutes.

If the emergency seclusion lasts longer than the suggested maximum, the following are required:

- a. Additional support (for example: change staff, obtain assistance of a nurse);
and

- b. Complete documentation explaining the extension beyond suggested max time.

A timeout is a behavior intervention in which a student, for a limited and specified time, is placed in an environment where access to positive reinforcement is unavailable. Timeout should not be confused with seclusion; in a timeout setting a student's movement is not physically restricted. Timeout lies within the continuum of procedures that helps students self-regulate and control their behavior:

- a. Planned ignoring is the systematic withdrawal of social attention for a predetermined time period upon the onset of mild levels of problem behavior.
- b. Withdrawal of materials that the student is using when inappropriate behavior occurs.
- c. Contingent Observation occurs when the student remains in a position to observe the group without participating or receiving reinforcement for a specified period of time.
- d. Exclusionary timeout occurs when the student is removed, within the same classroom or to a nearby location under adult supervision, in response to behavior that requires immediate and direct cessation.

Restraint

There are three types of restraint:

- a. Physical restraint involves direct contact that prevents or significantly restricts a student's movement. It is a last resort emergency safety intervention that provides the student the opportunity to regain self-control. Staff may, within the scope of employment, use *reasonable force** necessary to maintain control for the purpose of providing an environment conducive to safety and learning as permitted in one or more of the following situations.

This policy does not forbid actions taken to:

- To quell a disturbance that threatens physical injury to any person (for example: break up a fight).
- Obtain possession of a weapon or other dangerous object upon or within the control of the student.
- Brief holding of an adult in order to calm or comfort.
- The minimum contact necessary to physically escort a student from one area to another.
- Assisting a student in completing a task/response if the student does not resist or resistance is minimal in intensity or duration.
- Restrain or remove a student whose behavior is interfering with the orderly exercise and performance of Academy functions within Academy premises or at an Academy related activity, if that student

has refused to comply with a request to refrain from further disruptive acts.

- Self-defend, or defend others.
- To prevent a student from inflicting harm on themselves.
- To protect property.
- To hold a student for a brief time in order to prevent an impulsive behavior that threatens the student's immediate safety. (For example: running in front of a car).

**In determining reasonable force, deference shall be given to good-faith judgments made by that person. A person who willfully or through gross negligence violates the reasonable use of physical force may be disciplined by the Academy.*

- b. Chemical restraint is the administration of medication for the purpose of restraint. Chemical restraint does not apply to medication prescribed by and administered in accordance with the directions of a physician
- c. Mechanical restraint means the use of any device or material attachment to or adjacent to a student's body that restricts normal freedom of movement and which cannot be easily removed by a student. Mechanical restraint does not include:
 - An adaptive or protective device recommended by a physician or therapist (when it is used as recommended);
 - Safety equipment used by the general student population as intended (for example: seat belts, safety harness on school transportation).

Mechanical restraint, chemical restraint, restraint that negatively impacts breathing or prone restraint are all prohibited. Physical restraint is only to be used in emergency situations and only if essential to providing for the safety of the student or safety of another.

Time and Duration- Restraint should not be used:

- a. Any longer than necessary to allow students to regain control of their behavior; and
- b. Generally no longer than ten minutes.

If an emergency restraint lasts longer than ten minutes, the following are required:

- a. Additional support (for example change staff, introduce a nurse or specialist); and
- b. Documentation to explain the extension beyond the time limit.

The following practices are prohibited under all circumstances, including during emergency situations:

- a. Corporal punishment.
- b. The deprivation of basic needs.
- c. Anything constituting child abuse.
- d. Seclusion of preschool children.
- e. The intentional application of any noxious substance or stimuli which results in physical pain or extreme discomfort.
- f. Mechanical restraint.
- g. Chemical restraint.
- h. Any restraint which negatively impacts breathing.
- i. Any prone restraint, defined as the restraint of a person faced downwards. Any Academy staff member who is using a prone restraint as a result of responding to an emergency situation must take immediate steps to end the prone restraint.

Prohibition of Corporal Punishment

Although students may require disciplinary action in various forms, Partner Solutions does not condone the use of unreasonable force and fear as an appropriate procedure in student discipline. Staff should not find it necessary to resort to physical force or violence to compel disobedience. If all other means fail, staff members should remove the student from the classroom or Academy through suspension or expulsion procedures.

Corporal punishment is prohibited at all times. If any staff member deliberately inflicts, or causes to be inflicted, physical pain by hitting, paddling, spanking, slapping, or makes use of any other kind of physical force as a means of disciplining a student, they may be subject to discipline by the Board and the Academy, and criminal charges. This prohibition also applies to volunteers, third party vendors, and contractors.

Corporal punishment does not include physical pain caused by reasonable physical activities associated with athletic training.

CHILD PROTECTION LAW

In 2010, Congress reauthorized the Child Abuse Prevention and Treatment Act (42 U.S.C.A § 5106g), which defines child abuse as, “Any recent act or failure to act on the part of a parent or caretaker which results in death, serious physical or emotional harm, sexual abuse, or exploitation”

Child abuse includes, but is not limited to:

- Physical Abuse
- Psychological Abuse
- Sexual Abuse

- Neglect

ChildWelfare.Gov indicates that the first step in helping victims of child abuse is learning to recognize the signs of child abuse and neglect. While a single sign does not automatically indicate child abuse, a closer look at the situation may need to result from signs appearing or lingering over time.

The following contains a list of just a few of the many warning signs and symptoms of child abuse—however, this in no way is an exhaustive list of potential child abuse. Partner Solutions employees should always be on the lookout for sudden behavior or physical changes and should consider these changes as evidence for a possible child abuse report.

Warning Signs of Abuse in Children—

- The Child:
 - Shows sudden changes in behavior.
 - Has not received help for injuries or medical issues of which parents have received notice.
 - Shows a fear or reticence to go home attributable to no known causes
 - Discloses mistreatment.
- Signs of Possible Physical Abuse Include:
 - Unexplained burns, bites, bruises, or injuries.
 - Behavior predicated towards violence to pets or animals.
 - Showing fear of adults beyond reasonable shyness or apprehension.
 - Disclosing Physical contact with adults outside acceptable discipline OR disclosing adult anger or violent outbursts.
- Signs of Possible Psychological Abuse Include:
 - Showing extreme passivity or aggression.
 - Delayed physical or emotional development unrelated to any known causes.
 - Overwhelming urge to “parent” other children or unusually infantile behavior for their age group.
 - Unhealthy verbal interactions between the child and parent/guardian.
- Signs of Possible Sexual Abuse Include:
 - Pain, itching, bruises, or bleeding in genital area.
 - Reporting nightmares or bedwetting.
 - A sudden change in appetite unrelated to any known causes.
 - Has difficulty walking or sitting.
 - Demonstrating bizarre, sophisticated, or unusual sexual knowledge or behavior.

- Disclosure of inappropriate adult contact or uncomfortable situations.
- **Signs of Possible Neglect Include:**
 - Frequent unexplained absences.
 - Lack of basic medical or dental care, immunizations, or necessary eyewear.
 - Consistent lack of cleanliness or personal care and hygiene.
 - Lack of sufficient clothing for the weather.
 - Reports of consistent lack of home care and monitoring appropriate for child's age.
 - Consistent, unexplained lack of food for the entire school day.
 - Significant, unexplainable weight changes.

Mandatory Reporting Action Plan

The Michigan Child Protection Law (Public Act 238 of 1975, as amended: MCL 722.621 et seq.) mandates that certain professionals report their suspicions of child abuse or neglect to Children's Protective Services (CPS) at the Department of Humans Services (DHS).

Mandated reporters in schools include:

- a. Psychologists
- b. Social workers
- c. School administrators
- d. School counselors
- e. Teachers

Mandated reporters are required to make an immediate oral report to CPS. The oral report can be made by calling (855) 444-3911. The individual who had contact with the child must complete the call and provide as much information regarding the following:

- a. name of the child
- b. age of child
- c. description of abuse or neglect
- d. names and address of child's parents/guardians
- e. the person with whom the child resides
- f. other information available to the reporting person that might establish the cause of the abuse or neglect, and the manner in which the abuse or neglect occurred

The reporting person is also required to file a written report within 72 hours. The written report form is DSS-3200.

The Academy is not required to determine whether abuse or neglect has actually occurred. Investigation and appropriate action are the responsibility of Children's Protective Services.

The following procedure should be followed when reporting child abuse or neglect:

- a. Staff who suspects child abuse or neglect of a student will contact the Building Leader or their designee regarding their concerns, either prior to or after their reporting the suspected abuse. If administration is not available, proceed with filing the report.
- b. A DSS 3200 form is available in the School Office. It will contain instructions on how to complete and send the form to the proper authorities.
- c. The staff member who suspects abuse can request assistance in filing the oral or written report. However, just reporting your suspicions to another staff member or a member of the administration does not relieve your responsibility to report the suspected abuse/neglect. All reports should be a first-hand account of the suspicions.
- d. A copy of the written DSS 3200 report should be kept on file at the Academy with the School Leader or their designee to support and document your filing. Having a copy of the report will also assist the school when, or if, a school visit is made by a DSS worker.

An abuse/neglect report is confidential. The identity of the reporter should be kept confidential as well, subject to disclosure only by court order or consent.

No one can or should interfere with an effort to file a report of abuse/neglect filed by a mandatory reporter.

There is no liability for making a legitimate report if later proven unsubstantiated as long as made in good faith.

MEDICATIONS AND/OR TREATMENT OF STUDENTS

Whenever possible, medications and/or treatments should be administered outside of the school day. However, the Academy recognizes the need to administer medications and/or treatments while the students attend school.

Medications and/or treatments must be administered in compliance with existing state and federal laws in a safe and effective manner.

The administration of prescribed medication and/or medically-prescribed treatments to a student during Academy hours will be permitted only when failure to do so would jeopardize the health of the student, or the student would not be able to attend school if the medication or treatment were not made available during school hours, or the child is disabled and requires medication to benefit from their educational program.

The definition of “medication” is prescription, non–prescription and herbal medications, preparations, and/or remedies, and includes those taken by mouth, by inhaler, those that are injectable, and those applied as drops to eyes, nose, or medications applied to the skin.

This policy also applies to any medically-prescribed “treatments”. “Treatment” refers both to the manner in which a medication is administered and to health-care procedures which require special training.

Non-prescription (over the counter) medications are those that are sold directly to the consumer without a prescription from a physician or health care professional. Non-prescription medications may include, but are not limited to, acetaminophen, ibuprofen, cough syrups, antihistamines, etc.

Before any medication or treatment may be administered to any student during Academy hours, the Academy requires that the student’s parent/guardian give the Academy written permission and a request to administer medication(s) and/or treatment(s) to their child.

The Academy requires all elementary-age students to have written parental permission and physician approval for any medication and/or treatment as defined in paragraph 4 of this section.

The Academy may choose to allow students enrolled in secondary education to possess and self-administer non-prescription (over the counter) medications as defined in paragraph 5 of this section with written permission granted by a parent or guardian, without additional instructions from a physician.

Any non-prescription (over the counter) medication self-possessed by a student must be labeled by a pharmacy or pharmaceutical company and include the dosage and frequency of administration.

An Academy administrator may discontinue the student’s right to self-administer and self-possess prescription (over the counter) medications if there is misuse by the student. The denial shall follow a consultation with the parent/guardian.

Any student (both elementary and secondary education) who requires prescription medications must have written instructions from a physician (authorization for administration of medication form), which include the name of the student, name of the medication, dosage of the medication, route of administration, and time any prescription medication and/or treatment, along with the parent/guardian’s written permission. The prescription medication must remain at the Academy office at all times.

Students with disabilities who have an Individualized Educational Program (IEP) or Section 504 Plan are included under the procedures that govern the administration of medications.

Parent/Guardian Responsibilities

A Parent or guardian must complete and sign an authorization for administration of medication form for each medication and/or treatment. The form shall be renewed every school year.

The Student's physician must complete and sign the authorization for administration of medication and/or treatment form. Written instructions from a physician shall include the student's name, name of the medication, dosage of the medication, route of administration, and time any prescription medication and/or treatment is to be administered.

A Parent or guardian must bring medication in original container to Academy office. The Parent/guardian must obtain medication refills when needed.

Unsupervised use of an inhaler is allowed when authorized by a physician and permission granted by a parent or guardian. These students must notify their teacher each time they use the inhaler so that frequent use can be notified to the parents/guardians. It is recommended that an extra inhaler be kept in the Academy office.

Parent or guardian must pick up unused medication at the end of the school year, or the Building Leader or designee will discard medication following state protocol. Disposal by the Academy shall be recorded on the medication log and initialed by a second staff member.

Academy Staff Responsibility

Staff must wash hands before and after administering medications.

All medication must be kept in the labeled container as prepared by the pharmacy or pharmaceutical company with the student's name, medication name, dosage, and frequency of administration.

All controlled substance medications shall be counted and recorded upon receipt from the parent/guardian. The medication shall be re-counted, monthly or bi-weekly and the count reconciled with the medication log. A controlled substance medication is a drug regulated by the Federal Controlled Substances Act, including opiates, depressants, stimulants and hallucinogens. For a complete and updated list of federally controlled substance please refer to <http://www.deadiversion.usdoj.gov/schedules/index.html#list>.

A log of medication administration must be kept at the Academy. The individual student's medication log will be filed in the student's record at the end of the school year. The individual medication log will be kept for a year after the student's graduation from high school or transfer to another school district.

The medication log will contain the student's name and the name and dosage of the medication. The individual giving the medication shall record the date and time of administration. The log will be witnessed and signed by a second staff member.

If an error is made in recording, the individual who administered the medication shall cross out, initial the error, and make the correction in the log.

Medications must be administered by one adult in the presence of a second adult, except where the adult administering the medication is a licensed registered professional nurse (as described by the Michigan Revised School Code, Section 380.1178), or when an emergency threatens the life or health of the student.

Expiration dates should be checked at least twice each school year. All medications should be assessed halfway through the year for expiration dates. Parents should be notified if medication has expired.

Staff must observe the student as they take the medication. Allergic reaction and other side effects can occur even after the student has taken the medication before. If any rash, dizziness, cough or breathing difficulty occurs, do not administer another dose. The parents should be called immediately. If the student suffers a severe reaction or increased breathing difficulty, call 911.

Medication shall be stored in a secure location that is kept locked. Emergency medications may be stored in a readily available area for ease of administration.

When it is necessary for a student to have medication administered while on an Academy field trip or off site activity, the individual designated to administer the medication must carry the medication in the original container; and record the necessary information on the medication log upon returning to the Academy.

Any errors made in the administration of medications shall be reported to the Building Leader immediately, and a written report completed and entered in the student's school record. The Building Leader is responsible for reporting the medication error to the student's parents/guardians immediately.

Medical Action Plan

Prior to the beginning of the school year, parents/guardians are responsible to inform the Academy in writing of any medical issues that may require intervention during the school day.

Examples of medical issues may include but are not limited to life-threatening allergies (i.e., the need for an epinephrine auto injector, i.e., EpiPen®), diabetes, epilepsy, asthma or any condition of a serious nature affecting the health of the student.

When a parent/guardian has alerted the Academy of a medical issue, Academy staff must contact student's parents/guardians and physician to discuss:

- a. Severity of the medical condition.
- b. What symptoms accompany the condition.
- c. What medications is the student taking to manage the medical condition.
- d. Student's age and maturity in handling their medical condition.
- e. Appropriate staff response to student's symptoms.
- f. When staff should contact 911.
- g. Confirm student's classroom placement (i.e., nut free table vs. nut free classroom).
- h. Physician suggestions in treating the medical condition.
- i. Any limitations or accommodations (if any) suggested for recess, physical education, field trips, etc.

The parent/guardian will have to complete a release of information form from student's physician to allow Academy staff to obtain information from the physician.

Academy, parents/guardians and physician will participate in developing a medical action plan. The medical action plan must be completed and signed by the student's physician and parents/guardians. The Academy may contact a licensed registered professional nurse to assist Academy in assessing a particular situation warrants creating a medical action plan.

The Academy, parents/guardians and physician can work together to modify the medical action plan. Any final changes/modifications to the medical action plan must be approved by the student's physician.

All appropriate Academy staff, including teacher support staff, are trained in the use of epinephrine auto injectors, such as EpiPen®, for the use in the treatment of allergic reactions, and inhaler use for the treatment of asthma.

Procedures for Training Academy Staff in Administration of Medications to Students:

All individuals designated to administer medication are encouraged to receive in-service training on all policies and procedures regarding this policy.

Individuals, except licensed registered professional nurses, who are responsible for administering any medications that must be given by injection, by nebulizer or administered vaginally, rectally or into the bladder must receive one-on-one training by a licensed health professional.

Documentation that Academy personnel have completed in-service training shall be maintained by the Academy and made available, upon request, to a student's parent/guardian, physician, or licensed registered professional nurse.

CONTROVERSIAL ISSUES

A controversial issue is a topic that will produce both support and opposition in a community. The Academy believes that the discussion of controversial issues should be part of the educational program.

When a controversial issue is not part of the curriculum, the Building Leader must approve its instructional use in accordance with Academy guidelines and/or board policies. When introducing a controversial issue in the classroom, the teacher must consider:

1. the chronological and emotional maturity of the students;
2. the relevance of the controversial issue to the course;
3. the degree to which the students can personally handle the issue; and
4. the time available to study the issue so that it allows for a fair discussion of all opposing viewpoints.

Controversial issues may be initiated by the students, provided that issues are presented in the ordinary course of classroom instruction and are not disruptive to the educational process.

Controversial issues may not be initiated by a source outside of the Academy unless prior approval has been given by the Building Leader in accordance with Academy guidelines and/or board policies. The teacher may express his/her personal position on a controversial issue; however, he/she shall clearly identify the position as a personal opinion.

If a parent/guardian finds that the materials used in their child's course of study conflict with his/her religious belief or value system, the parent/guardian may request in writing that the child be excused from the course of study for specified reasons. The teacher must let the Academy Administration of the written request. The Academy will provide alternative educational activities during the requested

absences. The student will not be excused from courses or activities mandated by the state.

SCHOOL FIELD TRIPS

Any Field Trips organized must receive prior written approval by Building Leader. Staff may be asked to organize and attend field trips for students. Staff will need to supervise the students during the entire field trip and keep the safety of the students in mind at all times. Staff will be responsible for following school policy during the field trip. Field trips will not be mandatory and employees attending these trips will not receive additional pay for the additional duties. Reimbursement for expenses incurred during field trips will need to be obtained through the fund raising efforts of the class unless prior arrangements are made. All staff attending the field trip must travel on the bus with students.

MOECS REPORTING

Although it is the responsibility for the Academy to provide five (5) days' worth of district-provided professional development (DPPD) to all teachers and additional trainings to new teachers, it is an individual teacher's responsibility to maintain a log of their attended professional training and enter it into the Michigan Online Educator Certification System (MOECS) in order to receive credit for the DPPD. Academy does not submit any individual's PD attendance information for the Registry of Educational Personnel (REP) nor keeps record of any attendance for verification or auditing purposes.



International Academy
of Saginaw

International Academy of Saginaw

Academy-Specific Policy and Procedures Supplement

NEW EMPLOYEE FINGERPRINTING COSTS

Fingerprinting costs for new employees will not be reimbursed.

TIME CLOCK

All non-exempt employees (see Non-Exempt section of the employee handbook for a definition of a non-exempt employee) must use the time clock within the building at the start and end of each shift. The time clock must also be used to punch in and out for every break over 20 minutes. The expectation is that upon punching in, staff members will be completely prepared to begin their shift. Failure to use the time clock appropriately may result in disciplinary action.

For the purpose of calculating hours worked, time clock will round to the nearest 5 minute interval.

Building Leader will Auto-deduct 30 minutes each day for a staff member's lunch break. Employees are responsible for notifying their Supervisor when working during lunch and if so will be asked to log into the employee portal and submit a time-change request.

PAYMENT SCHEDULE

Pay Periods

Employees are paid semi-monthly, on the 1st and the 16th day of each month. Pay dates may be adjusted to accommodate both secular and religious holidays. Such adjustments will be communicated to employees in a timely manner. Unless otherwise communicated, a check date that would normally fall on a weekend or banking/federal holiday will fall back to the last business day prior.

Pay Periods	
Salary Staff	For time worked from the 1 st -15 th , payment will be on the 16 th of the month.
	For time worked from the 16 th - last day of the month, payment will be on the 1 st of the month.
Hourly Staff	For hours worked from the 1 st -15 th , payment will be on the 1 st of the following month.
	For hours worked from the 16 th - last day of the month, payment will be on the 16 th of the following month.

LEAVE FROM WORK/PAID TIME OFF (PTO) POLICY

It is expected that employees work all scheduled days unless sickness or events beyond the control of the employee prevent them from working. Employee's personal business should be conducted during times when the Academy is closed. Additionally, any instructional employees are expected to prepare and provide lesson plans for substitutes for any absences incurred under this policy.

Absences for illness are allowed. Days missed due to illness that exceed three consecutive business days are considered extended leave and require an Extended Leave Request Form to be completed, signed by a Supervisor, and turned in to the Partner Solutions Human Resources Manager. If the absence exceeds three work days, the employee is required to provide a certification from his or her doctor that the employee is able to resume work with or without accommodation.

Absence from work for personal reasons beyond the employee's control must have prior consent from the Building Leader or Supervisor. When possible, consent should be requested at least four weeks in advance. If it is not possible to obtain consent prior to an absence because of an emergency, the employee must notify the Building Leader or their Supervisor of the emergency and seek consent as soon as possible. Pay for emergency days without prior approval are subject to Building Leader/Supervisor approval. Leave days can be approved for illnesses, emergencies, bereavement, and personal reasons beyond the employee's control. Leave days are pro-rated based on start date. If an employee uses more leave days than earned, a deduction of the time used is taken out of their pay on the following pay period. Excessive use of leave days may result in disciplinary action.

BEREAVEMENT

Regular full-time and part-time employees (25+ hours per week) are provided bereavement days off from work when a death in the family is experienced. In the event that a member of the employee's immediate family dies (spouse, child, parent, grandchild, grandparent, sibling or their in-law or step relative counterparts, legal dependents and relatives residing in the employee's home, the employee receives three (3) bereavement days off upon request.

GIFT GIVING PTO DAYS

There are cases when an employee may want to gift their paid time off days to a co-worker experiencing a personal hardship who has exhausted all of their paid time off. Giving the gift of paid time off days to a co-worker is a very generous gift. Gifting paid time off is not a requirement and may or may not be reciprocated. Partner Solutions will not solicit for donations of paid time off days. All gifted paid time off requests should be made in writing via email to the Human Resources Manager at the Partner Solutions office. This gift will be made anonymously and communicated to the receiving employee by Partner Solutions.

Donations of paid time off amounts made by teachers under the Gift Giving PTO policy do not disqualify otherwise eligible teachers from participating in the Attendance Bonus.

TRACKING TIME OFF

All employees need to record absences for any day they are not at the Academy regardless if a substitute is needed or not. If absences are not entered, the days off may not be paid. Absences can be taken in full or half day increments. Absences for four hours or less are recorded as a half a day. Absences for over four hours are recorded as a full day.

Emergency absences due to illness, etc. should be phoned to the Building Leader/Supervisor as soon as possible, but no later than 5:30am. If no timely phone call is made, the absence may not be paid.

The Academy uses an automated service to simplify the process of recording absences through the employee portal at www.myemployeelogin.com.

TIME OFF SCHEDULES

Vacation Time

A vacation program is provided for all administrative employees and school leaders that follow the calendar year, who are regularly scheduled to work 25 or more hours per week. The approval of requested vacation is at the discretion of the School Director.

The organization will identify the employee's vacation group and step and may change the employee's group and/or step at his/her own discretion. Vacation is accrued while employees are on paid leave status, including leave, vacation, and workers' compensation leave except as otherwise noted in various policies or as required by laws or regulations. Vacation does not accrue when employees are on unpaid leave. Vacation time renews on September 1 each year.

Accrual of Vacation Time

Vacation time accrues in groups, steps and years of service as follows:

		ANNUALIZED VACATION ACCRUAL		
		<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>
Group	Positions in Group	0 through completion of 3 years of qualifying service	Beginning of 4 th year through completion of 9 years of qualifying service	Beginning of 10 th year + of qualifying service
I	All calendar year positions not in Group II	Accrues 6.67 hours per month (equivalent to 10 days annually)	Accrues 10 hours per month (equivalent to 15 days annually)	Accrues 13.34 hours per month (equivalent to 20 days annually)
II	Assistant/Deputy Director Academic Quality Controller Business Manager IT Manager – Full Time Student Life Coordinator Student Management Coordinator Special Education Academic Coordinator School Director	Accrues 10 hours per month (equivalent to 15 days annually)	Accrued 13.34 hours per month (equivalent to 20 days annually)	Accrues 16.67 hours per month (equivalent to 25 days annually)

Calendar year employees working 25-39 hours per week accrue vacation time at .5 days per month of service, up to 6 days in a calendar year. For example, an employee regularly scheduled to work 30 hours per week, on average a 6-hour day, would accrue 3 hours of vacation time per month, up to 36 hours of vacation time in a calendar year.

Qualifying service is a month on pay status at 50% time or more. Service need not be continuous to be counted. Periods of leave with pay, military leave with pay, and leave without pay because of a work-incurred injury or illness, are included in the determination of the length of qualifying service. For example, an employee on 50% pay status for 12 months earns one-half year of qualifying service.

Using Vacation Time

Employees are expected to submit vacation time requests at least ten (10) days in advance. The School Director has the discretion to approve vacation time with less than ten (10) days advance notice in documented extenuating circumstances. In any

case, the employee must submit a request to use vacation in sufficient time to allow time to plan workloads accordingly if the time request is deemed to be appropriate.

School Directors may request since vacation days on a Friday to take up to a 3-day weekend when school is in session, subject to prior approval by their direct supervisor according to this policy.

The organization may permit an employee who has been employed for one year or more to “borrow” vacation time to a maximum of 50% of the employee’s annualized vacation accrual rate if particular circumstances warrant it. This is subject to this vacation policy and to the approval of the School Director. Should a terminating employee have a “negative balance” of vacation time as a result of borrowing, the final paycheck will reflect this “negative balance” as “time not worked” and the employee’s final paycheck will be adjusted accordingly.

Supervisors are expected to provide opportunities for employees to take vacation each year and at times that will create the least inconvenience to the normal operation of the school. Vacation should normally be taken in the year in which it is accrued. Specific arrangements are subject to approval and scheduling compatible with the organization’s requirements, and should give appropriate consideration to employee preferences.

When a paid holiday falls during a scheduled vacation, it is not counted as a vacation day.

Any employee that becomes ill during a scheduled vacation cannot change a vacation day to a leave day; scheduled vacation day’s count as vacation even if an employee would ordinarily take a sick day.

Carryover of Vacation Accrual

Other than the School Director, employees may carry over any unused accrued vacation time into the next year (as determined as of August 31 each year) at the rate of one-half of the employee’s annualized accrual rate. For example, an employee who accrues vacation at the rate of 20 days in a one-year period may carry forward up to 10 days of unused vacation time into the next year.

The School Director may carry over any unused accrued vacation time into the next year (as determined as of August 31 each year) at the rate of the School Director’s annual accrual rate. Any accrued vacation time in excess of the School Director’s annual accrual rate will be lost each year on September 1.

A vacation time pay out may occur for a transfer to a position with academic year or transfer to a position regularly scheduled 25 hours or less per week.

Payment of Unused Vacation Time Upon Separation

Upon separation of employment, unused accrued vacation days may be paid out if the employee is offered and signs the Company's unconditional separation and release agreement. Should the separation be a result of a voluntary resignation of employment, payout of vacation days is contingent on providing a minimum of two weeks' and/or ten (10) working days' notice. Payment is in a lump sum payment in an amount equal to the individual's daily rate times the number of unused accrued vacation days as of the separation date. If less than two weeks and/or ten (10) working days' notice, the employee shall not receive pay for unused accrued vacation days.

Employees may not add unused vacation days toward their last day actually worked or use preapproved vacation days to postpone their termination date.

Leave Time

Instructional employees follow the staff calendar for breaks and shutdown periods. The chart below indicates any additional paid time off. Leave time renews on September 1 of every year.

Employment Classification	Leave Pay	Holiday Pay
Administrative Employees and School Leadership Full-time (25+ hours/wk) (.63 FTE and above) Salary & Hourly	12 days/yr	*Salary - Include in salary Hourly – see below.
Instructional Staff Full-time (25+ hours/wk) (.63 FTE and above) Salary & Hourly	10 days/yr	*Salary - Include in salary Hourly – see below.
Hourly Part-time (< 25 hours/wk)	N/A	N/A

*Holidays are paid for active employees only.

Leave time shall be prorated for employees who start in the middle of an academic year or who terminate in the middle of an academic year.

Using Leave Time

Absences for which leave days cannot be used for include, but are not limited to absences for the purpose of outside employment or profit, personal recreation or

social activities including reunions, family trips, wedding preparations, honeymoons, arrival of out-of-town guests, school breaks that are not closed days, and/or personal business.

Carryover of Leave Accrual

If an employee does not use their annual allotted number of leave days, the unused days will be banked for use in future years. Up to 60 days will be banked for each employee.

Accrued leave time is not paid out upon separation of employment. If unearned leave days have been taken in excess of that accrued, this amount may be deducted from the employee's last pay. Leave days are earned at a rate of 1 day per month and part time employees earn prorated leave days based on their position and FTE.

Only non-exempt employees who work more than 40 hours in a workweek will receive overtime pay at one and a half times their regular rate of pay. Overtime pay is based on hours worked, which shall not include any holiday, paid time off ("PTO"), or other benefit time (jury/witness duty, bereavement) for purposes of overtime calculations.

Example: An employee takes PTO on Monday but works a full eight (8) hours on Tuesday through Saturday. No overtime would be paid since the PTO on Monday does not constitute hours worked.

Custodians

Custodians work 52 weeks per year and do not follow the instructional staff calendar. See holiday schedule for a list of paid holidays. PTO will renew on September 1 of every year.

CUSTODIAL HOLIDAYS

Custodial employees do not follow the instructional calendar because much of their work needs to be done during when students are not in the building. Paid holidays are designated for non-exempt employees regularly scheduled to work 25 or more hours per week. Please reference the list below for custodial holidays. When a holiday falls on a Saturday, it will be observed on the preceding Friday. When a holiday falls on a Sunday, it will be observed the following Monday. Paid holidays must be indicated on timesheets.

Labor Day
Thanksgiving Day
Friday after Thanksgiving
Christmas Eve
Christmas Day
New Year's Day
Martin Luther King Jr Day (MLK Day)

President's Day
 Good Friday
 Memorial Day
 Independence Day

To receive holiday pay, you must work (or be excused with pay) on your last scheduled workday immediately preceding the holiday and the workday immediately following the holiday.

A staff member, who is on an unpaid leave of absence when a scheduled holiday occurs, will not be paid for the holiday, except if the holiday falls on a day when the staff member normally would have returned to work.

ATTENDANCE BONUS

Regularly-scheduled teachers must start employment during an academic year prior to March 1st in order to be eligible to receive an attendance bonus. The bonus is prorated for teachers who start prior to March 1st of an academic year. Attendance bonuses are calculated as of June 30th each academic year, upon which the bonus is paid on the November 16th paycheck of the following academic year on the condition that the teacher is still actively employed. An absence may be less than one day and include paid or unpaid absences.

With the exception of absences due to a School Director sponsored absence, (for example: professional development course for which the employer is paying), the chart below outlines the attendance bonus for eligible teachers.

Start Date of Teacher	Annual Leave time available (if employed for entire academic year)	Maximum number of absences requiring a substitute	Attendance Bonus Amount
August / September	10	2	\$350
		3	\$250
		4	\$100
October	9	2	\$311
		3	\$222
		4	\$89
November	8	2	\$272
		3	\$194
		4	\$78
December	7	2	\$233
		3	\$167
		4	\$67

January	6	2 3 4	\$194 \$139 \$56
February	5	2 3 4	\$156 \$111 \$44
March	4	N/A	N/A
April	3	N/A	N/A
May	2	N/A	N/A

EMERGENCY SHUTDOWN POLICY

Employees regularly scheduled to work 25 or more hours per week will be paid for unexpected shutdowns, power failures, and snow days if the day falls on a regularly scheduled work day. There may be a maximum number of days allotted for these reasons. These days may be required to be made up.

If the academy is closed, employees who have scheduled in advance and received approval for paid time off on the same day as the closure, those employees will be allowed to change their approved paid time off day to coincide with the rest of the facility for emergency shutdown time.

Custodians are expected to come to work as soon as it is safe to travel. A paid time off day can be used (if applicable) should a custodian deem travel unsafe. Absences on emergency shutdown days are treated like any other absence. If the school closure continues for more than on consecutive school day, attendance is conditional at the discretion of the School Director or Maintenance Supervisor.

LESSON PLANS

When substitutes are needed, teachers should make arrangements for lesson plans to be ready or indicated that emergency plans should be used. It is a requirement that teachers have 10 days of emergency plans available in the event of an unplanned absence. Teachers should submit weekly lesson plans as designated by the School leader / Supervisor.

APPEARANCE

Appropriate professional office dress and personal hygiene are expected at all times. Because employees perform a wide range of duties and work at a variety of locations, it is not practical to have uniform appearance guidelines.

However, employees should keep in mind that they are seen as representatives of the Company and role models for the people served by the Company. The following

rules apply in all situations at Company owned locations, at locations assigned as part of employment with Company, or during Company work hours:

- There should be no gap between a shirt and pants, shorts, dresses, or skirts when standing or sitting.
- Cleavage should never be shown.
- When shorts are worn they should reach the mid-thigh or longer.
- Clothing with potentially offensive or controversial messages is prohibited.
- Clothing which is dirty, ripped, unprofessional or provocative in nature is never appropriate.
- Tops should have straps that are no less than 1 inch wide.
- Beach wear including ball caps, cut offs, halters, sweats and/or gym clothing is never appropriate.
- Staff are permitted to wear leggings as tights accompanied by a dress. Leggings are not acceptable to be worn as pants.
- Employees shall be clean-shaven or have a neatly trimmed beard or mustache.

Unacceptable appearance also includes visible body piercings (other than earrings) and visible tattoos that are considered offensive, racist, vulgar, show scenes of violence, drug related, contain strong sexual imagery, gang related or contain obscene phrases.

Employees shall wear appropriate footwear for their position. Tennis shoes may be worn by staff who are on their feet all day but must be clean and in good condition. Employees will avoid shoes that would be considered athletic sandals, or beach shoes. Examples of unacceptable footwear included flip-flops, Crocs, and athletic slides.

The above-listed attire is required on a daily basis except on special occasions as determined by the School Director, such as “non-uniform” days or casual days (these days will be announced and/or are included on the staff internal calendar). On those days, employees will be allowed to work in casual dress. Acceptable forms of casual office dress may include the following: jeans (no frays or tears), slacks and casual pants such as khakis. Academy t-shirts are acceptable on casual dress days. Appropriate footwear on casual dress days would follow the same guidance as above. However, if business needs of the day warrant it, the employee is required to dress in appropriate attire even if it is a designated special occasion day.

The Company reserves the right to send an employee home on unpaid time to change. Requests for modification to the dress code are available for persons observing sincerely-held religious beliefs or to accommodate treatment for a diagnosed medical condition.

Reimbursements and Expense System

From time to time, Company employees may be required to travel in order to conduct business, host business meetings or events, attend conferences and/or training classes on behalf of the Company and at its expense. Reasonable time for attendance at professional conferences, meetings or educational workshops may be allowed by Management, and considered part of the worker's training and responsibility.

Reimbursement for conference fees and other conference-related expenses is very limited and can be approved only by the Building Leader.

Expense Reimbursements

All requests for expense reimbursements, regardless of amount, must be submitted within two (2) weeks of the end of the applicable work year. Terminated employees must submit expense reimbursement requests within two (2) weeks of the final day of employment. No expense reimbursement requests will be honored or paid after that date.

Requests for expense reimbursements must be submitted to the Supervisor. Detailed explanations must be presented when receipts are lost. Under no circumstances may employees approve their own expenses or approve expenses of a Supervisor to whom they report.

To avoid the decision to withhold reimbursements because an expense is determined to be inappropriate or extravagant, employees should obtain Supervisory approval prior to entering into binding agreements or purchases. Moreover, employees should never enter into any binding agreement or purchase on behalf of the Academy, unless previously and expressly authorized in writing by the Building Leader.

Requests for reimbursements will be processed within a reasonable period of time after all necessary approvals have been obtained.