



# **Employee Handbook 2020**

Good Shepherd Christian School  
940 S Stelling Road, Cupertino, CA 95014  
Tel: (408) 253 - 5152

Welcome to Good Shepherd Christian School (“GSCS” or “the School”). We are pleased that you have joined our team. We look forward to working with you and hope that you will find your new job satisfying, challenging and productive.

Good Shepherd Christian School is a business name of Christian Light and Salt Foundation (CLSF), a religious non-profit organization governed by Foundation Board of Directors.

### **The GSCS Mission Statement**

To guide the children to love of learning and love of people through meaningful hands-on experiences and social interactions in a loving Christian environment.

### **The GSCS Statement of Faith**

*1. Scripture is an essential part and trustworthy record of this divine self-disclosure. All the books of the Old and New Testaments, given by divine inspiration, are the written word of God, the only infallible authority for faith and practice. They are to be interpreted according to their context and purpose and in reverent obedience to the Lord who speaks through them in living power. (2 Timothy 3:16–17; John 14:26; 16:12–15)*

*2. The Church affirms and roots its faith on the foundation of the Apostles' Creed, the Nicene Creed, and the Athanasian Creed as true expositions of the Christian Faith.*

*3. God, by his Word and for his glory, freely created the world out of nothing. He made man and woman in his own image, as the crown of creation, that they might have fellowship with him. Tempted by Satan, humanity rebelled against God. Being estranged from their Maker, yet responsible to him, they became subject to divine wrath, inwardly depraved, and, apart from grace, incapable of returning to God. (Gen. 1-3)*

*4. The only Mediator between God and humankind is Christ Jesus our Lord, God's eternal Son, who, being conceived by the Holy Spirit and born of the Virgin Mary (Luke 1:34, 35), fully shared and fulfilled our humanity in a life of perfect obedience (Hebrews 2:14). By his death in our stead, he revealed the divine love and upheld divine justice, removing our guilt and reconciling us to God. (Hebrews 9:22–28) Having redeemed us from sin, the third day he rose bodily from the grave, victorious over death and the powers of darkness (1 Corinthians 15:3; 20, 24–28; Romans 4:25). He now is our High Priest and Advocate (Hebrews 7:25-26; 1 John 2:1).*

*5. The Holy Spirit, through the proclamation of the gospel, renews our hearts, persuading us to repent of our sins and confess Jesus as Lord (John 16:8-11). By the same Spirit we are led to trust in divine mercy, whereby we are forgiven all our sins, justified by faith alone through the merit of Christ our Savior and granted the free gift of eternal life (John 3:5–8).*

*6. Christ is the Head (Colossians 1: 18–22) of the one holy universal and apostolic church, that is consisting of people of all cultures and in all ages, who were saved by Grace through Faith. The church is summoned by Christ to offer acceptable worship to God through both faith and deeds (James 2:17). Our faith in Christ is authenticated by the demonstration of our participation in social justice and by relieving human distress and need (Matt. 25: 31-46).*

*7. We believe that it is not the divinely intended prerogative of people who are created by God to redefine His creation of humankind as being other than male and female. Regarding God's creation of male and female, Jesus said, "Therefore, what God has joined together, let not man separate." Redefinition of genders is contrary to God's will as expressed in the Bible, given that men and women are both intended by God to reflect His image and nature. Marriage involving both genders is also a biblical type of Christ as the groom and the Church as His pure bride (Matthew 19:4-6; Matthew 25:1-13; Revelation 22:17).*

Our success depends upon the dedication of all our employees working together as a team. We are highly selective in choosing our new members. We value the effort and energy that you will put into your work, and we look to you and all of our other employees working together to contribute to and build our success.

While this Employee Handbook summarizes the School's policies and introduces some of our employment practices, it is just that—a summary. It is not intended to describe all of the School's practices or to address every situation that may arise during the course of your employment. If you have any questions regarding the policies of the School, we encourage you to speak to your supervisor or the School Management.

Finally, you should understand that the School reviews and changes its policies from time to time and reserves the right to add, revoke, suspend or modify all policies and procedures (except its policy of employment at will) at any time, with or without notice. This Handbook supersedes all previous versions of our Employee Handbook. The policies stated in this Handbook (except the policy of employment at will) do not establish a contract or any particular terms or conditions of employment between you and the School, and none are intended to constitute a promise of continued employment.

You are an important member of a team; working together, we can achieve our goal of planting the seeds of learning today to build a better tomorrow.

THE GSCS MISSION STATEMENT.....	1
THE GSCS STATEMENT OF FAITH.....	1
<b>GENERAL EMPLOYMENT POLICIES .....</b>	<b>4</b>
<b>STATEMENT OF AT-WILL EMPLOYMENT STATUS.....</b>	<b>4</b>
<b>HIRING .....</b>	<b>4</b>
EQUAL EMPLOYMENT OPPORTUNITY .....	4
PERSONNEL POLICIES-HIRING PRACTICE .....	5
ORIENTATION .....	6
JOB DESCRIPTIONS.....	6
INTRODUCTORY PERIOD .....	7
PROFESSIONAL DEVELOPMENT .....	7
REFERENCES .....	8
ACCESS TO PERSONNEL FILES .....	8
PERSONNEL DATA CHANGES .....	8
BRIDGING OF TIME.....	8
EMPLOYMENT SEPARATION .....	8
RESIGNATION.....	9
EMPLOYMENT CATEGORIES .....	9
<b>ATTENDANCE.....</b>	<b>9</b>
WORKING HOURS.....	10
RECORDING YOUR TIME .....	10
OVERTIME.....	10
LUNCH PERIOD.....	11
REST PERIODS.....	11
<b>PAY PRACTICES .....</b>	<b>12</b>
WORK WEEK AND PAY DAYS.....	12
PAYROLL DEDUCTIONS .....	12
LOST PAYCHECKS/W-2 FORM .....	13
EXPENSE REIMBURSEMENT .....	13
GARNISHMENT/CHILD SUPPORT .....	14
DIRECT DEPOSIT .....	14
SALARY ADVANCES .....	14
<b>TIME AWAY FROM WORK AND OTHER BENEFITS.....</b>	<b>14</b>
HOLIDAYS .....	14
PAID SICK LEAVE.....	15
GROUP HEALTH INSURANCE .....	15
<b>LEGISLATED BENEFITS.....</b>	<b>15</b>
SOCIAL SECURITY .....	16
WORKERS' COMPENSATION.....	16
<b>LEAVES OF ABSENCE .....</b>	<b>16</b>
POLICIES FOR LEAVE OF ABSENCE.....	16
SPECIFIC LEAVES OF ABSENCE.....	18
<b>EMPLOYEE CONDUCT AND WORK RULES .....</b>	<b>20</b>
PROFESSIONAL IMAGE.....	20
POLICY AGAINST VIOLENCE IN THE WORKPLACE .....	21
EMPLOYEE CONDUCT .....	22
RETALIATION .....	23
POLICY AGAINST HARASSMENT, .....	24
DRUG AND ALCOHOL USE.....	25
USE OF SCHOOL PHONE AND MAIL SYSTEMS.....	26
USE OF PERSONAL CELL PHONES .....	26
SOLICITATION.....	26
SCHOOL PROPERTY .....	27
CONFLICT OF INTEREST.....	27
CONFIDENTIAL INFORMATION AND INVENTIONS.....	28
USE OF COMPUTER SYSTEM AND IT RESOURCES.....	28
JOB POSTINGS.....	30
<b>ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE HANDBOOK.....</b>	<b>31</b>

## **GENERAL EMPLOYMENT POLICIES**

### **Statement of At-Will Employment Status**

The School generally employs its employees on an at-will basis. Employees may resign at any time with or without advance notice and with or without cause. Likewise, The School may discharge any employee at any time with or without advance notice and with or without cause, unless we have expressly agreed otherwise in a written offer letter or a written employment contract. Except for the Director of Administration, no manager, supervisor or other representative of the School has any authority to agree on behalf of the School to employ any employee for any specific period of time or employ any employee on other than an at-will basis. Any agreement to employ an employee for a specific period of time or to employ an employee on other than an at-will basis may be effective only if signed by the Director of Administration.

Except for its policy of employment at will, the School may modify the other terms and conditions pursuant to which it employs its employees (such as compensation, benefits, title and duties) with or without notice and with or without cause. Except for the Director of Administration, no manager, supervisor or other representative of the School has any authority to agree on behalf of the School to limit the School's right to modify these other terms and conditions of employment. Any agreement limiting the School's right to modify these other terms and conditions of employment may be effective only if signed by the Director of Administration.

Although at-will employees may resign at any time, with or without notice, The School requests that employees defer the effective date of their resignations until the end of the academic year as a professional courtesy. If that is not possible, the School also requests that employees notify the School of their decision to resign at least 2 to 4 weeks prior to the date on which their resignation is to become effective.

### **Hiring**

#### **Equal Employment Opportunity**

Good Shepherd Christian School is interested in hiring the best talent in all areas whose beliefs are aligned with the beliefs of Good Shepherd Christian School. Please read through our mission statement and also the statement of faith on page 2. Good Shepherd Christian School is an equal opportunity employer.

GSCS policy prohibits unlawful discrimination based on race, color, sex, marital status, age, national origin or ancestry, physical or mental disability, medical condition including genetic characteristics, or any other characteristics protected by law as applied to religious organizations. This policy governs all aspects of employment, including recruitment, selection, hiring, job assignment, compensation, discipline, layoff, working conditions, termination, and access to benefits and training.

The School also provides reasonable accommodation to those employees who require such accommodation in order to perform the essential functions of their jobs. If you have a physical disability, mental disability or medical condition which impairs your ability to perform the essential functions of your job, you should request accommodation from your supervisor or the

Director of Administration. If it is possible to provide you with an accommodation that will enable you to perform the essential functions of your job without undue hardship to the School, the School will do so.

If you believe that you have been subjected to any form of discrimination in violation of this policy, you should notify your supervisor, the School Director, or any representative of management with whom you feel comfortable as soon as possible. We encourage you to provide a written description of the incident(s) prompting your concern, including the names of the individuals involved and the names of any witnesses. The School will undertake a prompt and objective investigation to determine all facts relevant to your complaint.

If the School determines that a violation of this policy has occurred, it will take effective remedial action commensurate with the severity of the offense. Any employee determined by the School to be responsible for discrimination in violation of this policy will be subject to appropriate disciplinary action, up to and including termination. The School will also take appropriate action to deter any future discrimination. The School will not retaliate against you for filing a complaint and will not knowingly permit retaliation by management employees or your co-workers.

The School encourages all employees to report any incidents of discrimination forbidden by this policy so that complaints can be quickly and fairly resolved.

### **Verification of Work Authorization**

Our School employs only those individuals who are legally authorized to work in the United States. The School inspects documentation that establishes each individual's identity and legal authorization to work in the United States. All employment offers and continued employment are conditioned upon furnishing satisfactory evidence of identity and legal authorization to work in the United States.

### **I-9**

Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. If an employee is authorized to work in this country for a limited time period, the individual will be required to submit proof of renewed employment eligibility prior to expiration of that period to remain employed by the School.

### **Personnel Policies-Hiring Practice**

In accordance with applicable regulations and laws, the School maintains certain information and records regarding its employees. Employees must notify the Director of Administration of any changes in their address, telephone number or emergency contact. Additionally, we maintain the following forms and documents concerning each employee:

### **Live Scan Finger Print Screening:**

Employment at GSCS is contingent upon receiving, and maintaining successful clearance of criminal background check through LiveScan fingerprinting.

## **Statement Acknowledging Requirement to Report Child Abuse**

All employees will be informed of their responsibilities to report to the licensing agency as well as to the child/adult protective agency.

## **Criminal Record Clearance**

## **Criminal Record Statement**

## **Transcripts with Experience Letters**

## **Personnel Record & Resume**

## **Certification of Mandated Reporter Training**

## **Certification of CPR and First Aid**

## **Immunization Record**

## **Health Report with Tuberculosis Screening**

Job-related physical examinations (including drug tests) and certifications of ability to perform the essential functions of the job by a licensed health care professional may be required after the School has made a contingent offer of employment, and may be required periodically on a non-discriminatory basis as the school deems necessary. All GSCS employees and volunteers must be screened for tuberculosis and meet the immunization requirements by following the Health and Safety Code. For more information about requirements regarding immunizations and exemptions, please consult the School Director or please refer to:

<https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/TBCB-CA-School-Staff-Volunteer-TB-Risk-Assessment-FAQ.pdf>

## **Driving Record Investigation**

Any employee who will be operating a vehicle on behalf of the School will have his/her driving record checked. Employee authorization will be obtained before any checking is done.

Any employee giving false information about his/her driving record will be disciplined and/or discharged.

## **Orientation**

Upon joining our School, you were given this copy of our Employee Handbook. You are required to sign and return the receipt page acknowledging that you have received a copy of this handbook. You will be asked to complete personnel, payroll and licensing forms. The School Director will provide an orientation to new employees.

## **Job Descriptions:**

The School maintains a job description for each position of the school. The job description summarizes the general duties and /or responsibilities of the position, but the School reserves the right to assign different or additional duties to any employee at any time in its discretion. If you have any questions or wish to obtain a copy of your position's job description, please see your School Director or the School Management.

## **Introductory Period**

The first 90 days of continuous employment at the School are considered an introductory period. During this time you will learn your responsibilities, get acquainted with fellow employees, and determine whether or not this is the right job for you. Employees are not eligible for benefits until they have completed 90 days of employment, except to the extent required by law or otherwise provided in this Employee Handbook. Completion of the introductory period does not guarantee an employee continued employment or change the “at will” nature of the employee’s employment.

## **Professional Development**

GSCS is committed to providing professional development opportunities for its eligible employees. GSCS will set up an annual budget for training and approved job-related educational courses and workshops. Information regarding appropriate classes and workshops will be made available. All professional development requests must be made in writing by completing and submitting a request form to the School Director or school Management for approval. It is the employee’s responsibility to submit an expense reimbursement form within 30 days after incurring any expense. The School will also conduct in-house training from time to time. There are two types of in-house training: mandatory and voluntary. Employees will be notified whether a school's in-house training is mandatory or voluntary by the school Director or School Management. The training will be conducted by the Site Director or guest speaker(s). GSCS encourages all employees to participate in school-funded professional development opportunities. Please check with the School Director or the School Management for information.

## **Talk To Us**

We encourage you to bring your questions, suggestions and complaints to our attention. We will carefully consider each of these in our continuing effort to improve operations.

If you feel you have a problem, present the situation to your supervisor so that the problem can be settled by examination and discussion of the facts. Your supervisor should be able to satisfactorily resolve most matters. (Concerns regarding discrimination, harassment or retaliation may be addressed as provided in the separate policies on those subjects.)

If you still have questions after meeting with your supervisor or if you would like further clarification on the matter, you can request a meeting with the Directors. (S)he will review the issues and meet with you to discuss possible solutions.

Finally, if you still believe that your problem has not been fairly or fully addressed, request a meeting with the one of the representative of GSCS management team.

Your suggestions and comments on any subject are important, and we encourage you to take every opportunity to discuss them with us. Your job will not be adversely affected in any way because you choose to use this procedure.

If at any time you do not feel comfortable speaking with your supervisor or the next level of management, discuss your concern with any other member of management with whom you feel comfortable.



## **References**

Upon receipt of a request from a third party for information regarding a current or former employee, the School will disclose the employee's title and dates of employment. The School may disclose additional information if requested to do so in writing by the employee. The School does not provide letters of recommendation or reference to employees or former employees.

## **Access to Personnel Files**

The School maintains a personnel file on each employee. Personnel files are the property of the School, and access to the information it contains is restricted. Generally, only management personnel of the School who have a legitimate reason to review information in a file are allowed to do so.

An employee who wishes to review his/her own file should contact his/her supervisor or the Director of Administration. The School will permit employees and former employees to review and/or obtain copies of documents relating to their performance or any grievance concerning them in accordance with applicable law.

## **Personnel Data Changes**

It is the responsibility of each employee to promptly notify the Director of Administration of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times.

## **Bridging of Time**

The School will give credit to employees re-hired following a break in service with the School, provided the break in service does not exceed 365 days. The break in service time will be deducted from the employee's original service date for purposes of vacation accrual; sick leave accrual, etc.

## **Employment Separation**

At the termination of your employment, you are required to return to the School all school property and classroom property in your possession or control, including, but not limited to, curriculum binder, music binder, training manuals, keys, tools, equipment, teaching information, teaching material, gifts for the classroom, books from parents and students, materials donated from the parent, donations, supplies, and teaching material made in the classroom. Departing employees must cooperate with the School in conducting an inventory of all materials in their classroom or work area on or before the last day of their employment.

The School Principal or the School Director will review separation procedures with the employee and may request an exit interview before or on the last day of employment. All employees who separate from the School will be expected to participate in an exit interview with the School Director. The exit interview will provide an opportunity for the School and the employee to complete any unfinished business or issues.

## **Resignation**

If you find it necessary to resign, you are requested to give advance notice, in writing, to your Director indicating your last day of work. If possible, we ask you to defer the effective date of your resignation until the end of the academic year as a professional courtesy. If that is not possible, the School also requests that employees notify the School of their decision to resign at least 2 to 4 weeks prior to the date on which their resignation is to become effective.

## **Employment Categories**

For various wage and benefit matters, the School classifies its employees as exempt or non-exempt, and full-time employees, part-time employees or temporary employees.

**Exempt Employees:** Exempt employees are those employees whose positions meet specific tests established by the Fair Labor Standards Act (FLSA) or applicable state law, and are not covered by the overtime provisions of the Federal Fair Labor Standards Act or state law. Exempt employees include, but are not limited to, those who qualify under applicable law as exempt executive, administrative or professional employees.

**Non-Exempt Employees:** Non-exempt employees are those employees who are covered by the overtime provisions of the Federal Fair Labor Standards Act and/or state law. Non-exempt employees are entitled to overtime pay in accordance with applicable law.

**Full-Time Employees:** Full-time employees are those employees who regularly work for a minimum of 40 hours per week and are generally eligible for GSCS's benefit package, according to the terms in the benefits section of this handbook.

**Part-Time Employees:** Part-time employees are those employees who are regularly scheduled or expected to work less than 40 hours a week.

**Temporary Employees:** Temporary employees are those employees who are hired for a defined and/or limited time period, on either a full-time or part-time basis. Temporary employees are not entitled to School-sponsored benefits except as required by law. Extension of a temporary employee's employment beyond its originally anticipated conclusion does not convert the employee to a part-time or full-time employee unless the School confirms such a conversion in writing signed by the Director of Administration.

## **Attendance**

Your work schedule has been developed to provide the coverage necessary for instruction and supervision of our students. To provide the quality of instruction and care, our parents and administration have come to expect, we count on you to be ready to start work promptly at your appointed time and to work your entire scheduled shift. We understand there may be special circumstances where occasional tardiness will be excused, but repeated tardiness is not acceptable and will not be tolerated. Teachers need to make every effort to be on time, particularly teachers scheduled early in the morning. Teachers must be prompt for scheduled duties. Tardiness is not considerate to the one you are relieving.

In the event of sickness or other emergencies, you are required to report your absence no later than 7:15 a.m. on the morning of the absence or late arrival. Please try to notify the office as early as possible. Always keep the office advised before 3:00 p.m. on your planned return-to-work date

Excessive unexcused absences may result in a temporary or permanent release of employment if you are unable to attend work as scheduled and fulfill the requirements of your job. If a physician's documentation is required before returning to work, you will be notified. Absence of three consecutive days, during which no notification is given to the office or permission obtained is considered job abandonment and voluntary resignation.

### **Working Hours**

Teachers are expected to be reliable, punctual and present for scheduled work hours. Teachers are required to be available to assist 5 minutes prior to the start of their shift. Teachers at all levels are assigned duties that are necessary for the smooth and safe operation of the school. These duties may be considered as teaching time or, in some cases, may replace some of the preparation time for the teacher.

Because length of periods, necessary duty assignments and availability of specialists for class coverage varies slightly between grade levels and programs, there may be some differences in the times teachers spend in the classroom, in preparation time, or on duty assignments. Every effort is made to ensure equitable assignments within the confines of the school schedule.

### **Recording Your Time**

Non-exempt employees are expected to follow their set work schedule and are required to record their time worked. They must record their arrival at work, the beginning of their meal and break period(s), the end of their meal and break period(s), and the time at which they stop work for the day. Employees must record their own hours of work and not other's. Employees must also record days off due to holidays (H), vacation (V), or sickness (S). Employees are not expected or authorized to work outside their set schedules unless specifically instructed to do so in writing by the School Director or School Management.

All GSCS employees are to request time off by filling out the Time Off Request Form. The School Director will review the time off request and will use their discretion to approve or deny the request. Requests for time off may be denied or modified, subject to School's operational needs.

Employees who fail to record their hours of work properly will be subject to discipline, up to and including termination of employment.

### **Overtime**

The regular work week for full-time non-exempt employees generally consists of up to 40 work hours, including paid rest periods of ten minutes and additional unpaid meal periods as described in the Rest Breaks and Meal Periods policies. Work schedules for individual employees will vary, and employees should check and confer with their supervisor to confirm their schedule.

School needs may occasionally require a change in your work schedule. Management will make every effort to keep such changes to a minimum and will attempt to provide you with as much advance notice as possible in the event a change in your schedule is necessary.

Under certain circumstances, the School may require some employees to work overtime. Non-exempt employees may not work overtime without obtaining prior approval from Management.

Employees who violate the School's policy regarding work hours and overtime may be subject to discipline, including termination of employment. The School will pay employees who work overtime in accordance with applicable law. In general, non-exempt employees who work more than eight hours in a day or more than 40 hours in a week will earn 150% of their regular rate of pay for the hours in excess of those limits. Non-exempt employees who work more than 12 hours in a day will earn 200% of their regular rate of pay for the hours worked in excess of 12 hours for that day. Non-exempt employees will earn 150% of their regular rate of pay during their first eight hours of work on the seventh consecutive day of work in a single week, and 200% of their regular rate of pay for hours in excess of eight on the seventh consecutive day of work within a single week. Exempt employees are not eligible for overtime compensation.

### **Lunch Period**

Non-exempt employees who work five or more hours on a given workday will be provided with an unpaid meal period of at least 30 minutes in length; employees will be provided with a second meal break if they work more than ten hours during the day. Employees are relieved of all duties during their meal periods and may leave School premises if they wish to do so.

Employees who work no more than six hours on a given day may waive their right to take a meal period on such days. Employees who work over ten hours on a given day may waive their right to a second meal period if they have taken the first meal period and do not work more than 12 hours during the day. Employees who wish to waive a meal period must submit a written request to do so to their manager or the Director of Administration prior to the scheduled commencement of the meal period.

Employees must record the times at which they begin and end their meal periods. Your manager or the School Director will notify you of the time at which you should take your meal period. The time at which meal periods are taken may vary from day to day.

Any employee who feels he or she is unable to take a meal period for any reason should notify his or her manager or the Director of Administration immediately. Employees who refuse to take meal periods may be subject to discipline, including termination of employment.

### **Rest Periods**

The School will provide non-exempt employees with rest breaks based on the number of hours they work during the day, as follows:

Hours of work during day	Number of breaks provided
Less than 3.5	0
At least 3.5 but less than 6	1

At least 6 but less than 10	2
10 or more	3

To the extent possible, rest periods will be provided in the middle of work periods. The School will inform employees of the time at which they should take rest breaks by posting a schedule or through managers. A “floating” staff member will relieve non-exempt employees of their duties during rest breaks.

Any employee who feels he or she is unable to take a rest break for any reason should notify his or her manager or the Director of Administration immediately. Employees who refuse to take rest breaks may be subject to discipline, including termination of employment.

## **PAY PRACTICES**

### **Work Week and Pay Days**

GSCS’s work week begins at 12:00 a.m. each Sunday and ends at 11:59 p.m. the following Saturday. Paychecks will generally be issued on the 5th and 20th day of each month. If the payday falls on a Saturday, the check will be issued on the preceding working day. If the payday falls on a Sunday, the check will be issued on the following working day.

1. Checks issued on the 5th of each month include the pay period from the 16th through the end of the month prior.
2. Checks issued on the 20th of each month include the pay period from the 1st through the 15th of the month.

Please review your paycheck for errors. If you find a mistake, report it to your supervisor immediately. Your supervisor will assist you in taking the steps necessary to correct the error.

### **Payroll Deductions**

Each payday, employees will receive an itemized statement of their earnings and deductions required by law.

State and federal law require certain deductions from an employee's paycheck. These include:

1. Federal Income Taxes (FIT)
2. State Income Taxes (SIT)
3. FICA (Social Security and Medicare)

The amounts withheld for federal and state income tax are based on earnings and the number of dependents claimed on the tax withholding form (W-4). If there are any changes in an employee's dependents, he/she must report these promptly by completing a new W-4 form and any other required forms. These may be obtained from the Director/Office Manager in the office.

### **Lost Paychecks/W-2 Form**

If you should lose your paycheck or the W-2 form, report the loss to the Director/Office Manager within 24 hours. Once notification is made, a stop-payment will be put on the check, and you will receive a replacement check as soon as possible. You will be required to reimburse the school for bank charges and fees involved for the stop-payment. Loss of checks that have been endorsed will be the responsibility of the employee.

### **Paycheck Deductions**

The School is required by law to make certain deductions from your paycheck each pay period. Such deductions typically include federal and state taxes and Social Security (FICA) taxes. Depending on the state in which you are employed and the benefits you choose, there may be additional deductions. All deductions and the amount of the deductions are listed on your pay stub. These deductions are totaled each year for you on your Form W-2, Wage and Tax Statement.

The School may deduct from the salary of exempt employees for the following reasons:

- Absences of one or more full days for personal reasons, other than sickness or disability; or
- Absences of one or more full days due to sickness or disability, if there is a plan, policy, or practice providing replacement compensation for such absences; or
- Absences of one or more full days before eligibility under such a plan, policy, or practice or after replacement compensation for such absences has been exhausted; or
- Payment of actual time worked in the first and last weeks of employment, resulting in a proportional rate of an employee's full salary; or
- Any unpaid leave taken under the Family and Medical Leave Act.

If questions or concerns about any pay deductions arise, discuss and resolve them with your supervisor. If an error is found, you will receive an immediate adjustment which will be paid no later than on the next regular payday.

### **Expense Reimbursement**

The School will reimburse employees for business expenses they incur with management approval in the course of performing their job duties. Employees may not incur business expenses without the prior approval of School management.

Employees who seek reimbursement of business expenses must submit a written expense report, including receipts for the claimed expenses, to the Director within 15 days of the date on which the expense was incurred. Employees who violate the School's policy regarding business expenses may be subject to discipline, including termination of employment.

## **Garnishment/Child Support**

When an employee's wages are garnished by a court order, our School is legally bound to withhold the amount indicated in the garnishment order from the employee's paycheck. Our School will, however, honor applicable federal and state guidelines that protect a certain amount of an employee's income from being subject to garnishment.

## **Direct Deposit**

You have the option of receiving your pay in a payroll check or having your pay deposited into your bank account through our direct deposit program.

## **Salary Advances**

It is the policy of GSCS to grant no salary advances.

## **Time Away From Work and Other Benefits**

### **Holidays**

GSCS generally does not schedule work to be performed on the following holidays:

New Year's Day

Martin Luther King's Day

President's Day

Memorial Day

Labor Day

Veteran's Day

Thanksgiving Day and the Day after Thanksgiving Day

Christmas Eve and Christmas Day

New Year Eve

If a holiday falls on a Saturday or Sunday, the School will usually treat the nearest business day as a holiday, but it reserves the discretion to schedule holidays in accordance with business needs.

Full time employees will be paid at their regular rate of pay on each holiday that falls on a scheduled work day. Employees on a leave of absence are not eligible for holiday pay.

In order to receive holiday pay, employees must generally work on the days immediately before and after the holiday. Part-time employees and temporary employees are not eligible for holiday pay.

Eligible non-exempt employees who are required to perform work on a holiday will receive holiday pay in addition to regular pay. However, holiday pay does not count as hours worked for the purpose of overtime.

### **Paid Sick Leave**

All employees will accrue one hour of paid sick leave for every 30 hours worked. Employees may accrue a maximum balance of 48 hours of sick leave. Once an employee accrues 48 hours of sick leave, he or she will not accrue any further sick leave until the employee has taken sick leave and his or her accrued balance falls below the maximum.

After completing 30 days of work within California and 90 days of employment overall for GSCS, **employees may use up to 24 hours of accrued sick leave per year** for (a) the diagnosis, care or treatment of an existing health condition of the employee or a member of the employee's family, (b) preventive care for an employee or a member of the employee's family, or (c) to aid or care for a member of the employee's family. The term "member of the employee's family" includes children (biological, adopted, foster, step, legal wards and child to whom the employee stands in loco parentis), parents (biological, adoptive, foster, step, legal guardians and persons who stood in loco parentis to the employee when the employee was a child), spouses, registered domestic partners, grandparents, grandchildren and siblings. Victims of domestic violence, sexual assault or stalking may also take sick leave for any purpose permitted by law.

Employees desiring to use sick leave must provide GSCS with reasonable advance notice of their need for sick leave when the need is foreseeable, and must notify GSCS as soon as practicable if the need for sick leave is unforeseeable. Employees may use accrued sick leave in minimum increments of two hours, and cannot take paid sick leave before it has accrued.

Sick leave is paid at each employee's regular hourly rate; exempt employees are presumed to work a minimum of 30 hours per week for the purpose of paid sick leave. GSCS may take reasonable measures to verify that an employee's use of paid sick leave is lawful, including, but not limited to, requesting employees to provide documentation from a health care provider of their illness and ability to return to work. Abuse of this policy may lead to disciplinary action, up to and including termination of employment.

GSCS does not pay employees for unused sick leave at the conclusion of their employment.

### **Group Health Insurance**

GSCS does not provide group insurance at the moment.

### **LEGISLATED BENEFITS**

The School provides eligible employees with the following benefits to the extent required by law:



## **Social Security**

The School provides its employees with Social Security benefits through the Federal Insurance Contributions Act (FICA). Social Security will be automatically deducted from each paycheck at the rate established by the federal government. FICA is a combined contribution by both the employee and School.

## **Workers' Compensation**

On-the-job injuries are covered by our Workers' Compensation insurance policy. This insurance is provided at no cost to you. If you are injured on the job, report the incident immediately to the Director of Administration. Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize your claim. In the case of a work related injury, workers' compensation shall pay temporary and permanent disability benefits.

## **LEAVES OF ABSENCE**

### **Policies for Leave of Absence**

Unless otherwise stated in this Employee Handbook or required by law, all leaves of absence are without pay, but the School may require employees to utilize Paid Sick Leave during any unpaid leave of absence to the extent permitted by law. To the extent permitted by law and to the extent they are consistent with policies regarding specific leaves of absence otherwise set forth in this Handbook, the following policies and procedures apply to all leaves of absence granted by the School:

1. **Authorization Required**. All leaves of absence must be authorized by the Director or the Management.
  - Except for emergencies, you have to obtain authorization for a leave of absence before taking a leave of absence.
  - Unless it is not feasible, a request for authorization for leave of absence should be submitted as far in advance as possible and no less than 30 days before the requested beginning of the leave.
  - The School will consider requests for leaves of absence in its discretion and reserves the right to grant or deny any request.

2. **Leave Without Pay.** Unless otherwise stated in this Handbook or mandated by law, all leaves of absence are without pay.
3. If you are injured as a result of working at the School, you may be entitled to Workers' Compensation Benefits. General Information about workers' compensation can be obtained on the California Department of Industrial Relations webpage: <http://www.dir.ca.gov/dwc/basics.htm>. The School has information about these insurance programs from the Employment Development Department and our worker' compensation insurance in our office.
4. **Procedure for Obtaining Authorization.**
  - Except for emergencies, a request for authorization for leave of absence should be submitted as far in advance as possible and no less than 30 days before the requested beginning of the leave.
  - Except for emergencies, you must request for leave in writing as far in advance as possible by filling out and submitting the "Employee Request for Leave of Absence" form to the School Director or the Management. The "Employee Request for Leave of Absence Form" is available in the school office.
  - Your leave of absence is authorized when you receive the authorization in writing signed by the School Director or Management. You may not take a leave of absence without this written authorization.
  - **Obligations While on Leave.** Unless otherwise specified in this Handbook, employees on leave should contact the Director or Management to confirm employment status one (1) week before the scheduled expiration of their leave of absence.

- **Change in Anticipated Date of Return.** If your anticipated return date should change while you are on leave, you should promptly notify The School and submit a written request authorization for a new return date. You may not change your date of return unless you receive written authorization from the Director or Management.
- **Failure to Return from Leave.** An Employee on leave of absence is required to report to work on the return date specified on the approved Leave of Absence Form. Any employee who fails to report for work at the end of an approved leave may be deemed to have voluntarily resigned.

## **Specific Leaves of Absence**

### **Pregnancy Disability Leave**

The School provides pregnancy leave benefits to employees who are disabled due to pregnancy or conditions related to pregnancy. Employees may take pregnancy disability leave when disabled by pregnancy, childbirth or related conditions, such as severe morning sickness or prenatal care.

When the need for pregnancy leave is foreseeable, employees must notify the School at least 30 days before the leave is to begin. If it is not possible to do so, employees should notify the School of their need for leave as soon as it is practical to do so. Employees taking pregnancy disability leave must provide the School with certification from a health care provider reflecting:

- \* the date on which the employee became disabled due to pregnancy;
- \* the probable duration of the period or periods of disability; and
- \* a statement that, due to the disability, the employee is unable to perform one or more of the essential functions of her position without undue risk to herself, the successful completion of her pregnancy, or to other persons.

Pregnancy disability leave may last up to four months. Employees may take leave on an intermittent basis, and time taken off from work for medical appointments related to pregnancy counts as leave. As an alternative to leave, the School will modify the duties of a pregnant employee if requested to do so by the employee and recommended by the employee's physician. Employees whose duties are modified at their request will be paid at the rate corresponding to the job they perform.

Employees on pregnancy disability leave may take accrued vacation concurrently with pregnancy disability leave, which is otherwise unpaid.

The School will generally reinstate an employee returning from pregnancy disability leave to her normal duties upon receipt of appropriate certification from a health care provider. However, Employees returning from pregnancy disability leave have no greater rights to their jobs than they would have if they had worked continuously throughout the period of their leave.

## **Personal Leave**

The School may, in its discretion, grant an unpaid personal leave of absence to any employee upon request. Employees should request personal leaves of absence as far in advance of the date(s) on which leave is desired as possible. Employees who take personal leaves of absence are not guaranteed reinstatement.

## **Bereavement Leave**

The School grants eligible employees three unpaid bereavement leave days in the event of the death of a member of your immediate family. Immediate family shall mean your spouse, child, parent, legal guardian, brother, sister, and grandparents. GSCS may, in its discretion, authorize employees to take additional days off if needed.

## **Time Off to Vote**

Employees who are registered to vote but do not have sufficient time outside of regular working hours to vote in a statewide election may request time off from work to do so. The School will grant time off at the beginning or end of the employee's scheduled work day, and will pay employees for up to two hours of time off for voting purposes. Additional time off may be granted without pay, if necessary. Employees who believe that they need time off from work to vote must notify the Director of Administration at least two days prior to the election.

## **Court Appearances**

The School grants leaves of absence to employees who are required by law to appear in court or in administrative proceedings as witnesses. Employees must notify their supervisor of their need for leave as soon as possible, and may be required to provide documentary proof of their appearance in court or before an administrative agency.

## **Jury Duty**

The School encourages employees to fulfill their civic responsibilities by serving jury duty when required and grants leaves of absence to employees serving jury duty in accordance with applicable law. Employees should notify their supervisor immediately upon receipt of a notice or jury duty summons. If work time remains after any day of jury selection or jury duty, employees should return to work for the remainder of the work day. The School may request that the court verify the employee's jury duty service in writing.

If an employee is called to serve on jury duty at a time that would unreasonably interfere with normal business operations, The School may ask the employee to attempt to reschedule the required service for a later date that would be more convenient.

## **Military Leave**

The School grants military leaves of absence to eligible employees in accordance with applicable law. Employees are eligible to take leave if they are absent from work due to service in the uniformed services, including both voluntary or involuntary duty, as well as active duty, training and drills. Except in instances in which military necessity precludes it, employees must provide

The School with reasonable advance notice of the need for leave. The School may request written confirmation of the need for leave.

### **Volunteer Firefighters**

No employee shall receive discipline for taking time off to perform emergency duty as a volunteer firefighter, reserve peace officer or emergency rescue personnel. If you are participating as a volunteer firefighter, reserve peace officer or emergency rescue personnel, please alert your School Director or School Management so that he or she may be aware of the fact that you may have to take time off for emergency duty. In the event that you need to take time off for emergency duty, please alert your supervisor before doing so whenever possible.

### **School Activities**

The School grants up to 40 hours of leave per school year (not to exceed eight hours in any single month) to parents, guardians and custodial grandparents who wish to participate or attend school activities of a child enrolled in grades K through 12. Employees who desire to take time off to participate in or attend school activities pursuant to this policy must notify the Director of Administration a reasonable time in advance of the requested leave.

Employees who take time off under this policy may be required to provide documentation from their child's school to confirm their participation in or attendance at a school activity.

### **Domestic Violence Leave**

The School grants unpaid leaves of absence to employees who are victims of domestic violence or sexual assault. Employees seeking leaves of absence for these purposes must provide the School with reasonable advance notice whenever possible. The School reserves the right to require certification for time off in accordance with applicable law. Certification may be sufficiently provided by any of the following:

- A police report indicating that the employee was a victim of domestic violence;
- A court order protecting or separating the employee from the perpetrator of an act of domestic violence or other evidence from the court or prosecuting attorney that the employee appeared in court; or
- Documentation from a medical professional, domestic violence advocate, health care provider, or counselor that the employee was undergoing treatment for physical or mental injuries or abuse resulting in victimization from an act of domestic violence.

## **EMPLOYEE CONDUCT AND WORK RULES**

### **Professional Image**

The School expects employees to maintain a professional appearance at all times. You represent the School. The community's impression of you will often be their impression of the entire organization. In your relations with others whether they are co-workers, vendors or parents, you are asked to be courteous, tactful, and fair. You are expected to give loyal and efficient service

as well as properly accomplish your assigned work. Remember your image, both on and off the job, is a direct reflection of our School.

Cleanliness is absolutely necessary at all times. The employee should dress conservatively, in good taste, professional manner, and according to the requirements of his /her individual position. His/her appearance reflects the School's standards and the School's desire to make the best appearance possible for our clients.

You are expected to be neat, clean, well-groomed and professionally dressed while you are at work. Employees are expected to wear clothing appropriate for the nature of our business and that is clean and tasteful. We recognize that different styles are appropriate for different work locations, type of jobs, ages of individuals and personal characteristics. Employees should generally avoid:

- clothing or accessories that can create a safety concern;
- extreme styles;
- tight or revealing garments;
- see-through clothing;
- midriff tops, halter tops, and tank tops;
- lounge wear;
- military fatigues;
- ill-fitting, torn or unkempt garments;
- long earrings;

Shoes and/or socks are to be worn at all times. Safety, comfort and appearance are the main considerations for acceptable footwear. Shoes preferably should be closed-toe, especially in areas where safety is a consideration. Footwear, which is defective or inappropriate to the extent that its ordinary use creates the possibility of foot injuries, should not be worn. Refrain from being barefoot in the classroom.

- Tattoos may not be visible.
- Cosmetics, cologne, jewelry and accessories are suitable if used in moderation, strong perfumes are to be avoided as some people are particularly sensitive to fragrances;
- Hairstyles of employees are expected to be conservative, in good taste, clean and well-kept, avoiding extreme styles.
- All employees at all times while on the job will wear nametags with the School logo.
- Hygiene: Employees must be clean and free of body odor.

If an employee reports to work dressed inappropriately for the work he or she is to perform, the School may send the employee home or direct the employee to change into appropriate clothing.

### **Policy Against Violence in the Workplace**

The School seeks to provide a workplace that is safe and free from all threatening and intimidating conduct. The School will not tolerate violence or threats of violence in any form in the workplace or at work-related functions.

Employees who become aware of suspicious or threatening persons or activity on or around School premises should notify their supervisor and/or the Director of Administration immediately. If an employee believes that an imminent threat of serious harm exists, the

employee should also contact appropriate law enforcement or emergency response personnel and request assistance.

Employees may not engage in any conduct, whether verbal or physical, which intimidates, endangers or creates the perception of intent to harm persons or property. Examples include but are not limited to:

- physical assaults or threats of physical assault, whether made in person or by other means (e.g., in writing, by phone, fax or e-mail);
- speech that is intimidating and has the purpose or effect of threatening the health or safety of a co-worker;
- possession of firearms or any other weapon on School property or at a work-related function; and
- any other conduct or acts which management believes represent an imminent or potential danger to workplace safety and/or security.

The School will promptly investigate any reported occurrences or threats of violence. Employees who violate this policy are subject to disciplinary action, up to and including termination. Where appropriate and/or necessary, the School will also contact law enforcement authorities and/or take legal action to stop violent or threatening conduct and protect the School employees and property.

### **Employee Conduct**

The School expects every employee to adhere to high standards of professionalism, job performance and personal conduct at all times. Although it is not possible to identify all acts or omissions that may result in discipline or discharge, following are examples of some forms of conduct that may result in discipline, up to and including termination of employment:

- Stealing private or School property
- Using school teaching material, job, and paperwork in another school.
- Unauthorized use of school materials, property, school records or misappropriation of confidential school information.
- Inappropriate behavior with children
- Gambling on School property
- Possession, sale, use or being under the influence of illegal drugs or substances on School property or during working hours
- Violation of traffic or parking regulations on School parking lot
- Falsification or misrepresentation of information on any School form, i.e., sign in and out sheets, application, School and personnel records
- Possession, use or being under the influence of alcohol on School property during working hours
- Fighting or threatening violence in the workplace
- Immoral or indecent conduct on School property
- Sleeping during work
- Threats, intimidation including using obscene, abusive or threatening language to any School employees or members of the public

- Carrying or bringing a weapon to work
- Disorderly conduct such as practical jokes, horseplay, etc.
- Disregarding instruction of supervisor or proper authority
- Failure to be courteous and polite at all times to other employees and customers
- Leaving work area, job assignment, or department during working hours without proper authorization
- Taking leaves, vacations, or absences from work without following proper procedure or obtaining authorization
- Failure to observe work schedules including rest and lunch periods
- Failure to observe safety rules and regulations
- Inefficiency, lack of productive effort, or other unsatisfactory work performance
- Unauthorized use of School time, materials, or equipment for personal activities or activities for other schools or institutions
- Unsuitable or improper attire for the work situation
- Failure to report to work without proper authorization
- Excessive number of unexcused absences or tardiness
- Adding personal software to School computers without prior written authorization
- Negligence or improper conduct leading to damage the School owned or student-owned property
- Unauthorized disclosure of confidential information

### **Whistle Blower Policy – Reporting Fraud**

It is the responsibility of all GSCS employees to report any suspicion of fraud/misconduct without delay according to the procedure laid out below. Persons who cover up, obstruct, fail to report or monitor a fraud/misconduct that they become aware of may be subject to disciplinary action and/or termination of employment. A person who threatens retaliation or retaliates against a person reporting a suspected fraud/misconduct will be subject to disciplinary action up to and including termination of employment.

Great care must be taken in dealing with suspected dishonest or fraudulent or misconduct activities to avoid incorrect accusations, alerting suspected individuals that an investigation is underway, treating employees unfairly or making statements that could lead to claims of false accusations or other charges.

In the case of employees and management, the incident, facts, suspicions and allegations should not be discussed with anyone inside or outside the school unless specifically directed to do so by the School official investigating the incident. In particular, the matter should not be discussed with the individual suspected of fraud or misconduct.

A person who suspects that fraudulent or misconduct practices may be occurring should, in the first instance, report the matter to his or her direct supervisor. Should it be inappropriate to make such a report to an immediate supervisor, the report should be made to school Management.

### **Retaliation**

The School recognizes that employees are entitled to exercise various rights and engage in various activities by law, and it respects its employees' legal rights. The School will not retaliate (or tolerate retaliation by its personnel) against any employee for exercising a legal right or engaging in legally protected activity.



If you believe that you have been subjected to any form of retaliation in violation of this policy, you should notify your supervisor, the Director, or any representative of management with whom you feel comfortable as soon as possible. We encourage you to provide a written description of the incident(s) prompting your concern, including the names of the individuals involved and the names of any witnesses. The School will undertake a prompt and objective investigation to determine all facts relevant to your complaint.

If the School determines that a violation of this policy has occurred, it will take effective remedial action commensurate with the severity of the offense. Any employee determined by the School to be responsible for retaliation in violation of this policy will be subject to appropriate disciplinary action, up to and including termination

### **Policy Against Harassment.**

The School is committed to providing a work environment free of harassment. We prohibit sexual harassment and harassment on the basis of age, sex, gender, gender identity, gender expression, race, ancestry, color, religion, national origin, disability, medical condition, marital status, military and/or veteran status, sexual orientation, genetic characteristics or information, or any other characteristic protected by federal, state or local law, ordinance or regulation. The School also prohibits harassment based on a person's association with another person who possesses a characteristic protected by law. Our anti-harassment policy applies to all persons involved in the operation of GSCS and protects our employees, applicants, contractors, interns and volunteers against harassment from any source, including supervisors and co-workers, as well as vendors, customers and other persons.

Prohibited harassment includes but is not limited to:

- Epithets, derogatory jokes, slurs or unwanted sexual advances, invitations or comments;
- Derogatory, bigoted, hostile and/or sexually-oriented posters, photographs, cartoons, drawings or other visual images;
- Physical conduct, such as assault, unwanted touching, or blocking normal movement, when such conduct is motivated by the recipient's membership in a protected class; and
- Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss, and offers of employment benefits in return for sexual favors.

If you believe that you have been subjected to behavior which violates this policy, you should notify your supervisor or any representative of management with whom you feel comfortable as soon as possible. We encourage you to provide a written description of the incident(s) prompting your concern, including the names of the individuals involved and the names of any witnesses. The School will undertake an objective investigation and attempt to determine all facts relevant to your complaint.

If the School determines that a violation of this policy has occurred, we will take effective remedial action commensurate with the severity of the offense. Any employee or

contractor determined by the School to be responsible for a violation of this policy will be subject to appropriate disciplinary action, up to and including termination. The School will also take appropriate action to deter any future violations. The School will not retaliate against you for filing a complaint and will not knowingly permit retaliation by management, employees or co-workers.

The School encourages all employees to report any incidents of harassment forbidden by this policy to the School Management so that complaints can be quickly and fairly resolved.

### **Drug and Alcohol Use**

The School operates a drug and alcohol-free workplace and prohibits the following conduct on the job:

- \* Possession or consumption of alcohol, being under the influence of alcohol, or having alcohol in one's system; and
- \* Possessing, consuming, being under the influence of, testing positive for, purchasing, selling, distributing or manufacturing controlled substances other than prescription medication taken in accordance with a physician's direction.

The School considers employees to be "on the job" whenever they are (a) on the School property, (b) on the property of clients, vendors or suppliers of the School, or (c) performing services for the School.

Employees taking prescription medication which may affect their ability to perform any assigned task must inform their supervisor that they are taking such a medication. The School may assign an employee taking such medication other appropriate duties, if possible, or direct the employee to leave and return to work when no longer adversely affected by the medication in their ability to perform their work. Employees bringing prescription drugs onto the School's premises are required to retain the drug in its original container, which identifies the drug, dosage, date of prescription and authorizing physician.

The School reserves the right to test all employees for drugs and/or alcohol under any of the following circumstances:

- \* upon making a contingent offer of employment to an applicant;
- \* when reasonable suspicion exists that an employee is under the influence of illegal drugs or alcohol during work hours;
- \* when an employee is found in possession of illegal drugs or alcohol on School property or during work hours;
- \* when an accident occurs under circumstances suggesting use of drugs or alcohol by the parties involved; and
- \* when otherwise required or permitted by law, as in the case of employees who drive certain commercial vehicles.

Employees requested to submit to testing for drugs and/or alcohol will sign a consent form prior to testing.

The School encourages employees who are concerned about their usage of drugs and/or alcohol to seek professional assistance. Any violation of School policy regarding the usage of drugs or alcohol is grounds for discipline up to and including termination of employment, however, regardless of whether the employee in question seeks professional assistance.

Employees must advise the Director or Management of any criminal drug conviction within five (5) days of the conviction. The School reserves the right to search all areas of the School including, but not limited to, offices, work areas, desks, rest areas and lockers, at any time and for any reason, with or without notice to employees.

### **Smoking**

Your health and safety are important. In providing a healthy working environment, we have designated the entire School facility a non-smoking area and do not permit smoking within 50 yards of the School's entrances and nowhere on School's campus. You and all visitors will also be expected to respect this. Your responsibility as a host will be to ensure compliance.

### **Use of School Phone and Mail systems**

Employees are to limit personal use of the School telephones. To ensure effective telephone communications, employees should always use the approved greeting and speak in a courteous and professional manner. Please confirm information received from the caller, and hang up only after the caller has done so.

Please remember that one line must always be kept open for emergencies and school business.

### **Use of Personal Cell Phones**

Cell phone is only permitted to be used during an emergency situation related to school events or activities. Employees should direct their family and friends to call the school in the event of a family emergency. A message will be passed on to the employee.

### **Solicitation**

In order to enhance the efficiency of its operations and to prevent the disturbance of its employees, the School controls solicitations and the distribution of literature on School property.

Employees are not permitted to promote or solicit support for any cause or organization during their work hours or during the work hours of the employees whom they solicit. Employees may not distribute written or printed material during their work hours, during the work hours of the employees to whom they wish to distribute materials, or at any time in work areas. Employees also may not use School resources, including, but not limited to, email, voicemail, copiers, printers, faxes, phones or radios, to promote or solicit support for any cause or organization.

In addition, the posting of written solicitations on School bulletin boards is restricted. These bulletin boards display important information, and employees should consult them frequently for:

- Employee announcements
- Internal memoranda
- Organization announcements
- Required state and federal postings
- Insurance information

If employees have a message of interest to the School, they may submit it to the Director for approval. The Director will post all approved messages.

The School prohibits non-employees from soliciting or distributing written material on School property for any purpose.

### **School Property**

All equipment, supplies and materials provided by the School, the Classroom Funds and all that has been donated to the classroom for use by employees in the performance of their jobs (including, but not limited to, computer, laptops, walkie talkies, cell phones, equipment, materials, supplies, and intellectual property) are the property of the School and are generally to be used only for School business.

Incidental use of telephones, email and the Internet for personal purposes is permitted if such use does not impair the School's business operations or interfere with any employee's job performance. The incidental use statement also pertains to employee own equipment (including, but not limited to, computers, laptops and cell phones, etc) used at school during working hours. When using the School computer systems, the employee must follow the use policy for computer system and IT resources. The School reserves the right to inspect all School property, equipment and materials at any time and for any purpose, with or without notice to employees.

Upon termination of employment, the employee must return all the School property, uniforms, equipment, work product and documents in his or her possession or control.

As stated in the Confidentiality Policy, employees may not use any confidential information or intellectual property for any purpose other than to fulfill their duties to the School and may not disclose any such information to any third party without the express written consent of the School.

### **Intellectual Property**

The School maintains its right to use programs, processes, intellectual property developed by employees while employed at the School even after separation with the employee.

### **Conflict of Interest**

A conflict of interest is defined as an involvement in outside interests which might conflict with your duty to the Company (the School), or adversely affect your judgment in the performance of your work and responsibilities. You must avoid situations where your personal interests conflict with, or appear to conflict with, the interests of the Company (the School). It is also important that any outside employment does not cause a conflict of interest or otherwise interfere with your ability to do your job effectively. It is sometimes difficult to determine whether an actual conflict of interest exists. If you have a question, consult the School Director or the management.

### **Confidential Information and Inventions**

During your employment with our School, you may have access to or become acquainted with confidential information relating to the School or its business. Confidential information includes all information relating to the School or its business that is not generally known to the public, including, but not limited to, information concerning customers, products, finances, business strategies, our suppliers, our customers or your fellow employees and other non-public information (regardless of whether patentable or eligible for copyright protection), disclosed to or received by employees in the course of their work for the School.

Employees may not use any confidential information for any purpose other than to fulfill their duties to the School and may not disclose any such information to any third party without the express written consent of the Director and the Management of the School.

All employees must promptly disclose to the School any and all inventions, discoveries, ideas, improvements, trade secrets, formulae, copies, techniques, processes and know-how, whether or not patentable and whether or not reduced to practice, made or conceived solely or in conjunction with others during the period of the employee's tenure with the School which relate to or result from the actual or anticipated business, work or research of the School. All rights to any invention or process developed by an employee using the School facilities or trade secret information, or resulting from any work done by an employee for the School, or relating at the time it was conceived or reduced to practice to the business or research of the School, belong to our School, and employees must assign to the School their entire right, title and interest in such inventions. Employees are entitled to retain in their own interest any inventions developed fully on their own time and with their own facilities, which do not relate to the business of the School or result from work done for the School to the extent that the employees have not utilized the School's trade secrets.

The School may require employees to sign agreements describing their obligations with respect to confidential information in greater detail.

### **Use of Computer System and IT Resources**

The School provides access to computer and information technology (IT) resources to certain employees for the benefit of the School and its customers, vendors and suppliers. Employees must comply with School policy whenever using the School's computer and IT resources.

Employees will be given a user name and an electronic mail address when granted access to the School's computer system. All passwords used on School equipment must be made known to the School and may be overridden by authorized School personnel. Employees should not utilize passwords that would be obvious to others and should not record passwords in areas where they may easily be viewed or obtained by others. Employees should not disclose passwords to persons other than members of the School management. In the event that your password becomes known to others, you should change it immediately. Because all School computers may be accessed by the School at any time, including when employees are not present, employees should have no expectation of privacy in the data stored in their computers or any other School property. Employees should log off their computers when leaving work for the day.

Employees using the Internet may not transmit copyrighted materials belonging to entities other than the School. No software or other copyrighted material may be downloaded by an employee unless pre-approved by the IT manager. Employees are not permitted to copy, transfer, rename,

add or delete information or programs belonging to other users unless given express permission to do so by the owner of such information or programs.

Employees accessing the Internet on the School computers may be perceived as representing the School when doing so. Accordingly, employees must use these resources in a professional, ethical and lawful manner. Employees must refrain from any use that results in harassment prohibited by this Handbook. No messages with derogatory or inflammatory remarks about an individual or group's age, disability, gender, race, religion, national origin, physical attributes, sexual preference or any other classification protected by federal, state or local law are permitted. Employees are also prohibited at all times from viewing, transmitting, maintaining, or any other type of display of sexually explicit, pornographic, offensive, or other inappropriate materials.

The School's computer system and IT resources should not be used for personal gain or advancement of individual views. Solicitation of non-School business, or any use of the Internet for personal gain, is strictly prohibited. Employees should generally use the School's electronic resources only for business purposes, but limited and occasional use for personal purposes is permitted if such use does not impair School business operations or interfere with any employee's productivity.

Each employee is responsible for the content of all text, audio or images that they place or send over the Internet. All messages communicated on the Internet should have your name attached. No messages will be transmitted under an assumed name. Employees or other users may not attempt to obscure the origin of any message.

To prevent computer viruses from being transmitted through the system, employees are not authorized to download any software onto their computer, or any drive in the network. Employees should also be cautious about opening unsolicited e-mail attachments as they may contain viruses. Employees also may not install any hardware on the School equipment, or relocate any computer equipment owned by the School unless authorized to do so by the School management.

All computers and the data stored on them are and remain at all times the property of the School. As such, all messages and data created, sent or retrieved over the Internet or the School's electronic mail system are the property of the School, and should be considered School information. The School reserves the right to retrieve and read any message composed, sent, or received on its computer equipment and electronic mail system with or without notice to the employee(s) affected. Furthermore, all communications including text and images can be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver.

### **Social Media Guidelines**

Social media are a set of Internet tools and resources (such as Facebook, LinkedIn, Twitter and personal blogs, for example) that aid in facilitating interaction and communication between people.

GSCS may, at its discretion, authorize certain employees to use social media for business purposes. Employees may use social media for business purposes if authorized in writing by the School Director and/or School Management to do so. School Management shall define the

purpose and scope of any authorized use of social media, and employees may not use social media except as authorized by the School Management.

Non-exempt employees who are authorized to use social media for business purposes may do so only during work hours or outside work hours with the written approval of their manager.

Employees must not disclose or publish confidential information through social media. In addition to avoiding the publication of confidential information through social media, employees must also comply with all School policies, including policies prohibiting discrimination, harassment, and retaliation, when using social media for business purposes.

Employees may not use social media for personal purposes during work hours.

This policy will not be construed or applied in a manner that prohibits discussion or comment regarding working conditions or the terms and conditions of employment, or otherwise interferes with employees' rights under Section 7 of the National Labor Relations Act, including the right to engage in concerted activity

GSCS requests and strongly urges employees to report any violations or suspected violations of this policy to their supervisor or Human Resources. Employees are encouraged to direct any questions regarding which tools are deemed to be social media to their supervisor or Human Resources. Violation of this policy may result in disciplinary action, up to and including termination

### **Job Postings**

GSCS may, in its discretion, post notice of open positions within the School. As a general rule, employees must have completed six months in their current position to be eligible to apply for a posted job.

Eligible employees are welcome to apply for those posted jobs for which they feel that they possess the required skills, competencies, and qualifications. GSCS 's employees are not entitled to preference in consideration for any job openings and the School in all instances will offer open positions to the person that it believes is most qualified.

**Acknowledgment of Receipt of Employee Handbook**

I have received the Good Shepherd Christian School’s Employee Handbook. I agree to familiarize myself and comply with the policies set forth in the handbook.

I understand that The School employs me on an at-will basis and that either the School or I may terminate the employment relationship at any time, with or without cause and with or without notice. No one other than the School’s Director or the Management has the authority to employ me on anything other than an at-will basis and the Director or the Management may agree to do so only in a writing signed by both she and I. I also understand that the School may modify the other terms and conditions pursuant to which it will employ me (such as compensation, benefits, title, and duties) with or without notice and with or without cause. No one other than the Director or the Management has the authority to limit the School’s right to modify these other terms and conditions of employment and the Director or the Management may agree to do so only in a writing signed by both she and I.

I also understand that the Employee Handbook, while summarizing the School’s employment practices, does not bind the School to any particular decision or course of action (except its policy of employment-at-will) and that the School reserves the right to revoke, suspend, modify or add to the policies set forth in the Employee Handbook (except its policy of employment-at-will) and adopt the course of action it deems most appropriate in each situation.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Employee

353\1234024.1