



Employee Manual

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ABOUT LEAD PUBLIC SCHOOLS

Welcome to the LEAD Community! We pride ourselves on our unique spirit of teamwork and community that exists on our campus. LEAD was founded on this spirit and our ability to build and maintain strong relationships with all stakeholders in the school has been an important ingredient in our overall success. Students and staff at LEAD treat and rely on one another as family and value each other as individuals.

Staff members are expected to make themselves available to fellow staff members, students, and their families in order to work in the best interest of our students and school. While many other schools are marked by instructors closing the door during the day and isolating themselves from their colleagues, staff members at LEAD work in a collaborative manner to reach our ambitious goal of success in college and in life for every one of our students.

As part of that community, it is important for all employees to familiarize themselves with our Mission and Ethos.

LEAD Mission

LEAD Public Schools prepares all our students with the knowledge and skills to succeed in college and in life.

LEAD Ethos

I LEAD because:

- I am Courageous
- I am Self-Reliant
- I am Disciplined
- I am Committed
- Serve Others

UNDERSTANDING THE HANDBOOK

Purpose of this Handbook

Welcome to LEAD! This handbook is designed to acquaint you with our general personnel policies and practices and to summarize the key elements of the LEAD employment experience. It is designed to provide a general understanding of our personnel policies and to answer many of your questions about employment with LPS.

However, it is not intended to be an all-inclusive source of information and LPS may modify these policies. Modifications will be made only by the Chief Human Resource Officer and CEO; no statement or promise by any other staff person may be interpreted as a change in the policies in this handbook. Unless otherwise indicated, this handbook supersedes all previous written or verbal policies. Neither this handbook nor any of its provisions create an expressed or implied contract of employment.

“At-Will” Employment”

All positions at LEAD Public Schools are at-will. Either party can terminate the relationship at any time with or without cause and with or without notice.

Employee Classification

In order to understand benefits and leave packages, employees will want to make sure they understand which policies apply to their position and how they are classified. When a new employee is hired, or when an employee moves to a new position, the employee will be classified into one of the following categories based on their method of compensation, hours scheduled to work, and responsibilities.

As responsibilities change, an employee’s classification may be changed by the Chief Human Resource Officer and employee’s supervisor.

All positions are classified into the following categories:

Position Classification	Employee Groups
Certified	Positions requiring a teaching certificate: <ul style="list-style-type: none">• Teachers

Support	Positions not requiring a teaching certificate, such as: <ul style="list-style-type: none"> • Principals • Assistant Principals • Counselors • Education Assistants • Operations Managers • Office Managers and Office Staff • Nest Staff
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All employees are classified into the following categories:

Classification	Pay	Benefits Eligibility	Paid Time Off	Hours
Full Time Salaried	Salaried	Eligible for Benefits	Eligible	Scheduled to work 30 hours per week or more
Part Time Salaried	Salaried	Not eligible for Benefits	Eligible for PTO on a prorated basis	Scheduled to work less than 30 hours per week
Hourly	Hourly Rate	Not eligible for benefits	Not eligible for PTO	Must consistently work less than 30 hours per week

Calendar Year vs School Year Distinction

LEAD also classifies staff as School Year and Calendar Year employees. This distinction influences an employee’s paid time off package (please see the Paid Time Off section for more details). Please see the table below for a breakdown of Calendar Year vs School Year.

Classification	Position	Definition
School Year	<ul style="list-style-type: none"> • Teacher • Student Support Coordinator • Education Assistant • Counselor 	Employees who only work during the school year and are deemed School Year employees

Calendar Year	<ul style="list-style-type: none"> ● Principal ● Assistant Principal ● Instructional Manager ● Office Manager & Office Assistant ● Director of Operations ● NeST Staff 	Employees who work the full calendar year and are deemed Calendar Year employees
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Certification

Employment for teachers is contingent on completion of certification in Tennessee. LEAD Public Schools reserves the right to adjust employee classification, as well as the resulting salary, and/or terminate a staff member should a teacher fail to be licensed in the area in which they were originally hired to teach.

All positions serving as a teacher of record in any course will be classified as Certificated. In addition, the State of TN classifies as Certificated any employee who has participated in the TCRS pension plan and has not requested a refund of contributions. Therefore, LPS will classify as Certificated any staff member who has participated in TCRS and not requested a refund of contributions.

GENERAL INFORMATION AND PRACTICES

Hours

Hours are set by Principals. Employees are encouraged to discuss work hours with their supervisor in the first week of employment.

Inclement Weather Policy

Generally, LEAD follows MNPS cancellation policies. During inclement weather, check local news stations for information regarding cancellation policies. Unless otherwise noted, LEAD will be closed when MNPS is closed. During times when school is canceled, staff should check email communication for further information. If an employee is unable to make it to work, they are expected to inform their immediate supervisor as early as possible that they will be absent. If an employee fails to come to work when school has not been canceled, the employee must use any available accrued leave.

Equal Employment Opportunity

LEAD Public Schools does not discriminate on the basis of race, religion, creed, gender, gender identity, sexual orientation, national origin, color, veteran status, age and/or disability in

admission to, access to, or operation of its programs and activities. LEAD Public Schools does not discriminate in its hiring or employment practices and complies with federal and state regulations for implementing Title IX of the Education Amendment of 1972, Title VI, Section 504 of the Rehabilitation Act of 1973 and Americans with Disabilities Act (ADA) 1990.

LEAD has adopted grievance procedures for filing, processing, and resolving alleged discrimination complaints concerning discrimination based upon race, color, religion, national origin, sex, age, disability, and veteran status. Any person who believes s/he has been discriminated against based upon one of these protected categories is encouraged to file a discrimination complaint.

Employees with Disabilities

LPS is committed to complying with all applicable provisions of the Americans with Disabilities Act. LPS does not discriminate against any employee or job applicant who is a qualified individual with a disability on the basis of his/her disability or perceived disability in all job application procedures, hiring, firing, advancement, compensation, job training, and other terms, conditions and privileges of employment.

LPS is committed to nondiscrimination and supports the employment of qualified individuals with disabilities in our workforce. It is the responsibility of an employee to request an accommodation of his or her physical or mental disability by contacting the MDHR. LPS will determine whether the employee is a qualified individual with a disability and whether a reasonable accommodation is possible that would allow the employee to perform the essential functions of the job without imposing an undue hardship on LPS or other employees.

Personnel Records

All personnel records are the responsibility of the Chief Human Resource Officer. Access to personnel files will be given only to those authorized people within LEAD who have a legitimate business need to review them. All medical files will be kept separately, in accordance with HIPAA. Submit records requests to hradp@leadpublicschools.org

ADP – Employee Information Update

If you have an address or personal contact information change, you should ensure that timely updates are made within ADP.

Please ensure that your personal information is updated in ADP. This information is very important when we begin to send out Tax documents, important for any Retirement accounts you may have with LEAD, and **COBRA** information to be sent out, if applicable.

You can make the updates in ADP by going to workforcenow.adp.com. After you log in: go to **Myself, My Information** and **Profile**. On the left-hand side under **Personal Info** click **View More** and scroll down to the address section. **In ADP: Please verify your:**

Physical Address, Personal email address and contact number

Former employees will have access to ADP through adp.com to obtain a copy of their W-2 form electronically when they are available. Please follow the steps below to review your options and elect to receive your W-2 electronically.

Myself > Pay > Annual Statements 1. On the Annual Statement page, click **Go Paperless**. 2. Select **Access my Annual Statements online only** check box and click **Next**. 3. Read the information, click **I Agree**, and click **Next**. 4. Enter the confirmation number, and click **Next**. 5. Click **Done**

If you have any questions, please feel free to contact the HR team at (615) 622-1845 or by email at hradp@leadpublicschools.org.

Employment Verification/References

We have partnered with The Work Number to provide employment verifications. All employment verifications should be submitted:

www.theworknumber.com

Provide Company Code: 119585

Provide Your Social Security Number

Occasionally, current or former employees may need LEAD to verify their employment, address, position, salary, or other information. All requests for such information regarding current or former employees must be directed to hradp@leadpublicschools.org. No LEAD employees should verify any employment information or provide a reference unless approved by Human Resources. Our policy is to release only the dates of employment and job title and to verify salary, and not to release or verify any additional information.

Personal Property

LPS is not responsible for and will not reimburse employees for lost or stolen personal property. Unless an employee's Supervisor requests that s/he bring her/his property to LPS for work

related purposes, LPS cannot and will not be responsible for it. Personal items like I-Pads, digital cameras, laptops, jewelry, etc. should be left at home. If an employee must have items of personal property at work, it is requested that employees keep them on their person at all times while on LPS premises.

EMPLOYEE CONDUCT

Role Model Policy

Every Employee is a Role Model for the youth attending LEAD. Regardless of the position an employee may hold within LEAD, every LEAD employee, volunteer and contracted employee must recognize that we are all role models for the youth we serve. As such, our behavior, both on the job and when in the public eye, must be consistent with our goal of providing positive role models to all our youth. This includes but is not limited to acting, speaking and conducting oneself in a professional manner with a courteous attitude.

It shall be the continuing policy of LEAD to be intolerant of any behavior that negatively impacts the employee's ability to serve as a positive role model or which otherwise compromises the LEAD philosophy, the integrity of its models of care, or its credibility with students, their families and the public. LEAD will carefully and thoughtfully investigate charges of inappropriate behavior and will impose appropriate disciplinary sanctions, up to and including the termination of employees whose conduct is found to be detrimental to their roles as positive models for student behavior.

Positive Role Model Definition

LEAD Public Schools defines a Positive Role Model as such:

- A positive role model recognizes that one's conduct is an informational base for student behavior.
- A positive role model is one whose own behavior at all times demonstrates the appropriate behaviors and attitudes we seek from the child/youth in our care.
- A positive role model is one whose own behavior is absent from any illegal conduct.
- A positive role model demonstrates self-respect and respect for their co-workers and youth in our care.
- A positive role model is one whose own behavior is absent of conduct which violates any of the following:
 - Sexual and Harassment Policy
 - Child Abuse Policy
 - Substance Abuse and Drug-Free Workplace Policy

- o Any program or facility policy which serves to define or delineate staff/student relationships.
- A positive role model is one whose own behavior (including social media presence), even if away from students or work, is such that if it became public knowledge or known to students it would not undermine, diminish or limit the relationship with youth or have the potential to negatively impact the behavior of youth. This is particularly true of social media use.

Response to Allegations of Inappropriate Behavior

In the event a charge of inappropriate behavior is made, all allegations shall be carefully and thoughtfully investigated internally and reported to the appropriate Human Resources personnel and, if the alleged activity may also be illegal, to the appropriate local, state or federal authority. LEAD employees are required by this policy to immediately report to the Principal or to a person designated by the facility director, any action initiated, observed, or learned of, that constitutes, or may constitute inappropriate behavior. This includes any procedure, practice or ethical standards of LEAD and the human services profession. The Principal, or designee, is required to ensure filing of appropriate state reports if applicable.

Legal Consequences: If an employee engages in illegal actions described herein, law enforcement authorities shall be called and one is subject to being charged under appropriate local, state or federal laws.

Employment Consequences: Violation of this policy, either by misconduct or by failure to report as required, constitutes a major violation of LEAD's Employee Conduct and Progressive Disciplinary Action Including Termination Policy/Code of Conduct Policy and may subject the employee to discipline, up to and including discharge for the first offense.

LEAD Public Schools takes the Role Model Policy very seriously. Employees should only sign and acknowledge this manual after having received clarification of any part of the Role Model Policy not understood. No employee shall be permitted to have contact with students until the employee understands and has signed the employee manual acknowledgement. Refusal to sign shall constitute cause for discharge from employment.

Harassment Policy

It is LPS policy that all employees are responsible for assuring that the workplace is free from all forms of harassing behavior. Harassment may consist of unwelcome conduct, whether verbal, physical, or visual, that is based on a person's race, color, religion, sex, sexual orientation, age,

national origin, ancestry, disability or other legally protected status. LPS will not tolerate harassing conduct that creates an intimidating, hostile, or offensive work environment, that interferes unreasonably with an individual's work performance, or that affects job benefits.

Because of LPS's strong disapproval of offensive or inappropriate sexual behavior, all personnel must avoid any action or conduct which could be viewed as sexual harassment. Sexual harassment may include unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of employment; or
- Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment.

To maintain a harassment-free workplace, the following conduct is prohibited:

- Verbally abusing or "kidding" that is related to one's race, color, religion, sex, sexual orientation, age, national origin, ancestry or disability and considered unacceptable by another individual. This includes comments about an individual's body or appearance/clothing (where such comments go beyond mere compliment), off-color jokes that are clearly unwanted or considered offensive by others, or any other tasteless comments or innuendoes.
- Creating a work environment that is intimidating, hostile, abusive, or offensive because of the display or circulation of offensive written materials (including electronic mail), unwelcome conversation, suggestions, requests, demands, physical threats, or physical contacts.
- Threatening or insinuating that an employee or applicant should submit to sexual advances or that refusal to submit to sexual advances will adversely affect employment, including evaluation, wages, promotional opportunities or work tasks.
- Giving favorable treatment in any way to an employee or applicant because that person has shown a willingness to perform sexual activities.
- Making unwelcome or unwanted sexual advances. This includes patting, pinching, brushing against, hugging, cornering, kissing, fondling, or any other similar physical contact considered unacceptable by another individual.
- Displaying sexually suggestive objects or pictures, including nude photos, in the workplace.
- Classroom assignments or classroom discussion that is racist, sexually explicit or otherwise discriminatory without a legitimate academic purpose.

- Any other harassing conduct that would unreasonably interfere with another's work performance.

Any employee who has a complaint of harassment by anyone at LPS (including supervisors, co-workers or visitors) must bring the problem to the attention of their Principal or Chief Human Resource Officer. Retaliation against an employee for bringing a complaint is prohibited. Violation of this prohibition against retaliation may result in discipline up to and including discharge.

All complaints will be investigated promptly and thoroughly and appropriate action will be taken to the extent reasonably possible. Confidentiality with respect to reports and related investigations will be maintained. LPS will retain confidential documentation of all allegations and investigations and will take appropriate corrective action, including disciplinary measures when warranted up to and including termination, to remedy any violation of this policy.

Consensual Relationships in the Workplace

LEAD Public Schools require staff to notify their supervisor and Chief Human Resource Officer if they are in a romantic relationship with another staff person. In accordance with the Sexual Harassment Policy, romantic relationships must be entirely voluntary and consensual, may not have a negative impact on the working environment, and both members of the relationship must agree to not engage in any public displays of affection or other behavior that might create a hostile work environment for others or that might make others uncomfortable.

One or both members of the relationship may need to transfer to another department or location to remove any conflicts of interest in our working environment. If a transfer will not remove the conflict of interest, one member may have to resign or be demoted to remove the conflict of interest. LEAD Public Schools will first ask the members to choose which member will be subject to a transfer, demotion or resignation. If the parties fail to choose, LEAD Public Schools will choose for the individuals and will make such a decision without regard to any protected class characteristic and in compliance with LEAD Public Schools' Equal Opportunity Policy.

Members in a consensual relationship must act professionally toward each other at all times, even after the relationship has ended, and may not participate in any company decision-making processes that could affect each other's pay, promotional opportunities, performance reviews, hours, shifts or career, while in the relationship or after the relationship ends. If the relationship ends, both members agree to respect the other person's decision to end the relationship and will not retaliate against the other person, engage in any unprofessional or inappropriate efforts to resume the relationship, or engage in any other conduct toward the other person that could violate the Sexual Harassment Policy.

Attendance Policy

Faithful attendance of all employees, as scheduled, is an important element in the operation of LEAD Public Schools (LPS). Excessive absenteeism or tardiness, or a combination of the two, will result in progressive discipline up to and including termination of employment. All planned absences must be approved by the Principal or Supervisor at least ten (10) days in advance. For unplanned absences, please contact the Principal or Supervisor via cell phone as soon as possible so that arrangements can be made.

Employee Responsibility

1. Report for work on time and as scheduled
2. Ensure that employee's supervisor is properly notified if he needs to request time off
3. Request time off from work in ADP. If possible, the request should be submitted in ADP prior to the absence.
4. Provide medical statements when required for the use of sick leave
5. Take steps to correct problems which frequently cause excessive absences or tardiness
6. Log into ADP for accrual leave time balance and use.

For information regarding LEAD's blackout days, please see the Holiday and Break Policy.

Dress Code

The following policy and guidelines support a professional work environment, and as such, require all employees to adhere to a business-professional dress code. Appropriate professional dress extends beyond the classroom and allows any school visitor – whether it's a family or potential student, job candidate, volunteer, donor, etc. – to view our staff members as the outstanding professionals that they are. Our dress code is designed to help us all provide a consistent professional appearance, as it reflects on ourselves and the greater network as a whole. For staff members and volunteers, professional dress is defined as:

- **All days:** Staff members should wear their Employee ID at all times on a LEAD-issued lanyard, displaying either LEAD or their LEAD campus branding.
- **LEAD Business Professional: (Monday through Thursday Schedule):** "Business professional" is defined as a tucked-in button-down collared shirt or polo, and belt, (wearing a tie is *optional*) and slacks/khakis or a blouse and slacks/khakis, skirt or dress of appropriate length and fit. Professional dress shoes are *required* (see your supervisor for

examples/non-examples). Sneakers are not allowed as part of professional attire unless you are a PE teacher. Headwraps/scarves are permitted in the workplace.

- **LEAD Business Casual: (Friday and Summer Schedule):** “Business Casual or College/LEAD Attire” is defined as a LEAD polo or t-shirt, or a college/university shirt, belt and long pants or dress skirt. Sneakers are permissible on Friday.
 - **“Dress Down Fridays”** - On the first and third Fridays of the month, jeans are permissible as a part of the LEAD Business Casual Dress Code.

***Note:** LEAD Business Casual is appropriate during the summer unless you are attending a LEAD sponsored event or a LEAD sponsored event is taking place on your campus. Examples of LEAD sponsored events include but are not limited to LEAD University professional development, Summer School, Data Days, etc.

Clothing that is not allowed on any day, includes, but is not limited to:

- Jeans or shorts are not permissible of any color. (Dress down Fridays are permitted on the first or third Fridays of the month)
- Attire that includes language or graphics that are vulgar, sexually explicit, or may otherwise be offensive.
- Sweatpants, athletic apparel, yoga pants, shorts or leggings as trousers. Athletic apparel is appropriate for PE teachers on days in which they are teaching a PE course or for teachers on an appropriate field trip.
- Shoes that are not conducive to a productive and professional working environment, including flip-flops, or heels three inches or higher. Professional dress shoes are required.
- Revealing clothing, low-cut shirts, any items bearing the midriff, and shorts, tank tops, strapless or off-the-shoulder shirts or dresses.
- Hats or baseball-style caps are not permitted during school operating hours within school buildings.

Staff members who are not confident their attire meets the LEAD dress code should err on the side of modesty and ask their supervisor for guidance.

Accommodations to the dress code may be made for religious beliefs. Employees requesting accommodations for religious or other reasons should speak to their supervisor. The Head of Schools and Chief Human Resource Officer will review requests for approval. Dress code infractions will be handled on an individual basis by the Head of Schools and Chief Human Resource Officer based on failure to adhere to the dress code policy.

Summer Time Dress

- **When does summer time dress apply?** After the school year officially ends and students are not present, but prior to LEAD University.
- **What if there are no students in the school building, and we are closed for business?** The dress code is relaxed meaning that team members can wear shorts, jeans, and sneakers tastefully if they so choose.

Fitness for Duty

Employees are required to report that they are taking medication that may affect their ability to perform their job duties; however, employees are not required to identify the medication or health condition that requires them to take medication. If an employee is restricted from performing certain job duties because he or she is taking medication, he or she must provide a statement from a physician.

Drug-Free Environment and Substance Abuse Testing

As a recipient of federal grants, LEAD maintains a drug-free workplace pursuant to the requirements of the Drug-Free Workplace Act. Lead Public Schools is committed to providing a safe work environment and to fostering the well-being and health of its employees. That commitment is jeopardized when any Lead Public Schools employee illegally uses drugs on or off the job, comes to work under their influence, possesses, distributes or sells drugs in the workplace, or abuses alcohol on the job. Therefore, Lead Public Schools has established the following policy, pursuant to T.C.A. Section 50-9-100 et.

- It is a violation of company policy for any employee to use, possess, sell, trade, offer for sale, or offer to buy illegal drugs or otherwise engage in the illegal use of drugs on or off the job,
- It is a violation of company policy for any employee to report to work under the influence of or while possessing in his or her body, blood or urine, illegal drugs in any detectable amount.
- It is a violation of company policy for any employee to report to work under the influence of or impaired by alcohol.
- It is a violation of the company policy for any employee to use prescription drugs illegally, i.e., to use prescription drugs that have not been legally obtained or in a manner or for a purpose other than as prescribed. However, nothing in this policy precludes the appropriate use of legally prescribed medications.
- Violations of this policy are subject to disciplinary action up to and including termination.

Everyone shares responsibility for maintaining a safe work environment, and co-workers should encourage anyone who has a drug problem to seek help. Lead Public Schools provides free

confidential counseling to employees through our Employee Assistance Program (please see the Benefits section for additional information).

As a condition of employment, employees must abide by the terms of this policy and must notify The Company in writing of any conviction of a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction. LEAD Public Schools reserves the right to require a pre-employment drug test, or, with probable cause, require an employee to undergo substance abuse testing. Failure to submit to a required substance abuse test also is misconduct and also shall be subject to discipline up to and including termination.

By signing the employee manual, employees consent to submit for a drug and/or alcohol test, if requested. Failure to comply with a drug and/or alcohol testing request or a positive confirmed result for the illegal use of drugs and/or alcohol may lead to discipline up to and including termination of employment and/or loss of workers' compensation benefits. Employees consent to urinalysis and/or other tests as shall be determined by LEAD Public Schools in the selection process of applicants for employment, for the purpose of determining the drug content thereof. Employees agree to hold harmless the Company and its agents from any liability arising in whole or part out of the collection of specimens, testing, and use of the information from said testing in connection with LEAD's testing.

Smoking/ Tobacco Use

All LEAD Public Schools campuses are tobacco free.

Background Check and Fingerprinting

LEAD Public Schools complies with state law in ensuring all staff members have a cleared background check and fingerprinting prior to working at LEAD. Employees must be cleared prior to working at LEAD. The cost is the responsibility of the employee. In accordance with state law (TCA 49-5-413), employees will be rescreened every five (5) years. A failure on a background check may be grounds for termination in accordance with state law and local district policy.

Intentional or Unintentional Misuse, Improper Disclosure, or Dissemination of Criminal History Records Information (CHRI):

If CHRI is improperly used, disclosed, or disseminated (regardless of whether this misuse, disclosure, or dissemination was intentional), the Sr. HR Executive or HR Business Partner, shall

be notified immediately. Depending on the nature and circumstances of the misuse, disclosure, or dissemination, the parties involved may be reprimanded or subject to discipline up to and including termination of employment. The willful, unauthorized disclosure of CHRI may also result in state or federal prosecution.

Proprietary Information

Employees who work with confidential and proprietary information of LPS, such as student information, employee records or pay, financial data, fundraising proposals, etc., must use such information only for LPS business purposes and must keep such information confidential during and after employment by LPS. LPS will use legal means, if necessary, to protect its interest in proprietary information.

Technology Loan Agreement

LPS provides all Teachers and certain Support Staff a laptop for the purpose of enhancing the employee's ability to fully carry out his/her responsibilities. Staff members who take advantage of this opportunity will be responsible for operating, maintaining and exercising control and possession of their technology at ALL times during the period that the device is on loan. The staff person should return the device to LPS in as good working condition as when it was delivered to them, ordinary wear and tear expected. Individuals shall reimburse LPS for repair or replacement of LPS property lost, stolen damaged or vandalized while under their care, due to gross negligence or willful abuse, including damage resulting from unauthorized downloads or alterations to existing data, with the understanding that those costs will not exceed the original cost of the lost or stolen machine. LPS reserves the right, at any time and for any reason, to exchange the device or to ask that a machine be returned. Staff members also agree not to download any illegal software onto their computer or tablet. All LEAD issued technology must be returned prior to a staff member's last day of employment at LEAD.

Information Technology & Computer Software

Employees are encouraged to use LPS technology resources to promote student learning and communication with the home and education-related entities. LPS's information systems and systems equipment are provided to employees for LPS business purposes. In no event shall an employee use LPS's information systems in a way that may be disruptive or offensive to others, or in violation of LPS's policy or any law. LPS's policy against sexual and other harassment applies fully to the use of information technology. Technology-based materials, activities and communication tools shall be appropriate for and within the range of the knowledge, understanding, age, and maturity of Students with whom they are used.

All information contained in or arising directly or indirectly from the use of LPS's information systems and systems equipment constitutes LPS business records and is the property of LPS. For example, this includes, but is not limited to:

- electronic mail messages
- voice mail messages
- contacts
- computer files
- passwords
- computer data
- information obtained from on-line services and the Internet

Examples of prohibited activities on LPS information systems include, but are not limited to:

- Making offensive or harassing statements, including disparagement of others based on race, color, national origin, ancestry, sex, sexual orientation, age, disability, religion or any other basis prohibited by applicable law;
- Sending, downloading or soliciting sexually oriented messages or images;
- Knowingly using LPS systems to download or distribute pirated software or data;
- Distribute or print copyrighted materials in violation of copyright laws, or create or process unlicensed copies of copyrighted software.
- Use LPS systems to propagate any virus, "worm," or other destructive code.
- Use a code, access a file or retrieve any stored communication unless they have been given authorization to do so. Each employee is responsible for the security of his/her own password.

LPS reserves the right to access, monitor, intercept and/or disclose any of the foregoing information for any purpose at any time. Employees should have no expectation of personal privacy in any material stored, created, received, or sent using any of LPS's information technology tools. Accordingly, employees should be aware that information such as electronic mail messages, voice mail messages, and computer files are not personal, private, or confidential and may be accessed, monitored, intercepted and/or disclosed by LPS in its sole discretion. All passwords must be disclosed to the network administrator.

In addition, all files and work products created during, or related to, an employee's tenure at LPS are the property of LPS. The location of all files and work products needs to be communicated to an employee's supervisor prior to their last work day. No files or work product may be duplicated or removed without the express written consent of the CEO. Work product specifically includes

contact information collected or used as a part of business either in hard copy or electronic media.

LPS has purchased or licensed the use of computer software solely for its own operation; LPS does not own the copyright to this software or its related documentation and, unless authorized by the software developer, does not have the right to reproduce it for use on more than one computer.

Media Inquiries

The CEO and Director of Communications are the official media representatives of LPS, who disseminate information to the media and arrange press interviews. All inquiries from the media should be promptly referred to the Director of Communications. No LPS employee shall represent him or herself as a spokesperson for LPS without prior approval of the Director of Communication. Employees may not have “off the record” conversations with the media. Employees are not authorized to extend the use of the LPS name to endorse any private or public candidate, project, service, or cause. Employees wishing to support such endeavors must make it clear to the public that the thoughts and viewpoints expressed are their own and not those of LEAD Public Schools.

Social Media Policy

It is important that all employees consider how their actions outside of the walls of the school may impact their work. We need to be mindful about the public nature of social media and how it may impact our professional life at LEAD Public Schools. Be aware that anything you post online can be accessible to others outside of your immediate circle.

Please stop and consider the following guidelines before posting or sending information:

- Staff members should not invite or accept students to be members of their immediate social group on social media sites (for example, staff should not “friend” their students on Facebook).
- While staff members may post generic information online about their school, including celebrating achievements, publicizing events or sharing pictures of their school or students, to protect the privacy of all students, staff members may not identify any students or their family members by name. Staff members must also be careful to not post any personal or academically sensitive information about any students at LEAD (for example, noting a particular student as having an IEP or being homeless).
- Staff members should also be cognizant of their online interactions with students and other adult members of the LEAD community. Employees will be responsible for any

exposure/access by students and other members of the LEAD community to inappropriate or unprofessional content, including words or pictures.

- Online discourse is individual interactions, not LPS communications. Employees are personally and legally responsible for their own communications.
- When posting about education related matters, employees must identify themselves and make it clear that they are speaking for themselves alone.
- Employees may not discuss or divulge confidential LPS information, including, but not limited to student information, proprietary information that has not been made public, or other copyrighted materials.

Political Activity at LEAD

LEAD wants to provide clarity around what is allowable with respect to political campaigns, endorsements, and communication. An employee's choice to work within a public school system does not restrict them from expressing their rights as a citizen; however, it must be evident that any political activities LEAD employees engage in are undertaken solely on behalf of the individual personally, and not as a representative of our school system. While LEAD Public Schools is a network of charter schools that are operated separately from MNPS, LEAD follows the MNPS policies and procedures as it relates to endorsements of candidates and involvement in political campaigns. Below is some specific guidance:

- **Endorsement:** LEAD staff may not endorse a candidate or support a political campaign on behalf of our school system or any of our campuses.
- **Social Media:** Staff may retweet, like a post, or share information about politically affiliated organizations or candidates, but endorsements need to be communicated clearly as being voiced from staff as an individual, not as a LEAD Public Schools staff person. Any social media activity in support of a candidate must be made from a staff member's personal account, not school accounts.
- **Volunteering:** Staff may volunteer for any campaign or attend political events, but may not do so as a representative of LEAD Public Schools, its affiliate campuses, and staff may not wear school branded attire.
- **Marketing or Information Sharing:** Any information that staff share on behalf of any political candidate should not be done so using LEAD school email account, media sites, webpages, or on school property. Staff may put marketing information (such as flyers, signs, stickers, etc.) on their personal property, such as their yard or car, but they may not bring any political marketing material on school property and staff may not conduct any political activities on school properties.

Fundraising

LEAD Public Schools strives to provide staff members with all the resources they need to be successful in the classroom. Should a staff member have additional needs, we encourage them to speak with their Principal. Any fundraising activities must be approved by a school supervisor in collaboration with our Director of Development. Staff members should not create fundraisers (such as online fundraising pages, local fundraising events, etc.) without first receiving approval.

Ethics Compliance Policy

LPS is committed to maintaining a positive, ethical work environment for all employees. Further, the school is also committed to facilitating open and honest communications relevant to our governance, finances, and compliance with all applicable laws and regulations. It is important that LPS be apprised about unlawful or improper behavior including, but not limited to, any of the following conduct:

- theft or fraud
- abuse or misuse of LPS's resources or assets
- financial reporting that is intentionally misleading
- improper or undocumented financial transactions
- harassment of any kind (as defined in the Personnel Policy)
- any behavior that violates the Personnel Policy or City, State or Federal laws
- any other improper occurrence regarding cash, financial procedures, or reporting

We request the assistance of every employee who has a reasonable belief or suspicion about any improper conduct. LPS values this input and each employee should feel free to raise issues of concern, in good faith, without fear of retaliation. Employees will not be disciplined, demoted, lose their jobs, or be retaliated against for asking questions or voicing concerns about conduct of this sort.

At the same time, LPS expects all employees to take this policy seriously, to use it in good faith, and to use it when necessary and in a judicious manner. Reports that are not made in good faith, or otherwise are intended to harass or annoy an employee, may result in disciplinary action, including termination.

We encourage any employee who has a concern regarding an action concerning LPS's governance, finances, ethics policy or compliance with all applicable laws and regulations to raise the concern with their Principal, supervisor, CEO or Chief Human Resource Officer.

If for any reason the employee does not believe these channels of communication are adequate, the concern should be reported immediately to the chair of the Board. Anonymous reports will be accepted, and all reports will be handled on a confidential basis. The contact information for the Board chair is below. Mark envelope: "TO BE OPENED BY ADDRESSEE ONLY PERSONAL AND CONFIDENTIAL". The Board Chair will coordinate the investigation and LPS will take appropriate action as it deems justifiable by the circumstances.

Problem Resolution

From time to time, employees may have suggestions, concerns or grievances either about the operations of LPS in general or about their own individual situations. LPS believes strongly that these matters should be aired and resolved in an orderly fashion, rather than be ignored. If your suggestion or concern applies to multiple departments across the organization, please bring the issue to the attention of your Principal. If your concern applies to a single or small group of individuals, LPS requests that issues be handled in the following way:

- 1) The concerned employee should first raise the matter, on an informal basis, with the co-worker involved. If for any reason the employee is uncomfortable in raising the matter with his/her supervisor, s/he should discuss it informally either with another supervisor or with the Principal. If the matter concerns the Principal, contact should be made directly with the Head of Schools or Chief Human Resource Officer.
- 2) If the concern persists after a reasonable attempt to resolve it informally, the employee should set out in writing to the employee's supervisor a description of the problem and the employee's proposed solution.
- 3) If the matter is not resolved within 14 days after being submitted to the employee's supervisor, the employee should submit the problem and proposed solution in writing to the CEO or Chief Human Resource Officer.
- 4) If the employee is not satisfied after the problem has been presented to the CEO or Chief Human Resource Officer, the employee may submit the matter in writing to the President of the Board who will review it with the Board of Directors. The Board of Directors has final authority in such matters and will generally make a determination within 30 days after such matter is submitted to them.

Employee Conduct and Progressive Disciplinary Action Policy (Including Termination Policy)

Working at LPS requires an understanding of our commitment to teamwork on all levels and mutual respect amongst all staff members. Implicit in these principles is the acknowledgement that every employee is a role model for the youth attending LEAD Public Schools and behavior contradictory to this is unacceptable and may be grounds for disciplinary action up to and including termination.

Generally, LEAD Public Schools uses a progressive disciplinary action model in which the severity increases each time an infraction continues to occur. A supervisor or principal may take corrective disciplinary action regarding infractions by initiating the progressive discipline model including a verbal counseling, a written reprimand, and termination, if necessary. Progressive disciplinary action is taken to correct an infraction and ensure transparency between a supervisor and employee.

Grounds for Disciplinary Action:

The following is not an exhaustive list, but constitutes grounds for disciplinary action:

1. Insubordination toward the supervisor.
2. Absence without notification or absence recorded as an unexcused absence.
3. Drinking intoxicating beverages, using drugs not specifically prescribed to the employee by a licensed physician or using a controlled substance while at work, whether under the influence of the beverage, drug, or controlled substance or not.
4. Being under the influence of intoxicating beverages or drugs not specifically prescribed for the employee by a licensed physician or controlled substances when at work or upon reporting to work.
5. Possession of illegal drugs or a controlled substance while at or away from work.
6. Violation of any written rules, policies or procedures of the school in which the employee is employed or LEAD Public Schools.
7. Dishonesty.
8. Conviction of a felony.
9. Inability to perform duties, when reasonable accommodation has been considered and cannot be made.

10. Neglect or failure of any employee to properly and promptly make reports or furnish information specifically required by LEAD Public Schools.
11. Excessive absenteeism and/or excessive tardiness and/or abuse of sick leave.
12. Violation of safety rules, regulations or procedures.
13. Unauthorized sleeping while at work.
14. Damage to or loss of LEAD Public School property caused by negligent acts of the employee.
15. Unlawful or unauthorized possession of a weapon, as defined by applicable laws, while at work or while on LEAD Public School property.
16. Using abusive or profane language so as to create a disturbance in the workplace.
17. Falsifying employment or any official document of LEAD Public Schools.
18. Disclosing confidential information to unauthorized persons.
19. The use or threat of violence or intimidation when directed toward another person.
20. Discrimination on the unlawful basis of race, sex, color, age, religion, national origin, handicap or lawful political or employee group affiliation.
21. Participation in a pattern of harassment toward an employee of LEAD Public Schools.
22. Conduct unbecoming an employee of LEAD Public Schools as defined as Immoral, unethical, or illegal conduct.

LPS reserves the right to immediately dismiss employees for any of the aforementioned infractions, which is not an exhaustive list.

Leaving LEAD Public Schools

Under certain circumstances, an employee may choose to leave his or her position at LEAD. An employment separation at the initiative of the employee is considered resignation. To minimize disruption to the organization, employees who decide to resign are urged to give advance notice. Although employment is “at-will”, LEAD requests that all employees give at least two weeks’ notice before leaving her/his position in order to be eligible for rehire.

In addition, Human Resources will schedule an exit interview. During this meeting, the HR Benefits and Payroll Specialist will review benefits, Cobra, exit interview, and schedule the receipt of a final paycheck.

COBRA

LPS complies with all federal and state guidelines governing COBRA coverage. Upon termination of employment with LPS, employees will be provided with COBRA forms by their insurance provider. Forms must be filled out to either accept or refuse coverage. If an employee opts to continue coverage he or she will be responsible for the entire premium on a monthly basis. All forms and payment must be made directly to the insurance provider, not LPS. If an employee opts to continue insurance coverage, there will be no gap in coverage.

PROCEDURES FOR WORKING WITH STUDENTS

Below are the general procedures for working with students for the LEAD Public Schools network. In addition, each school maintains its own handbook outlining those procedures which are campus-specific. All Staff should familiarize themselves with both these procedures and those included in their campus handbook.

Transporting Students in Cars

It is the policy of LEAD that teachers not transport students in their own vehicles.

Responding to Fights

If a fight occurs in your classroom, you are NOT TO INTERVENE PHYSICALLY. DO NOT allow other students to intervene. Direct non-involved students to leave the area (for example, if the fight is in the hallway, direct them into the nearest classroom). VERBALLY direct the students engaged in the fight to stop. As long as the situation is safe for you to remain in the area, monitor and continue to direct the fighting students to stop immediately. If possible, send a non-involved, trustworthy student to report the incident to an administrator or another teacher for help. If a fight occurs and you are a witness, you must report the incident by email to your Principal and Dean of Culture as soon as possible.

Reporting Child Abuse

Students will indicate abuse directly by disclosing it to you, or you may suspect abuse by observing injuries (bruises, cuts, etc.). If a student discloses any abuse to you, it is your legal obligation to report that abuse to the Department of Children's Services (DCS). Regardless of whether or not you believe the student, you must report any reported abuse. Abuse can be

disclosed as physical, emotional, or sexual. To report abuse, call 1-877-237-0004 or report on-line at <https://carat.app.tn.gov/carat/>. If you would like assistance in making the report, ask an administrator for assistance. If you believe the child is in imminent danger, report the abuse immediately to an administrator who will work with you to contact the appropriate authorities.

Disclosure of Intent to Harm Self or Others

If a student discloses self-harm or you suspect that a student is self-injuring, report concerns immediately to an administrator who will work with you to contact the appropriate assistance for the student.

School Safety

All employees are expected to promote school safety. Staff members should not prop open doors or distribute access codes or keys to any other individuals. All staff are expected to follow the safety procedures outlined in their campus safety plan.

Handling Student Data

Student data at LEAD is protected by FERPA. Electronic data must be kept secure at all times. In dealing with data, staff members should observe the following practices:

1. When sending student data electronically to any party outside of LEAD, remove any identifying information that might connect students to the school
2. When emailing, use students initials instead of full name to maintain anonymity in communication
3. Keep all student test scores, grades, evaluations, and other personal information locked when not in use
4. Student cumulative files are kept filed in the main office or the SPED offices and are NOT TO LEAVE those rooms. When not in use, they are kept in the locked cabinets
5. Student information on your laptop should be password protected; putting a sleep password on your laptop will sufficiently protect the data.

Among its several purposes, the Federal Family Educational Rights and Privacy Act of 1974 (FERPA) was enacted to protect the privacy of a student's educational record by limiting disclosure of the records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. The Act also provides for LEAD's disclosure of certain "directory information." Students have the right to file complaints with the Department of

Education’s Family Educational Rights and Privacy Acts Office concerning alleged failures by an institution to comply with the Act.

COMPENSATION

Pay Day

Current paydays are every other Thursday for all employees. In the computation of hourly pay and employee benefits, the employee workweek is considered to begin at 12:00 am on Saturday and end at 12:00 pm on Friday. LEAD Public Schools pays its employees over 26 pay periods each year; all Salaried Staff who work a full school year will be paid over 26 pay periods.

Direct Deposit

All new hires will be required to enroll in direct deposit during Onboarding in ADP. Also, if existing staff makes changes to their direct deposit information, they must have at least one active direct deposit account in ADP.

Wisely Pay Cards

We have partnered with ADP and are offering Wisely Payroll Cards and direct checks for employees who do not have an active account. New Hires and existing staff may request a card through ADP (Click on Myself- Under Pay Tab - Select Payroll Options) and a temporary card will be provided within two days of their request. [Wisely Pay Cards](#)

Time Keeping

All non-exempt hourly employees are required to maintain time records which reflect actual hours worked, hourly rate, and BOTH the employee and supervisor’s signatures. Recording incorrect or false information regarding actual hours worked is considered misconduct and is subject to discipline as provided in this handbook. All timesheets must be submitted by the supervisor to the HR Benefits and Payroll Specialist no later than Monday at 9 am in order to be processed on the following week’s pay period. Failure to meet this deadline may result in a delay of payroll processing of up to two weeks.

Overtime

Non-exempt hourly employees are paid one and one-half times their regular hourly rate for all hours worked per week beyond 40. Overtime must be approved by a supervisor prior to working 40 hours. Exempt employees, including Teachers and Salaried Support Staff, are not eligible for paid overtime.

Salary Increases

Employee salaries are generally reviewed on an annual basis. In considering whether to increase salaries, LPS takes into account such factors as performance, cost-of-living, and budgetary parameters.

W-2

W-2s will be issued to all employees by the IRS deadline (typically the last day of January following the tax year). It is the employee's responsibility to update his/her address on the ADP website to ensure receipt of the W-2.

Expense Reimbursement

For some positions at LPS, it is necessary that employees periodically incur expenses which LPS will reimburse. Employees must submit detailed receipts for all purchases for reimbursement.

LPS strives to serve its students as part of the public good; therefore, it is central to LPS's philosophy that administrative expenses be held to a realistic minimum consistent with getting the job done. Therefore, although employees are expected to spend what is reasonably necessary to accomplish the assigned task, the least expense required to do that is the rule. Travel shall be at the lowest available rates, lodging and meal expenses are to be modest, and similar guidelines are to be followed in other areas.

If an employee uses his/her personal car in connection with LPS travel, mileage will be reimbursed at the IRS rate upon submission of the expense reimbursement form and documentation verifying mileage. Such mileage should not include travel between the employee's home and LPS campuses.

LEAD Public Schools will not use public funds to purchase alcohol and therefore will not reimburse any staff members for alcohol. In addition, because of IRS regulations, LEAD Public schools does not provide gift cards to staff members and thus gift cards for staff will not be reimbursed.

BENEFITS

Overview

LEAD Public Schools strives to offer a competitive employment package, including a generous benefits package. Benefits are determined by an employee's classification (see the "Understanding this Handbook" to determine which classification applies). Please refer to the section of the Employee Manual that refers to your classification. See the next page for a table that outlines the benefits available to all staff classifications. LPS reserves the right to change policies, carriers, and coverage levels from time to time. The details of each of the insurance

benefits, including questions of coverage, eligibility and benefit levels, are set forth in the insurance policies and in explanatory booklets provided electronically to eligible employees.

Core Benefits	Medical Insurance	UMR - United Healthcare	
	Dental Insurance	Guardian	
	Vision Insurance	Guardian (VSP)	
Additional Benefits	Basic Life Insurance	Guardian	
	Voluntary Life & AD&D	Guardian	
	Short Term Disability	Guardian	
	Long Term Disability	Guardian	
	Flexible Spending Account	Discover Benefits/WEX	
	Dependent Care Account	Discover Benefits/WEX	
Additional Benefits	Employee Assistance Plan	Guardian	
Retirement		TCRS (Hybrid or Legacy) Pension & 401(k) Plan	LEAD Support 403(b) Plan

Full time staff members are staff members working a minimum of 30 hours per week and are expected to work the entire school year. Full time staff members are eligible for medical, dental and vision insurance at LEAD. Coverage is effective the first day of the month after your hire date of employment (for instance, if your start date is July 5th, your coverage would begin August 1st).

Employees have 30 days from their date of hire to elect coverage. All employees must do so online through the ADP website. Late enrollment may cause certain coverage restrictions or denial of coverage until the next open enrollment period. Open enrollment for the plans occurs during the fall for a January 1st effective date.

LEAD Public Schools contributes towards benefits premiums; current rates will be provided annually to all staff members. The employee paid portion of benefits premiums are deducted on a pre-tax basis from an employee’s paycheck.

Open Enrollment is the time of the year in which staff members are able to make benefits changes. Elections made during the new hire period or open enrollment will be final and cannot be changed until the next annual enrollment period unless a staff member experiences a “qualifying life event” which includes the following:

- Birth or adoption of a child
- Marriage
- Divorce or legal separation
- Loss or gain of coverage through your spouse (e.g. your spouse switches from part-time to full-time and gains access to benefits)
- Loss of eligibility of a covered dependent
- Death of your covered spouse or child

Staff members have 30 days from the “Qualifying Status Event” to notify Human Resources to make changes to current coverage. If staff members fail to notify HR within 30 days of the qualifying life event, the next opportunity for a change to be made will be the following Open Enrollment period.

RETIREMENT

Certified Staff (Teachers)

All Certificated Staff are automatically enrolled in the Tennessee Consolidated Retirement System (TCRS). Plan details vary depending on the date that an employee first made a contribution to TCRS, irrespective of employer at the time of the first contribution. Employees who made contributions prior to July 1, 2014 are classified as “Legacy Employees”; Employees who made their first contributions on or after July 1, 2014 are considered “Hybrid Employees”.

Legacy Employees

Legacy Employees contribute 5% and LPS contributes 10.63% of each paycheck to the pension fund (note that the employer portion is set by TN law and may periodically change). TCRS is a “defined benefit” retirement plan, which means that the amount of any future benefit will be determined by a benefit formula rather than by an account balance. For additional information on TCRS, please see <http://treasury.tn.gov/tcrs/index>.

In addition, employees may optionally contribute to the Empower 401(k) plan; however, LEAD Public Schools does not provide any matching funds for this plan. Please see the table below for contribution rates.

Hybrid Employees

Hybrid Employees contribute 5% and LPS contributes 4% of each paycheck to the TCRS pension fund. TCRS is a “defined benefit” retirement plan, which means that the amount of any future

benefit will be determined by a benefit formula rather than by an account balance. For additional information on TCRS, please see <http://treasury.tn.gov/tcrs/index>.

In addition, Hybrid are automatically enrolled in the 401(k) Defined Contribution Plan. Employees contribute 2% of each paycheck and LPS contributes 5% of each paycheck to the 401(k). Employees will automatically be enrolled in this plan unless they opt-out of the plan within 30 days of receiving enrollment letters. Please see the table below for contribution rates.

	Defined Benefit		Defined Contribution		Total Contributions	
	Pension		401(k)			
	Employee	LEAD	Employee	LEAD	Employee	LEAD
Legacy	5%	10.63%	Optional	no match	5% or more	10.63%
Hybrid	5%	4%	2% (unless opt out)	5%	7% (opt out: 5%)	9%

Support Staff (Non-teachers & including Hourly employees)

All Non-Teaching Staff, both Salaried and Hourly, are eligible to participate in the LPS 403(b) plan. The 403(b) plan is a defined contribution plan in which employees have the ability to choose between different investments for their payroll deductions.

Employer Matching

Participants can make individual contributions to the plan through automatic payroll deductions of their eligible pay on a pretax basis. To assist staff members in saving for their retirement, LPS provides a generous matching program in which LPS will contribute double the employee contribution for the first 3% an employee contributes. See the schedule below for matching details.

Employee Contribution	LEAD Matching Contribution	Total Contribution
1%	2%	3%
2%	4%	6%
3%	6%	9%
4%	6%	10%
5%	6%	11%
6% and higher	6%	Between 12% and 100%

Vesting

100% of the Employee contributions are deposited into the Employee's account with each payroll period. However, the matching funds contributed to the plan are transferred to the Employee over time. At the one year anniversary of the employee's hire date, the employee will receive 33% of the designated matching funds; at the two year anniversary, the employee will receive an additional 33% and the final 34% will be transferred at the employee's three year anniversary. If an employee ends his or her employment with LPS, for any reason, the employee forfeits matching funds that have not yet been transferred.

For example, consider an employee who joins LEAD on 11/1/2018 and chooses to contribute 3% of his or her wages. This employee may begin contributing to his or her retirement on their first pay period. LEAD will match those funds at 6% of the employee's wages; however, LEAD will wait until the employee's second anniversary of 11/1/2020 to transfer funds into the employee's account. At this point, LEAD will put in 33% of the employee's matching funds. If this employee leaves in his or her second year, the employee will forfeit the remainder of the matching funds earned in the first year.

ADDITIONAL BENEFITS

The following benefits are available to ALL employees:

Employee Assistance Program

All employees (both exempt and non-exempt) are eligible for the Employee Assistance Program through Work life Matters. This program provides free, confidential assistance for the emotional health of employees, their spouses and children. Our EAP provides counseling, coaching, crisis intervention and community resource referrals.

To use this benefit 24/7, please call 1-800-386-7055. Or go online to:

www.ibhworklife.com

Username: Matters

Password: wlm70101

Workers' Compensation

As required by law, LPS provides workers compensation insurance to its employees. If you are injured, notify your Operations Manager and the MDHR that an injury has occurred while you were working at or in the course of your duties within one hour.

You may be contacted by the insurance company for additional information. Failure to notify LPS of an on-the-job injury in a timely manner may result in disciplinary action up to and including

termination of employment. LEAD Public Schools may require staff to complete a drug/alcohol screen following a workplace accident.

Paid Time Off (PTO)

Paid Time Off (PTO) is provided to offer employees with flexible time paid time off from work that can be used for such needs as vacation, personal, or family illness, doctor appointments or other activities. PTO is provided to all employees and is prorated based on budgeted hours worked. PTO will accrue per pay period and starts each year with the first payroll in July. Paid leave time may be taken in half day increments (4 hours equals a “half day” and 8 hours equals a “full day”).

Employees accrue their paid time off throughout the year; therefore, if an employee begins the school year late or leaves LEAD before the end of the school year, they will only accrue a portion of their eligible paid time off. Employees may not use unused paid time off during the last two weeks of their employment or to extend their termination date.

Accrual of PTO

Full time, 40 hour a week, school year employees accrue PTO based on an annual accrual of 80 hours or 3.33 hours each pay period. For those working less than 40 hours, the accrual rate will be prorated based on scheduled work hours.

Full Time, 40 hours a week, Calendar Year Employees accrue PTO based on an annual accrual of 96 hours or 3.69 hours per pay period. For those working less than 40 hours, the accrual rate will be prorated based on scheduled work hours.

An employee can request no more than 40 hours if their PTO balance is less than 40 hours. The negative balance will replenish each pay period. If an employee leaves employment with a deficient PTO balance, this amount will be withheld from final pay.

All Paid Time Off must be requested through the ADP system. Employees should reach out directly to the HR Benefits and Payroll Specialist with any questions regarding Paid Time Off eligibility or accrual.

Any sick and/or personal time off balances in place as of June 30, 2022 will convert to a time off bank that can only be accessed to meet the elimination period for a short term disability claim, maternity leave or FMLA. These balances would be exhausted before STD benefits are paid. Rollover balances, as they appear in ADP, will also be placed into this time off bank.

Employees who are sick must notify their supervisor via a voice mail message or telephone conversation prior to 6:30 am on the day(s) they will not be able to work due to illness, injury;

however, as much advance notice as possible is encouraged. PTO used for scheduled medical or dental appointments must be approved 10 days in advance.

Where appropriate, the supervisor or HR Department may request that the employee provide a doctor's note verifying the illness, injury, or appointment. Employees will be required to provide a doctor's note if:

- An employee takes a PTO day before or after a holiday, professional development day or during testing (MAP, TCAP, EOC, AP exams).
- An employee takes 3 consecutive PTO days due to a personal illness.

Failure to provide a doctor's note will result in the day being unpaid and may result in disciplinary action.

Approval of PTO

PTO should be approved by the employee's supervisor at least 10 days in advance, unless PTO is being used for illness.

PTO Sell-Back

Unused PTO remaining at the end of the year can be sold back with the final payroll in June. This does not include balances that are placed into the time off bank on June 30, 2022. Unused PTO will no longer rollover.

Holiday and Break Policy

All LEAD employees are eligible to observe paid holidays and breaks. Schools and offices will be closed during holidays and breaks. Occasionally, employees may need to work during breaks. Each employee should work directly with his or her manager to determine what tasks, if any, may be necessary to complete during school holidays or breaks.

Our goal is to have staff take time away from work during paid holidays and breaks. On rare occasions staff may need to work during break. In these instances where there is critical work with no other option, PTO will be provided in exchange for hours worked. However, this needs to be approved by HR in advance.

Blackout days are defined as days **10-month employees of LPS** are not allowed to take off from work. Any LPS 10-month employee who does not report to work on a blackout day will not be paid for the blackout day. The day before and after a holiday and break are deemed "blackout days" for all **LPS 10-month employees**. In order to receive holiday pay, a 10-month employee must work the day before and after a holiday or break. Additionally, the 10-month employee

must be in a paid status the day before and after a holiday or break to receive holiday pay or pay for the break. For example, a 10-month employee who is recorded with an unexcused absence or leave without pay (LWOP) for any part of the day immediately preceding or following a holiday(s) or break shall lose pay for the holiday or the first day of the break as well as for the other day(s) off. Official holidays occurring during any other paid leave shall not be charged to the employee's other paid leave time (vacation or personal leave).

If an employee is sick either the day before or after a holiday or break, which has been deemed as a "blackout day", then the employee will be required to provide a doctor's statement. Failure to provide a doctor's statement will result in the employee not being paid for the holiday or the first day of the break as well as the day the employee was out.

In order for an **LPS 12-month** employee to use vacation or personal leave before or after a holiday, you must have pre-approval from the immediate supervisor

The following will be declared official school holidays and/or breaks and all full-time and part-time salaried employees working at least 30 hours per week will be excused without charge to leave:

New Year's Day

Martin Luther King

Good Friday

Spring Break

Memorial Day

Independence Day

Labor Day

Fall Break

Veterans Day

Wednesday before Thanksgiving

Thanksgiving Day

Friday after Thanksgiving

Winter Break

Christmas Eve

Christmas Day

Holidays that fall on Sunday will be observed on the following Monday and holidays that fall on Saturday will be observed on the Friday before by those employees working Monday through Friday.

Parental Leave Policy

Purpose of Policy

LEAD Public Schools (LPS) recognizes the incredible life milestone expanding your family through the birth, adoption or foster placement of a child. Therefore, the purpose of this policy is to help minimize the financial burden employees face when taking a leave of absence to care for and bond with the child.

Policy Scope

This policy applies to all full-time benefit eligible employees that have been employed with LPS for the last (12) consecutive months or longer. Nothing in this policy provides any contractual rights regarding employee benefits, nor does anything in this policy alter or modify the employment-at-will relationship between LPS and its employees.

Policy Statement

In order to assist and support new parents in balancing work and family, LPS provides Eligible Employees with a period of Parental Leave for activities related to the birth, bonding, care, and well-being of their newborn or newly adopted or fostered child(ren).

A. Parental Leave – Maternity

Eligible employees will receive a total of (16) weeks of paid leave ((12) weeks for recuperation for activities related to childbirth and an additional (4) weeks for bonding commencing with the date of birth of the child. LPS will supplement an employee’s regular base pay after the following conditions are met.

- All eligible accrued time off balances are paid.
- All LPS observed holidays and breaks that occur during the leave are paid.

B. Parental Leave – Birth, Adoption and Foster Placement

Eligible Employees will receive a total of (4) weeks for bonding and care following the birth, adoption or placement of a child(ren). LPS will supplement an employee’s regular base pay after the following conditions are met.

- All eligible accrued time off balances are paid.
- All LPS observed holidays and breaks that occur during the leave are paid.

C. Timing of Leave and Amount of Leave

Eligible Employees must utilize this benefit consecutively commencing with the birth, adoption, foster placement or pregnancy related medical reasons that require leave prior to birth based on the entitlement outlined above. Intermittent leave requests will not be eligible for this paid benefit. In the maternity event that both parents/partners are employees of LPS, leave entitlement will be based on primary versus secondary designation.

Eligible Employees may utilize one term of Parental Leave per birth or adoption event within a (12) month period. For purposes of this policy, an event is defined as a delivery, adoption or foster placement of a child(ren).

Example:

- If an Eligible Employee has a delivery of multiple newborns or adopts multiple children at the same time, the employee would be eligible for one term of Parental Leave for that event.

D. Coordination with Other Statutes

Parental Leave taken under this policy shall run concurrently with leave under the Family Medical Leave Act (FMLA) or any other state or local law that may provide greater family and medical leave rights than those provided by federal law.

Example:

- When Parental Leave taken under this policy falls under the definition of circumstances qualifying for leave under the FMLA, the Parental Leave will be counted against the employee's 12-week FMLA leave entitlement. Employees should refer to LPS Policy – Family and Medical Leave (FMLA).

In all circumstances in which federal, state, or local law provides for greater family and medical leave rights than this policy, LPS will comply with those laws.

E. Approval Process

In order to utilize Parental Leave, all Eligible Employees must comply with LPS normal procedures for requesting leave. An employee's failure to comply with leave procedures may delay or result in the denial of Parental Leave.

Documentation of child placement must be presented to the Benefits Administration at the time of requesting Parenting Leave for approval in adoption and foster placement events.

Definitions

- **Eligible Employee:** A benefit-eligible employee who is a natural parent, same-sex partner, or adoptive parent following the birth, adoption or foster placement of a child that is under the age of 18. An employee who adopts a spouse or partner's child(ren) is not considered an Eligible Employee for purposes of this policy.
- **Parental Leave:** A period of paid leave for the purpose of providing Eligible Employees additional financial consideration during the time to bond with a newborn or with a newly adopted or fostered child under the age of 18.
- **Holidays:** The observed holidays as outlined on the school year calendar. Typically, Fourth of July, Labor Day, Veteran's Day, Thanksgiving Day, Christmas Day, New Year's Day, Martin Luther King Day, Good Friday and Memorial Day.
- **Breaks:** The observed weeks for Fall Break, Winter Breaks, Spring Break, and Summer Break. The observed breaks that apply will be based on your status as a school year or calendar year.
- **Supplemental Pay:** This is benefit pay for parental leave after all accrued time, holidays and breaks that occur during the leave up to the maximum based on whether you are a primary or secondary caregiver.

Bereavement Policy

In the event of a death in an employee's immediate family, a full-time employee shall be granted a reasonable paid absence of up to five (5) paid working days. For the purposes of bereavement leave, immediate family is defined to include the death of a spouse, domestic partner, parents, parents-in-law, children, step children, grandparents, grandchildren, legal guardian or dependents, siblings.

A full-time employee may also be granted one (1) paid work day for an extended family member. For the purposes of bereavement leave, extended family is defined to include the death of aunts, uncles, nieces, nephews, sister-in-law, brother-in-law of the employee.

For other losses of family members not listed above, the absence from work may be chargeable to an employee's paid time off balance.

Part-time and hourly employees are not entitled to bereavement leave.

Bereavement time may not be carried over into the next fiscal year, nor are employees compensated for unused time upon termination.

Emergency Medical Leave Policy

After one year of full-time employment, a full-time employee may take up to 5 paid working days for the hospitalization of a spouse, domestic partner, parent, child, sibling, grandparent, or the parent, child, sibling, or grandparent of the employee's spouse or significant other. Emergency medical leave cannot be taken in addition to maternity or paternity leave. Emergency medical leave time for family not listed above may be granted, under special circumstances, at the discretion of the Chief Human Resource Officer, and shall be paid time off.

Emergency medical leave days may be used one at a time, but may not exceed five days over the course of a fiscal year. Emergency medical leave days may not be carried over into the next fiscal year, nor are employees compensated for unused emergency medical leave days upon termination. If additional time is needed, the employee must request an official leave as outlined in the family and medical leave act.

Jury Duty

If an employee receives a summons for jury duty, the employee should present the summons to his or her supervisor immediately. In accordance with TN State Law, the employee may be entitled to continued compensation during the time the employee serves as a juror.

Voting Time

All LEAD employees entitled to vote in national, state, or local elections shall, when necessary, be allowed sufficient time off with pay to exercise this right as determined by LEAD Public Schools. Employees are encouraged to vote before or after work hours, when possible.

Family Medical Leave Act Policy

Purpose

The purpose of this policy is to allow employees to balance their work and personal life by taking reasonable unpaid leave for certain family and medical reasons.

Policy Statement and Scope

The Family Medical Leave Act (FMLA) allows employees to balance their work and personal life by taking reasonable unpaid leave for certain family and medical reasons. The FMLA seeks to accomplish these purposes in a manner that accommodates the legitimate interests of employers. It also seeks to minimize the potential for employment discrimination, while promoting equal employment opportunities for men and women. LEAD Public Schools intends at all times to comply with federal and state laws regarding family and medical leave.

Full-time employees who have been employed for at least a total of one (1) year and worked at least 1,250 hours during the immediately preceding 12-month period are eligible for FMLA leave, which is unpaid leave. Notwithstanding the above, employment prior to the last seven (7) years is counted if the break is due to the employee's fulfillment of his/her National Guard or Reserve military obligation. Employees will be returned to the same or equivalent position upon their return from leave with the same pay and benefits if they return within the 12- or 26-week period, whichever is applicable (as explained below). For employees ineligible for FMLA leave, LEAD Public Schools (the Managing Director of Human Resources and the Head of Schools) will review business considerations and the individual circumstances involved when determining whether leave will be granted.

Definitions

- **Employees:** All full-time employees of the LEAD Public Schools.
- **Child:** A biological, adopted or foster child, a stepchild, a child under legal guardianship, or the child of a person who is either under 18 years old or a dependent adult.
- **Intermittent or reduced leave:** Leave due to a serious health condition may be taken intermittently (in separate blocks of time due to a single health condition) or on a reduced leave schedule (reducing the usual number of hours worked per workweek or workday) if medically necessary. If FMLA leave is taken, PTO and FMLA leave will be taken concurrently unless and until the maximum PTO time has been exhausted. If the leave is unpaid, LEAD Public Schools will reduce salary based on the amount of time actually worked. In addition, while on an intermittent or reduced leave schedule, LEAD Public Schools may temporarily transfer the employee to an alternate position which better accommodates the recurring leave and which has equivalent pay and benefits. Requests for intermittent FMLA leave require special approval from the Human Resources Department and principal/supervisor to meet our business needs.
- **Parent:** A biological, foster, adoptive parent, step-parent or legal guardian, but does not include an in-law.
- **Serious health condition:** LEAD Public Schools will grant leave for any condition defined as a serious health condition under the FMLA and/or any applicable state law. In general, a serious health condition requires continued medical treatment which causes incapacitation for a period of three (3) days or longer. Evidence of a medical disability must be provided by a qualified physician or other health care provider as defined under the FMLA.
- **Spouse:** An employee's current husband or wife as determined by the laws of the state in which the employee resides.

- Twelve (12) month period: The twelve (12) months preceding the date the leave is requested to begin.

Procedure

Eligible employees are entitled to a total of twelve (12) weeks of unpaid leave during any rolling twelve (12) month period for any one or more of the following reasons:

1. the birth of a son or daughter or placement of a son or daughter with the employee for adoption or foster care, and to bond with the newborn or newly-placed child;
2. to care for a spouse, son, daughter, or parent who has a serious health condition, including incapacity due to pregnancy and for prenatal medical care;
3. for a serious health condition that makes the employee unable to perform the essential functions of his or her job, including incapacity due to pregnancy and for prenatal medical care
4. for any qualifying exigency arising out of the fact that a spouse, son, daughter, or parent is a military member on covered active duty or call to covered active duty status.

An exception applies in the case of married employees both employed by LEAD Public Schools in specific instances defined by federal law. Leave for the birth or placement of a child for adoption or foster care must be taken within 12 months of the birth or placement.

Eligible employees who are the parent, daughter, son, spouse, or next of kin of a covered military service member are entitled to a total of twenty-six (26) workweeks of leave during a 12-month period to care for the service member if the service member has a serious injury or illness incurred in the line of duty that makes the service member medically unfit to perform his/her military duties, and is undergoing medical treatment, recuperation, or therapy, or is otherwise on outpatient status, or is otherwise on the temporary disability retired list. The leave described in this paragraph, referred to as Military Caregiver Leave, is only available for a single 12-month period and is measured from the first day the employee takes leave until 12 months after that date. During a single 12-month period, an eligible employee is only entitled to a combined total of twenty-six (26) workweeks of leave for Military Caregiver Leave and any other FMLA-approved leave.

Requesting Family Medical Leave:

- LEAD Public Schools' policy requires you to provide at least 30 days advance notice of your need by completing LEAD's FMLA Request Form for FMLA leave, including intermittent leave, unless 30 days' notice is not possible or the need for intermittent leave is unforeseeable or due to a qualifying exigency, in which case you must notify LEAD Public Schools as soon as possible. Requests for intermittent FMLA leave require special

approval from the Human Resources Department and principal/supervisor to meet our business needs.

- Additionally, the employee is required under the U.S. Department of Labor to file completed Certification of Health Care Provider for Employee's Serious Health Condition (FMLA) or Certification of Health Care Provider for Family Member's Serious Health Condition (FMLA) paperwork.
- Lastly, upon receiving special approval from the Human Resources Department and principal/supervisor, you are also required to report your intermittent leave hours in ADP for accurate exception time reporting. For accurate exception time reporting, employees must enter leave in ADP no later than 3 days after using intermittent leave. Failure to follow the LEAD's leave procedures, including receiving special approval for intermittent leave and/or exception time reporting procedures could result in denial of your intermittent FMLA time. Family leave is an unpaid leave. However, FMLA leave will be taken concurrently with PTO or other benefits, resulting in partially or fully-paid leave.
- In accordance with the Department of Labor, the Human Resources Department will issue the Notice of Eligibility and Rights and Responsibilities (FMLA) along with the Designation Notice (FMLA) within five (5) business days upon receipt of the Request Form and U.S. Department of Labor to submit Certification of Health Care Provider for Employee's Serious Health Condition (FMLA) or Certification of Health Care Provider for Family Member's Serious Health Condition (FMLA) paperwork.

Returning from Leave of Absence:

Employees who return to work from FMLA for their own serious health condition must return to work with a fitness for duty (doctor's statement) by their physician. If the employee does not return to work with a fitness for duty (doctor's statement), then the employee will not be allowed to return to work until the employee can produce a statement, which clears him/her for work for their safety.

NOTICE REGARDING YOUR RIGHTS UNDER FMLA

You are entitled to certain notices from LEAD Public Schools regarding your rights under the FMLA. When you request FMLA leave, or when LEAD Public Schools acquire knowledge that your leave may be for an FMLA qualifying reason, LEAD Public Schools will notify you whether or not your leave qualifies as FMLA leave within five business days absent extenuating circumstances. You will be provided a notice which will state whether or not you are eligible for FMLA leave and, if not, at least one reason why you are not eligible for FMLA leave. This notice will also detail what your rights and responsibilities are to LEAD Public Schools in order to qualify and take FMLA leave. Failure to comply with these responsibilities may adversely impact your eligibility for FMLA leave.

Once the Company has received information sufficient to determine whether your requested leave qualifies under the FMLA (i.e., after receiving a medical certification from your healthcare provider) the Company will notify you within five business days (absent extenuating circumstances) whether your leave will be designated and will be counted as FMLA leave. This notice will also inform you whether you will be required to present a fitness for duty certification in order to be restored to employment at the end of your leave. If known, this notice will also notify you of the number of hours, days or weeks that will be counted against your FMLA leave entitlement as a result of your leave. If it is not possible to know the amount of leave that will be required, you may request the Company to provide you this information once in any 30-day period in which you have taken FMLA leave.

For the duration of your FMLA leave, LEAD Public Schools will maintain your health coverage under any applicable group health plan on the same basis as coverage would have been provided if you were not on leave. As a result, you are responsible for your portion of your insurance premium while you are on leave. Your use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of your leave.

Nondiscrimination

We are required to advise you that the FMLA makes it unlawful for any employer to interfere with, restrain, or deny the exercise of any right provided under the FMLA, or to discharge or discriminate against any person for opposing any practice made unlawful by the FMLA or for involvement in any proceeding under or relating to FMLA.

The U.S. Department of Labor is authorized to investigate and resolve complaints of any violation of the FMLA. In addition, an eligible employee may bring a civil action against an employer for violations. The FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family medical leave rights.

Contact for Questions

Any questions regarding this policy or procedure may be directed to the Human Resources Department at hradp@leadpublicschools.org or (615) 352-1283.

Military Leave Policy

Purpose

Employees who volunteer or are involuntarily called to serve in the ranks of the military may request a leave of absence for the duration of their Military Service. The Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) covers all private and public

employers. USERRA provides for military leaves of absence and reemployment of eligible Employees when they return from military leave for all Uniformed Services.

Policy Statement and Scope

Policy Statement: LEAD Public Schools fully supports both the letter and spirit of USERRA regulations so that our Employees and their families have peace of mind during the Employee's active service.

Scope: This policy applies to all salaried full-time Employees.

Definitions

- **Employees:** All officers and salaried full-time Employees of LEAD Public Schools.
- **Military Service:** Active duty, active and inactive duty training, and such activities as funeral honors duty performed by National Guard or reserve members. Examples of military leave include, but are not limited to, the following: reserve or National Guard encampment attendance, maneuvers, drills, training programs, state or national emergency, state of war or actual war.
- **Uniformed Services:** As defined by USERRA include the following:
 - The full-time and reserve components of the Army, Navy, Marine Corps, Air Force and Coast Guard;
 - The National Guard;
 - The Commissioned Corps of the Public Health Service; and
 - Any other category of persons designated as a uniformed service by the President in time of war or national emergency.

Procedure

- A. Pay and Benefits:** LEAD Public Schools will continue to compensate the Employee for a period of six months. Income received from the military will be deducted from the Employee's current pay after the 10th business day of the military leave. Also, the following benefits will be reduced by any primary benefits payable to Employees and their dependents by or on behalf of the United States government.

Upon approval of the leave, the Employee will have the option to continue paying for their medical, dental and vision benefits, or discontinue coverage and suspend their contributions and utilize their military benefits only. Employees should communicate in writing to the Benefits and Payroll Specialist if they choose to discontinue LEAD's benefits prior to deployment, otherwise LEAD Public Schools will assume continuation of benefits with LEAD Public Schools and deductions will be deducted from the Employee's paycheck

for the first six months. After the sixth month period, Employees will be responsible for submitting premium payments for the duration of the military leave. These payments should be sent to the attention of LEAD's Payroll and Benefits Specialist.

In the event of the Employee's death, all benefits will cease and LEAD Public Schools will offer COBRA to any existing covered dependents.

Life insurance and accidental death and dismemberment will continue for the duration of the Military Service, subject to any exclusion in the insurance policy agreement.

401(k) and 403 (b) deductions will continue to be withheld from pay unless the Employee elects to change the deduction with the 401k provider. Immediately upon reemployment, the Employee may, at the Employee's election, make any or all Employee contributions that the Employee would have been eligible to make had the Employee's employment not been interrupted by Military Service. Such contributions must be made within a period that begins with the Employee's reemployment and that is not greater in duration than three times the length of the Employee's Military Service. Employees will receive all associated LEAD Public School matches for such contributions.

Spending account deductions will continue for six months unless the Employee notifies the Benefits and Payroll Specialist in writing to suspend deductions. You may continue to submit claims through March 31 of the next year for only those expenses you incur through the date you suspend deductions.

Short-term illness and long-term disability and the business benefits all cease on the first day of an approved military leave of absence.

Retirement plans - Credit for service (i.e., time counted for eligibility of benefits) and benefit service will be treated as though the Employee had been continuously employed during the military leave.

Paid time off (PTO) will stop accruing the first full pay period following the military leave and begins again on the first full pay period when the Employee returns to work.

The Employee's performance review dates, related merit increases and incentives will not be impacted by the military leave.

Service credit for the retirement plans, 401(k), 403 (b), and PTO accrual will be applied for all time spent in the military upon reinstatement.

B. Requesting a Military Leave of Absence: A Request for a Military Leave of Absence can be submitted in writing to the Human Resources Department and immediate supervisor. The appropriate documentation should be attached to the written request and submitted to the Human Resources Department and immediate supervisor (i.e., orders and a copy of the Employee's military paycheck, if called to active duty). If the Employee chooses to utilize military benefits only, and discontinue LEAD Public School's benefit coverage and/or suspend contributions, please notify the Benefits and Payroll Specialist. No notice is required if doing so is impossible, unreasonable, or precluded by military necessity.

C. Replacing Employees on Leave Under USERRA. Returning Employees must be reemployed in the current position as if they had remained continuously employed. If reemployment in such a position is not possible, they must be reinstated in a position of equivalent pay and seniority to the position they otherwise would have returned. If a replacement is needed, temporary help may be utilized while the Employee is on military leave.

D. Returning from Leave Reinstatement. After military leave is governed by federal law in effect at the time of the leave. In no case shall the return policy for those on military leave be less than the policy for any other type of leave of absence. Employees returning from Military Service of 30 calendar days or less must report to work at the start of the next work period, allowing eight hours for travel after the end of service. Employees returning from Military Service of 31 to 180 calendar days must apply for reinstatement within 14 calendar days of concluding service. Those serving longer than 180 calendar days must apply for reinstatement within 90 calendar days of ending Military Service. The Employee must communicate their request for reinstatement in writing to the Human Resources Department within the above time frames.

Exceptions to these deadlines are possible when circumstances beyond an Employee's control prevent returning to work or applying for reinstatement within the specified period. Extensions also are permitted when Employees require convalescent time after Military Service. In all other cases, Employees who fail to report to work or apply for reinstatement within the specified period are subject to LEAD Public School's disciplinary policy for unexcused absences.

The law also protects returning veterans from discharge, except for cause, for six months after they serve 30 to 181 calendar days. Employees who serve more than 181 calendar days cannot be discharged, except for cause, for one year after their return to work.

Federal legislation governing the re-employment rights of persons called to active military duty is subject to change, and many provisions are subject to varying interpretations. The procedural summary may not, therefore, state the law as it may apply to a particular set of facts, or at some time in the future.

The supervisor must notify the Human Resources Department upon the Employee's return from military leave of absence.

Contact for Questions

Any questions regarding this policy or procedure may be directed to hradp@leadpublicschools.org

Voluntary Transfer Policy

LEAD Public Schools (LPS) guidelines for internal transfer and job change are outlined below. It is important to note consideration for an internal transfer and/or job change are based on network needs and are at the discretion of the appropriate Head of Schools under consultation with LPS school supervisors. Talent will work closely with School leadership in cross referencing each request with available vacancies.

Note: When requesting a transfer or job change at the same school, employees should go directly to their supervisor. The process steps below do not apply.

Internal Transfer:

An internal transfer is defined as a school-based employee seeking to move from one school to another in the same job position.

Eligibility:

- Satisfactory rating on the most recent performance management review or TEAM evaluation and not on a Performance Improvement Plan (PIP).
- Employed with LEAD Public Schools for 12 months.
- Provide a valid reason for the transfer request.

Process:

- Speak with your immediate supervisor regarding your request to transfer. At this time, you will discuss a valid reason for the transfer request. Your supervisor can approve or deny the request.
- If approved, discuss with your supervisor which LEAD campus you would like to transfer to.
- Supervisor will notify the talent team that the transfer has been approved.

- Go to leadpublicschools.org and apply for the position.
- A member of the talent team will reach out to discuss next steps.

Job Posting: Transfer

A job posting is defined as an employee seeking a new position within the LEAD network. A new position is defined as one with a different title than the current position.

Eligibility:

- Satisfactory rating on the most recent performance management review or TEAM evaluation and not on a Performance Improvement Plan (PIP).
- Employed with LEAD Public Schools for 12 months.

Process:

- Speak with your immediate supervisor regarding your desire to pursue a job change and whether you meet the eligibility criteria.
- Your supervisor will discuss open positions within the network.
- Supervisor will make the talent team aware of the conversation.
- Go to leadpublicschools.org and apply for the position.
- A member of the talent team will reach out to discuss next steps.

**In both cases (internal transfer and job change) management reserves the right to forgo eligibility criteria if the transfer or job change is part of a development opportunity or succession plan.

Recording Policy

Purpose

The purpose of this policy is to protect the confidential and proprietary information of LEAD Public Schools, our students and families, and the freedom of our employees to communicate freely.

Policy Statement and Scope

Policy Statement: LEAD Public Schools fully supports the confidentiality of our staff, students, and families. LEAD must comply with the Family Educational Rights and Privacy Act (FERPA) as well as other state and federal privacy laws. This compliance requires protecting confidential student education records and information from release, including protecting that information from video or tape recordings.

Scope: This policy applied to all Employees of LEAD Public Schools.

Procedure

In order to maintain confidentiality with all information and records, no person, including but not limited to employees, visitors, clients, vendors, or a representative acting on behalf of LEAD Public School, should record conversations of another without his or her prior knowledge and consent. Recordings include audio and/or video, by any means including smart phones. The devices used to record via audio or video that are prohibited are inclusive of, but are not limited to, phones, voice recorders of any kind, video cameras of any kind, and microphones. Any individual requesting to record via audio or video any interaction with any persons associated with LEAD Public Schools, will need to inform LEAD Public Schools Human Resources Department of their intention and obtain authorization. LEAD Public Schools reserve the right to refuse such requests, in their sole discretion. Furthermore, a LEAD Public School employee may refuse to be recorded and at such time may end the conversation if the asking party refuses to speak without a recording device.

Nothing in this policy is intended to prevent LEAD Public School's employees from making recordings for security purposes, monitoring work performance or any other legitimate activity related to the safety and work of the school or network or as otherwise protected by law. A violation of this policy may result in disciplinary action, up to and including termination.

Contact for Questions

Any questions regarding this policy or procedure may be directed to hradp@leadpublicschools.org.

ACKNOWLEDGMENT FORM

I acknowledge that I have access to the Employee Manual on-line, which describes important information about LEAD Public Schools and understand that I should consult the MDHR or HR Benefits and Payroll Specialist if I have any questions. I understand that this Policy has been provided to me electronically and that I may request a hard copy of this Policy at any time.

I understand that any manuals, handbooks or other personnel-related material I may receive from LEAD, such as this Policy, may be modified at any time, and does not constitute a contract of employment. This Policy supersedes any prior practices and oral or written statements. I understand that this Policy is the property of LEAD Public Schools and is for internal use only.

I have received the LEAD Public Schools Employee Manual, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

EMPLOYEE NAME (please print legibly)

EMPLOYEE SIGNATURE

DATE