



Since 2005

OCS Employee Handbook 2024-2025

***Guiding students to become
empowered, ethical, and informed
community members.***



Since 2005

Guiding students to become empowered, ethical, and informed community members.

Dear Our Community School Employee,

Since our founding, Our Community School has been built upon and grown year after year through everyone's efforts to share our passion and commitment to our mission. Our students are the heart, soul and the reason we are here. Each member of this community takes a role in our success.

This Employee Handbook goes through revisions each year. We always find new things to add or policies that need to be revised each year as we encounter changing circumstances or employment law. The Employee Handbook can be found in the "Employee Information" folder in our Staff Portal on Google Drive for ease of use and access.

It is your responsibility as an employee of OCS to read and know the policies and procedures in this Handbook. The OCS Employee Handbook is a guide to ensure we are providing the best possible professional and legally compliant work environment for all stakeholders. There is a separate document called OCS Procedures, which focuses on information relating to daily instruction, procedures, expected behaviors, and school traditions.

There is much to be grateful for at OCS. We are a highly sought-after independent charter school of choice. We employ all that we value by maintaining small, manageable classrooms; establishing student and teacher support by maintaining a solid staff of Special Education and support staff members; and ensuring that we work together as a staff, student and parent community to meet kids where they are and give all that we can provide.

Thank you for being a part of Our Community School. Our collective work here is meaningful, important, and appreciated.

Sincerely,

OCS Administration

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ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE HANDBOOK

PLEASE READ THE EMPLOYEE HANDBOOK AND SUBMIT A SIGNED COPY OF THIS STATEMENT TO THE ASSISTANT EXECUTIVE DIRECTOR.

EMPLOYEE NAME: _____

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

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

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

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

Employee's Signature: _____ Date: _____

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

INTRODUCTION AND CORE VALUES

Mission Statement

Our Community School (“OCS” or the “School”) guides our students to be empowered, ethical, and informed community members. OCS staff members, students, and families strive to create a culture of acceptance and belonging where all students are honored. Our diverse and caring community integrates academics with creativity, thereby fostering independent thinkers, problem solvers, and leaders. We nurture multiple aspects of a child’s development: physical, emotional, intellectual, artistic and social.

Vision Statement

Our Community School stakeholders will positively impact their local and global communities by being Empowered, Ethical and Informed.

Education Philosophy

We believe children are more than a set of test scores and possess intrinsic motivation to become self-regulating, life-long learners.

We are dedicated and committed to the following:

- Teaching the whole child; physical, social, emotional, creative, and intellectual
- Fostering in our children conflict resolution skills, critical thinking skills, empathy, creativity, service to others, personal responsibility, and respect for diversity
- Guiding our students to become empowered, ethical, and informed community members
- Guiding our students to become active citizens of a democratic society
- Meeting our students where they are and instructing students using multiple approaches including direct instruction and hands-on integrated learning
- Assessing students through informal and formal methods such as Smarter Balanced assessments, trimester assessments, and ongoing performance-based assessments
- Integrating units of study across content areas
- Meeting a student’s individual needs in a model of student-centered “situational learning”
- Creating a small learning community that builds on the continuous process of organic teacher and student reflection and growth

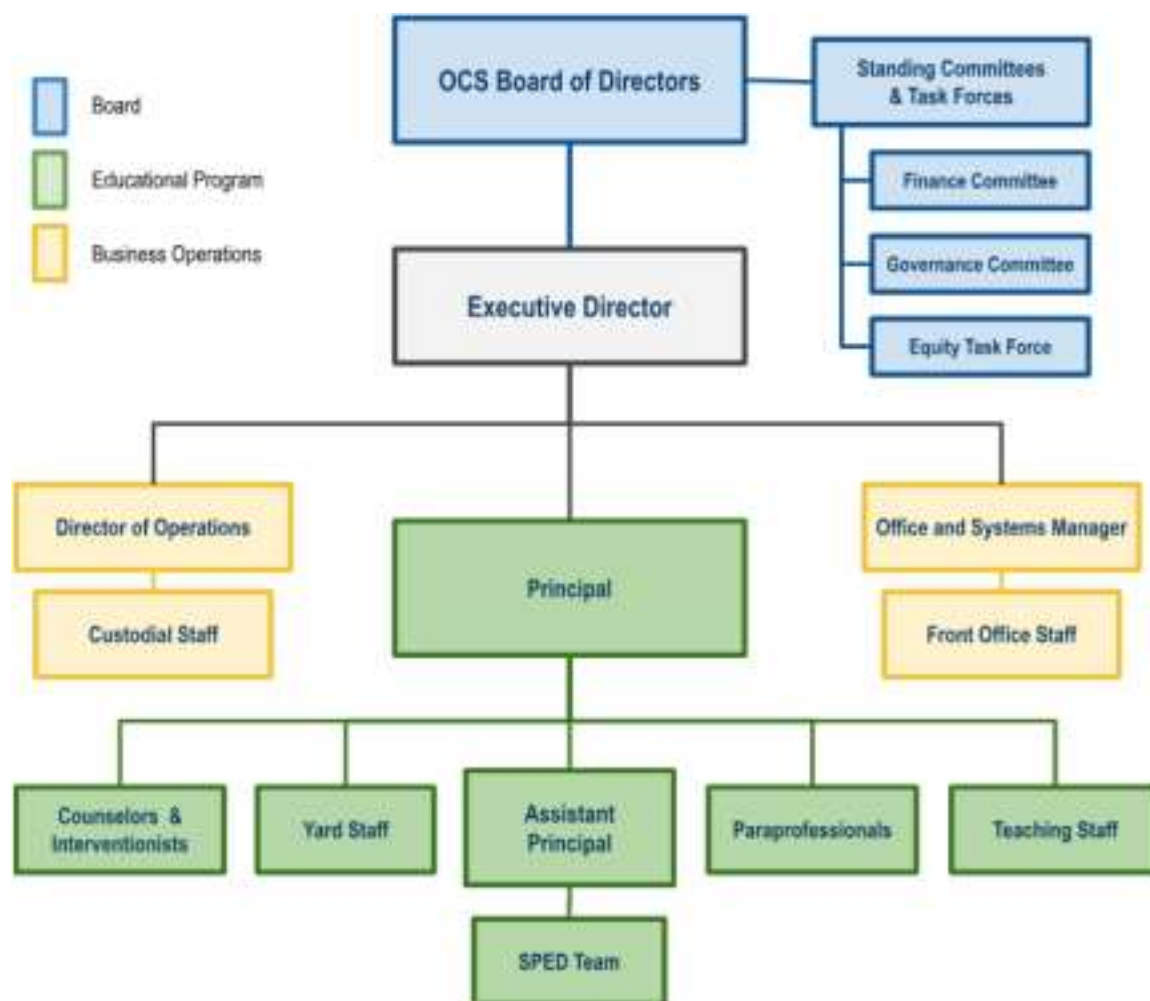
Community Orientation

We believe that Our Community School succeeds because of our collaborative relationships among internal stakeholders as well as engaging our external community in the process of education.

We are dedicated and committed to the following:

- A diverse student-centered student body where individual and group needs are honored
- Developing student leadership at school and in the greater community
- Maintaining a safe and respect-filled learning environment
- Open communication and partnership with students, families, staff, and Board of Directors
- Cooperative relationships with the district, local government officials, and business leaders
- A democratic system of encouraging stakeholder input in the decision-making process
- Student community service on and off campus
- School leadership in local and national reform

OUR COMMUNITY SCHOOL ORGANIZATION CHART



Integration Clause and the Right to Revise

This Employee Handbook contains the employment policies and practices of OCS in effect at the time of publication. All previously issued Handbooks and any inconsistent policy statements or memoranda are superseded.

OCS administration reserves the rights to revise, modify, delete or add to any and all employment policies, such as procedures, work rules or benefits stated in this Handbook or in any other document, except for the policy of at-will employment. Changes in benefits made by OCS administration will be based on changes in law, policy changes from LAUSD Charter School Division, LACOE, CA State Department of Education or based on legal advisement. However, any such changes must be in writing by OCS administration when time permits, staff representation will voice input prior to change in benefit policy.

Any written changes to this Handbook will be distributed to all employees so that employees will be aware of the new policies or procedures. No oral statements or representations can in any way change or alter the provisions of this Handbook.

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

CONDITIONS OF EMPLOYMENT

Equal Employment Opportunity

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

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

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

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

Any applicant or employee who requires an accommodation in order to perform the

essential functions of the job should contact a School representative with day-to-day personnel responsibilities and request such an accommodation. The individual with the disability should specify what accommodation he or she needs to perform the job, or if unknown, what job duties the disability impairs. OCS will then conduct an investigation to identify the barriers that interfere with the equal opportunity of the applicant or employee to perform his or her job. OCS will identify possible accommodations, if any, that will help eliminate the limitation. If the accommodation is reasonable and will not impose an undue hardship, the School will make the accommodation.

At-Will Employment Status

Employment with OCS is “at will.” This means that, unless otherwise specified in a written contract signed by the Executive Director, employment at OCS will continue as long as it is mutually agreeable to the employee and OCS. Employment may be terminated for any reason, with or without cause or notice, at any time by the employee or OCS. Nothing in this Handbook or in any oral or written statement shall limit the right to terminate employment at will. No employee of OCS shall have any authority to enter into an employment agreement - express or implied - with any employee providing for employment other than at will without the prior written approval of the Executive Director.

With the exception of employment at will, terms and conditions of employment with OCS may be modified at the sole discretion of OCS with or without cause or notice at any time. No implied contract concerning any employment related decision or term or condition of employment can be established by any other statement, conduct, policy, or practice. Examples of the types of terms and conditions of employment that are within the sole discretion of OCS include, but are not limited to, the following: promotion; demotion; transfers; hiring decisions; compensation; benefits; qualifications; discipline; layoff or recall; rules; hours and schedules; work assignments; job duties and responsibilities; determinations concerning the use of equipment, methods, or facilities; or any other terms and conditions that OCS may determine to be necessary for the safe, efficient, and economic operation of the School.

Child Abuse and Neglect Reporting

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

OCS will provide annual training on the mandated reporting requirements, using the online training module provided by the State Department of Social Services, to employees who are mandated reporters. Mandated reporter training will also be

provided to employees hired during the course of the school year. This training will include information that failure to report an incident of known or reasonably suspected child abuse or neglect, as required by Penal Code section 11166, is a misdemeanor punishable by up to six (6) months confinement in a county jail, or by a fine of one-thousand dollars (\$1,000), or by both that imprisonment and fine.

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

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

Criminal Background Checks

As required by law, all individuals working or volunteering at the School will be required to submit to a criminal background investigation. No condition or activity will be permitted that may compromise the School's commitment to the safety and the well-being of students taking precedence over all other considerations. Conditions that preclude working at the School include conviction of a controlled substance or sex offense, or a serious or violent felony. Similarly, convictions involving crimes of moral turpitude (e.g., fraud), child abuse or neglect, violence, or any offense which may make the employee unsuitable/undesirable to work around students may also serve as a bar to employment at the School. Additionally, should an employee be arrested for, charged with, or convicted of any offense during his/her employment with the School, the employee must immediately report as much to the Executive Director.

Tuberculosis Test

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

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

contract workers have had TB testing that shows them to be free of active TB prior to conducting work with School students.

Immigration Compliance

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

The School shall not discharge an employee or in any manner discriminate, retaliate, or take any adverse action (e.g., threatening to report the suspected citizenship or immigration status of an employee or a member of the employee's family) against any employee or applicant for employment because the employee or applicant exercised a right protected under applicable law. Further, the School shall not discriminate against any individual because he or she holds or presents a driver's license issued per Vehicle Code § 12801.9 to persons who have not established their federally authorized presence in the United States. Finally, in compliance with the Immigrant Worker Protection Act, the School shall not allow a federal immigration enforcement agent to enter any nonpublic areas of the School without a judicial warrant, or voluntarily give consent to an agent to access, review or obtain employee records without a subpoena or judicial warrant. If a search of employee records is authorized by a valid subpoena or judicial warrant, the School will give employees notice of the inspection both before and after it has occurred as required by law.

Professional Boundaries: Staff/Student Interaction Policy

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

Corporal Punishment

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

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

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

A. Examples of PERMITTED actions (NOT corporal punishment)

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

B. Examples of PROHIBITED actions (corporal punishment)

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

Acceptable and Unacceptable Staff/Student Behavior

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

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

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

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

Staff must understand their own responsibility for ensuring that they do not cross the boundaries as written in this policy. Disagreeing with the wording or intent of the

established boundaries will be considered irrelevant for disciplinary purposes. Thus, it is crucial that all employees learn this policy thoroughly and apply the lists of acceptable and unacceptable behaviors to their daily activities. Although sincere, competent interaction with students certainly fosters learning, student/staff interactions must have boundaries surrounding potential activities, locations and intentions.

Duty to Report Suspected Misconduct

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

Examples of Specific Behaviors

The following examples are not an exhaustive list:

Unacceptable Staff/Student Behaviors (Violations of this Policy)

- (a) Giving gifts to an individual student that are of a personal and intimate nature.
- (b) Kissing of any kind.
- (c) Any type of unnecessary physical contact with a student in a private situation.
- (d) Intentionally being alone with a student away from the school.
- (e) Making or participating in sexually inappropriate comments.
- (f) Sexual jokes.
- (g) Seeking emotional involvement with a student for your benefit.
- (h) Listening to or telling stories that are sexually oriented.
- (i) Discussing inappropriate personal troubles or intimate issues with a student in an attempt to gain their support and understanding.
- (j) Becoming involved with a student so that a reasonable person may suspect inappropriate behavior.

Unacceptable Staff/Student Behaviors without Parent and Supervisor Permission
(These behaviors should only be exercised when a staff member has parent and supervisor permission.)

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

Cautionary Staff/Student Behaviors

(These behaviors should only be exercised when a reasonable and prudent person,

acting as an educator, is prevented from using better practice or behavior. Staff members should inform their supervisor of the circumstance and occurrence prior to or immediately after the occurrence)

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

Acceptable and Recommended Staff/Student Behaviors

- (a) Getting parents' written consent for any after-school activity.
- (b) Obtaining formal approval to take students off school property for activities such as field trips or competitions.
- (c) Emails, text, phone and instant messages to students must be very professional and pertaining to school activities or classes (Communication should be limited to school technology).
- (d) Keeping the door open when alone with a student.
- (e) Keeping reasonable space between you and your students.
- (f) Stopping and correcting students if they cross your own personal boundaries.
- (g) Keeping parents informed when a significant issue develops about a student.
- (h) Keeping after-class discussions with a student professional and brief.
- (i) Asking for advice from fellow staff or administrators if you find yourself in a difficult situation related to boundaries.
- (j) Involving your supervisor if conflict arises with the student.
- (k) Informing the Executive Director about situations that have the potential to become more severe.
- (l) Making detailed notes about an incident that could evolve into a more serious situation later.
- (m) Recognizing the responsibility to stop unacceptable behavior of students or coworkers.
- (n) Asking another staff member to be present if you will be alone with any type of special needs student.
- (o) Asking another staff member to be present when you must be alone with a student after regular school hours.
- (p) Giving students praise and recognition without touching them.
- (q) Pats on the back, high fives and handshakes are acceptable.
- (r) Keeping your professional conduct a high priority.
- (s) Asking yourself if your actions are worth your job and career.

Policy Prohibiting Unlawful Harassment, Discrimination, & Retaliation

OCS is committed to providing a work and educational atmosphere that is free of unlawful harassment, discrimination, and retaliation. OCS's policy prohibits unlawful harassment, discrimination, and retaliation based upon: race (including traits historically associated with race, such as hair texture and hairstyle, including but not limited to

braids, locks, and twists); color; gender (including gender identity, gender expression and transgender identity, whether or not the employee is transitioning or has transitioned); sex (including reproductive health decision-making, pregnancy, childbirth, breastfeeding, and related medical conditions); sex stereotype (including an assumption about a person's appearance or behavior, gender roles, gender expression, or gender identity, or about an individual's ability or inability to perform certain kinds of work based on a myth, social expectation, or generalization about the individual's sex); religious creed (including religious dress and grooming practices); marital/registered domestic partner status; age (forty (40) and over); national origin or ancestry (including native language spoken and possession of a driver's license issued to persons unable to prove their presence in the U.S. is authorized by federal law); physical or mental disability (including HIV and AIDS); medical condition (including cancer and genetic characteristics); taking a leave of absence pursuant to the Family Medical Leave Act ("FMLA"), Pregnancy Disability Leave ("PDL") law, Americans with Disabilities Act ("ADA"), California Family Rights Act ("CFRA"), the Fair Employment and Housing Act ("FEHA"), or laws related to domestic violence, sexual assault and stalking; genetic information; sexual orientation; military and veteran status; or any other consideration made unlawful by federal, state, or local laws.

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

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

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

Prohibited Unlawful Harassment

The following is considered unlawful harassment and is prohibited:

- Verbal conduct such as epithets, derogatory jokes or comments or slurs;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement, or interfering with work because of sex, race or any other

- protected basis;
- Retaliation for reporting or threatening to report harassment; or
- Disparate treatment based on any of the protected classes above.

Prohibited Unlawful Sexual Harassment

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

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

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

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

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

Complaint Form.” See **Appendix B** for the general “Internal Complaint Form.” Complaints that fall within the scope of Title IX will be handled in accordance with the School’s Title IX policy and procedures.

Sexual harassment may include, but is not limited to:

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

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

Whistleblower Policy

OCS requires its directors, officers, employees, and volunteers to observe high standards of ethics in the conduct of their duties and responsibilities within the School. As representatives of the School, such individuals must practice honesty and integrity in fulfilling all responsibilities and must comply with all applicable laws and regulations. The purpose of this policy is to create an ethical and open work environment, to ensure

that the School has a governance and accountability structure that supports its mission, and to encourage and enable directors, officers, employees, and volunteers of the School to raise serious concerns about the occurrence of illegal or unethical actions within the School before turning to outside parties for resolution.

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

Drug and Alcohol Free Workplace

The use of alcohol, illegal drugs, intoxicants, and controlled substances, including prescription drugs, whether on or off duty, can impair an employee's ability to work safely and efficiently. OCS prohibits the use of these substances to the extent that they affect, or have the potential to affect, the school. OCS will not jeopardize the safety of the students, other employees, the public, or OCS operations due to an individual's poor judgment. Accordingly, OCS prohibits the following:

1. Possession, use, or being under the influence of alcohol or an illegal drug, intoxicant, or controlled substance during working hours.
2. Operating a vehicle owned or leased by OCS while under the influence of alcohol or an illegal drug, intoxicant, or controlled substance.
3. Distribution, sale, manufacture or purchase - or the attempted distribution, sale, manufacture or purchase of an illegal drug, intoxicant, or controlled substance during working hours or while on premises owned or occupied by OCS.

OCS will encourage and reasonably accommodate employees with chemical dependencies (alcohol or drug) to seek treatment and/or rehabilitation. To this end, employees desiring such assistance should request a treatment or rehabilitation leave. OCS is not obligated, however, to continue to employ any person whose performance of essential job duties is impaired because of drug or alcohol use, nor is OCS obligated to re-employ any person who has participated in treatment and/or rehabilitation if that person's job performance remains impaired as a result of dependency.

Additionally, employees who are given the opportunity to seek treatment and/or rehabilitation, but fail to successfully overcome their dependency or problem, will not automatically be given a second opportunity to seek treatment and/or rehabilitation. This policy on treatment and rehabilitation is not intended to affect OCS' treatment of employees who violate the regulations described above. Rather, rehabilitation is an option for an employee who acknowledges a chemical dependency and voluntarily seeks treatment to end that dependency.

Confidentiality

Each employee is responsible for safeguarding confidential information obtained during employment. In the course of everyday work, employees may have access to confidential information regarding OCS, its suppliers, students, parents or perhaps even fellow employees. In no way shall any employee of OCS reveal or divulge any such information unless it is necessary to do so in the performance of his/her duties. Access to confidential information should be on a "need-to-know" basis and must be authorized by the employee's supervisor. Any breach of this policy will not be tolerated and legal action may be taken against any employee who breaches the confidential information.

Conflict of Interest

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

Smoking

The OCS facility is a no smoking facility.

THE WORKPLACE

Employment Status

Employment agreements for salaried employees are for either a ten and one half (10.5) or twelve (12) month term. Teachers are on a ten and one half (10.5) month pay period beginning August first of said year and ending June 15. Teachers work 192 days a year as determined by each year's calendar. Administrative personnel have a twelve (12) month employee agreement with the expectation that they will need to do necessary work during the summer months. Administrative personnel work together to coordinate work and leave times to best support the needs of the school. Employment agreements for hourly employees are for a ten (10) month term. Support Staff and specialists work during the 190 days of the school year, and are paid bi in ased on the hours that they work. Employment agreements are issued in Spring at least thirty (30) days before the end of contract year, June 15th. If a new employment agreement is not provided at that time, a Reassurance Letter may take its place. Employment agreements are due on the date designated. Employment agreements that are submitted late will be considered null and void.

Requirements for Commencing Employment

Valid CA State Teaching Credential

All lead teachers and teachers-in-training must provide evidence of their teaching credentials to the Assistant Principal before signing their employment contract. Teachers are responsible for keeping their credential current and are responsible for any fees or training necessary to maintain their credential. Teachers who do not renew their credential thereby allowing it to lapse will not be eligible to teach and will be placed on a temporary unpaid leave for a reasonable period of time until they have reinstated their credential, or they may be released from their at-will employment. The School will assist teachers with a preliminary credential in obtaining a clear credential by providing an induction program to them through Los Angeles or Ventura County Offices of Education.

Resumes and Transcripts

All employees must submit a resume and teachers and support staff must submit transcripts prior to signing their employment contract for accurate salary compensation. If transcripts are not provided before contract execution, then compensation rate will remain in place for that contract term while the contract is still in place. Teachers are encouraged to update their transcript as they complete additional degrees or units, as it may increase their pay.

Employee Classifications

New Hires

The first ninety (90) days of continuous employment at OCS is considered an introductory period. During this time, the employee learns about his/her responsibilities. Also, during this time, the employee's supervisor will closely monitor the employee's performance.

Upon completion of the ninety (90) day introductory period, OCS will review the employee's performance. If OCS finds the employee's performance satisfactory and employment is continued, the supervisor or Executive Director will advise the employee of any improvements expected from them.

Bridging of Time

OCS will give credit to employees previously employed by OCS, provided the break in service does not exceed 365 days. The break in service time will be deducted from the employee's original service date for purposes of the following:

- Seniority date
- Vacation accrual
- Sick leave accrual
- Retirement

Regular Employees

Regular employees are those who are hired to work on a regular, non temporary/substitute schedule. Regular employees may be classified as full-time or part-time.

Full-Time Employees

Regular full-time employees are those who are normally scheduled to work and who do work a schedule of thirty-two (32) or more hours per week. Following the completion of thirty (30) calendar days, employees, designated as regular full-time, are eligible for employee benefits as defined in the Insurance Benefits section of this Handbook.

Full-time employees who need a reduced schedule on a short-term basis for personal reasons should consult with their supervisor for approval. Employees must be employed six (6) months before they are eligible to request a reduced schedule. All requests will be evaluated on a case-by-case and must be approved by the Executive Director. Depending on the situation, the level of benefits may or may not be affected. Please refer to the employee benefits section for more information about this topic.

Part-Time Employees

Part-time employees are those who normally are scheduled to work and who do work

less than thirty-two (32) hours per week. Part-time employees may be assigned a work schedule in advance or may work on an as-needed basis. Part-time employees are not eligible for employee benefits as described in this Handbook.

Temporary and Substitute Employees

Temporary employees are those employed for short-term assignments. Short-term assignments will generally be for periods of three months or less, however, such assignments may be extended. Substitute employees are also employed for limited assignments and only for the purposes of back-filling for another employee on leave. Temporary and substitute employees are not eligible for employee benefits except where mandated by applicable law.

Inactive Status

Employees who are on any type of leave of absence, work-related or non-work-related that exceed four (4) months will be placed on inactive status. During the time the employee is on inactive status, no benefits [i.e., vacation, sick leave] will be earned and seniority will not continue to accrue.

Job Duties

During the ninety (90) day introductory period, the employee's supervisor will explain the employee's job responsibilities and the performance standards expected of the employee. From time to time, the employee may be asked to work on special projects or to assist with other work necessary or important to the operation of the employee's department or OCS. The employee's cooperation and assistance in performing such additional work is expected. Successful completion of the introductory period in no way alters or impairs the at-will nature of employment.

Meal and Rest Periods

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

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

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

working hours and the time allowed for meal and rest periods.

Lactation Accommodation

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

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

Paycom Timekeeping Requirements

All hourly, classified nonexempt employees are required to record time worked for payroll purposes. Employees must record their own time at the start each work period using Paycom. See Assistant Principal or www.paycom.com for training on using Paycom as needed. Employees must also record time for meal times. Any questions or errors on the employee's Paycom time recording should be reported immediately to the employee's supervisor, who will attempt to correct errors.

Dress Code

OCS expects all employees to dress in a professional yet casual manner. The School recognizes that personnel may be sitting on the floor, working with art materials or other messy projects with children, however, employees should wear clean, appropriate clothing in good condition.

All employees should follow the same dress code as we are requiring of the students in the "Student policies" section of this Handbook, with the exception of sturdy open-toed shoes, flip-flops are not acceptable. Professional, casual attire does not include extreme, recreational, athletic (with the exception of PE and coaching staff), social or evening attire.

Employer and Employee Property

Employer Property

OCS property must be kept clean and should be used only for work-related purposes. All equipment provided to employees must be protected from abuse and theft. Voicemail and/or Electronic mail (E-mail) are to be used for business purposes only. OCS reserves the right to listen to voicemail messages and to access E-mail messages to ensure compliance with this rule, without notice to the employee and/or in the employee's absence. Employees who are assigned school laptops will be asked to sign a liability agreement before they can take them off campus.

It may be necessary to assign and/or change "passwords" and personal codes for the voicemail, E-mail, and computer. It is the employee's responsibility to keep these passwords confidential. OCS will keep a record of all passwords/codes used and reserves the right to override any such password system. Please ask an administrator before taking any OCS property from the premises. (The exception would be teachers taking their school laptops back-and-forth from home.)

Employee Property

Many OCS teachers bring their own property into their classrooms to enrich their students' experiences. While OCS appreciates this, the School must document any property employees have in their classroom in the annual inventory so that if the item gets broken or stolen the recovery cost would be covered by the School's insurance. It should be noted in the annual inventory if the item is property of the employee. Teachers should not use their classroom to store items that are not in use during the current year of teaching. For security reasons, employees should not leave personal belongings of high value in the workplace. At the end of the school year, all teachers and support staff are expected to bring all personal property home to ensure safekeeping during the summer classroom cleaning process.

Terminated employees must remove any personal items at the time they leave the OCS. Personal items left in the workplace by previous employees are subject to disposal if not claimed at the time of the employee's termination.

Professional Development

Meetings

Teachers and support staff are expected to positively participate in specifically scheduled staff meetings and professional development sessions on Tuesdays from 1:30pm to 3:30pm and up to four meetings per year from 3:30-4:30pm. Teachers may be asked to work in committees, task forces, CFGs (Critical Friends Groups), Cluster Coordinator-led sessions, and/or present about areas of expertise or recent training. Rather than add required meeting times set by admin, planning, grading, and communications are left flexible for teachers to decide this part of the work schedule. It is expected that teaching staff will coordinate planning time with partner teacher, resource teacher, and support staff at least once per week to discuss student support, plans, parent communication, and assessments. This work is part of the lead teachers'

pay and work schedule. At times and when possible, scheduled staff meeting time will be made available for planning time or exchanged based on the discretion of OCS administration or other opportunities for planning work may be included in the school day.

Active participation in staff meetings and professional development sessions is required. Arrive at the sessions on time, ready to take notes, work with colleagues, ask and answer questions, and provide feedback. If a professional development session is confusing or you feel lacks the qualities you need to grow your practice, please constructively share this information immediately with your administrator and the facilitator of this session.

OCS may require attendance and participation at conferences, workshops, and in-service training sessions run by the school or other organizations. These professional development times are set at least two (2) weeks in advance and promote a consistent philosophy, a well-organized program, and a harmonious staff and faculty. All faculty and staff members are encouraged to offer suggestions of appropriate professional development consultants or educators.

During the school year, teachers may take up to three (3) days for professional development without it counting as their personal days. Faculty and administrators must request approval one month in advance of when the registration is due based on budgeting. Faculty members are expected to coordinate their absences for professional development with the administration and must arrange coverage for any additional duties they will miss. Any professional development that is paid for by OCS, the faculty member must complete a Professional Development Reflection Form and must share information with everyone at faculty and staff meetings. It is important for the employee to demonstrate how this PD will be used in the classroom/program to facilitate learning and impact students for other staff members.

External Employee Education

It may be necessary for employees to attend training programs, seminars, conferences, lectures, meetings or other outside activities for the benefit of OCS or the individual employees. Attendance at such activities may be required by OCS or requested by individual employees. However, attendance may not be considered an officially authorized activity, subject to the following policies on reimbursement and compensation, unless the Executive Director has issued prior written approval. To obtain approval, employees wishing to attend an activity must submit a written request detailing all relevant information, including date, hours, location, cost, expenses, and nature, purpose and justification for attendance.

Where attendance is required or authorized by OCS, customary and reasonable expenses will be reimbursed upon submission of proper receipts. Such expenses generally include registration fees, materials, meals, transportation and parking. Reimbursement policies regarding these expenses should be discussed with the

Executive Director in advance.

Employee attendance at authorized outside activities will be considered hours worked for nonexempt employees and will be compensated in accordance with normal payroll practices.

This policy does not apply to an employee's voluntary attendance, outside of normal working hours, at formal or informal educational sessions, even if such sessions may generally lead to improved job performance. While OCS generally encourages all employee improvement regarding their job skills and promotional qualifications, such activities will not be subject to this policy regarding reimbursement or compensation unless prior written approval is obtained as discussed above.

Recreational Activities and Programs

OCS or its insurer will not be liable for the payment of workers' compensation benefits for any injury that arises out of an employee's voluntary participation in any off-duty recreational, social, or athletic activity that is not part of the employee's work-related duties.

Inclement Weather/Natural Disaster

In the event of severe weather or a natural disaster that prevents employees from safely traveling to and from work, the following leave policies will apply:

Inclement Weather: If weather conditions prevent employees from safely traveling to work, they must notify their immediate supervisor. Employees may be paid for up to two (2) days per year when weather conditions prevent them from reaching the worksite. Absences in excess of two (2) days will be unpaid or vacation time must be used.

Natural Disasters: In the event of a natural disaster such as earthquake, fire, explosion, or civil unrest, the office will be closed if the building is damaged or freeways and roads leading to the office are damaged. For instructions on reporting to another location, contact the office or your supervising administrator immediately, if possible. Please attempt to use the cell phone for calls or text messages as sometimes service is available despite the conditions of the natural disaster.

Telework Policy

Purpose

OCS recognizes approved teleworking as a necessary work arrangement due to the ongoing impacts of the coronavirus ("COVID-19") pandemic. This policy details conditions and requirements, which apply to all such temporary telework assignments.

Definition

Teleworking allows employees to work at home or in an approved remote location for all or part of their regular workweek. Teleworking is not an entitlement, nor is it a school-wide benefit. This temporary arrangement in no way alters or changes the terms and conditions of employment with the School, and the promulgation of this Policy creates no employee rights in relation to teleworking. Furthermore, the School has the right to refuse to make telework available to an employee and to terminate a telework assignment without cause at any time in its sole and unreviewable discretion.

General Requirements

Employees shall not telework unless they receive advance written approval from the School. Employees shall make arrangements with their supervisor and co-workers to address on-site job demands that arise, including returning to the work site to perform certain job duties as needed or as directed by their supervisor. Employees shall be responsible for following all School policies and procedures when teleworking. Employees shall also be solely responsible for the performance of their telework duties; assistance from third parties is strictly prohibited.

Nonexempt employees will be required to (1) record all hours worked as assigned by the School and (2) take and document applicable meal/rest periods. Nonexempt employees must also receive written approval from a supervisor prior to working additional hours or overtime. Failure to comply with timekeeping and work hours requirements may result in disciplinary action, up to and including termination from employment.

Eligibility Considerations

Consideration will be given to employees who work in positions adaptable for telework assignments, particularly those who have demonstrated work habits and performance well-suited to successful teleworking. In the sole discretion of the School and its management, the following eligibility factors will be considered:

- The employee has a position where effective communication can be accommodated electronically;
- The employee's telework assignment will not be detrimental to the productivity or work quality of other employees or the effective operation of the School;
- The employee must be able to perform work from home or an approved remote location without distractions or unnecessary risk to the security of School data, records, networks, or confidentiality generally;
- The employee's equipment and software must meet the School's guidelines/standards, and the employee's needs for Information Technology ("IT") support must be minimal;
- Telework sites must be in California;
- The employee must be effective at working independently for extended periods

- of time;
- The employee has demonstrated or can demonstrate effective time-management skills by completing tasks efficiently and within any required deadlines;
- The employee must maintain connections with work groups or teams from their remote work location; and
- The employee has no recent or pending corrective or disciplinary actions.

Supervisor Responsibilities

Supervisors managing employees who have been permitted to telework must effectively:

- Implement the telework policy/guidelines;
- Conduct remote supervision;
- Understand the technology and tools necessary for successful remote supervision; and
- Establish communication protocols with telework employees, including making continued efforts to involve teleworking employees in office/department events, messages, etc. as applicable to preserve teamwork.

Supervisors will assess each employee's progress on a telework assignment periodically to ensure the employee's compliance with telework requirements, and address any work related issues, including completing evaluations and other performance management as appropriate.

Communication and Accessibility

Employees and supervisors must determine how communication between the teleworking employee, the worksite, and/or other employees also teleworking will be handled. Employees shall keep their supervisor and, as needed, their co-workers or other School stakeholders (e.g., students and/or parents) informed of their availability so these individuals know how and when to reach the employee during the employee's telework assignment. Employees must be accessible by phone and email at all times to their supervisor, co-workers, School stakeholders, and the School generally during assigned work hours. Employees must notify their supervisors if they leave their telework site during agreed upon hours, aside from applicable meal and rest periods. Employees must post their telework schedule on their calendar, including applicable meal and rest periods. Employees must also remain flexible in their scheduling, and shall be available to attend staff meetings and other meetings as required by their supervisor.

Safety

The telework space is considered an extension of the School's worksite. Employees will have the same responsibility for safe practices, accident prevention, and accident/injury reporting as in the regular worksite. In case of injury, accident, theft, loss, or tort liability

related to telework, the employee must immediately report the event to their supervisor and allow the School or its authorized agent to investigate and/or inspect the telework site as needed.

Employees are responsible for establishing and maintaining a designated, adequate workspace at their telework location. When the telework location is the employee's home, the employee is responsible for ensuring the location is safe (free from hazards and other dangers to the employee or equipment), clean, professional, and free of distractions (e.g., children, pets, electronic devices, etc.).

Supplies, Equipment, and Furniture

The School will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, modems, phone and data lines, facsimile equipment or software, and photocopiers) for each telework assignment on a case-by-case basis. The School will not provide office furniture for the workspace at home.

All necessary technology equipment will be supplied and maintained by the School, subject to availability. Equipment supplied by the School is to be used for work purposes only. Employees must sign an inventory of all School property and agree to protect the items from damage or theft. Employees shall not be entitled to reimbursement for their use of School property. Employees shall be held liable to the School whenever their wrongful or negligent act or omission causes loss, theft, disappearance, damage to, or destruction of School property. Upon cessation of a telework assignment, all School property must be returned to the School.

Reimbursement

The School shall reimburse employees for actual and necessary expenses incurred in the employee carrying out School business when such expenses are expressly authorized and preapproved by the School.

Internet Reimbursement: The School shall reimburse an employee's costs for internet at \$30 per month, based upon a reasonable percentage of work-related use.

Information Security and Confidentiality

Employees must never provide any third parties access to the School network or share network access passwords, and must comply with all policies and procedures related to information security and network access.

Consistent with the School's expectations of information security for employees working at the office, teleworking employees must ensure that their telework location is secure and communications provided or sensitive work performed from the telework location remain confidential, away from the presence of family members or guests. Any School

materials taken home, such as confidential personnel or pupil records, must be kept in a secure space within the telework location and not be made accessible to any third parties, including the employee's family members or guests. Steps which employees may take to increase security of School materials/information include use of locked file cabinets and desks, regular password maintenance, shielding computer monitors, and any other actions appropriate for the position and the telework location.

Performance Standards

Employees must maintain the same or an improved level of productivity and work quality while teleworking. If productivity and/or work quality begin to decline, the telework assignment will be reevaluated to determine if changes can be made or termination of the telework assignment is warranted. Telework allows a high amount of flexibility for an employee to complete their work in a timely and proper manner, and it is expected that employees will not abuse this opportunity by allowing their productivity or work quality to decline.

Professional Boundaries

Employees must maintain appropriate levels of professionalism when interacting remotely with students and/or student's family members in full compliance with the School's "Professional Boundaries: Staff/Student Interaction" policy and as summarized below:

- Limit communications with students to issues involving School activities or classes only;
- Ensure professional communications with students by avoiding conversations of an overly personal, inappropriate, sexual, offensive, or indecent nature;
- Respect the privacy rights of students by ensuring communications and/or documents involving confidential pupil information are safeguarded appropriately;
- Maintain the same degree of formality as would be appropriate when working on site, including in manner of speech, tone, method of communication, and appearance and dress, particularly when the employee may be communicating with students via video chat; and
- Continue to comply with any and all School policies, including enforcing appropriate student behavior and student discipline, child abuse and neglect reporting protocols, and prohibitions on harassment or other inappropriate conduct.

For a copy of the School's Policy, please visit page 16 of this handbook. Employees who fail to demonstrate acceptable professional boundaries during a telework assignment may be subject to disciplinary action, up to and including termination from employment.

Evaluation and Duration

Evaluation of employee performance during the teleworking assignment may include

daily interaction by video, phone and/or email between the employee and the supervisor, and weekly face-to-face and/or video meetings whenever possible to discuss work progress and problems, as needed.

The School may modify or terminate telework assignments at any time, with or without cause or advance notice. Although not required, the School shall endeavor to provide seven (7) days' notice of the modification or termination of any telework assignment whenever possible.

STAFF ATTENDANCE

Hours/Schedule

OCS teachers are expected to arrive to work each day at 8:00am and remain on campus until 3:30pm. Teachers are to be available to students and families during these hours, and greet students and families each morning and afternoon. As needed, teachers are to make themselves available for meetings starting as early as 7:30am and staying as late as 7pm. It is possible that Student Support and Progress Team (SSPT) meetings or such parent meetings may need to occur after school hours.

As exempt employees, teachers do not have fixed break times. Typically, teachers take breaks during most recess, prep periods, and lunch periods. However, teachers may be asked to cover duties as needed in order to provide adequate coverage for students to ensure student safety. This coverage can happen during recess, lunch and valet as assigned or needed. When it is an inclement weather schedule, breaks are fifteen (15) minutes at recess and thirty (30) minutes at lunch. In rare circumstances, teachers may be required to do additional supervisory duties (earthquakes, lockdowns, exceptionally low staff attendance, or a staff member having a medical emergency, etc.)

Punctuality & Attendance

OCS employees may choose to attend school sponsored functions. These events are not mandatory and do not require employee attendance unless otherwise indicated. If an OCS employee chooses to attend an OCS sponsored event, the employee is to act with decorum and participate responsibly. Possession of and use of any illegal substances or drugs (other than medications) at a school function are prohibited. If an employee chooses to have a personal party off campus and not during school hours in which they invite other employees to attend they are at their own discretion and liability for serving or consuming alcohol. A gathering of this nature will not be a mandatory event for any employee.

Attendance and Tardiness

Excessive absenteeism or unexcused tardiness will not be tolerated and may result in disciplinary action up to and including termination. Chronic tardiness is when an employee is consistently late by arriving at school after 8:00 am (five (5) times or more) per contract year. Chronic absenteeism is when an employee is absent for three or more days per month for three (3) out of six (6) consecutive months, or when an employee develops a pattern of absences over the same period of time, such as absenteeism every Friday, or before every holiday, etc. Such incidents will be documented for future reference during evaluations and other performance-related issues.

Each scenario is different and unique depending on the circumstances. When an

employee is deemed chronically tardy or absent, the administration will work with the employee to resolve the issue. The employee may be required to furnish details regarding any underlying reasons causing the employee to be repeatedly absent or tardy.

If an employee fails to report for work without any notification to their supervisor and their absence continues for the whole of the workday, OCS will consider that they have abandoned your employment and have voluntarily terminated unless extenuating circumstances deemed reasonable by OCS are made known.

School Functions

Staff and faculty are welcome and encouraged to attend all school events. In keeping with the school goal of inclusion for all members of its community, the expectation is that every faculty and staff member will find an area outside their classroom or immediate job responsibility for involvement. When attendance and participation by faculty and staff in events and meetings outlined on the Annual School Calendar is required, it is announced in advance by the Executive Director at meetings, as appropriate. These may include picnics, potlucks, fundraisers, parent meetings, etc. Staff and faculty members will be notified at least two weeks in advance of any events that were not included in the calendar.

Pupil-free days are days off for students only. Faculty members participate in program development, workshops, meetings, visits to other programs, work on the school site and work in their classrooms on these days.

Lead Teacher/Resource Teacher Required Participation

The following are the specific events that require staff attendance:

- Meet and Greet event
- Back-to-School Night
- Family Conferences
- Student-Led Conferences
- Open House
- Host and Attend Volunteer Event
- After School Staff Meetings
- Upper Grade Night
- High School Night
- Curricular Culminations as related to grade level

All Staff Optional Events

All staff are welcomed but not required to attend the following:

- Pancake Breakfast/Work Day - Talent Show

- Panda Play Dates
- Pizza Fridays - Big Night Out
- Community Building Breakfasts
- Dine Out Nights - Spring Faire
-

EMPLOYEE WAGES AND HEALTH BENEFITS

Payment of Wages

Hourly employees will be paid within seven (7) days after a working day on the 15th and 30th or 31st of each month. For example, pay dates on the 30th of each month will have days of work that will include work performed on the 8th through 23rd/24th. Similarly work from the 1st to the 15th of each month will be paid on the last day of each month. Salaried employees will be paid on the 15th of each month for work performed on the 1st-15th of that month and on the last day of the month for work performed on the 16th – 30th or 31st of that month.

Paychecks are normally available by 3:00 p.m. on a payday. Paystubs will be placed in your staff mailbox in the office once available. If there is an error in an employee's check, they must report it immediately to the Assistant Principal. No one other than the employee to whom the paycheck is written will be allowed to pick up a paycheck unless written authorization has been given for another person to do so. Employees can arrange for automatic deposit of their paycheck. Employees should see the Assistant Principal if they want to arrange this.

Health, Dental, Vision, and Life Insurance

OCS currently offers medical, dental, and vision insurance to its full-time employees (as defined by law) at an employer/employee contribution basis. Eligible employees can choose to accept all parts of the plan or elect to participate in only the part of the plan needed. For example, employees may elect to participate in the dental plan, but decline coverage for the vision and medical plans. The Assistant Principal will be the point person to ensure that coverage is obtained if an employee elects to participate.

An employee has the option of working within their monthly school allowance to select plans that best suit their needs. Should plan selections cost more than the monthly premium allowance; the employee will be responsible for the difference. The difference will be collected by the School directly through payroll each month. Insurance rates tend to increase annually by the carrier; when those increases happen, the Assistant Principal will inform the employee of any additional costs they will owe towards their benefits. Employees are able to add dependents on their plans.

Employees may make changes to their plans or add dependents to their plans during the Open Enrollment Months only or during times when a life-event has occurred and dependent coverage is necessary (i.e.: birth of child, marriage, loss of coverage for spouse not on OCS plan, etc.). The Assistant Principal is the contact person for these situations.

The OCS Board has approved the following monthly allowances for employees and their

dependents. These allowances incorporate all medical, dental, and vision coverage for the employee and dependents.

Employee Only	-	\$600 per month
Employee and Spouse/Domestic Partner	-	\$850 per month
Employee and Children	-	\$1000 per month
Employee and Family	-	\$1250 per month

All full-time employees will be provided with a \$50,000 Life and Accidental Death and Dismemberment Life Insurance Policy. The Assistant Principal will give each employee the appropriate enrollment documentation and process it accordingly.

Disability Insurance

All employees will have money deducted from their paychecks for California State Disability Insurance. The amount will be in accordance with what the State has mandated. Employees who become disabled should fill out a disability claim with the State's Employment Development Department ("EDD"). The forms are located on the EDD website.

Unemployment Insurance Benefits

OCS makes regular deposits into the State Unemployment Insurance Fund. An individual who files for unemployment insurance benefits must meet certain eligibility requirements before benefits can be paid. Specifically, individuals must:

- Have received enough wages during the base period to establish a claim.
- Be totally or partially unemployed.
- Be unemployed through no fault of his/her own.
- Be physically able to work.
- Be available for work.
- Be ready and willing to immediately accept work.
- Be actively looking for work.
- Be approved for training before training benefits can be paid.

Employees should contact the EDD if they have any questions regarding unemployment insurance.

Retirement Benefits

All teachers and full-time instructional staff will participate in the California State Teachers' Retirement System ("STRS") as required by law. Employees should contact STRS directly with questions regarding their account. Please note there is often a several month delay between OCS sending STRS contributions, and STRS reporting that it has received that contribution. Employees will make contributions which will be

deducted from the employees' salary and credited to individual STRS accounts. OCS will make contributions to this program on the employees' behalf as specified by STRS. This contribution will be in lieu of making contributions to the Social Security program. For more information on STRS, please see the STRS website.

All other employees will participate in the Social Security program and contributions from employees and OCS will be made as specified by applicable law.

OCS is a non-profit education institution. Employees are, therefore, eligible to participate through payroll deductions in a "tax-sheltered" annuity program. Details of this plan, and enrollment forms, are available through the Assistant Principal.

Every employee has the option of participating in a 403(b) retirement program individually. OCS will make a designated matching contribution up to 3% to the 403(b) accounts of twelve (12) month employees ineligible for membership in STRS. This contribution will be made on a quarterly basis.

Overpayment

Employees may have deductions made to their paychecks when a wage overpayment occurs. The School will provide the employee with a written notice which describes the wage overpayment and will afford the employee an opportunity to respond before commencing any recoupment action. If the employee disputes the wage overpayment, the School shall initiate a legal action to validate the overpayment before proceeding with recoupment. The School may require the employee to reimburse an overpayment through a mutually agreeable method, including through cash repayment or a deduction of the employee's payroll check, among other options. An employee who is separated from employment before full repayment of the overpayment amount shall have any remaining amounts withheld from their final check. The School also reserves the right to exercise any and all other legal means to recover any additional amounts owed. The School shall provide employees with advance written notice of the deduction prior to the pay period when it will go into effect..

COBRA Benefits

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

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

- Employment ends, voluntarily or involuntarily, for any reason other than gross misconduct; or

- Hours of employment are reduced below the amount required to be considered a full-time employee or part-time, making an employee ineligible for the plan.

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

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

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

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

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

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

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

- Premiums for continued coverage are not paid within thirty (30) days of the due date;
- The employee (or his/her spouse or child) become covered under another group health plan which does not contain any exclusion or limitation with respect to any pre-existing condition the employee (or the employee's spouse or child, as applicable) may have;
- OCS stops providing group health benefits;
- The employee (or the employee's spouse or child) become entitled to Medicare; or
- The employee extended coverage for up to twenty-nine (29) months due to

disability and there has been a final determination that the employee is no longer disabled.

FINANCIAL POLICIES

Classroom Budget

Full time teachers have a \$300.00 amount to use for classroom supplies of their choice, \$150 in the Fall and \$150 in the Spring. Teachers can use this fund for a few larger items or for many smaller items such as cooking or pet supplies, decorative supplies or art project supplies. The items teachers purchase through this fund must be used by the teacher or class. After reimbursement, all non-single use items are now property of the school. If teachers wish to receive reimbursement for larger items for their classroom, getting approval in advance is helpful. OCS will not be reimbursing for items that it already owns.

Teachers can submit a reimbursement request as they spend this money or can submit their reimbursement form with all receipts at one time towards the end of each half of the school year (December 1st and June 1st). This form must be signed by the Executive Director and turned into the Director of Operations for processing. All receipts must be in the teacher's name and shipped to the school. Shipping to a personal address is no longer allowed and will not be reimbursed.

Printer Ink

Many teachers have printers in their classrooms. The reason for continuing to allow printers to be used is for teachers to be able to print master copies. Then, they will take these master copies up to the copy machines in the Supply Room and the Mailroom where they can make class sets. OCS will be providing each teacher with a set of printer ink cartridges for the year. If teachers need more ink, they can use their classroom budget and be reimbursed or they can ask for donations from families.

School Budget

The school has a line item in each year's budget for school supplies, books, and curriculum. These items are for things that we have chosen as a whole school such as curriculum texts, items that are used equally by every class such as pencils, glue, scissors and paint or items used by all community members such as copy paper and stamps for the mail. If employees notice supplies dwindling or they are taking the last box of some of these common school supplies, they should notify the Director of Operations. There is no other budget for school or classroom supplies. If employees have a specific curriculum supply need that is not addressed through the budget, they should use their classroom budget for that item. If employees have spent their classroom budget and they need additional materials you are encouraged to use Donor's Choose, to ask parents to donate it or to make do without it until the next fiscal year. Items can be added to the next year's fiscal budget in April through May of the year before.

Employee Expense Reimbursements

Purchase Orders (P.O.) and Reimbursement Procedures

Reimbursements must be submitted two (2) weeks prior to end of each semester. Employees will not be allowed to get reimbursed for both halves of the year at the end of the year, so please pay close attention to the due dates. If employees have any questions or need further information or assistance with any of these procedures, they may speak to the Director of Operations.

Employees are required to create a purchase order and have it approved and signed by the Executive Director for any purchase totaling \$150.00 or more.

Employees use the supply request form in the main office to get the Executive Director's approval by filling out the bottom portion and getting her signature and then turning it into the Director of Operations to create a P.O. This supply request form is located in the main office against the wall on the bulletin board across from copier area.

The Director of Operations will be creating these P.O.'s only after approval from the Executive Director. Please note that if employees do an advance purchase without getting approval and requesting a P.O. then they will not be reimbursed for that purchase. At this time, the staff member can purchase the item(s) themselves or they can ask the Director of Operations to do so as long as the employee provides detailed information of the purchase. If staff member will be purchasing item(s) themselves and will need reimbursement, there is a form also located in the main office next to the supply request form against the wall on the bulletin board across from copier area.

The reimbursement form must be filled out by the teacher and must staple the receipts to this form and get it signed by the Executive Director and placed in the Director of Operations' inbox in her office. All receipts must be in the teacher's name and shipped to the school. Shipping to a personal address is no longer allowed and will not be reimbursed. Please note that all reimbursement checks come from our back office provider and will be mailed directly to the address an employee provides on the reimbursement form or, if address info is left blank, then it will be mailed to the school.

Ordering Supplies

Ordering of supplies system will be as follows:

- In the office, located in the main office against the wall on the bulletin board across from the copier area, you will find a stack of blank SUPPLY REQUEST FORMS.
- Please fill out the information requested completely. The more information provided the better.
- Please use the top portion for supplies that are kept on hand, for example pencils, erasers, crayons, etc. But if you would like specialty items ordered, please use

the bottom portion of the page and indicate the specific Vendor Catalog, Description, Page # and Item # for each item. Once again, the more information provided the better. Users can use the back of the page if necessary.

- Please place the filled out forms into the SUPPLY REQUEST INBOX located in the Director of Operations' office.
- The Director of Operations will fill requests at the end of each school day. Please try to plan ahead, at the very least a week. Time frame for specialty items that are not regularly kept on hand depends on their availability and shipping courier.
- Supplies ordered and available will be placed in your mailbox (if they fit).
- If supplies do not fit in the employee's mailbox, then the Director of Operations will place a note in the employee's mailbox indicating to please come see them to pick up the supplies.

Please follow the procedures so that we can do our best to keep you well equipped in your classroom. Be patient as cash flow and fundraising may affect our ability to meet all requests. If employees have any questions and/or suggestions, please feel free to see the Director of Operations.

Field Trip Fees

Teachers can ask parents to help pay for a field trip by requesting a donation to cover the cost. All students must be allowed to go whether they can pay toward the cost of the trip or not. Since field trip information, forms, and fee collection is now shared with families via Parentsquare, many parents may choose that option to pay. Otherwise, teachers should turn in all donations for field trips to the Director of Operations for deposit. Daily collections are required so that money is not lost or misplaced within the classroom. There will be a 9x12 manila envelope placed in your mailbox at the beginning of the school year with a slipcover on the front with forms for teachers to fill out what money they collected and for what purpose. The form must be filled out and initialed and placed in the Director of Operations inbox in her office or if sent up with students the office will give them to the Director of Operations. It is helpful if employees have counted the funds and kept a record of which parents contributed. The Director of Operations will then be able to give employees a check or pay for the trip expenses with the school credit card. Employees may not collect the fees and then pay for the trip out of the cash without depositing it in the school account.

Donations

Parents will often give employees donations for the class throughout the school year. Employees are encouraged to ask for donations, especially for items they can give such as balls, printer ink or school supplies. Each time employees receive a donation from a parent, especially if it is money, they must give the office written notice. For cash, check or gift card donations, employees must fill out a Classroom Donation Form to the Director of Operations. Teachers will then have the option to spend the cash, check or gift card donation but must turn in the receipt to be attached to the form which will be kept in the office of the Director of Operations as reference. If employees want to turn it in to be put in the school account, it will be credited to their class budget and they will

have that much over the \$150 in the teacher's Fall and Spring budgets to spend. At the winter holidays or at the end of the year employees may also receive personal gifts as a thank you for your service, these do not need to be turned into the office, but employees are encouraged to write thank you notes.

Donor's Choose

For expenses greater than \$300, teachers should create a Donor's Choose project page (or like site) to try to get donations for items for their class before administration approval will be given. If teachers advertise the Donor's Choose project among the families at the school and any of them donate toward that project, then if the item is funded and sent to the school it becomes school property and not the teacher's personal property. It will reside in the teacher's class as long as they are a teacher at OCS. If the teacher leaves OCS employ, the item remains at the school. If teachers ONLY advertise the project among their friends and family and there are no families of the school contributing, then the item will be considered their personal property. Teachers must show evidence of this when you receive the item.

EMPLOYEE COMMUNICATION

Mailboxes

Every staff member has a mail slot in the main office by the copier. They are used for both formal and informal notes “in-house,” announcements, mail, personal messages, etc. Because some of the communication is private, we ask parents to give any notes that they wish passed on to faculty or staff to the Office Assistant for distribution. Staff is asked to please check their mailboxes daily before school and after school.

School Voicemail

All Faculty members and administrators have a voicemail extension to ease communication both within the school and with the outside world. It has become critical for the school’s operation for all employees to be familiar with the voicemail and email systems. All voicemails can be accessed through the telephone in the classroom/office as well as in your email inbox. The voicemail system belongs to the school and the school reserves the right to monitor voicemail messages and the employee should have no expectation of privacy.

Calling Classrooms

It is our goal in the office to interrupt the classrooms as little as possible. We will only call the classrooms for a child that is being picked up early or if we feel that, there are unusual circumstances and the child should be notified. Parents wanting to get in touch with the teachers will be asked to leave a voicemail or email the teacher.

Cell Phone and Internet Use

Employees may only use their personal cell phones for school activities such as using the timer feature, accessing certain apps used in the classroom, or during scheduled break times. They may not use their cell phones for personal calls or text messages while they are supervising children or in public view aside from work related usage.

Staff Rosters

All OCS employees will be provided with a staff roster with phone numbers and email addresses of other employees. Home addresses will be placed on the Staff Roster and distributed only with your written permission. OCS will be using your demographic information from Paycom. Please make sure that your information is up-to-date. If you update your information after the start of the school year, please inform the Executive Director of this update.

Use of School Calendar and Staff Calendar

The School Google Calendar includes all school holidays and events for the year. This school calendar is a public-facing calendar. OCS also has a Staff Calendar with Google, which is for all items that staff need to know.

Employees must get permission by the Executive Director for any requested additions to the Staff Calendar or to the master calendar whenever they are planning an out-of-school project for their class. As we begin to open up from COVID, OCS has a limited budget for field trips, and we need to remain mindful of current COVID-19 health protocols.

The up-to-date school calendar is available through ParentSquare and Google. If employees need a paper calendar, please request one from the office. The staff calendar is available through Google only.

Interpersonal Communication

At OCS we want to create an environment of mutual trust, respect and support for all employees. Everyone is expected to support one another as needed, communicate their needs appropriately and keep confidentiality of colleagues and children. Shouting, sarcasm, and inappropriate language or behavior is not tolerated.

Public Relations

As members of OCS staff, each of us is responsible for public relations. This means we must know the philosophy of the school, its history, and its mission in order to be able to interpret them to the community at large. Please read the school's mission and vision statements, which can be found on the website and in the OCS charter.

The importance of your role cannot be overestimated in building the School's reputation as one of the best charter education programs in the area. A fully enrolled school that also attracts outside financial support is very much a result of your efforts in providing quality education in the classroom. We ask that you, as an important part of OCS, contribute to creating a positive public image. The need for a strong, cooperative relationship between the faculty and staff and the School's development activities is very significant in this regard.

Employees will refrain from discussing issues that arise with OCS staff, students or families with other families as well refrain from using social media such as Facebook to contribute to, complain, disparage or debate students, staff, and OCS family issues. Employees are encouraged to utilize the formal complaint process detailed in this Handbook. Employees are strongly encouraged to address concerns directly and attend committee, staff or Board.

meetings to become more informed about school activities and contribute thoughtfully to school leadership and policy-making.

Email

All OCS employees receive an email address that will be their first name, dot their last initial and then the school domain name. Your email will look like this: first.name.first initial of last name@ourcommunityschool.org. All employees are required to use their assigned OCS email address for matters of school business, including any communications with other staff, students, parents, and stakeholders. Employees may not use their personal email address for matters of school business. Failure to adhere to this requirement may result in disciplinary action being taken.

Employees are required to check their school email daily, Monday-Friday. Most electronic messaging between staff and families should be conducted through ParentSquare. Emails and messaging should be responded to within 2 school days. If you do not have the requested information or answers at that time, please respond with an acknowledgment of receipt, letting people know that you received the message or that you are working on getting the information.

To help set a personal/work life balance, please refrain from responding to emails late at night or on holidays. There is no expectation of you to reply to emails at night or on weekends. Know that if administration emails you on weekends or vacations/break/weekends, there is no expectation of a response until work resumes. Also, we suggest using an out of office response if you will be out on break.

OCS Server and Staff Portal on Google Drive

The school has an on-site server that all school computers will be linked to. The server saves all the documents and files on it daily so you can have a greater security of maintaining documents. The server also protects the school computers from viruses and prevents access to inappropriate websites. This server is very important for the following reasons:

- It protects school computers from viruses
- It enables us to share all software
- It enables us to easily share documents without email or thumb drives
- It prevents computers at school from accessing inappropriate websites.

The server is a great place to find archived information. Due to all support staff not having access to the server, OCS has been using a Staff Portal on Google Drive. OCS will continue to use the Staff Portal, and teachers will have access to the server as well.

Home Drive (H-Drive) on the server

In the server, each teacher and office/admin has a Home Drive. In that H-Drive, all their school documents can be stored and they will be automatically backed up on the server

daily. Also, you can access your user folder at any school computer that you are logged into so you will have less need for thumb drives or emailing items. Your H-Drive is your personal folder and can be used only by you; however, all documents saved on it are school intellectual property and cannot contain anything inappropriate to the professional setting. The school administration can access H-Drives if they determine it is necessary. Our IT Team will give you a password to log in and help you link your computer to the server.

Website

The school website is www.ourcommunityschool.org. This is our public-facing hub for all things OCS. Information regarding enrollment, curriculum, and Board activities can be found here.

Communication with Parents

It is expected that teachers communicate regularly with parents. Before the start of each school year, teachers are expected to send an introductory note to parents and a separate note to students as a welcome. Teachers should proactively establish positive relationships with parents and be consistently warm and welcoming to all coworkers, students, and families.

Teachers should send a newsletter at least once per month to their families via Parentsquare. Please have hard copies available for any parent that may need one. Teachers can opt to send one grade level newsletter home to all grade level families. Monthly newsletters should include details about all content areas including other content areas such as PE, tech, and music, web links and other resources to support parents and students, wish lists, parent volunteer opportunities, and upcoming events. Classroom bulletin boards should include all current information.

Communication Expectations

Teachers must respond to OCS-related emails within two (2) school days. Teachers must also meet with a parent who has a concern in a timely manner if it cannot be resolved via email or phone call. Please inform the admin when additional support is needed. Teachers must send regular messages home to inform parents and students about specific student successes and issues in the classroom/yard. All staff must read all school wide posts on Parentsquare, as well as OCS weekly newsletters, which are sent home via ParentSquare to stay current on school wide information.

Technology Usage Policy for Staff

Staff members must use OCS' technology at school to connect to the OCS-Net wifi internet connection, copy machines, and servers for administratively assigned educational work or for the sole purpose of OCS business. Staff members using OCS'

technology resources are expected to abide by the following rules:

1. Staff may only access OCS' network, computer programs and/or the Internet with permission from the supervising OCS employee.
2. Staff may only access approved locations on the OCS network including files, accounts or data.
3. Staff may not access, copy, or modify data or passwords belonging to other users. OCS administrators must have the passwords for all technology at all times.
4. Only permitted software and hardware may be used on OCS property.
5. Staff may not download anything from the network and/or Internet that does not support OCS official business.
6. Staff members must have expressed permission from an OCS administrator to use OCS' technology for any form of communication, including emailing, chat rooms, instant messages, posting on discussion boards or forums, social networking, or any other form of information that other people may view or read.
7. Staff may not use any property of OCS' to copy, print or post items or information not related to official OCS business.
8. Staff may not change any settings or connections on any piece of OCS technology.
9. Staff members are not to modify or remove any identifying labels on equipment.
10. The Data Systems Specialist must be notified immediately when technology malfunctions in any way.
11. Staff Members who use OCS' technology for malicious, lewd or illegal purposes will face serious disciplinary action and may be reported to the appropriate law enforcement agencies.
12. Staff Members may not impersonate others online for any purpose and students who do so will face serious disciplinary action.
13. All copyright laws are to be respected and will be enforced.
14. Staff Members are to report any breach of these rules to an OCS administrator immediately.
15. All computers, software, or other technological equipment issued to employees must be cared for by the employee and returned in the same condition it was issued in. Such items may be removed from campus if used only for OCS official business but must always be on campus when the employee is on campus.

Employees who remove items from campus are fully responsible for such items and will be required to pay for damaged or lost items. The employee should contact the Data Systems Specialist immediately and they will work on replacing or repairing the item and invoice the employee for reimbursement. The final paycheck of the year will be withheld until the invoice is paid.

PERSONNEL EVALUATION AND RECORD KEEPING

OCS Teacher Evaluation Process

A Teacher Evaluation Committee will be assembled in August to review the current evaluation system, and if necessary, present a new evaluation system to staff prior to adoption.

Performance Evaluations

Non-teacher Employees will receive periodic performance reviews. The employee's supervisor will discuss and conduct the review with the employee. The employee's first performance evaluation will be after completion of the employee's ninety (90) day introductory period. After that review, performance evaluations will be conducted during OCS' annual review period. The frequencies of performance evaluations may vary depending upon length of service, job position, past performance, changes in job duties or recurring performance problems.

The employee's performance evaluations may review the following factors but are not limited to:

- the quality and quantity of the work the employee performs
- the employee's knowledge of the job
- the employee's initiative
- the employee's work attitude and the employee's attitude toward others
- the employee's attendance record and punctuality
- overall performance and execution of duties and responsibilities

The performance evaluations should help the employee become aware of their progress, areas for improvement, and objectives or goals for future work performance. Positive performance evaluations do not guarantee increases in salary or promotions. Salary increases and promotions are solely within the discretion of OCS administration and budget approval as well as depend upon many factors in addition to performance. After the review, the employee will be required to sign the evaluation report simply to acknowledge that it has been presented to the employee and discussed with the employee by the employee's supervisor, and that the employees are aware of its contents.

The Board is responsible for organizing an evaluation for the Executive Director. The Executive Director evaluates other administrators and office staff. The Executive Director with the Director of Curriculum and Instruction evaluate the teachers, intervention staff, and paraprofessionals. The Assistant Principal is responsible for the evaluations of the special education staff. Evaluations are conducted annually and serve as an opportunity to discuss growth, goals, and concerns.

The evaluation of teachers is based on the California Standards for the Teaching Profession (CSTPs), student achievement and each teacher's goals. Teachers' salaries are based on the OCS Board approved salary scale and are not performance based. Teachers who show repeated poor performance, poor teaching skills and an inability to improve will have their employment with OCS terminated.

Personnel Records

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

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

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

FACILITIES

Cleaning and Maintenance

OCS Custodial Staff

OCS employs a Plant Manager (PM) who is on campus from 7:00 a.m. until 3:30 pm daily during regular school days. The PM is on campus to oversee repairs and maintenance of the campus and reports directly to the Director of Operations. Additional staff members assisting with the upkeep of the school grounds and buildings include workers from a contracted company who are on campus after school hours to clean classrooms. The Director of Operations oversees this employee and these workers. They work to make sure the campus is clean and secure to OCS standards. Regular landscaping will be maintained on our campus.

Classroom Teachers Facility Responsibilities

Teachers must leave their doors locked and air conditioners and air purifiers turned off when they leave campus at the end of the day. Teachers should make sure that items they want to keep are off the floor are kept in an organized manner in their class. Teachers should make sure there are systems in place for the students to keep the class tidy and organized. All chairs should be stacked or put on top of tables for the end of the day. Teachers are responsible for ensuring classrooms are clean and safe.

Student Facility Responsibilities

Students are to do daily clean up jobs in their classrooms to help keep the rooms tidy. Before a major event such as an Open House teacher can have students do a more thorough cleaning. It is important for students to develop a sense of responsibility and care toward the classrooms and the class supplies. Having class jobs to take care of these things helps support this. Each class is also assigned an outdoor cleanup job. These jobs should be done two (2) to three (3) times per week and always before a school tour. These jobs usually include cleaning up litter in various areas around the campus. Clean up responsibility helps students to become more aware and more careful about leaving trash around the campus.

Concerns about Cleaning or Additional Cleaning Requests

It may not always be possible to honor additional cleaning requests, but employees should bring any concern they have to the Director of Operations' attention. It is our aim to keep our campus clean and in good condition. We have to work together as a community on this and not expect everything to be done by the custodial staff alone. Parent clean up days are also scheduled a few times a year and additional or special cleaning can be done at those times.

Procedures for Facility Repairs

All facilities concerns including broken, loose, or non-working problems on school grounds must be reported to the Director of Operations and written down on the repair request log in a binder located in the Director of Operations' office. Repair Request Log will be checked by the Director of Operations on a daily basis and establish priority order and assign repairs to the Plant Manager. When reporting a repair or concern, employees should indicate if they feel that it is a safety hazard.

On this log, there will be a section where the Director of Operations will report on the progress of the repairs, such as completed, pending parts, vendor calls and estimated date of repair, etc. If the problem continues or if an employee notices that the repair has not been addressed, the staff needs to first check the notes in the log binder and then re-notify the Director of Operations about the problem. At that point, the Director of Operations will provide further assistance for repair by another party (outside contractors, etc.) as needed.

School Security

Security and Shared Space

Each day each staff member is in charge of securing their own classroom or workspace after they leave for the day. AC units off completely including timers, air purifiers turned off not left on low, turn off lights if they are not automatic, individual heaters off, window blinds down & shut, doors locked & latched and gates closed behind them as they leave the premises. (NOTE: The same procedure applies when you go on field trips).

After an event, the entire campus must be secured by responsible personnel. All above instructions apply as well.

The entire campus is under an alarm system. There are key pads in each building. Administrators & Plant Manager are the only ones that have access to arm and disarm each building as needed. During the work week, the alarm will deactivate and reactivate on a timer.

If anyone needs to access the campus during the weekend to work, you must be responsible to:

1. Notifying the Director of Operations, via phone or email at least 24 hours ahead with specific date and the times they will arrive and leave for that date.
2. The Director of Operations will ensure that the alarm to that building is deactivated before arrival time and activated once they have left the campus.
3. Personnel coming onto campus must make sure that all doors are locked and latched shut and follow the above instructions to securing their classroom or workspace.
4. If you need to stay longer then notified, please call the Director of Operations.
5. If you accidentally set off the alarm, they must immediately contact the Director of Operations to inform him/her of the incident.

Lock Classroom Doors

Whenever an employee leaves their classroom for lunch, recess or any break, when working on campus outside their classroom before or after school or on weekends, and when they leave for the day, they must be sure that their classroom is locked. To assure the security of all material possessions – both classrooms' and students' – please report to the Executive Director any child's repetitive behavior in which they appear to be unsupervised within any classroom.

Multi-Purpose Room (MPR) Use

If employees want to use the MPR, they must check with the Director of Operations to check the calendar to see if anyone has reserved it, then they must notify the Director of Operations via email for request. The Director of Operations will notify the employee when the request is added to the staff calendar. Check the actual room and if no one is there employees can use it on a last-minute basis provided they have cleared it with the Director of Operations.

Parking

OCS teachers have an employee parking lot for their exclusive use on the west side of the campus off Hatillo St. There is another lot near the admin building that is for administrators, staff, and visitors to the school. If an employee uses the employee parking lot on Hatillo and they enter through the side gate, they must close the gate when you enter, otherwise it will remain opened and unlocked and the campus will not be secure. Parents must park on the street at all times and enter through the front gate to access the campus.

Outdoor Space

We are lucky to have a large outdoor space. Please spend time at the beginning of the year teaching children which areas they need to pass by quietly and without running and where they can run. Also teach them about keeping the campus clean of litter. We are all responsible for the safety of all of the people on this campus and we are all responsible for keeping it nice. Employees should model good behavior by picking up trash when they see it, reporting any needed repairs and speaking quietly near work areas or classrooms.

The PE teachers will be running P.E. classes most of the day, every day, on the field or blacktop. Employees should coordinate with them if they want to bring your class out for outdoor P.E. or other outdoor activities. The outdoor space is the P.E. teacher's classroom, and their class gets first priority for the use of the space. However, our outdoor space is quite generous and usually more than one class can be outside at the same time easily.

HOLIDAYS, VACATIONS AND LEAVES

Holiday Breaks

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

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

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

Teacher conference days and faculty workshops are pupil-free days, but are not considered holidays for faculty and staff.

To be eligible for holiday pay and winter and spring break pay, employees must be regularly scheduled to work on the days on which the holiday and/or breaks are observed and must work their regularly scheduled working days immediately preceding and immediately following the holiday and/or breaks unless an absence on either day is approved in advance.

Temporary workers and part-time employees are not eligible for holiday and/or winter and spring break pay.

Vacation

Twelve (12) month, full-time employees shall receive five (5) days of vacation leave

during the first year of employment, which is to be taken during winter break or spring break. Upon entering their second year of full-time employment with OCS, such employees accrue ten (10) hours of vacation leave per month for a total of one-hundred twenty (120) vacation hours per year. Full-time administrators and other twelve (12) month employees, from their third year of full-time employment with OCS and beyond, will accrue 13.33 hours of vacation leave per month for a total of one-hundred sixty (160) vacation hours per year.

The accrual of vacation leave is capped at three-hundred twenty (320) hours. Once the cap on vacation leave is reached, no further vacation leave shall accrue until some vacation leave is used. Administrative and office staff are strongly encouraged to use their vacation days when school is not in session and to coordinate their vacation days with other key administrators.

Employees who are terminated or resign from OCS will be eligible for payment of all accrued, unused vacation leave. Vacation days can be used for any purpose, including illness if an employee's sick leave bank has been exhausted.

Unpaid Leave of Absence

OCS has the discretion to grant an unpaid leave of absence to full-time employee in certain circumstances. The Board of Directors must approve all unpaid leaves of absence. Employees should notify the Assistant Principal, in writing, as soon as they become aware that they may need a leave of absence. Each request will be considered on a case-by-case basis taking into consideration the circumstances requiring the leave of absence, its impact on the School, and in accordance with applicable law. Employees will be notified whether the leave request is granted or denied. If granted leave, the employee must comply with the terms and conditions of the leave, including keeping in touch with the Assistant Principal and supervising administrator during leave, and giving prompt notice if there is any change in the return date.

An employee may not accept other employment or apply for unemployment insurance while they are on a leave of absence. Acceptance of other employment while on leave will be treated as a voluntary resignation from employment at OCS. Benefits will not accrue while an employee is on a leave of absence. Upon return from a leave of absence, the employee will be credited with the full employment status that existed prior to the start of the leave.

Benefits During a Leave of Absence

Should a request for a leave of absence be approved as PDL, FMLA, or CFRA leave, employee benefits will remain in force as they were prior to your leave. OCS will continue to pay premiums on the employee's behalf; however, if an employee is contributing to their benefits, they are responsible for the same contribution to OCS while on leave.

Sick Leave

Sick leave is a benefit provided to employees as a cushion for incapacitation due to illness or injury. Sick leave may be taken to receive preventive care (including annual physicals or flu shots) or to diagnose, treat, or care for an existing health condition. Employees may also use sick leave to assist a family member (i.e., children, parents, spouses/domestic partners, grandparents, grandchildren, or siblings), or any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship, who must receive preventative care or a diagnosis, treatment, or care for an existing health condition. Finally, an employee may take sick leave to receive medical care or other assistance to address instances of domestic violence, sexual assault, or stalking.

Sick leave is available to OCS employees who work at least two (2) hours per week, and work for OCS for at least thirty (30) days within the span of a single calendar year from the commencement of employment. Eligible employees will accrue sick leave as follows:

- Twelve (12) month, full-time administrators and classified staff will accrue 6.64 hours of paid sick leave per month for a total of eighty (80) hours per year.
- Full-time employees working fewer than twelve (12) months will receive forty-eight (48) hours of sick leave at the beginning of each work year.
- All other eligible employees will accrue one (1) hour of sick leave for every thirty (30) hours worked.

Sick leave must be taken by employees in increments of one half (1/2) hour. Sick leave may only be used for the purposes specified in this policy.

Unused/accrued sick leave may be carried over from year to year by certificated employees. Certificated employees are limited to using one hundred (100) hours of sick leave in a single year.

Accrued sick leave may carry over up to a cap of eighty (80) hours for classified employees.

Employees are not allowed to draw against unearned/un-accrued sick leave. OCS does not pay employees in lieu of unused sick leave.

Eligible employees should notify their supervising administrator as soon as they are aware that they are unable to report to work. Employees must provide reasonable advance notification, either orally or in writing, if a need for paid sick leave is foreseeable. Further, employees should schedule medical appointments in a manner that does not interfere with their job duties whenever possible. If the need for paid sick leave is unforeseeable, the employee must provide notice for the leave as soon as

practicable.

Personal Necessity Leave

The following full-time employees are eligible to receive personal necessity leave:

- Ten and one half (10.5) month teachers;
- Ten (10) month support staff (paraprofessionals and BIs).

The eligible employees stated above shall accrue 2.18 hours of personal necessity leave during each month of work, up to a total of twenty-four (24) hours per year. Part-time employees do not accrue personal necessity leave.

Uses of personal necessity leave may include, but are not limited to, death or serious illness of a member of the employee's immediate family (this is in addition to bereavement leave), an accident involving the employee's person or property, or the person or property of an immediate family member, adoption of a child, the birth of child making it necessary for an employee who is the parent of the child to be absent from their position during work hours, attendance at conferences, personal legal matters, religious observances, and business matters that cannot be conducted outside of the workday. Employees must request personal necessity leave at least one (1) week in advance unless an emergency situation occurs.

Personal necessity leave can accrue up to a maximum of forty (40) hours. Once this cap is reached, no further personal necessity leave will accrue until some personal necessity leave is used. There is no retroactive grant of compensation for the period of time the accrued personal necessity leave was at the cap.

Personal necessity leave may not be utilized before it is earned. An employee whose employment terminates will be paid for any accrued unused personal necessity leave. Personal necessity leave shall not otherwise be paid out.

Family Care and Medical Leave

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

Employee Eligibility Criteria

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

miles, (except for purposes of CFRA where the School must only have at least five (5) employees).

Events That May Entitle an Employee To FMLA/CFRA Leave

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

1. To care for the employee's newborn child or a child placed with the employee for adoption or foster care. Leaves for this purpose must conclude twelve (12) months after the birth, adoption, or placement. If both parents are employed by the School, they each will be entitled to a separate twelve (12) weeks of leave for this purpose, which cannot be loaned or otherwise assigned from one employee to the other.
2. Because of the employee's own serious health condition (including a serious health condition resulting from an on-the-job illness or injury) that makes the employee unable to perform any one or more of the essential functions of his or her job (other than a disability caused by pregnancy, childbirth, or related medical conditions, which is covered by the School's separate pregnancy disability policy).
 - A. A "serious health condition" is an illness, injury (including, but not limited to, on the-job injuries), impairment, or physical or mental condition of the employee or a child, parent, or spouse of the employee that involves either inpatient care or continuing treatment, including, but not limited to, treatment for substance abuse.
 - B. "Inpatient care" means a stay in a hospital, hospice, or residential health care facility, any subsequent treatment in connection with such inpatient care, or any period of incapacity. A person is considered an "inpatient" when a health care facility formally admits him/her to the facility with the expectation that he/she will remain at least overnight and occupy a bed, even if it later develops that such person can be discharged or transferred to another facility and does not actually remain overnight.
 - C. "Incapacity" means the inability to work, attend school, or perform other regular daily activities due to a serious health condition, its treatment, or the recovery that it requires.
 - D. "Continuing treatment" means ongoing medical treatment or supervision by a health care provider.
3. To care for a spouse, domestic partner, child, or parent with a serious health condition. A qualifying family member may also include a parent-in-law, grandparent, grandchild, sibling, or designated person for CFRA purposes.

“Designated person” refers to any individual related by blood or whose association with the employee is the equivalent to a family relationship. Employees are limited to one (1) designated person per twelve (12) month period.

4. When an employee is providing care to a spouse, son, daughter, parent, or next of kin who is a covered Armed Forces service member with a serious injury or illness, the employee may take a maximum of twenty-six (26) weeks of additional FMLA leave in a single twelve (12) month period to provide said care. CFRA does not provide leave specific to caring for a service member.
5. For any “qualifying exigency” because the employee is the spouse, son, daughter, or parent of an individual on active military duty, or an individual notified of an impending call or order to active duty, in the Armed Forces. For CFRA purposes, this may also include a domestic partner.

Amount of FMLA/CFRA Leave Which May Be Taken

1. FMLA/CFRA leave can be taken in one (1) or more periods, but may not exceed twelve (12) workweeks total for any purpose in any twelve (12) month period, as described below, for any one, or combination of the above-described situations. “Twelve workweeks” means the equivalent of twelve (12) of the employee’s normally scheduled workweeks. For a full-time employee who works five (5) eight-hour days per week, “twelve workweeks” means sixty (60) working and/or paid eight (8) hour days.
2. In addition to the twelve (12) workweeks of FMLA/CFRA leave that may be taken, an employee who is the spouse, son, daughter, parent, or next of kin of a covered Armed Forces service member may also be entitled to a total of twenty-six (26) workweeks of FMLA leave during a twelve (12) month period to care for the service member.
3. The “twelve-month period” in which twelve (12) weeks of FMLA and CFRA leave may be taken is the twelve (12) month period immediately preceding the commencement of any FMLA/CFRA leave.
4. If a holiday falls within a week taken as FMLA/CFRA leave, the week is nevertheless counted as a week of FMLA/CFRA leave. If, however, the School’s business activity has temporarily ceased for some reason and employees are generally not expected to report for work for one or more weeks, such as the Winter Break, Spring Break, or Summer Vacation, the days the School’s activities have ceased do not count against the employee’s FMLA or CFRA leave entitlement. Similarly, if an employee uses FMLA/CFRA leave in increments of less than one (1) week, the fact that a holiday may occur within a week in which an employee partially takes leave does not count against the employee’s leave entitlement unless the employee was otherwise scheduled and expected to work

during the holiday.

Pay during FMLA/CFRA Leave

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

Health Benefits

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

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

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

1. The employee fails to return from leave after the period of leave to which the employee is entitled has expired. An employee is deemed to have "failed to return from leave" if he/she works less than thirty (30) days after returning from FMLA/CFRA leave; and

2. The employee's failure to return from leave is for a reason other than the continuation, recurrence, or onset of a serious health condition that entitles the employee to FMLA/CFRA leave, or other circumstances beyond the control of the employee.

Seniority

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

Medical Certifications

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

Procedures for Requesting and Scheduling FMLA/CFRA Leave

1. An employee should request FMLA/CFRA leave by completing a Request for Leave form and submitting it to the Executive Director. An employee asking for a Request for Leave form will be given a copy of the School's then-current FMLA/CFRA leave policy.
2. Employees should provide not less than thirty (30) days' notice for foreseeable childbirth, placement, or any planned medical treatment for the employee or

his/her qualifying family member. Failure to provide such notice is grounds for denial of a leave request, except if the need for FMLA/CFRA leave was an emergency or was otherwise unforeseeable.

3. Where possible, employees must make a reasonable effort to schedule foreseeable planned medical treatments so as not to unduly disrupt the School's operations.
4. If FMLA/CFRA leave is taken because of the employee's own serious health condition or the serious health condition of the employee's qualifying family member, the leave may be taken intermittently or on a reduced leave schedule when medically necessary, as determined by the health care provider of the person with the serious health condition.
5. If FMLA/CFRA leave is taken because of the birth of the employee's child or the placement of a child with the employee for adoption or foster care, the minimum duration of leave is two (2) weeks, except that the School will grant a request for FMLA/CFRA leave for this purpose of at least one day but less than two (2) weeks' duration on any two (2) occasions.
6. If an employee needs intermittent leave or leave on a reduced leave schedule that is foreseeable based on planned medical treatment for the employee or a family member, the employee may be transferred temporarily to an available alternative position for which he or she is qualified that has equivalent pay and benefits and that better accommodates recurring periods of leave than the employee's regular position.
7. The School will respond to an FMLA/CFRA leave request no later than five (5) business days of receiving the request. If an FMLA/CFRA leave request is granted, the School will notify the employee in writing that the leave will be counted against the employee's FMLA/CFRA leave entitlement. This notice will explain the employee's obligations and the consequences of failing to satisfy them.

Return to Work

1. Upon timely return at the expiration of the FMLA/CFRA leave period, an employee is entitled to the same or a comparable position with the same or similar duties and virtually identical pay, benefits, and other terms and conditions of employment unless the same position and any comparable position(s) have ceased to exist because of legitimate business reasons unrelated to the employee's FMLA/CFRA leave.
2. When a request for FMLA/CFRA leave is granted to an employee, the School will give the employee a written guarantee of reinstatement at the termination of the leave (with the limitations explained above).

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

Employment during Leave

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

Pregnancy Disability Leave

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

Employee Eligibility Criteria

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

Events That May Entitle an Employee to Pregnancy Disability Leave

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

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

Duration of Pregnancy Disability Leave

Pregnancy disability leave may be taken in one or more periods, but not to exceed four

months total. “Four months” means the number of days the employee would normally work within four months. For a full-time employee who works five (5) eight (8) hour days per week, four (4) months means 693 hours of leave (40 hours per week times 17 1/3 weeks).

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

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

Pay during Pregnancy Disability Leave

An employee on pregnancy disability leave must use all accrued paid sick leave and may use any or all accrued vacation time at the beginning of any otherwise unpaid leave period.

The receipt of vacation pay, sick leave pay, or state disability insurance benefits, will not extend the length of pregnancy disability leave.

Vacation and sick pay accrues during any period of unpaid pregnancy disability leave only until the end of the month in which the unpaid leave began.

Health Benefits

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

- The employee fails to return from leave after the designated leave period expires.
- The employee’s failure to return from leave is for a reason other than the following:

- The employee is taking leave under the California Family Rights Act.
- There is a continuation, recurrence or onset of a health condition that entitles the employee to pregnancy disability leave.
- There is a non-pregnancy related medical condition requiring further leave.
- Any other circumstance beyond the control of the employee.

Seniority

An employee on pregnancy disability leave remains an employee of the School and a leave will not constitute a break in service. When an employee returns from pregnancy disability leave, she will return with the same seniority she had when the leave commenced.

Medical Certifications

1. An employee requesting a pregnancy disability leave must provide medical certification from her healthcare provider on a form supplied by the School. Failure to provide the required certification in a timely manner (within fifteen (15) days of the leave request) may result in a denial of the leave request until such certification is provided.
2. Recertifications are required if leave is sought after expiration of the time estimated by the healthcare provider. Failure to submit required recertifications can result in termination of the leave.

Requesting and Scheduling Pregnancy Disability Leave

1. An employee should request pregnancy disability leave by completing a Request for Leave form and submitting it to the Executive Director or designee. An employee asking for a Request for Leave form will be referred to the School's current pregnancy disability leave policy.
2. Employee should provide not less than thirty (30) days' notice or as soon as is practicable, if the need for the leave is foreseeable. Failure to provide such notice is grounds for denial of the leave request, except if the need for pregnancy disability leave was an emergency and was otherwise unforeseeable.
3. Where possible, employees must make a reasonable effort to schedule foreseeable planned medical treatments so as not to unduly disrupt the School's operations.
4. Pregnancy disability leave may be taken intermittently or on a reduced leave schedule when medically advisable, as determined by the employee's healthcare provider.
5. If an employee needs intermittent leave or leave on a reduced leave schedule that is foreseeable based on planned medical treatment, the employee may be

transferred temporarily to an available alternative position for which he or she is qualified that has equivalent pay and benefits that better accommodates recurring periods of leave than the employee's regular position.

6. The School will respond to a pregnancy disability leave request within ten (10) days of receiving the request. If a pregnancy disability leave request is granted, the School will notify the employee in writing and leave will be counted against the employee's pregnancy disability leave entitlement. This notice will explain the employee's obligations and the consequences of failing to satisfy them.

Return to Work

1. Upon timely return at the expiration of the pregnancy disability leave period, an employee is entitled to the same position unless the employee would not otherwise have been employed in the same position at the time reinstatement is requested. If the employee is not reinstated to the same position, she must be reinstated to a comparable position unless one of the following is applicable:
 - a) The employer would not have offered a comparable position to the employee if she would have been continuously at work during the pregnancy disability leave.
 - b) There is no comparable position available, to which the employee is either qualified or entitled, on the employee's scheduled date of reinstatement or within sixty (60) calendar days thereafter. The School will take reasonable steps to provide notice to the employee if and when comparable positions become available during the sixty (60) day period.

A "comparable" position is a position that involves the same or similar duties and responsibilities and is virtually identical to the employee's original position in terms of pay, benefits, and working conditions.

2. When a request for pregnancy disability leave is granted to an employee, the School will give the employee a written guarantee of reinstatement at the end of the leave (with the limitations explained above).
3. In accordance with OCS policy, before an employee will be permitted to return from a pregnancy disability leave of three (3) days or more, the employee must obtain a certification from her healthcare provider that she is able to resume work.
4. If the employee can return to work with limitations, the School will evaluate those limitations and, if possible, will accommodate the employee as required by law. If accommodation cannot be made, the employee will be medically separated from the School.

Employment During Leave

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

Paid Family Leave

OCS participates in the State of California Paid Family Leave ("PFL") Program (through employee withholdings) which provides benefits to employees who take time off from work to care for a seriously ill child, spouse, parent or domestic partner or to bond with a new child. PFL offers benefits for up to eight (8) weeks in a twelve (12) month period. If you have any questions about the specifics of PFL, your eligibility, or qualifications for participation in the program, please contact the Employment Development Department.

Workers' Compensation

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

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

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

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

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

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

EMS personnel for the most appropriate medical center or hospital for treatment will be recognized as an approved center.

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

Military and Military Spousal Leave of Absence

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

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

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

An employee who was absent from work while fulfilling his or her covered service obligation under the USERRA or California law shall be credited, upon his or her return to the School, with the hours of service that would have been performed but for the

period of absence from work due to or necessitated by USERRA-covered service. Exceptions to this policy will occur wherever necessary to comply with applicable laws.

OCS shall grant up to ten (10) days of unpaid leave to employees who work more than twenty (20) hours per week and who are spouses of deployed military servicemen and servicewomen. The leave may be taken when the military spouse is on leave from deployment during a time of military conflict. To be eligible for leave, an employee must provide the School with (1) notice of intention to take military spousal leave within two (2) business days of receiving official notice that the employee's military spouse will be on leave from deployment, and (2) documentation certifying that the employee's military spouse will be on leave from deployment during the time that the employee requests leave.

Bereavement Leave

All employees who have worked for the School for at least thirty (30) days shall be eligible to take up to five (5) days of bereavement leave due to the death of a covered family member (spouse, child, parent, sibling, grandparent, grandchild, domestic partner, or parent-in-law). Employees are entitled to up to three (3) days of pay during bereavement leave. The remaining two (2) days of bereavement leave shall be unpaid unless an employee elects to use available accrued/unused paid leave. Bereavement leave must be utilized within three (3) months of the covered family member's date of death. Bereavement pay will not be used in computing overtime pay. Upon request, an employee may be required to provide documentation of the death of a covered family member.

Reproductive Loss Leave

All employees who have worked for the School for at least thirty (30) days shall be eligible to take up to five (5) days of leave upon the employee experiencing a reproductive loss event. A reproductive loss event includes any failed adoption, failed surrogacy, miscarriage, stillbirth, or unsuccessful assisted reproduction. Reproductive loss leave must be used within three (3) months of a reproductive loss event. Employees may take up to twenty (20) days of leave due to qualifying reproductive loss events within a twelve (12) month period. Reproductive loss leave shall be unpaid unless the employee elects to use available accrued/unused paid leave. Reproductive loss leave shall not be used in computing overtime pay.

Jury Duty

Any employee called to jury duty shall immediately notify the Assistant Principal to discuss the time of requested jury duty, instructional disruption, and detriment to student achievement. Jury duty can be postponed to the summer months or other vacation time. Employees should see the Assistant Principal before they respond to their summons.

For all exempt employees, the School will pay for time off if an employee is called to serve on a jury provided the employee continues to perform work duties as assigned. Nonexempt employees selected for jury duty may take unpaid days of absence or use any paid leave benefits which the employee has available.

Volunteer Firefighters

No employee shall receive discipline for taking time off to perform emergency duty as a volunteer firefighter. Employees participating as volunteer firefighters are asked to alert their supervisor so that the supervisor is aware of the fact that the employee may have to take time off for emergency duty.

Voting Time Off

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

School Activities and Appearances Leave

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

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

When requesting time off for school activities, the employee must provide verification of participation in an activity as soon as practicable. When requesting time off for a required appearance, the employee(s) must provide a copy of the notice from the child's school requesting the presence of the employee.

Bone Marrow and Organ Donor Leave

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

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

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

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

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

Victims of Abuse Leave

OCS provides reasonable and necessary unpaid leave and other reasonable accommodations to employees who are victims of domestic violence, sexual assault, stalking or other crimes. Such leave may be taken to attend legal proceedings or to obtain or attempt to obtain any relief necessary, including a restraining order, to ensure the employee’s own health, safety or welfare, that of the employee’s child or children or when a person whose immediate family member is deceased as the direct result of a crime. A crime includes a crime or public offense that would constitute a misdemeanor or felony if the crime had been committed in California by a competent adult, an act of terrorism against a resident of California (whether or not such act occurs within the state), and regardless of whether any person is arrested for, prosecuted for, or convicted of, committing the crime. Employees may also request unpaid leave for the following purposes:

- Seek medical attention for injuries caused by domestic violence, sexual assault, or stalking.
- Obtain services from a domestic violence shelter, program, or rape crisis center.
- Obtain psychological counseling for the domestic violence, sexual assault, or

stalking.

- Participate in safety planning, such as relocation, to protect against future domestic violence, sexual assault, or stalking.

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

1. A police report indicating that the employee was a victim of domestic violence, sexual assault, or stalking.
2. A court order protecting the employee from the perpetrator or other evidence from the court or prosecuting attorney that the employee appeared in court.
3. Documentation from a licensed medical professional, domestic violence or sexual assault counselor, licensed health care provider, or counselor showing that the employee's absence was due to treatment for injuries or abuse from domestic violence, sexual assault, or stalking.
4. Any other form of documentation that reasonably verifies that the crime or abuse occurred, including but not limited to, a written statement signed by the employee, or an individual acting on the employee's behalf, certifying that the absence is for the purpose authorized under the law.

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

DISCIPLINE AND TERMINATION OF EMPLOYMENT

Employee Conduct

Code of Ethics

All employees of OCS will:

1. Act with honesty and integrity, avoiding actual or apparent conflicts of interest in personal and professional relationships.
2. Comply with applicable rules and regulations of federal state and local governments and other appropriate private and public regulatory agencies.
3. Act in good faith, responsibly, with due care competence and diligence, without misrepresenting material facts.
4. Interact with colleagues, families, staff, and students in a respectful, constructive manner.
5. Participate and engage positively with all school professional development opportunities.
6. Respect the confidentiality of information acquired in the course of one's work, except when authorized or otherwise legally obligated to disclose.
7. As part of our obligation to our students, there are several mandated training sessions we are to receive. Below is information about being a mandated reporter. We will complete any mandatory staff training during professional training days set in the calendar.
8. Reporting Substance or Child Abuse: It is the duty and obligation of every school employee to report any suspicion of substance or child abuse to the Department of Child Services. It's a teacher's legal and professional responsibility to do so. We do not require you, but we do encourage you to speak with the Assistant Principal before calling the Child Abuse Hotline @ 1-800-540-4000 (part of the Department of Children/Family Services). Reports must be made within 24 hours of learning about the problem and follow up forms must be sent to DCFS within 36 hours of making the call. Please ask the DCFS representative for the website link and case reference number as this written report can be filed on-line, otherwise the Director of Operations has these forms on file.

Prohibited Conduct

The following conduct is prohibited and will not be tolerated by OCS. This list of prohibited conduct is illustrative only and applies to all employees of the School; other types of conduct injurious to security, personal safety, employee welfare and OCS' operations are also prohibited.

1. Falsification of employment records, employment information or other OCS records.
2. Recording the work time of another employee or allowing any other employee to record your work time, or allowing falsification of any time card, either your own

- or another employee's.
3. Unprofessional conduct.
 4. Theft, deliberate or careless damage or destruction of any OCS property or the property of any employee or customer.
 5. Removing or borrowing OCS property without prior authorization.
 6. Unauthorized use of OCS equipment, time, materials, or facilities.
 7. Provoking a fight or fighting during working hours or on OCS property.
 8. Carrying firearms or any other dangerous weapons on OCS premises at any time.
 9. Engaging in criminal conduct whether or not related to job performance.
 10. Causing, creating or participating in a dangerous disruption of any kind during working hours on OCS property.
 8. Insubordination, including but not limited to failure or refusal to obey the instructions of a supervisor or member of management, or the use of abusive or threatening language toward a supervisor or member of management.
 12. Using abusive language at any time on OCS premises.
 13. Failure to notify a supervisor when unable to report to work.
 14. Unreported absence on a scheduled workday.
 15. Failure to obtain permission to leave work for any reason during normal working hours.
 16. Failure to observe working schedules, including rest and lunch periods.
 17. Failure to provide a physician's certificate when requested or required to do so.
 18. Sleeping or malingering on the job.
 19. Wearing extreme, unprofessional or inappropriate styles of dress or hair while working.
 20. Violation of any safety, health, security or OCS policies, rules or procedures.
 21. Committing a fraudulent act or a breach of trust under any circumstances.
 22. Unlawful harassment.
 23. Using the internet or a cell phone for personal matters while supervising students.
 24. Any action which damages the reputation or public goodwill of the school, such as discussing issues that arise with OCS staff, students or families with other families or students and using social media such as Facebook to contribute to, complain, disparage or debate students, staff, and OCS family issues.

This statement of prohibited conduct does not alter the OCS policy of at-will employment. Either the employee or OCS remains free to terminate the employment relationship at any time, with or without reason or advance notice.

Conduct Outside of Work

While OCS does not seek to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct may interfere with the School's legitimate business and student development interests. Employees are expected to conduct their personal affairs in a manner that does not adversely affect OCS or their own integrity, reputation or credibility. Illegal or immoral off-duty conduct on the part of an employee that adversely affects the School's legitimate business and student development

interests or the employee's ability to perform his or her job will not be tolerated.

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

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

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

Termination of Employment

Voluntary Terminations

If an employee decides to leave their employment with OCS, it is requested that they give as much advance notice as possible, and at least thirty (30) days' notice is preferable. This will give OCS the opportunity to make the necessary adjustments in its operation. It should be noted that the request for notice does not alter the terms of the at-will agreement. Employees must return all property owned by OCS prior to their departure.

Involuntary Terminations

While the decision to commence employment is consensual, the same is not always true when the time comes to terminate the employment relationship. OCS will try to give employees as much notice as possible in the event of an involuntary termination; however, as an at-will employer, OCS reserves the right to end the employment relationship at any time.

In the event that OCS determines that it is necessary to lay off any employee or a

number of employees for business related reasons, OCS retains full discretion to select which employee(s) will be laid off. Some of the relevant factors considered in making these determinations might include OCS' operational requirements and the skill, productivity, ability, and past performance of those involved.

APPENDIX A

HARASSMENT/DISCRIMINATION/RETALIATION COMPLAINT FORM

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

If you are an employee of the School, you may file this form with the Principal or Board President. Please review the School's policies concerning harassment, discrimination, and retaliation for a definition of such unlawful conduct and a description of the types of conduct that are considered unlawful.

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

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

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

Your Name: _____ Date: _____

Date of Alleged Incident(s): _____

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

List any witnesses that were present: _____

Where did the incident(s) occur? _____

Please describe the events or conduct that are the basis of your complaint by providing as much

factual detail as possible (i.e. specific statements; what, if any, physical contact was involved; any verbal statements; what did you do to avoid the situation, etc.) (Attach additional pages, if needed):

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

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

Signature of Complainant

Date: _____

Print Name

Received by: _____

Date: _____

APPENDIX B

INTERNAL COMPLAINT FORM

Your Name: _____ Date: _____

Date of Alleged Incident(s): _____

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

List any witnesses that were present: _____

Where did the incident(s) occur?

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

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

Signature of Complainant

Date: _____

Print Name

To be completed by School:

Received by: _____

Date: _____