WELCOME!

Primary goals of the Employee Manual are to generate a collaborative culture in which trust and cooperation will flourish and to define a framework that protects you and Choice Schools Associates. You are now a valued member of the educational team serving children and their parents.

Welcome to Choice Schools Associates!

I'd like to welcome you to Choice Schools Associates. I am thrilled that you have joined the Choice family.

The strength of Choice is its exceptional people – like you – who teach and assist children, parents, and families at every school we serve. I truly believe that Choice would not be the company we are today without our wonderful staff. For more than two decades, Choice Schools Associates has carried out its mission to partner with school communities, empowering and equipping them to fulfill their unique mission.

We are for and about kids. Choice uses a customized approach to meet the unique needs of each academy, ensuring full support of its needs from human resources to everyday school operations. In essence, we provide the behind-the-scenes foundation so you and your team can do what you do best: educate and inspire children.

I invite you to explore this employee manual to learn more about Choice Schools. As you read through the manual, you will notice that it has been developed on the cornerstones of our values – putting kids first, expecting greatness, unifying as a team, communicating openly and putting others first through servant leadership. That is why we are here - to serve you and your team to ensure you thrive here.

If you have questions, thoughts or anything is unclear, please discuss the policy, procedure or practice with your school leader, Area Superintendent, Human Resources, or with me. We are always open to your suggestions and questions. We want your experience with Choice Schools to be an exceptional one and count on you to share your ideas for improvement.

I am excited about your opportunities for success, meaning and sense of community at your school.

Today is just the beginning! #EveryoneThrivesHere

Sincerely,

Sarah Wildey, CEO

Notice

This Employee Manual has been prepared to inform you of Choice Schools Associates history, philosophy, employment practices, and policies, as well as the benefits provided to you as a valued employee.

Some Things You Must Understand

- The policies in this Employee Manual are to be considered guidelines.
- Neither this handbook nor any other company document confers any contractual right;
- either expressed or implied, to remain in the company's employ.
- Choice Schools Associates, at its option, may change, delete, suspend or discontinue any part or parts of the policies in this Employee Manual at any time without prior notice as business, employment legislation, and economic conditions dictate.
- Any such action shall apply to existing and future employees.
- Employees may not accrue eligibility for monetary benefits that they have not become eligible for through actual time spent at work.
- Employees shall not accrue eligibility for any benefits, rights, or privileges beyond the last day worked.
- No one other than the President and CEO may alter or modify any of the policies in this Employee Manual. Any alteration or modification of the policies in this Employee Manual must be in writing issued by the President or CEO.
- No statement or promise by anyone else, past or present, may be interpreted as a change in policy nor will it constitute an agreement with an employee.

Should any provision in this Employee Manual be found to be unenforceable and invalid, such finding does not invalidate the entire Employee Manual, but only that particular provision.

This Employee Manual supersedes any and all other, or previous communications whether written or oral.

Receipt and Acknowledgment of Choice Schools Associates
Employee Manual

Understanding and Acknowledging Receipt of Choice Schools Associates Employee Manual
I have received and read a copy of this Employee Manual. I understand that the policies and benefits described in it are subject to change at the sole discretion of Choice Schools Associates at any time.

At-Will Employment
I further understand that my employment is at-will, and neither Choice Schools Associates nor I have entered into a contract regarding the duration of my employment. I am free to terminate my employment with Choice Schools Associates at any time, with or without reason, with or without notice. Likewise, Choice Schools Associates has the right to terminate my employment, or otherwise discipline, transfer, or demote me at any time, with or without reason, with or without notice, at the discretion of Choice Schools Associates.

Confidential Information
I am aware that during the course of my employment, confidential information may be made available to me. I understand that this information is proprietary and critical to the success of Choice Schools Associates and must not be given out or used outside of the premises or with non-Choice Schools Associates employees. In the event of termination of employment, whether voluntary or involuntary, I hereby agree not to utilize or exploit this information with any other individual or company.

Academy Location: _____

_____ _____
Employee's Printed Name Position

_____ _____
Employee's Signature Date

Table of Contents

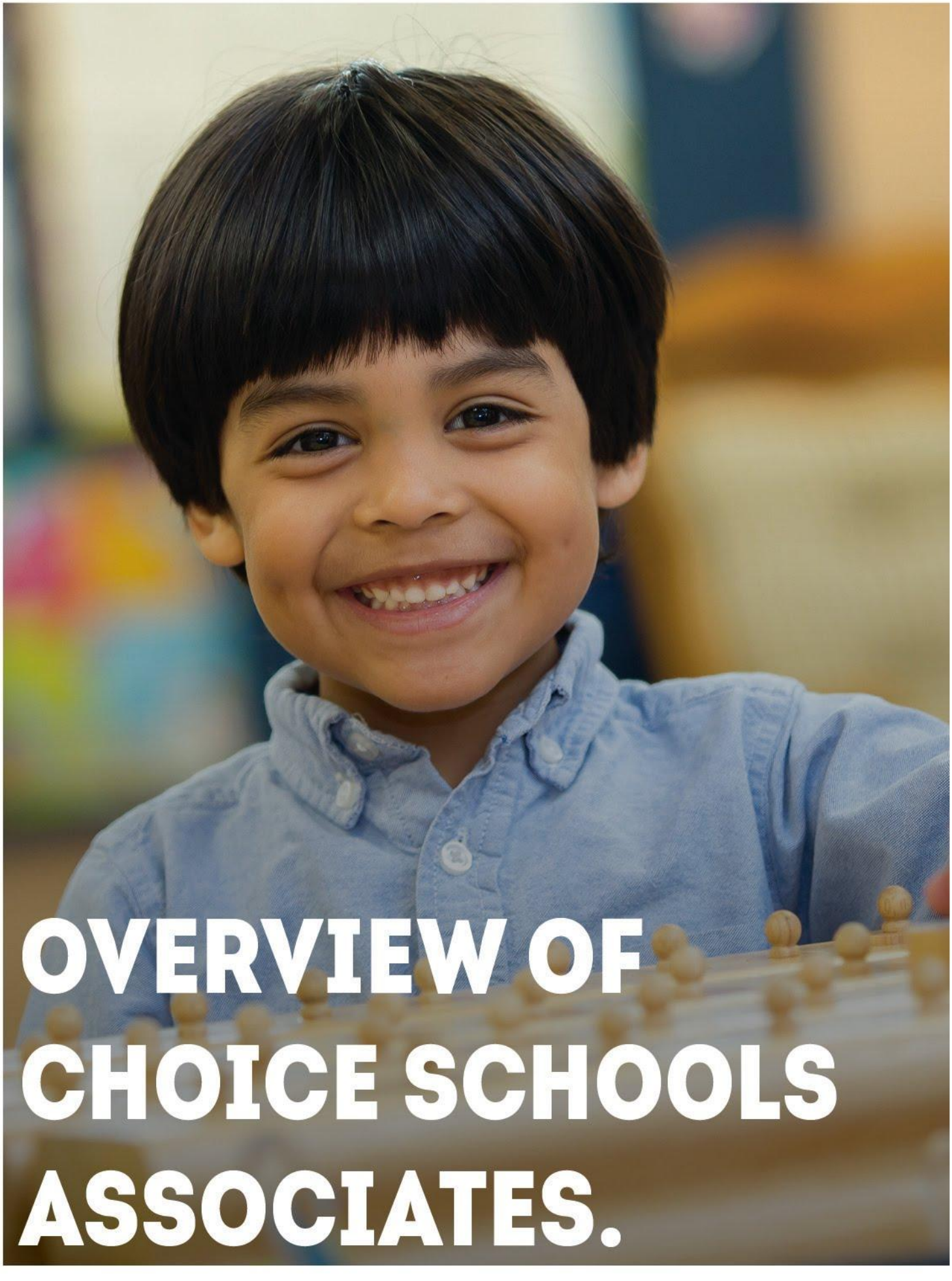
Section			Page
1	**Overview of Choice Schools Associates**		**9**
	1.1	Overview of Choice Schools Associates	10
	1.2	Choice Schools Associates Organization Chart / Communications Plan	10
	1.3	Customer Relations	12
	1.4	Professional Parent Interaction	13
	1.5	What You Can Expect From Choice Schools	13
	1.6	What Choice Schools Associates Expects From You	14
	1.7	Open Door Policy	14
	1.8	Suggestions	15
2	**Employment with Choice Schools Associates**		**16**
	2.1	At-Will Employment	17
	2.2	Equal Employment Opportunity	17
	2.3	How You Were Selected	18
		2.3.1 Employee Background Check	18
		2.3.2 Criminal Records	18
		2.3.3 Driver's License and Driving Record	19
		2.3.4 Immigration Law Compliance	19
		2.3.5 Health Examinations	20
	2.4	Classifications of Employees	20
		2.4.1 Anniversary Date	20
		2.4.2 Service Awards	20
		2.4.3 Initial Hire Period	20
		2.4.4 Full-time Employees	21
		2.4.5 Part-time Employees	21
		2.4.6 Regular Employees	22
		2.4.7 Temporary Employees/Substitutes	22
		2.4.8 Employment of Minors	22
		2.4.9 Non-Exempt and Exempt Employees	22
	2.5	Harassment Policy	23
		2.5.1 Training	23
		2.5.2 What Is Harassment?	23
		2.5.3 Responsibility	24
		2.5.4 Reporting	24
		2.5.5 Policy Statement on Sexual Harassment	24
3	**Professional Conduct Expectations and Remedies**		**26**
	3.1	Standards of Conduct	27
	3.2	Unacceptable Activities	27
	3.3	Voluntary Termination of Your Employment	29
	3.4	Termination of Your Employment	29
	3.5	Disciplinary Actions	29
	3.6	Crisis Suspension	30
4	**Work Schedule, Breaks, and Attendance Policies**		**32**

4.1 Business Hours 33
4.2 Attendance 33
4.3 Absence or Lateness 33
4.4 Meal and Break Periods 34
4.5 Severe Weather and Emergency Conditions 34
5 Personnel Records and Administration 35
5.1 Your Personnel File 36
5.2 Your Medical Records File 37
5.3 State Requirements 38
6 Compensation 39
6.1 Wage and Salary Policies 40
6.1.1 Compensation Philosophy 40
6.1.2 Basis for Determining Pay 40
6.1.3 Pay Period and Hours 40
6.1.4 Pay Cycle 40
6.1.5 Paycheck Distribution 41
6.1.6 On Call Pay 41
6.1.7 Computing Pay 41
6.1.8 Mandatory Deductions from Paycheck 41
6.1.9 Timekeeping Policy 41
6.1.10 Error in Pay 42
6.1.11 Overtime Pay 43
6.1.12 Work Performed on Company Holidays 43
6.1.13 Compensatory Time Off 43
6.1.14 Time Records 43
6.1.15 Wage Garnishments 45
6.2 Performance and Compensation Reviews 45
6.2.1 Performance Reviews 45
6.2.2 Compensation Reviews 46
6.3 Promotion, Transfer and Referral Programs 47
6.3.1 Employee Referrals 47
6.3.2 Promotion and Transfer Policy 47
6.3.3 Relatives 47
7 Benefits 49
7.1 Eligibility for Benefits 50
7.2 Choice Benefit Navigator 50
7.2.1 Enrollment Information 50
7.3 Insurance Coverage 51
7.3.1 Group Insurance 51
7.3.2 COBRA Coverage 51
7.3.3 Flexible Spending Account/Section 125 Plan 51
7.4 Workers' Compensation 52
7.5 Unemployment Compensation 52
7.6 Social Security 53
7.7 Retirement Accounts 53

7.8 Education Assistance 53
7.9 Compensation for Advanced Degrees 54
7.10 Employee Assistance Program 54
7.11 Childcare 56
8 Leaves 57
8.1 Paid Leaves 58
8.1.1 Holidays 58
8.1.2 Paid Time Off 59
8.1.3 Unused PTO for Certified Staff 60
8.1.4 Vacation for Regular Full-time Employees (12 months) 61
8.1.5 Bereavement Leave 62
8.1.6 Jury Duty Leave 62
8.2 Unpaid Leaves 63
8.2.1 Family/Medical Leave of Absence 63
8.2.2 Disability (Including Pregnancy) Leave of Absence 66
8.2.3 Military Leave of Absence 66
8.2.4 Personal Leave of Absence 67
8.3 Accepting Other Employment or Going into Business While on Leave of Absence 67
8.4 Insurance Premium Payment During Leaves of Absence 67
9 Separation of Employment 68
9.1 Termination 69
9.2 Insurance Conversion Privileges (COBRA) 69
9.3 Return of Company Property 69
9.4 Visiting the Worksite After Separation of Employment 69
9.5 Reemployment of Former Employees 69
9.6 Reinstatement of Benefits (Bridging) 70
9.7 Exit Interviews 70
9.8 Post-Employment Inquiries 70
9.9 Benefits 70
10 Safety 71
10.1 General Employee Safety 72
10.2 Reporting Safety Issues 72
10.3 Exposure Control Plan – Bloodborne Pathogens 72
10.4 Entering and Leaving the Premises 73
10.5 Security Checks 73
10.6 Parking Lot 73
10.7 Safety Rules 74
10.7.1 Working Safely 74
10.7.2 Lifting 74
10.7.3 Materials Handling 74
10.7.4 Trash Disposal 74
10.7.5 Cleaning Up 74
10.7.6 Preventing Falls 75
10.7.7 Handling Tools 75
10.7.8 Falling Objects 75

10.7.9 Work Areas 75
10.7.10 Using Ladders 75
10.7.11 Machine Guards 75
10.7.12 Personal Protective Equipment 75
10.7.13 Electrical Hazards 75
10.7.14 Fire Extinguishers 75
10.7.15 First Aid Kits 75
10.7.16 Report Injuries 76
10.8 Weapons 76
10.9 Fire Prevention 76
10.9.1 In Case of Fire 76
10.9.2 Fire Drills 76
10.10 Emergency Evacuation 77
10.11 Housekeeping 77
10.12 Office Safety 77
10.13 Property and Equipment Care 77
10.14 Restricted Areas 78
10.15 Safety Rules When Operating Machines and Equipment 78
10.16 Hazardous Materials 78
10.17 Keys 78
10.18 Security 78
10.19 Drug-Free Workplace Policy 79
10.20 Violence in the Workplace Policy 80
10.21 Corporal Punishment 81
10.22 Abuse/Endangerment of Students 81
10.23 Smoking 82
11 Communications and Technology 83
11.1 Communications 84
11.1.1 Monthly 84
11.1.2 Special Meetings 84
11.2 Social Networking Policy 84
11.2.1 General Provisions 84
11.2.2 Employer Monitoring 85
11.2.3 Reporting Violations 85
11.2.4 Discipline for Violations 85
11.2.5 Authorized Social Networking 85
11.2.6 Personal Blogs 85
11.3 Acceptable Use Policy of Technology Resources 86
11.4 Personal Cellular Phones/Tablets 90
11.5 Personal Use of Company-Provided Cellular Phones/Tablets 90
11.6 Safety Issues for Cellular Phone and Tablet Use 90
11.7 Non-Exempt Employee Electronic Communication Policy 91
11.8 Computer Software (Unauthorized Copying) 91
11.9 Video or Audio Recording Devices 92
11.10 Special Responsibilities for Managerial Staff 92

12 Reimbursements, Gifts and Other Finance Related Information **93**
12.1 Expense Reimbursement 94
12.2 Gifts 94
12.3 School Funds 94
12.4 Petty Cash (if applicable) 94
12.5 Purchases 94
12.6 Solicitations, Distributions and Gambling 94
13 Miscellaneous Workplace Policies **96**
13.1 Bonding Requirement 97
13.2 Community Activities 97
13.3 Contributions 97
13.4 Personal Use of Company Property 97
13.5 Prohibited Political Activity 97
13.6 Personal Appearance 98
13.7 Test Ethics 99
13.8 Lactation/Pumping 99
13.9 Voting Time 99
13.10 Whistleblower Policy 99
13.11 Sale of Food Outside the NSLP (National School Lunch Program) 100
14 Welcome **101**



OVERVIEW OF CHOICE SCHOOLS ASSOCIATES.

1.1 Overview of Choice Schools Associates

1.1 Our Mission, Vision and Values
At Choice, our mission is to partner with school communities, empowering and equipping them to fulfill their unique mission. We customize our offerings and services to match the individual school's needs, as directed by the school leader. Our vision is for everyone thrives in our culture.

We are rooted in our core values of putting students first, expecting greatness so we all thrive and working as a team to reach all of our goals.

Our Mission:
We partner with school communities, empowering and equipping them to fulfill their unique mission.

Our Vision:
Everyone thrives here.

Core Values

STUDENT FOCUSED: At Choice, students come first.

- We believe that every student can learn at high levels.
- We support the development of the whole child.
- We advocate for students.

EXPECTING GREATNESS: We thrive individually and organizationally.

- We are focused on growing to personal and professional greatness. We aren't afraid to fail forward.
- We examine our hearts for personal motives and remind ourselves that our work is more important than any one person or project.
- We hold each other accountable for doing our best work, pushing one another to grow and reach beyond our perceived limitations.
- We pursue and implement the best solution.

TEAMWORK: Our team is unified and works synergistically to reach our personal, professional, and organizational goals.

- We collaborate because we want and need to; we trust one another to enhance our plans and decisions.
- We challenge the status quo in pursuit of innovation.
- We appreciate one another's strengths and growth areas and seek to bring out the best in each other.
- We celebrate victories and help one another through challenges, realizing that everything is better when done together.

Aspirational Values

OPEN COMMUNICATION: We seek to understand and communicate to reach a mutual purpose.

- We have clear expectations and celebrate when those expectations are met and surpassed.
- We communicate openly, efficiently, and transparently to ensure that teammates and stakeholders can make informed decisions to move forward.
- We create a safe place for giving, receiving, and acting on feedback across all levels of our organization.
- We seek first to understand rather than to be understood.

SERVANT LEADERSHIP: We put others first, do what is best for the whole, encourage one another, and empower others to make mission based choices.

- We raise expectations for ourselves, one another, and the organization as we cast a vision for a better future.
- We inspire and help others to grow, succeed, and lead.
- We recognize that we are all works in progress and need one another to reach our full potential, recognizing the vital link between individual effort and team achievement.

1.2 Choice Schools Associates Organization Chart / Communications Plan

Choice Schools Associates chooses to refer to its organizational chart as its Communications Plan. Open communications are the only means by which we can receive good information on which to make reasonable and sound decisions. The ongoing goal is to generate a collaborative organizational culture in which each employee accepts responsibility for his or her actions, for his or her impact on student achievement, parent satisfaction, and peer relationships, and for results of his or her performance. Each employee was chosen because he or she was well qualified for the position in which they were hired.

Education is a team effort in which each individual must have a strong commitment to the intellectual, social, and psychological well-being of everyone involved, especially students. Lines of communication are made to generally define the flow of communications, but are designed to be broken when someone else has knowledge and/or skills that help achieve goals of the Academy. Our capacity to cross lines of responsibility will encourage or inhibit our success.

The Communications Plan identifies several different roles. A brief description of the responsibilities of each role may facilitate greater understanding and encourage implementation of the Communications Plan.

Parents: Parents are the critical stakeholders in our existence. Parents are the ones who make the decisions to enroll and keep their children with us. The messages that their children bring home and the communications that we have with both the child and parents are the ingredients for success in the classroom. We must always be vigilant of parents' concerns and responsive to their perceptions. Our major responsibilities to parents are academic excellence for their children, a safe school for teaching and learning, and satisfaction with our performance. The Partnership in Responsibility, a.k.a. The Code of Student Conduct outlines the responsibilities of each stakeholder — parent, student, Board members, School Leader, teachers, and support staff — in school success.

Students: Parents send us the best children they have, and it is our responsibility to meet or exceed expectations of parents and children. The Code of Student Conduct, a.k.a. The Partnership in Responsibility outlines the behavioral expectations of the school. Children are referred to here as students because the Academy's purpose is learning. Our students' academic achievements and citizenship development must be our primary concerns.

Board of Directors: The Board of Directors is responsible for the overall functioning of the Academy. Members of the Board are community leaders and often parents of students at the Academy. The Board engages Choice Schools Associates to manage the operations of the Academy and to provide personnel to carry out the broad scope of services provided by the Academy. The Board makes policy, serves as a critical communications link to the community, oversees financial operations, and carries out program evaluations to ensure efficient and effective services.

Area Superintendent/Board Liaison: The Area Superintendent/Board Liaison is the person responsible for overseeing operational aspects of the school. The Area Superintendent/Board Liaison is designated by Choice Schools Associates as the operational oversight and Board Liaison for the Academy. Communication of regulations, procedures, and rules, consistent with Choice Schools Associates'

policies and procedures, Board policy and the Academy's charter, are the responsibility of the Area Superintendent/Board Liaison. The Area Superintendent/Board Liaison serves as the liaison between the Board, Choice Schools, and the authorizer.

School Leader: The School Leader (may also be referred to as Principal, Headmaster, Head of School, Administrator, Assistant Principal, or Vice Principal) is the person responsible for day-to-day operations of the school. The School Leader is designated by Choice Schools Associates as the site manager for the Academy. Communication of regulations, procedures, and rules, consistent with Choice Schools Associates' policy and procedures and Board policy and the Academy's charter, are the responsibility of the School Leader. Questions about school procedures or rules should be directed to the School Leader. Otherwise, the person charged with the responsibility is entrusted with the authority to make procedures and rules in the absence of Board policy and/or School Leader's administrative guidelines. The School Leader is charged with responsibility to establish a collaborative and productive school culture.

Interim School Leader: The need exists for a responsible individual to act in emergency situations when the School Leader is not readily available. The Interim School Leader is also a classroom teacher, which is the primary responsibility of the designated person. The role of the Interim School Leader is to act in the absence of the School Leader to carry out the policies, regulations, procedures, and rules established by the Board of Directors and the School Leader for operations of the Academy. Except in emergency situations, the Interim School Leader should not be called upon by the staff to assume policy and regulatory responsibilities.

Teachers: Teachers are critical in educational excellence for all children. Choice Schools Associates views teachers as instructional leaders who are well trained and highly skilled educators, who have a deep dedication to the intellectual, social, and psychological development of each child, and who assume responsibility for the results of his or her work. While collaboration is an operational goal, questions concerning policy, regulations, procedures, and rules may arise. These concerns should be addressed to the School Leader for clarification and resolution. Teachers are empowered to make instructional and procedural decisions in the absence of policy or regulations.

Office Manager/School Secretary/Bookkeeper: The Office Manager is typically thought of as the "school secretary", a very important person in the operations of a school. The Office Manager serves all constituents in an impartial manner and is the representative of the School Leader in his or her absence. Responsibilities range from communications with parents, assistance to teachers, the Board, School Leader, and Choice Schools, "parent" to all children, public relations agent and financial manager. The Office Manager is generally involved directly or indirectly in overall school operating activities.

Aides: Aides serve many roles: instructional assistance, childcare supervision, cafeteria monitoring, playground supervision, and substitute teacher. Teachers rely on aides for assistance to enable students to be high achievers, responsible citizens, and to provide periodic relief for the teacher.

Volunteers: Volunteers are important partners in achieving school success. Parents and community members give their time unselfishly to operate the media center, care for the building and grounds, raise funds, chaperone activities, assist teachers, plus much more. Job descriptions (at least informal

responsibilities) should exist to outline the role and responsibilities of volunteers. The total staff is responsible for identifying school needs that volunteers can undertake, and for showing genuine appreciation for their unselfish service.

1.3 Customer Relations

The success of Choice Schools Associates depends upon the quality of the relationships between Choice Schools Associates, our employees, parents, volunteers, community members, suppliers, and the general public. You – the people who serve them – generate our customers' impression of Choice Schools Associates and their interest and willingness to enroll their children in our school. In all communications and actions, you represent Choice Schools Associates and the Board of Directors. The more goodwill you promote, the more our customers will respect and appreciate you and Choice Schools Associates.

Below are several things you can do to help give customers a positive impression of Choice Schools Associates. These are the building blocks for our continued success.

1. Act competently and deal with customers in a courteous and respectful manner.
2. Communicate pleasantly and respectfully with other employees at all times
3. Follow up on communications and questions promptly, provide friendly, businesslike replies to inquiries and requests, and perform all duties in an orderly manner.
4. Take great pride in your work and enjoy doing your very best.

1.4 Professional Parent Interaction

Positive interaction with parents adds significantly to the achievement of student and school goals. Choice Schools Associates believes parents should interact with staff as professionals. In turn, school staff earns parents' respect and cooperation by providing a safe and trusting environment for their children.

Professional bonds with families are strengthened by good communication skills and the ability to problem solve effectively. Staff members who experience or anticipate a conflict with a parent should seek advice and support from the School Leader.

Employees are encouraged to emphasize family support and parental interaction as proactive means to achieve both student and school success.

1.5 What You Can Expect From Choice Schools Associates

Choice Schools Associates believe in creating a harmonious working relationship between all employees. We believe that a productive workplace is one in which all employees find meaning, dignity, and a sense of community. In pursuit of harmonious working relationships and a productive workplace, Choice Schools Associates has created the following employee relations' objectives:

1. Provide an exciting, challenging, and rewarding workplace and experience.

2. Select people on the basis of skill, training, ability, attitude, and character without unlawful discrimination with regard to age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, sexual orientation, or a disability that does not prohibit performance of essential job functions.
3. Compensate all employees according to their effort and contribution to the success of the
1. Academy, taking into consideration personnel evaluations and student achievement levels.
4. Review wages, employee benefits and working conditions regularly with the objective of being competitive in these areas consistent with sound business practices.
5. Provide employee leave and holidays to all eligible employees.
6. Provide eligible employees with health and welfare benefits.
7. Assure employees an opportunity to discuss any issue or problem with officers of Choice
2. Schools Associates.
8. Take prompt and fair action on any complaint that may arise in the everyday conduct of our business, to the extent that is practical.
9. Respect individual rights, and treat all employees with courtesy and consideration.
10. Maintain mutual respect in our working relationship.
11. Provide buildings and work locations that are comfortable, orderly and safe.
12. Promote employees on the basis of their ability and merit.
13. Make promotions or fill vacancies from within Choice Schools Associates whenever practical.
14. Keep all employees informed of the progress of Choice Schools, as well as the company's overall goals and objectives.
15. Promote an atmosphere in keeping with Choice Schools Associates' and the Academy's vision, mission, and goals.

1.6 What Choice Schools Associates Expects From You

Choice Schools Associates needs your help in making each working day enjoyable and rewarding. Your first responsibility is to know your own duties and how to perform them promptly, correctly and pleasantly. Secondly, you are expected to cooperate with management and your fellow employees and to maintain a good team attitude.

How you interact with fellow employees and those whom Choice Schools Associates serves, and how you accept direction affect the success of Choice Schools Associates with your assigned school. In turn, your performance has significant impact on the entire service offered by Choice Schools Associates. Consequently, whatever your responsibilities, your assignment is to perform every task to the very best of your ability.

You are encouraged to grasp opportunities for personal development offered to you. This manual offers insight on how you can perform positively and to the best of your ability to meet and exceed Choice Schools Associates expectations.

We strongly believe you should have the right to make your own choices in matters that concern and control your life. We believe in direct access to management and open communications. We are dedicated to making Choice Schools Associates a company where you can discuss any problem or

question. We expect you to voice your opinions and contribute your suggestions to improve the quality of Choice Schools Associates. We're all human, so please communicate with each other and with management.

Remember that you help create the pleasant and safe working conditions that Choice Schools Associates intends for you. The result will be better performance for the company overall, and greater personal satisfaction for you.

1.7 Open Door Policy

Choice Schools Associates management is interested in any question, concern or problem faced by any employee. Choice Schools Associates maintains an Open Door policy so that any employee can air his or her views to the School Leader. If a resolution is not reached, please arrange a meeting with the President or Vice President, to discuss any concern, problem, or issue that arises during the course of your employment.

Any information discussed in an Open Door meeting is considered confidential. Retaliation against any employee for appropriate usage of Open Door channels is unacceptable. Please remember it is counterproductive to a harmonious workplace for employees to create or repeat corporate rumors or office gossip. It is more constructive for an employee to consult his or her School Leader immediately with any questions.

1.8 Suggestions

We encourage all employees to bring forward their suggestions and ideas about how our company can be made a better place to work, our services improved, and our customers satisfied. When you see an opportunity for improvement, please talk it over with your School Leader.

All suggestions are valued and listened to. When a suggestion from an employee has particular merit, Choice Schools Associates will work to implement it.

EMPLOYMENT WITH
CHOICE SCHOOLS
ASSOCIATES.

Your employment with Choice Schools Associates is voluntary and is subject to termination by you or Choice Schools Associates at will, with or without cause, with or without notice, at any time. This means that neither you nor Choice Schools Associates has entered into a contract regarding the term of your employment. You are free to terminate your employment with Choice Schools Associates at any time. Likewise, Choice Schools Associates has the right to terminate your employment at any time, with or without reason and with or without notice, at the discretion of Choice Schools Associates.

Nothing in these policies shall be interpreted to be in conflict with or to eliminate or modify in any way the employment-at-will status of Choice Schools Associates employees.

This policy of employment-at-will may not be modified by any employee or officer of Choice Schools Associates other than the Chief Executive Officer or by any publication or document other than an individual employment agreement and any such employment agreement must be in writing signed by the Chief Executive Officer (or their official designee) to be valid.

2.2 Equal Employment Opportunity

Choice Schools Associates is an equal employment opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, pregnancy, genetics, or any other factor protected by law. Choice Schools Associates complies with the law regarding reasonable accommodation for disabled employees.

The policy of Choice Schools Associates is to comply with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA). Choice Schools Associates will not unlawfully discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability. Choice Schools Associates will also make reasonable accommodation wherever necessary for all employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential duties and assignments connected with the job and provided that any accommodations made do not impose an undue hardship on Choice Schools Associates.

Equal employment opportunity notices are posted near employee gathering places as required by law. Additionally, they are posted on the lounge bulletin board. These notices summarize the rights of employees to equal opportunity in employment and list the names and addresses of the various government agencies that may be contacted in the event that any person believes he or she has been discriminated against.

Management is primarily responsible for seeing that Choice Schools Associates' equal employment opportunity policies are implemented, but all members of the staff share in the responsibility for assuring that, by their personal actions, the policies are effective and apply uniformly to everyone.

Any employees, including the School Leader, involved in discriminatory practices will be subject to termination.

2.3 How You Were Selected

Choice Schools Associates is confident that as a result of its selection process, your employment will prove to be beneficial to Choice Schools Associates as well as yourself, and we look forward to having you join us. We carefully select our employees through written applications, personal interviews and reference checks. After all available information was considered and evaluated; you were selected to become a member of our team!

This selection process helps Choice Schools Associates find and employ people who are dedicated to personal success and the success of Choice Schools Associates; people who want to do a job well; people who can carry out their responsibilities with skill and ability; and people who are comfortable with Choice Schools Associates and who can work well with our team.

2.3.1 Employee Background Check

Prior to becoming an employee of Choice Schools Associates, a job-related background check was conducted. As you may know, a comprehensive background check may consist of prior employment verification, professional reference checks, and education confirmation. As appropriate, a credit, criminal, sex offender, health examination and/or driving record history may have also been obtained.

2.3.2 Criminal Records

Before Choice Schools Associates hires any employee (full-time or part-time) or allows any contracted employee to continuously and regularly work in the schools, a Criminal History Records Information (CHRI) check shall be conducted in accordance with State law.

Should it be necessary to employ a person or contract for a person to maintain continuity of the program prior to receipt of the criminal records report, Choice Schools Associates may make an employment offer on a provisional basis until the report is received. Any such provisional hire requires that:

a) The record check has been requested from the former employer OR the fingerprinting appointment has taken place.
b) The applicant has signed a disclosure of all convictions and acknowledges that employment may be terminated if there are discrepancies; and
c) The hiring occurs during the school year or not more than thirty (30) days before the beginning of the school year.

All those employed by Choice Schools Associates, either directly or as a contracted employee to regularly and continuously work in an Academy must undergo a Criminal History Records check, regardless of whether they have previously had such a check unless it was within one calendar year prior to the start date of employment.

Choice Schools Associates will establish the necessary procedures for obtaining from the Criminal Records Division of the State Police any criminal history on the applicant maintained by the State Police,

as well as obtaining a criminal history records check from the Federal Bureau of Investigation through the State Police.

Choice Schools Associates will not hire or continue to employ any individual who has been convicted of a "listed" offense as defined in M.C.L.A. 28.722.

Choice Schools Associates may rescind an offer of employment or terminate employment of an employee based on information obtained in a criminal history check.

Reported criminal history will be evaluated for relevance to the specific position responsibilities. Evaluation shall consider, but shall not necessarily be limited to, the following factors:

- Falsification of application material pertaining to conviction(s);
- Date of conviction(s);
- Subsequent employment record;
- Length of Academy and Choice Schools Associates service and performance;
- Number and gravity of crimes committed and the nature of crimes in relationship to the work to be performed;
- Potential opportunity to cause harm to finances, property, employees, students, and others.

Choice Schools Associates will evaluate the situation and make recommendations to the President and or Vice President after consultation with our legal counsel.

Any individual convicted of a felony other than a listed offense may not be hired or continue to work unless both the President or Vice President of Choice Schools Associates and the Academy Board of Directors provide written approval.

An employee is required to report any subsequent felony charges within one week (seven days) of the charge to Choice Schools Associates Human Resources. Failure to report any subsequent felonies may result in immediate termination.

All information and records obtained from such inquiries are to be considered confidential and shall not be released or disseminated to those not directly involved in evaluating the applicant's qualifications.

2.3.3 Driver's License and Driving Record

Employees whose work requires operation of a company or school owned or leased motor vehicle must present and maintain a valid driver's license and a driving record acceptable to our insurer. You will be asked to submit a copy of your driving record at your own personal cost to Choice Schools Associates from time to time. Any changes in your driving record must be reported to your School Leader or designated company representative immediately. Failure to do so may result in disciplinary action, up to and including termination. The same driver's license and driving records requirements are in effect when using your personal vehicle to transport employees, or students and their parents.

2.3.4 Immigration Law Compliance

All offers of at-will employment are contingent on verification of your right to work in the United States. Prior to an offer of employment, you will be required to provide original documents verifying your right to work and, as required by federal law, to sign Federal Form I-9, Employment Eligibility Verification Form. If you, at any time, cannot verify your right to work in the United States, Choice Schools Associates is obligated to terminate your employment.

Choice Schools Associates uses e-verify to verify the accuracy of the information provided on the I-9.

2.3.5 Health Examinations

Choice Schools Associates reserves the right to require an employee's participation in a health examination to determine the employee's ability for performing his or her essential job functions. The company shall pay for all such health exams and be reimbursed by the Academy Board for required health examinations.

Childcare workers are required to take a tuberculosis test on an annual basis. Choice Schools Associates follows Michigan Department of Health requirements concerning TB test results.

2.4 Classifications of Employees

At the time you are hired, you are classified as full-time, part-time, or temporary. In addition, you are classified as either non-exempt or exempt. All other policies described in this Employee Manual and communicated by Choice Schools Associates apply to all employees, with the exception of certain wage, salary and time off limitations applying only to "non-exempt" employees. If you are unsure of which job classification your position fits into, please ask your School Leader.

2.4.1 Anniversary Date

The first day you report to work is your "official" anniversary date. Your anniversary date is used to compute various conditions and benefits described in this Employee Manual.

If you were hired as a regular employee by Choice Schools Associates through a temporary employment placement agency, your official anniversary is the first date of direct employment through Choice Schools Associates, not the original date you reported to the school site as an employee of the temporary employment placement agency.

2.4.2 Service Awards

Each year, Choice Schools Associates honors its long-term employees by presenting service awards. Service awards will be given after you have completed five (5), ten (10), fifteen (15), twenty (20), and twenty-five (25) years of service.

2.4.3 Initial Hire Period

Your first thirty (30) working days of employment at Choice Schools Associates are considered to be an initial hire period. An employment application, signed offer of at-will employment, and signed Receipt and Acknowledgement of Employee Manual form must be on file prior to reporting to work. Electronic fingerprinting results must be received prior to your first day of work with children or your offer of employment may be rescinded. The initial hire period will be automatically extended beyond 30 days if employment reports, such as the unprofessional conduct report, have not been received by Choice Schools Associates.

During the initial hire period, you will be eligible for benefits described in this Employee Manual. The initial hire period is a time for completing follow-up employment paperwork and getting to know your fellow employees, your supervisor and the tasks involved in your job position, as well as becoming familiar with Choice Schools Associates' programs and services. Your School Leader or designated company representative will work closely with you to help you understand the needs, processes, and expected results of your job.

This initial hire period is a "getting acquainted" time for both you, as an employee, and Choice Schools Associates, as an employer. During this initial hire period, Choice Schools Associates will be monitoring your performance to determine if it correctly identified you during the employment application process as an individual who can promptly meet the standards expected from Choice Schools Associates' employees. If your School Leader or designated company representative does not recommend you for continued employment at the end of the initial hire period, your at-will employment will normally be terminated.

Please understand, however, that completion of the initial hire period does not guarantee continued employment, as employment is always at-will.

A former employee who has been rehired after a separation from Choice Schools Associates of more than one (1) year is considered a probationary employee during his or her first 30 days following rehire.

2.4.4 Full-time Employees

An employee who has successfully completed his or her Initial Hire Period (see the Initial Hire Period for a specific definition) and who works at least thirty-five (35) hours per week is considered a full-time employee. Unless otherwise specified, the full benefits described in this Employee Manual apply only to full-time employees.

If you were a full-time employee and were laid off, you will be considered a full-time employee upon return to work, provided that you were not laid off for longer than one (1) year and you work 35 hours or more per week.

If you were a full-time employee and have been on an approved leave of absence, upon return you will be considered a full-time employee, provided you return to work as agreed upon in the provisions of your leave and you work 35 hours or more per week.

2.4.5 Part-time Employees

An employee who works less than thirty-five (35) hours per week is considered a part-time employee. For the purpose of benefit calculation based on the Healthcare Reform Act, part-time employees who work at least 30 hours per week are eligible for medical benefits (medical, vision, and dental) described in this Employee Manual.

2.4.6 Regular Employees

Employees hired to work on a regular basis for an indefinite period of time are classified as "regular" employees. Such employees may be either full or part-time.

Regular employees' work schedule is typically based on the academic year calendar approved by each Academy Board of Directors. Choice Schools Associates determines additional workdays based on the Board approved school operating budget.

All offers of at-will employment for employees are based on the Board approved school operating budget.

2.4.7 Temporary Employees/Substitutes

From time to time, Choice Schools Associates may hire employees for specific periods of time or for the completion of a specific project. An employee hired under these conditions will be considered a temporary employee. The job assignment, work schedule and duration of the position will be determined on an individual basis by the School Leader or approved Choice Schools Associates representative.

Normally, a temporary position will not exceed six (6) months in duration, unless specifically extended by a written agreement. Substitute teachers, substitutes for other job responsibilities, summer employees, interns and seasonal employees are considered temporary employees.

A temporary employee does not become a regular employee by virtue of being employed longer than the agreed upon specified period.

Temporary employees are not eligible for benefits described in this Employee Manual. Those temporary employees classified as "non-exempt" (see the section titled "Non-Exempt and Exempt Employees"

below) who are approved by the School Leader to work more than 40 hours during any workweek will receive overtime pay.

2.4.8 Employment of Minors

There may be special circumstances and opportunities for minors to work on a special assignment at an Academy location. Choice Schools Associates follows all applicable laws related to minors in the workplace including the issuance of work permits, limiting the number of hours worked per day & the timeframe they are worked, following the recommended minimum wage for minors, and receiving parental consent for the minor to work. The employment of minors must be approved by the President and Vice President of Choice Schools Associates prior to their first day of work.

2.4.9 Non-Exempt and Exempt Employees

At the time you are hired, you will be classified as either "exempt" or "non-exempt." This is necessary because, by law, employees in certain types of jobs are entitled to overtime pay for hours worked in excess 40 worked hours per workweek. These employees are referred to as "non- exempt" in this Employee Manual. This means that they are not exempt from (and therefore should receive) overtime pay.

Non-exempt employees include such employee groups as (but are not limited to) secretaries, aides, custodians, cafeteria workers, childcare workers, and bus drivers. An employee is encouraged to seek clarification in the event of any doubt.

Note: See Wage and Salary Policies in the section of this Employee Manual titled "Compensation" for a full description of overtime payment policies.

Exempt employees are school administrators, bookkeepers, specific managers, executives, professional staff including teachers, technical staff, officers, directors, Vice Presidents and others whose duties and responsibilities allow them to be "exempt" from overtime pay provisions as provided by the Federal Fair Labor Standards Act (FLSA) and any applicable state laws. If you are an exempt employee, you will be advised that you are in this classification at the time you are hired, transferred or promoted.

2.5 Harassment Policy

Choice Schools Associates intends to provide a work environment that is pleasant, professional, and free from intimidation, hostility or other offenses, which might interfere with work performance. Harassment of any sort - verbal, physical, and visual - will not be tolerated.

2.5.1 Training

Choice Schools Associates requires each employee to be trained in unlawful workplace harassment prevention annually.

2.5.2 What Is Harassment?

Unlawful workplace harassment can take many forms. It may be, but is not limited to, words, signs, offensive jokes, cartoons, pictures, posters, e-mail jokes or statements, pranks, intimidation, physical assaults or contact, or violence. Harassment is not necessarily sexual in nature and can be based on an employee's legally protected characteristics such as race, color, citizenship, national origin, ancestry, gender, sexual orientation, age, religion, creed, disability, marital status, pregnancy, and genetics. Unlawful workplace may take the form of other vocal activity including derogatory statements not directed to the targeted individual but taking place within his or her hearing range. Other prohibited conduct includes written material such as notes, photographs, cartoons, articles of a harassing or offensive nature, and taking retaliatory action against an employee for discussing or making a harassment complaint.

2.5.3 Responsibility

All Choice Schools Associates employees have a responsibility for keeping our work environment free of unlawful harassment. Any employee who becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, must report it to his or her School Leader or the management representative with whom he or she feels comfortable. When management becomes aware of the existence of harassment, it is obligated by law to take prompt and appropriate action, whether or not the victim wants the company to do so.

2.5.4 Reporting

While Choice Schools Associates encourages you to communicate directly with the alleged harasser that the harasser's behavior is unacceptable, offensive or inappropriate, it is not required that you do so. It is essential, however, to notify your Superintendent or Director of Human Resources immediately even if you are not sure the offending behavior is considered harassment. Any incidents of harassment must be immediately reported to the contact person. Appropriate investigation and disciplinary action will be taken. All reports will be promptly investigated with due regard for the privacy of everyone involved. However, confidentiality cannot be guaranteed. Any employee found to have harassed a fellow employee or subordinate would be subject to severe disciplinary action up to and including termination. Choice Schools Associates will also take any additional action necessary to appropriately remedy the situation. Retaliation of any sort will not be permitted. No adverse employment action will be taken for any employee making a good faith report of alleged harassment.

The individual who makes unwelcome advances, threatens, or in any way harasses another employee is personally liable for such actions and their consequences. Choice Schools Associates may or may not provide legal, financial or any other assistance to an individual accused of harassment if a legal complaint is filed.

2.5.5 Policy Statement on Sexual Harassment

What Is Sexual Harassment?
Sexual harassment may include unwelcome sexual advances, requests for sexual favors, or other verbal or physical contact of a sexual nature when such conduct creates an offensive, hostile and intimidating working environment and prevents an individual from effectively performing the duties of his or her position. It also encompasses such conduct when it is made a term or condition of employment or compensation, either implicitly or explicitly, and when an employment decision is based on an individual's acceptance or rejection of such conduct.

It is important to note that sexual harassment crosses age and gender boundaries and cannot be stereotyped. Among other perceived unconventional situations, sexual harassment may even involve two women or two men.

Sexual harassment may exist on a continuum of behavior. For instance, one example of sexual harassment may be that of an employee showing offensive pictures to another employee.

Generally, two categories of sexual harassment exist. The first, "quid pro quo," may be defined as an exchange of sexual favors for improvement in your working conditions and/or compensation. The second category, "hostile, intimidating, offensive working environment," can be described as a situation in which unwelcome sexual advances, requests for sexual favors, or other verbal or physical contact of a sexual nature when such conduct creates an intimidating or offensive environment. Examples of a hostile, intimidating, and offensive working environment includes, but is not limited to, pictures, cartoons, symbols, or apparatus found to be offensive and which exist in the workspace of an employee. This behavior does not necessarily link improved working conditions in exchange for sexual favors. It is also against Choice Schools Associates' policy to download inappropriate pictures or materials from computer systems.

Choice Schools Associates prohibits any employee from retaliating in any way against anyone who has raised any concern about sexual or other unlawful harassment or discrimination against another individual.

Choice Schools Associates will investigate any complaint of unlawful harassment and will take immediate and appropriate disciplinary action if a violation of this policy has been found.

PROFESSIONAL
CONDUCT,
EXPECTATIONS,
AND REMEDIES.

can fully depend upon fellow workers to follow the rules of conduct, our organization will be a better place to work for everyone.

3.2 Unacceptable Activities

Generally speaking, we expect each person to act in a mature and responsible way at all times. If you have any questions concerning any work or safety rule, or any of the unacceptable activities listed below, please see the School Leader for an explanation.

Note that the following list of Unacceptable Activities does not include all types of conduct that can result in disciplinary action, up to and including termination. Nothing in this list alters the at-will nature of your employment; either you or Choice Schools Associates may terminate the employment relationship with or without reason, with or without notice, and in the absence of any violation of these rules.

1. Failure to satisfy highly qualified requirements for employment as a teacher or teacher aide.
2. Failure to provide instructional and other services that result in meeting adequate yearly progress requirements as related to your role and responsibilities.
3. Failure to report an absence from work, or late arrival prior to scheduled start-time; excessive absences or lateness.
4. Leaving work before the end of the workday, or not being ready to work at the start of a workday without prior written approval of your School Leader or company designated representative.
5. Violation of any company rule or policy of the Board of Directors; any action that is detrimental to Choice Schools Associates' efforts to achieve its operational and educational goals.
6. Violation of security or safety rules, or failure to observe safety rules or Choice Schools Associates' safety practices; failure to wear required safety equipment; tampering with Choice Schools Associates' equipment or safety equipment.
7. Negligence or any careless action, which endangers the life or safety of another person.
8. Being intoxicated or under the influence of a controlled substance while at work; use, possession or sale of a controlled substance in any quantity while on company or school premises, except medications prescribed by a physician which do not impair work performance.
9. Unauthorized possession of dangerous or illegal firearms, weapons or explosives on company or school property or while on duty.
10. Engaging in criminal conduct or acts of violence, or making threats of violence toward anyone on company or school premises or when representing Choice Schools Associates; fighting, or provoking a fight on company or school property, or negligent damage of property.
11. Insubordination or refusing to obey instructions properly issued by your School Leader pertaining to your work; refusal to help out on a special assignment.
12. Threatening, intimidating or coercing fellow employees on or off the premises at any time, for any purpose in any way including through text messaging, blogging or social networking sites.
13. Engaging in an act of sabotage; negligently causing the destruction or damage of company or school property, or the property of fellow employees, customers, suppliers, or visitors in any manner.
14. Theft or unauthorized possession of company or school property or the property of fellow employees; unauthorized possession or removal of any company or school property, including documents, from the premises without prior permission from management; unauthorized use of

company or school equipment or property for personal reasons; using company or school equipment for profit.

15. Dishonesty; falsification or misrepresentation on your application for employment or other work records; lying about leave from work; falsifying reason for a leave of absence or other data requested by Choice Schools Associates; alteration of company records or other company documents.
16. Violating the non-disclosure agreement; giving confidential or proprietary Choice Schools Associates' information to competitors or other organizations, or to unauthorized Choice Schools Associates' employees; breach of confidentiality of personnel information; breach of confidentiality of student information.
17. Spreading malicious gossip and/or rumors; engaging in behavior which creates discord and lack of harmony; interfering with another employee on the job. This includes communications through text messaging, blogs and social networking internet sites.
18. Immoral conduct or indecency on company or school property.
19. Conducting a lottery or gambling on company or school premises.
20. Unsatisfactory or careless work; failure to meet performance or quality standards as explained to you by your School Leader or designated company representative.
21. Any act of harassment, sexual, racial or other; telling sexist or racist jokes; making racial or ethnic slurs, derogatory comments, or insults.
22. Failing to properly supervise students, including leaving or allowing students to be unsupervised by the assigned adult at any time.
23. Sleeping or loitering during working hours.
24. Excessive use of company or school telephone for personal calls.
25. Smoking on school grounds.
26. Creating or contributing to unsanitary conditions.
27. Posting, removing or altering notices on any bulletin board on company or school property without the permission of the School Leader.
28. Taking or selling company or school property.
29. Obscene, abusive or rude language towards any School Leader, student, parent/guardian, employee or customer; indifference or rudeness towards a customer or fellow employee; any disorderly/antagonistic conduct on company or school premises.
30. Speeding or careless driving of company or school vehicles.
31. Failure to immediately report damage to, or accident involving, company or school equipment.
32. Soliciting during a time that the employee is expected to be working or at a time or place that interferes with the work of another employee; selling merchandise or collecting funds of any kind for charities or others without authorization during business hours, or at a time or place that interferes with the work of another employee on company or school premises.
33. Failure to use your timesheet or electronic timecard; alteration of your own timesheet/timecard or records or attendance documents; lying about hours worked; clocking in for another employee or altering another employee's timesheet/timecard or records, or causing someone to alter your timesheet/timecard or records.

3.3 Voluntary Termination of Your Employment

Choice Schools Associates will consider you to have voluntarily terminated your employment if you do any of the following:

1. Resign from Choice Schools Associates,
2. Fail to return from an approved leave of absence on the date specified by Choice Schools Associates, or
3. Fail to report to work or call in for one (1) or more consecutive workdays.

3.4 Termination of Your Employment

As an at-will employee, Choice Schools Associates has the right to terminate your employment for any or no reason, with or without notice. Poor performance, misconduct, excessive absences, tardiness, discrimination, harassment, or other violations of Choice Schools Associates' policies are examples of reasons that may result in termination of your employment.

3.5 Disciplinary Actions

This Disciplinary Actions Policy applies to all employees of Choice Schools Associates and pertains to matters of conduct as well as the employee's competence. Under normal circumstances, the procedure outlined below is to be followed but there may be particular situations in which Choice Schools Associates considers that the seriousness of the offense justifies the omission of one or more of the steps in the procedure. In addition, employees who do not display satisfactory performance and accomplishment on the job may be dismissed without resorting to the steps set forth in this policy. There may also be times when Choice Schools Associates may decide to repeat a disciplinary step.

Discipline Procedure
Unacceptable behavior, which does not lead to immediate dismissal, may be dealt with in the following manner:

1. Oral Reminder
2. Written Warning
3. Decision-Making Paid Leave / Counseling Session
4. Termination

To ensure that Choice Schools Associates business is conducted properly and efficiently, you must conform to certain standards of attendance, conduct, work performance and other work rules and regulations. When a problem in these areas does arise, your School Leader may coach and counsel you in mutually developing an effective solution. If, however, you fail to respond to coaching or counseling, or an incident occurs that requires formal discipline, the procedures listed below will occur. Again, as an at-will employer, it is possible for steps to be skipped when necessary.

Step One: Oral Reminder

The School Leader will meet with you to discuss the problem or violation, making sure that you understand the nature of the problem or violation and the expected remedy. The purpose of this conversation is to remind you of exactly what the rule or performance expectation is, and also to remind you that it is your responsibility to meet Choice Schools Associates' expectations.

You will be informed that the Oral Reminder is the first step of the discipline procedure. Your School Leader or designated company representative will fully document the Oral Reminder, which will remain in effect for three (3) months.

Step Two: Written Warning
If your performance does not improve after receiving an Oral reminder, or if you are again in violation of Choice Schools Associates' practices, rules or standards of conduct, your School Leader will discuss the problem with you, emphasizing the seriousness of the issue and the need for you to immediately remedy the problem. Your School Leader will advise you that you are now at the second formal level of disciplinary action. After the meeting, your School Leader will write a memo to you summarizing the discussion and your agreement to change. Your signature on the memo acknowledges receipt of the memo and does signify your agreement with the contents of the memo. A copy of the memo will be placed in your personnel file.

Step Three: Decision-Making Leave / Counseling Session
If your performance does not improve after receiving a Written Warning, or if you are again in violation of Choice Schools Associates' practices, rules or standards of conduct, you will be placed on Decision-Making Leave. The Decision-Making Leave is the third and final step of Choice Schools Associates' disciplinary process.
Decision-Making Leave is a paid, one to three day disciplinary suspension. Employees on Decision-Making Leave will be expected to spend the following day away from work deciding whether to commit to correcting the immediate problem and to conform to all of the company's practices, rules and standards of conduct, or to terminate their employment with Choice Schools Associates.

If your decision following the Decision-Making Leave is to return to work and abide by Choice Schools Associates' practices, rules and standards of conduct, your School Leader or designated company representative will write a letter to you explaining your commitment and the consequences of failing to meet this commitment. You will be required to sign the letter to acknowledge receipt. A copy will be placed in your personnel file.

You will be allowed to return to work with the understanding that if a positive change in behavior does not occur immediately, or if another disciplinary problem occurs you will be terminated.

If you are unwilling to make such a commitment, you may either resign or be terminated. Additionally, if your School Leader or designated company official does not believe that your commitment to abiding by Choice Schools Associates' practices, rules and standard of conduct is sincere, your employment may be terminated.

3.6 Crisis Suspension

If you commit any of the actions listed below, or any other action not specified but similarly serious, you may be suspended without pay pending an investigation of the situation. Following the investigation, you may be terminated without any previous disciplinary action having been taken.

1. Theft.
2. Falsification of Choice Schools Associates' and/or Academy records.
3. Failure to follow safety practices.
4. Breach of confidentiality concerning personnel and/or student records.
5. Threat of, or the act of, intimidating or doing bodily harm, including but not limited to child abuse, assault and/or battery involving a student, parent/guardian, an employee, and other persons related to the work place.
6. Willful or negligent destruction of property, including arson, acts of vandalism, etc.
7. Use, possession, and/or distribution of intoxicants, drugs or narcotics.
8. Weapons, or dangerous articles, on school property.
9. Extortion concerning a student, employee, or parent/guardian or intimidation of anyone associated with the school or company.

The provision of this Disciplinary Policy is not a guarantee of its use. Choice Schools Associates reserves the right to terminate employment at any time, with or without reason, with or without notice. Additionally, Choice Schools Associates reserves the right to prosecute any employee for any of the above infractions.

WORK SCHEDULE,
BREAKS, AND
ATTENDANCE
POLICIES.

4.1 Business Hours

At each school site, your particular hours of work and the scheduling of your meal period will be determined and assigned by your School Leader. If you have any questions concerning your work schedule, please ask your School Leader.

4.2 Attendance

Choice Schools Associates expects you to be ready to work at the beginning of your assigned daily work hours, and to reasonably complete your projects by the end of your assigned work hours. Please let your School Leader know if you will be away from your workstation for an extended period and when you expect to return. Students should never be left unsupervised. A responsible adult approved by your School Leader must be in attendance at all times.

4.3 Absence or Lateness

From time to time, it may be necessary for you to be absent from work. Choice Schools Associates is aware that emergencies, illnesses, or pressing personal business that cannot be scheduled outside your work hours may arise. Leave has been provided for this purpose.

If you are unable to report to work, or if you will arrive late, please contact your School Leader immediately. If you know in advance that you will need to be absent, please request this time off directly from your School Leader or School Leader's designee as soon as you are certain of the need for absence. It is unacceptable to ask a fellow employee other than the School Leader or his/her designee to report your absence or lateness.

When you have an unexpected absence or late arrival, immediately call your School Leader. If you are arriving to work late, please let your School Leader, or person designated by the School Leader, know when you expect to arrive for work. If you are unable to call in yourself because of an illness or emergency, be sure to have a family member call for you.

Absence from work without notifying your School Leader, or designated person, is unacceptable and may be considered a voluntary resignation.

If you are absent because of an illness for three (3) or more successive days with prior approval, your School Leader may request that you submit written documentation from your doctor stating you are able to resume normal work duties before you will be allowed to return to work.

A consistent pattern of questionable absences can be considered excessive, and may be cause for concern. In addition, excessive lateness or leaving early without letting your School Leader know will be considered a "lateness pattern" and may carry the same weight as an absence. Other factors, like the degree and reason for the lateness, will be taken into consideration. Your School Leader, or designated person, will make a note of any absence or lateness, and their reasons, in your personnel file. Be aware that excessive absences, lateness or leaving early may lead to disciplinary action, including possible dismissal.

Note: Information on the types of leaves offered and their qualification criteria are included in the "Leaves" section of this Employee Manual.

4.4 Meal and Break Periods

If you work more than six (6) hours daily, a 30-minute unpaid meal period may be scheduled with prior approval of your School Leader. The time when meal periods are scheduled varies among grade levels and responsibilities. You are not expected to perform any work during your regularly scheduled meal period. You are not compensated for your meal period. It is important to return to work on time at the end of your meal period. In case of an emergency situation, you will be asked to interrupt your meal period if necessary to facilitate the safe and orderly operation of the school.

If your work assignment requires you to eat your meal with children AND your School Leader has approved this arrangement in advance, you will be compensated for your meal period provided no other 30-minute time is provided for eating. An example of such a work assignment is an Associate Teacher for the Great Start Readiness Program.

4.6 Severe Weather and Emergency Conditions

In the event of severe weather conditions or other emergencies, the Vice President, School Leader, or designated company representative may decide to close your work site for the remainder of the day. As such, your School Leader or designated company representative will notify you as soon as possible. In unusual situations, your School Leader may ask that you remain at work to assist with the emergency. Every effort will be made to ensure safe travel conditions. If you are unable to report to work due to unsafe travel conditions, please notify your School Leader immediately. Any employee, who was on a previously approved leave day during a declared emergency— including weather, shall not be charged leave for the emergency period.

The goal is to keep the worksite closed for the briefest period of time possible. During the time when the company is closed, exempt employees will receive their full salary for their normal hours worked for up to five consecutive work days. Nonexempt employees or hourly employees will receive their hourly pay for their scheduled hours for up to five consecutive work days. No overtime will be paid.
At the end of the five consecutive work days, due to worksite closure based on severe weather conditions or other emergencies, employees will be expected to use paid time off (PTO) or vacation time to cover additional days that the company may be closed for severe weather conditions or other emergencies to ensure that they continue to receive their pay. No overtime will be paid during this time period.

School Leaders: School Leaders shall report to work as soon as driving conditions allow for safe travel.

PERSONNEL
RECORDS AND
ADMINISTRATION.

The task of handling personnel records and related personnel administration functions at Choice Schools Associates has been assigned to the Vice President and the Director of Human Resources.

5.1 Your Personnel File

The company philosophy is to safeguard personal employee information in its possession to ensure the confidentiality of the information. Additionally, the company will only collect personal information that is required to pursue its business operations and to comply with government reporting and disclosure requirements. Personal information collected by the company includes employee names, addresses, telephone numbers, e-mail addresses, emergency contact information, EEO data, social security numbers, date of birth, employment eligibility data, benefits plan enrollment information, which may include dependent personal information, and school/college or certification credentials. All pre-employment inquiry information and reference checking records conducted on employees and former employee files are maintained in locked, segregated areas and are not used by the company in the course of its business operations.

Personal employee information will be considered confidential and as such will be shared only as required and with those who have a need to have access to such information. All hard copy records will be maintained in locked, secure areas with access limited to those who have a need for such access. Personal employee information used in business system applications will be safeguarded under company proprietary electronic transmission and intranet policies and security systems. Participants in company benefit plans should be aware that personal information will be shared with plan providers as required for their claims handling or record keeping needs.

Company-assigned information, which may include organizational charts, department titles and staff charts, job titles, department budgets, company coding and recording systems, telephone directories, e-mail lists, company facility or location information and addresses, is considered by the company to be proprietary company information to be used for internal purposes only. The company maintains the right to communicate and distribute such company information as it deems necessary to conduct business operations.

If an employee becomes aware of a material breach in maintaining the confidentiality of his or her personal information, the employee should report the incident to a representative of the Human Resources department. The Human Resources department has the responsibility to investigate the incident and take corrective action. Please be aware that a standard of reasonableness will apply in these circumstances. Examples of the release of personal employee information that will not be considered a breach include the following:

- Release of partial employee birth dates, i.e., day and month is not considered confidential and will be shared with School Leaders who elect to recognize employees on such dates.
- Personal telephone numbers or e-mail addresses may be distributed to School Leaders in order to facilitate company work schedules or business operations.
- Employee identifier information used in salary or budget planning, review processes and for timekeeping purposes will be shared with School Leaders and Academy Boards (where applicable).

- Employee's company anniversary or service recognition information will be distributed to School
- Leaders annually for review prior to company-wide recognition.
- Employee and dependent information may be distributed in accordance with open enrollment processes for periodic benefit plan changes or periodic benefits statement updates.

Keeping your personnel file up-to-date can be important to you with regard to pay, deductions, benefits and other matters. If you have a change in any of the items listed below, please be sure to notify your School Leader or Human Resources as soon as possible. Please also update your information on the Choice employee portal (SDS) as well as the Choice health benefit center (Employee Navigator).

1. Legal name
2. Home address
3. Home and cell phone number
4. Person (people) to call in case of emergency
5. Number of dependents
6. Marital status
7. Change of beneficiary
8. Driving record or status of driver's license, if you operate any Choice Schools Associates vehicles
9. Military or draft status
10. Exemptions on your W-4 tax form
11. Training Certificates
12. Professional License
13. Health Information (Hepatitis C, Bloodborne Pathogens, First Aid/CPR, and or TB results)

Upon experiencing a family status change, please notify the School Leader and Payroll and Benefits Specialist within 31 days for benefit modifications, if necessary.

You are responsible for keeping a record of course credits and continuing education units that are required for licensing and certificate renewal. Choice Schools Associates relies upon you to keep us informed of your Professional Development activities and consequently does not assume responsibility, financial or otherwise, for your course credits and continuing education units required for licensing and certificate renewal. When applicable, you are required to meet federal and state requirements for highly qualified status for your assignment.

You may see the information kept in your personnel file and you may request and receive copies of all documents you have signed. Please make arrangements with the School Leader.

If you would like to receive an official copy of your confidential personnel file, please submit this request in writing to the Director of Human Resources.

5.2 Your Medical Records File

All medical records, if any, will be kept in a separate confidential file. Choice Schools Associates maintains this information in the strictest confidence and may not use or disclose medical information

about an employee without the employee first having signed an authorization form permitting such use or disclosure.

5.3 State Requirements

All employees must comply with state requirements for employment, such as but not limited to, fingerprinting, licensure and certification, child abuse, criminal record, tuberculin tests, first aid/CPR, and physician's reports. Employees are also required to provide transcripts to verify units earned and in-service hours. Applicable requirements must be submitted to the School Leader and/or Human Resources Director prior to beginning employment for each school year. Costs are the responsibility of the employee. The only exception to the cost being the responsibility of the employee is when the Academy sponsors a school-wide training, such as CPR.

COMPENSATION.

The goal of Choice Schools Associates' compensation program is to attract highly qualified potential employees, meet the needs of all current employees, and encourage well-performing employees to stay with our organization. With this in mind, our compensation program is built to balance both employee and Choice Schools Associates' needs.

6.1 Wage and Salary Policies

6.1.1 Compensation Philosophy

It is Choice Schools Associates' desire to pay all regular employees' salaries and benefits that are competitive with other employers in the marketplace in a way that will be motivational, fair and equitable. Compensation may vary with individual and company performance and in compliance with all applicable statutory requirements.

Choice Schools Associates applies the same principles of fairness to all employees, regardless of organizational level, race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, or any other factor protected by law.

6.1.2 Basis for Determining Pay

Several factors may influence your rate of pay. Some of the items Choice Schools Associates considers are the nature and scope of your job, what other employers pay their employees for comparable jobs (external equity), what Choice Schools Associates pays their employees in comparable positions (internal equity), and individual as well as Choice Schools Associates' performance. It is Choice Schools Associates' goal to have a current Job Description on hand, which broadly defines your job responsibilities.

Jobs that require employees to meet state licensing standards, including highly qualified standards, will attempt to pay additional income for advanced degrees beyond the minimum requirements to attain highly qualified status and or state certification. Additional pay will be determined by the relevance of an advanced degree to the individual's job assignment provided funds are allocated within the Academy budget.

6.1.3 Pay Period and Hours

Our payroll workweek begins on Sunday at 12:00 a.m. and ends on Saturday at 11:59 p.m.

6.1.4 Pay Cycle

Payday is every other Friday on a bi-weekly pay schedule for services performed during the previous two weeks.

Choice Schools Associates will pay employees on a bi-weekly schedule. The typical annual pay schedule is made up of twenty-six (26) possible pay periods per year. The academic school year typically covers

ten (10) months per year and may include opportunities for additional summer employment. Failing to properly record your time will result in a delay in pay.

Changes will be made and announced in advance whenever Choice Schools Associates' holidays or closings interfere with the normal pay schedule.

6.1.5 Paycheck Distribution

All payroll funds are paid to the account indicated on your Direct Deposit enrollment form on the established payday including if you are enrolled in a Deposit Card Payroll Program. If you do not have either of these accounts, a paper check will be mailed to you at the address in the SDS portal. Your pay voucher will be emailed to you and sent to your SDS portal on payday to your Choice Schools Associates email address. If you need a copy of your pay voucher, you may log in to your SDS Employee Portal, or refer to the email containing your pay voucher.

6.1.6 On Call Pay

Occasionally, non-exempt employees may be asked to return to work after leaving the premises for the day, or may even be asked to work on weekends or holidays. If this occurs, you will be guaranteed a minimum of four (4) hours of pay at the regular rate or pay for the actual time worked at the appropriate rate, whichever is greater.

6.1.7 Computing Pay

Choice Schools Associates will compute your time on the basis of a forty (40) hour workweek.

6.1.8 Mandatory Deductions from Paycheck

Choice Schools Associates is required by law to make certain deductions from your paycheck each time one is prepared. Among these are your federal, state and local income taxes and your contribution to Social Security as required by law. The amount of the deductions will depend on your earnings and on the information you furnish on your W-4 and MI-4 forms regarding the number of exemptions you claim. If you wish to modify this number, please request a new W-4 and MI-4 forms from Human Resources immediately or make the changes in the Choice employee portal (SDS). Only you may modify your W-4 and MI-4 forms. Verbal or written instructions are not sufficient to modify withholding allowances. We advise you to check your pay voucher to ensure that it reflects the proper number of withholdings.

The W-2 form you receive annually reflects how much of your earnings were deducted for these purposes.

Any other mandatory deductions to be made from your paycheck, such as court-ordered garnishments, will be explained whenever Choice Schools Associates is ordered to make such deductions.

Note: Please see "Wage Garnishments" later in this section for further information.

6.1.9 Timekeeping Policy

It is our policy and practice to accurately compensate employees and to do so in compliance with all applicable state and federal laws. We make every effort to ensure our employees are paid correctly. Occasionally, however, inadvertent mistakes can happen. When mistakes do happen, and are called to our attention, we promptly will make any correction that is necessary.

Non-exempt Employees

Non-exempt employees must maintain an accurate record of the total hours worked each day by swiping into the SDS system with an electronic timecard or by completing a timesheet that is available to you when swiping in/out is not available. You should not work any hours outside of your scheduled workday unless your supervisor has authorized the unscheduled work in advance. Do not start work early, finish work late, work during a meal break or perform any other extra or overtime work unless you are authorized to do so and that time is recorded by swiping in/out or on your timesheet when swiping is not available you must record hours on a paper timesheet. Hourly or non-exempt employees are prohibited from performing any "off-the-clock" work. "Off-the-clock" work means work you may perform but fail to report on your timesheet/electronic timecard. Each employee will log in to the SDS system and swipe in at the time designated to work in order to verify that the reported hours worked are complete and accurate (and
that there is no unrecorded or "off-the-clock" work). Your time record must accurately reflect all regular and overtime hours worked, any absences, early or late arrivals, early or late departures, and meal breaks. When you receive each paycheck, please verify immediately that you were paid correctly for all regular and overtime hours worked each workweek. Any employee who fails to report or inaccurately reports any hours worked will be subject to disciplinary action, defined in the Disciplinary Actions section, up to and including termination.

Exempt Employees

If you are classified as an exempt salaried employee you will receive a salary which is intended to compensate you for all hours that you may work for Choice Schools Associates. This salary will be established at the time of hire or when you become classified as an exempt employee. While it may be subject to review and modification from time to time, such as during salary review times, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work you perform, except if you do not have vacation or personal time to cover your absences. You will be required to use accrued vacation, personal or other forms of paid time off for full or partial day absences for personal reasons, sickness or disability.

To Report Violations of This Policy, Communicate Concerns, or Obtain More Information

It is a violation of Choice Schools Associates' policy for any employee to falsify a timesheet, or to alter another employee's timesheet. It is also a serious violation of company policy for any employee or manager to instruct another employee to incorrectly or falsely report hours worked or alter another employee's time card to under- or over-report hours worked. If any supervisor or employee instructs you to (1) incorrectly or falsely under- or over-report your hours worked, (2) alter another employee's time records to inaccurately or falsely report that employee's hours worked, or (3) conceal any falsification of time records or to violate this policy, do not do so. Instead, report it immediately to the

Human Resources Department. Every report will be fully investigated and corrective action will be taken, up to and including termination of any employee(s) who violates this policy.

In addition, Choice Schools Associates will not allow any form of retaliation against individuals who report alleged violations of this policy or who cooperate in the company's investigation of such reports. Retaliation is unacceptable. Any form of retaliation in violation of this policy will result in disciplinary action, up to and including termination.

6.1.10 Error in Pay

If you have questions about deductions from your pay, please contact Payroll & Benefits directly. If you believe your wages have been subject to any improper deductions or your pay does not accurately reflect all hours worked, you should report your concerns to a supervisor immediately. If a supervisor is unavailable or if you believe it would be inappropriate to contact that person (or if you have not received a prompt and fully acceptable reply within three business days), you should immediately contact the Payroll & Benefits Director or Director of Human Resources. If you have not received a satisfactory response within five business days after reporting your concern to Human Resources and you are unsure whom to contact to correct the problem, please immediately contact the Vice President.

6.1.11 Overtime Pay

If you are a non-exempt employee, you will be eligible to receive overtime pay of one and one-half (1 1/2) times your regular hourly wage for approved hours worked over forty (40) hours in one (1) week. If, during that week, you were away from the job because of a job-related injury, ~~paid~~ holiday, jury duty, vacation day, or paid sick time, or a daily rate job, those hours will not be counted as hours worked for the purpose of computing eligibility for overtime pay.

Please note if you are a non-exempt employee on an approved flexible work arrangement; overtime hours will be computed only on those hours worked in excess of a forty (40) hour workweek.

Choice Schools Associates retains sole discretion to determine when employees must work overtime and your School Leader must approve all overtime in advance. Failure to secure advance approval of your School Leader to work overtime and a failure to report overtime hours within the pay cycle they were worked are serious offenses that may result in termination of your employment.

6.1.12 Work Performed on Company Holidays

Full-time "non-exempt" (those employees who are eligible for overtime pay in accordance with the Fair Labor Standards Act) employees who work on a company holiday are considered to have worked overtime on that day and will be paid overtime for hours worked, regardless of the number of hours worked during that same work week. All overtime must be approved in advance, in writing by the supervising School Leader.

Note: Please see the Holiday Policy in the section titled "Paid Leaves" of this Employee Manual for further information.

6.1.14 Time Records

By law, we are obligated to keep accurate records of the time worked by employees. This is done by online reporting, time clocks, time sheets, or other written documentation. The employee is responsible for verifying their scheduled time on a daily basis through the SDS Timekeeping System. Any changes or errors in your time should be reported immediately to your School Leader to ensure your pay is received in the proper pay period. Failing to do so could result in a delay in pay, and you will not receive a paycheck until the following pay period. Failure to use the SDS electronic timecard system in an accurate manner may result in disciplinary action.

You are solely responsible for accurately submitting your time. No one may record hours worked for another employee. Tampering with another's time record is cause for disciplinary action, up to and including termination of both employees. In the event of an error in recording your time, please report the matter to your School Leader immediately.

Time Records
All Choice Schools Associates employees are required to use the SDS Timekeeping System to record their hours worked. Employees are required to clock (scan) in/out electronically in order to establish accurate payroll and attendance records.

To access your personal portal within SDS Financial Accounting System go to the web address: https://sds.choiceschools.com/choice/sdsweboffice/

1. Login: Your employee ID Number – no spaces. Your employee ID Number will be issued to you upon hiring. If you need help with your employee ID number, contact your school Office Manager.
2. Password: The last four (4) numbers of your Social Security number. You will be asked to change your password after your first login.

A kiosk computer or tablet with a scanner and camera will be set up in a community area that is accessible to all employees. Employees are required to scan in/out at the time clock/scanner located in their building using their Choice Schools Associates identification card/electronic timecard.

- Employees should clock in no sooner than seven minutes before/after the scheduled shift and clock out no later than seven minutes before/after the scheduled shift. Nonexempt employees are required to scan in/out for lunch breaks in addition to the beginning and end of the day.
- Time clock data will be rounded to the nearest quarter hour. For instance, scanning in at 6:52 a.m. would be rounded to 6:45 a.m. and 6:53 a.m. would be rounded up to 7:00 a.m.
- You will be paid for complete scans ONLY - IN and OUT daily.
- You must scan IN and OUT for each change of hourly position. (Example: If you are an instructional aide, and then reporting for an after-school care position, you must scan in for the instructional aide position then out, scan in again when starting after school care and choose that job description, then scan out when finished).
- If you scan in but don’t scan out, you will be paid for four hours even if the job is normally an

- eight-hour day. If the job is normally less than an eight-hour day, ½ your normal scheduled time would be paid).
- All time worked will be paid, but if you miss a scan, contact your School Leader or Supervisor immediately. Please note that missed punch hours and/or payments may not be made on the current pay period, but will be adjusted in a future pay period.
- If you scan in but don't scan out, you will be paid for four hours even if the job is normally an eight-hour day. This pay may be delayed until the following pay period.
- If the job is normally less than an eight-hour day, ½ your normal scheduled time would be paid.
- All time worked will be paid, but if you miss a scan, contact your School Leader or Supervisor immediately. Please note that these hours and/or payments may not be made on the current pay period, but will be adjusted in a future pay period.

If there is a problem with the time clock/scanner, the employee should notify the Supervisor and the Supervisor will direct the employee to the next appropriate time clock scanning station.

Employees who consistently miss time clock entries will be subject to Choice Schools Associates' Disciplinary Action Policy as stated in the Employee Manual.

Non-exempt employees are permitted to work overtime with prior written authorization from the Supervisor only. Overtime includes clocking in early, late, or working through the scheduled lunch period. Nonexempt employees who work overtime without prior authorization will be subject to Choice Schools Associates' Disciplinary Action Policy.

Employees may not use another employee's identification card to scan in or out and may not clock in for another employee. This action may result in immediate termination.

Employees who have lost a card will need to report the lost card to the Office Manager immediately in order to be clocked in manually by the Office Manager. The employee will be issued a new card with the same employee and department numbers. Repeated loss of cards is an expense and will be addressed through the Choice Schools Associates Disciplinary Action Policy.

When employees have various, repeated offenses to the time keeping policy and/or procedure, such as employees who may have clocked in, but are repeatedly absent from their work station during work hours or have missed time clock entries in addition to working unscheduled overtime, Supervisors will follow the Choice Schools Associates Disciplinary Action Policy.

Please refer to the Choice Schools Associates Employee Disciplinary Action policy for direction on the appropriate disciplinary actions.

6.1.15 Wage Garnishments

We hope you will manage your financial affairs so that we will not be obligated to execute any court-ordered wage garnishments. However, when court-ordered deductions are to be taken from your paycheck you will be notified if the garnishment permits.

Choice Schools Associates acts in accordance with the federal Consumer Credit Protection Act, which places restrictions on the total amount that may be garnished from your paycheck.

Note: Please see the Mandatory Deductions from Paycheck Policy earlier in this section for further information.

6.2 Performance and Compensation Reviews

6.2.1 Performance Reviews

Teachers
Because we want you to grow and succeed in your job, Choice Schools Associates has developed an evaluation system for teachers that meets state requirements and allows opportunities for mentoring, professional goal planning, and performance improvement plans. Teachers are evaluated a minimum of 2 (two) times per year, a Midyear Progress Report, and a Year-End Evaluation. This evaluation is based on a combination of formal classroom observations, achievement data, and contribution to school improvement.

During a formal performance review, your School Leader may cover the following areas:

- The quality and quantity of your work.
- Strengths and areas for improvement.
- Attitude and willingness to work.
- Initiative and teamwork.
- Attendance.
- Customer service orientation.
- Problem solving skills.
- Ongoing professional growth and development.
- Student achievement data.
- Knowledge of content area.
- Partnership with family and community.
- Additional areas may also be reviewed as they relate to your specific job.

Your evaluation provides a golden opportunity for collaborative, two-way communication between you and your School Leader. This is a good time to discuss your interests and future goals. Your School Leader is interested in helping you to progress and grow in order to achieve personal as well as work-related goals; perhaps he or she can recommend further training or additional opportunities for you. The performance review gives your School Leader an opportunity to suggest ways for you to advance and make your job at Choice Schools Associates more fulfilling.

The Individual Development Plan (IDP) is a tool that can be designed to identify areas of concern requiring improvement for employees demonstrating minimally effective or ineffective performance. The School Leader and Area Superintendent are able to revise the IDP, and it is the responsibility of the

employee to ensure the objectives and action plan are completed within the designated time period, and consistently thereafter, in order to show an improvement in performance.

Your School Leader can answer questions you may have about the performance review process. New employees may also be reviewed near the end of their initial hire period and after they have been employed for six months. A review may also be conducted in the event of a promotion or change in duties and responsibilities.

Support Staff
Choice Schools Associates conducts a formal evaluation one (1) time per year for each employee. New employees may also be reviewed near the end of their initial hire period and after they have been employed for six months. A review may also be conducted in the event of a promotion or change in duties and responsibilities.

6.2.2 Compensation Reviews

Employees are reminded that all school-site compensation is provided by the respective Academy's Board of Directors through the budget process. Choice Schools Associates' compensation reviews are usually given with performance evaluations. Any applicable compensation increase will appear in the pay period ending after the date granted.

Compensation increases may be retroactive in the case of late reviews. Having your compensation reviewed does not necessarily mean that you will be given an increase due to individual and/or company performance.

An individual's pay will depend on how consistently he or she performs over a given period of time. During the review, significant performance events that occurred throughout the year will be discussed. The overall performance rating will influence the compensation adjustment.

In addition to individual job performance reviews, Choice Schools Associates periodically conducts a review of job descriptions to insure that we are fully aware of any changes in the duties and responsibilities of each position and those changes are recognized and adequately compensated.

6.3 Promotion, Transfer and Referral Programs

6.3.1 Employee Referrals

Open positions are posted on the Choice Schools Associates website in the Careers section. You are encouraged to recommend and refer qualified candidates for employment with Choice Schools Associates. If you know someone who would like to work here, we will be glad to consider him or her for employment. Please advise any qualified candidates to enter your name in the "Referred By" box on the online application.

6.3.2 Promotion and Transfer Policy

Choice Schools Associates has a policy of providing its employees with opportunity for advancing to other positions within the company. To qualify for a promotion or transfer, you must have held your current position for a minimum of six (6) months. Approval of promotions or transfers depends largely upon training, experience, and work record. Promotions and transfers are made without regard to race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, or any other factor protected by law. However, current employees will be considered along with external applicants. Choice Schools Associates will continue to look outside the company for potential employees as well.

The Careers section of the Choice Schools Associates website is updated regularly with available, open positions. Please check the site regularly for advancement opportunities. Please submit your request for consideration for a specific position directly to your School Leader. You are encouraged to discuss any contemplated transfer with your School Leader.

6.3.3 Relatives

If you and members of your family are employed by Choice Schools Associates, one may not supervise the other nor work in the same department. If the employees are unable to develop a workable solution, Choice Schools Associates will decide which employee may be transferred or released in such situations. Family members include the employee's spouse, child, parent, parent-in-law, grandparent, grandparent-in-law, granddaughter, grandson, daughter-in-law, son-in-law, step-parent, domestic partner (a person with whom the employee's life is interdependent and with whom the employee shares a mutual residence), brother, sister, brother-in-law, sister-in-law, daughter or son of the employee's spouse or domestic partner, and any relative living in the household of the employee or domestic partner.

Should two employees who work together or supervise each other enter into a personal, non-work related relationship, one or both employees may have to be transferred.

Choice Schools Associates will not, however, consider or accept employment applications from individuals whose employment would result in a supervisor/subordinate relationship or in a possible conflict of interest.

If you have a question regarding a possible or current employment of a relative, please contact Human Resources.

BENEFITS.

Choice Schools Associates is committed to sponsoring a comprehensive benefits program for all eligible employees. In addition to receiving an equitable salary and having an equal opportunity for professional development and advancement, you may be eligible to enjoy other benefits that will enhance your job satisfaction. The benefits program described in this Employee Manual represents a very large investment by Choice Schools Associates and its constituent Academy Boards.

A good benefits program is a solid investment in Choice Schools Associates' employees. Choice Schools Associates will periodically review the benefits program and will make modifications, as appropriate, to the company's condition. Choice Schools Associates reserves the right to modify, add or delete the benefits it offers and will make a good faith effort to notify employees of any changes in the benefits programs.

7.1 Eligibility for Benefits

If you are a full-time employee, you will enjoy all of the benefits described in this Employee Manual as soon as you meet the eligibility requirements for each particular benefit. The benefits begin on the first day of the month following your start date. Coverage is available to you and your dependents as defined in the benefit summary plan descriptions.

If you are a part-time employee, you will enjoy only those benefits specifically required by law, provided that you meet the minimum requirements set forth by law and in the benefit plan(s).

Temporary employees are not eligible for benefits.

7.2 Choice Benefit Employee Navigator

To access your benefits or enroll online at the Choice Benefit Employee Navigator, go to: www.employeenavigator.com/benefits/login. You may also enroll by paper enrollment form. If you having difficulties enrolling or have questions please contact your benefit team at Hub Int'l (800)936-4236 other contact numbers and names are listed in your benefit guide.

Please follow the enrollment instructions given to you with your new hire information.

7.2.1 Enrollment Information

New hires will have 10 days to enroll into any of the benefits offered to them or to waive benefits in order to receive cash in lieu. Please note you MUST enroll in Cash in Lieu in order to receive the benefit. If you do not choose to enroll in Choice Schools Associates benefits you must still access the Choice Benefit Navigator and waive your benefits. You must follow this procedure in order to remain employed by Choice Schools Associates.

If you choose not to enroll in Choice Schools Associates Benefits, you will have to wait until the next open enrollment period, for benefits beginning on July 1st of each year.

You may change, add or delete benefits only if you have a qualifying event during the year. Qualifying events defined as: birth, death, divorce, marriage, adoption, change in number of working hours from full to part-time or part-time to full-time and spouse's loss of employment or coverage.

7.3 Insurance Coverage

7.3.1 Group Insurance

Choice Schools Associates will pay the full cost of the program for the individual employee (single coverage), provided your Academy Board budgets sufficient funds. Dependent insurance coverage may be available with additional costs paid by the employee. The following benefit information are defined in the literature provided by our insurance company.

7.3.2 COBRA Coverage

According to the federal Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1985, in the event of your termination of employment with Choice Schools Associates or loss of eligibility to remain covered under our group health insurance program, you and your eligible dependents may have the right to continue coverage under our health insurance program for a limited period of time at your own expense.

Under the Uniformed Services Employment and Reemployment Rights Act of 1994, better known as USERRA, an employee who is out on a military leave of absence will retain their health insurance coverage for the first 31 days of uniformed service. Employees out on military leaves of absence which extend beyond the 31 days will be eligible for COBRA benefits for up to 24 months.

If a former employee chooses to continue group benefits under COBRA, he/she must pay the total applicable premium plus a 2 percent administrative fee. Coverage will cease if the former employee fails to make premium payments as scheduled, becomes covered by another group plan that does not exclude pre-existing conditions or become eligible for Medicare.

Former employees will be automatically sent COBRA enrollment paperwork within two weeks after the date of separation (after last pay has been received) from Choice Schools Associates. For detailed information or questions on COBRA, please contact Choice Benefit team at (800)936-4236. Representatives are available to answer your questions between the hours of 8 a.m. and 5p.m. EST, Monday through Friday.

7.3.3 Flexible Spending Account/Section 125 Plan

Choice Schools Associates offers a Flexible Spending Account for all full-time employees. A FSA allows you to put aside money on a pre-tax basis (including Federal, State and FICA) to pay for out of pocket medical/dental/vision expenses. There is a separate amount to be used for dependent care expenses. The amount you choose will be for the policy year and will be taken out equally on a per pay period basis. The elected amount must be expended in the policy year or the money will be forfeited. Please see your benefit guide for additional information or contact your HR representative.

If you would like to increase your annual contribution to your Flexible Spending Account/Section 125 Plan, this can only be done during open enrollment on July 1st each year. Please contact the Choice Benefits Center for additional information. The FSA Medical that begins July 1st each year and ends on June 30th each year, will allow participants to rollover up to $500 into the following year. You cannot rollover Dependant Care amounts, but you do have 3 additional months to expend any extra you may have available to you.

7.4 Workers' Compensation

All employees are entitled to Workers' Compensation benefits. This coverage is automatic and immediate and protects you from an on-the-job injury. An on-the-job injury is defined as an accidental injury suffered in the course of your work, or an illness, which is directly related to performing your assigned job duties. This job-injury insurance is paid for by Choice Schools Associates. If you cannot work due to a job-related injury or illness, Workers' Compensation insurance pays your medical bills and provides a portion of your income until you can return to work provided you follow the required process.

All injuries or illnesses arising out of the scope of your employment must be reported to your School Leader immediately. Prompt reporting is the key to prompt benefits. Benefits are automatic, but nothing can happen until your employer knows about the injury. Insure your right to benefits by reporting every injury, no matter how slight. If an injury is not reported immediately, this could result in benefits being denied.

If you experience a work-related injury or illness:

1. Report to your supervisor immediately.
2. Your supervisor will call the treatment center and provide you with the instructions.
3. Report back to your supervisor immediately, submitting your completed Employee's Work Injury Report, discuss your treatment, return to work plan, and give your supervisor (or school designated workers' compensation individual) any information on restrictions you have received from the medical facility that administered your evaluation / treatment.
4. Do not use your group health membership card if this injury or illness occurred while working or acting in an official business capacity for Choice Schools Associates. Notification of the claim's compensability will be determined by the claims adjusting process.

Employees returning to work after being absent due to a work-related injury must report to their School Leader prior to beginning work. Employees are required to present a physician's "Fitness for Duty" work release or a release with restrictions listed, in order to be able to return to work.

7.5 Unemployment Compensation

Depending upon the circumstances, employees may be eligible for Unemployment Compensation upon termination of employment with Choice Schools Associates. Eligibility for Unemployment Compensation is determined by the Division of Unemployment Insurance of the State Department of Labor. Choice

Schools Associates pays the entire cost of this insurance program. The website for the Unemployment Agency in Michigan is www.michigan.gov/uia.

If you need to apply for unemployment benefits, please make sure you list the employer as Choice Schools Associates rather than the school at which you were assigned. This will ensure that you receive unemployment benefits in a more rapid manner. Employees who list the employer as the Academy rather than Choice Schools Associates are subject to auditing by the State of Michigan and find that it takes additional time to receive their unemployment benefits.

Michigan's Employment Security Act regulates the payment of unemployment compensation. Under the provisions of Section 27(i)(1) and (2) of the Michigan Employment Security Act, unemployment benefits are not authorized to be paid to employees of an educational institution for any week of unemployment that commences during the period between 2 successive academic years if the individual performs service in the first of the academic years and there is a contract or reasonable assurance that the individual will perform service for that educational institution in the second of the academic years. This is called a School Denial Period. The School Denial Period also includes all other school breaks such as, winter, Christmas, spring breaks, etc. A school employee is not eligible to collect unemployment benefits during any school breaks if they have reasonable assurance of returning to their position after the break. Employees of Choice Schools Associates are hired in provide services at an Academy. Employees will be advised at or before the end of an Academy's academic year if there is a reasonable assurance that they will be employed at the start of the next academic year. Employees who receive a notice of reasonable assurance of continued employment may be denied unemployment benefits during the period from the end of work in the first academic year to the beginning of work in the next succeeding academic year, or during any other school breaks. If unemployment does not deny the claim from the beginning and you did have reasonable assurance of returning after the break, the Unemployment Agency will require to you to pay back all benefits paid to you.

Choice Schools Associates follows all applicable guidelines and laws as outlined by the Unemployment Insurance Agency including the school denial period. Please visit www.michigan.gov/uia for more information.

7.6 Social Security

The United States Government operates a system of mandated insurance known as Social Security. As a wage earner, you are required by law to contribute a set amount of your weekly wages to the trust fund from which benefits are paid. As your employer, Choice Schools Associates is required to deduct this amount from each paycheck you receive. In addition, Choice Schools Associates matches your contribution dollar for dollar, thereby paying one-half of the cost of your Social Security benefits.

Your Social Security number is used to record your earnings. Employees are encouraged to protect your Social Security record by ensuring your name and Social Security number on your pay stub and W-2 Form are correct. You may also want to make sure your earnings statement is accurate each year by requesting Personal Earnings and Benefit Estimate Statement from the U.S. Social Security Administration by calling 1-800-772-1213 or you may access the agency online at www.ssa.gov.

7.7 Retirement Accounts

Please see the current retirement plan documents for matching and vesting information. If you have any questions about the investment choices in your 401K plan, Choice Schools Associates employees may contact Scott Nicholson at 616-447-1600.

7.8 Education Assistance

We feel individuals who possess a desire to continue their education, in addition to performing their full-time job, show a commitment to improving themselves and their position within the company. To encourage and reward these individuals, Choice Schools Associates offers an Education Assistance benefit.

Full-time employees may continue their education in a related field and the Academy may reimburse all or part of the registration and tuition costs based on the the years of experience an employee has been employed at Choice Schools Associates. All courses must be relevant to your job responsibilities or in a high need area and pre-approved by your School Leader. Once the course is completed, submit a transcript of grades with receipts for expenses. The Academy will reimburse you for the portion of the fees that were pre-approved. This may include fees for registration, tuition, books, and additional lab fees. Please see below for the available tiered educational assistance.

Educational Assistance (reimbursable up to):

1-3 years' Choice experience - $500
4-8 years' Choice experience - $1,000
8-15 years' Choice experience - $1,500
16+ Choice experience - $2,000

Reminder: If you are taking a pre-approved seminar that offers continuing education credit, be sure to give your School Leader a copy of the Continuing Education Credit Certificate (or other document) to include in your personnel file.

In order to qualify for this Education Assistance benefit you must:

1. Apply to your School Leader for the Education Assistance Program. You should write a letter to your School Leader in which you identify the course, its relevance to your job, tuition and fees, and requested amount of reimbursement. After consultation with Human Resources, your School Leader will let you know in writing if the course qualifies for the Education Assistance Program.
2. The course must be job-oriented, certification-based, or in a Choice Schools Associates identified high need area and offered by an approved educational institution.
3. To receive course reimbursement, you must receive a final grade of "B or higher" for the course.

In addition to educational assistance for formal education, Choice Schools Associates will attempt to provide assistance for job-related training programs. If you become aware of a particular seminar that you believe is appropriate for enhancing your skills (and/or those of other employees), please bring it to the attention of your School Leader. Approval must be received in advance and reimbursement will be made after proof of participation.

The individual employee is responsible for completing required credit hours for licensure and/or certificate renewal and for keeping a complete record for certificate renewal period, typically five years. It is the responsibility of the employee to pay all fees required for renewal of licenses/certificates.

7.9 Compensation for Advanced Degrees

Upon completion of the advanced degree, the employee must provide Choice Schools Associates Human Resources with a letter giving notice of completion of an advanced degree and an official copy of the accredited university transcript, which certifies completion of all requirements for the advanced degree. Employees are encouraged to provide Choice Schools Associates with thirty days advance written notice of the anticipated completion date of an advanced degree. Such notice will assist employees and Choice Schools Associates in making salary adjustments in a timely manner.

An additional income incentive or increase in base pay is contingent upon applicable Academy Board policy and the availability of Academy funds.

7.10 Employee Assistance Program

Problems are a part of everyday life. In addition to the healthcare insurance benefits provided under your Choice Benefit Navigator, you and your household members have access to Standard's Life Services. This Employee Assistance Program (EAP) is provided to help with the everyday challenges of life that may affect your health, family life and desire to excel at work. You and the members of your household are entitled to the following services. **Full details of this benefit and all other benefits are available to all full time employees through the Benefit Navigator site.**

- In-person help with short-term issues; up to three sessions per person, per issue, per year
- Access 24/7 – by phone, online, live chat, email or text.
- Family, marital, and other relationship issues
- Addictions such as alcohol and drug abuse
- Stress or anxiety with work or family
- Financial and work-life services
- Financial consultations and referrals
- Identity theft and fraud resolutions
- Life improvement and goal setting
- Online Will preparation

To learn more about The Standard Employee Assistance program, visit:
www.eapbda.com
Enter : **standard** as the login ID and **eap4u** as the password

Or
Call: 888.293.6948

Travel Assistance Services through The Standard
As part of your employee benefits package, your Standard coverage includes Travel Assistance program, which focuses on travel, medical and safety-related services you may need while traveling. This benefit is provided to you at no additional cost to you and includes a wealth of services when traveling just 100 miles or more from home. 24-hour services are provided for both business and leisure travel. Travel assistance services are subject to specific terms, conditions, and limitations. Some of the services include help with:

- Medical evacuation and transportation in an emergency away from home
- Dependent child transportation in an emergency away from home
- Treatment monitoring for travelers in a medical emergency.
- Destination information – weather, currency, and more
- Lost or stolen travel documents assistance
- Language translation services
- Medical and dental referrals
- Updates to family, employer and/or home physician

A program description is available at www.standard.com/travel. To use Travel Assistance services, call 1.800.527.0218

7.11 Childcare

If available, employees are permitted to use before and after school childcare offered by the Academy for scheduled meetings after regular work hours. Employees' children are expected to follow the same attendance and behavior guidelines as all other children. Charges will be consistent with past practices charged by an Academy Board unless a variance has been granted by the Academy Board and Choice Schools Associates.

LEAVES.

8.1 Paid Leaves

Any time an employee is not working (for whatever reason, including disability) and is still getting paid it is considered a paid leave. Time off is paid using your base daily or hourly rate, excluding overtime compensation.

Written requests for paid leave must be submitted to and approved by the employee's direct supervisor, i.e., School Leader for school site employees and direct supervisor for Choice Schools Associates' office and administrative employees.

8.1.1 Maternity and Paternity Leave

Choice Schools Associates provides mothers with two weeks or 10 consecutive business days of paid Maternity leave. This paid leave begins the first day of FMLA (Maternity leave) and is provided until the culmination of the two consecutive weeks. Please note: This paid leave may reduce the number of weeks that an employee is eligible to receive Short-term Disability.

Choice Schools Associates provides fathers with one week or 5 consecutive business days of paid Paternity leave. This paid leave begins the first day of FMLA (Paternity leave) and is provided until the culmination of the one week.

Maternity and paternity leave does include the adoption of a child.

8.1.2 Holidays

Non-exempt hourly employees are eligible for holiday pay on legal holidays provided the Board of Directors includes such compensation in the respective Academy's operating budgets. Twelve-month employees may use Paid Time Off and Vacation Leaves to receive pay during extended holiday periods, such as Christmas vacation and spring break.

Written requests for paid leave must be submitted to and approved by the employee's direct supervisor, i.e., School Leader for school site employees and direct supervisor for Choice Schools Associates' office and administrative employees.

Recognized Holidays
Regular full-time, exempt employees do not report to work on recognized school holidays and other days designated by Choice Schools Associates. The work year for regular full-time, 12 month exempt employees is based on 260 workdays.

Each Academy Board of Directors approves an academic calendar for operation of the school's educational program and for academic year employees, which includes teachers, instructional aides, and food service. Academic year employees report to work according to the approved academic calendar and Board---approved school operating budget.

Holiday Policies
All national holidays are scheduled on the day designated by common business practice or by the school's approved annual academic calendar.

If a recognized holiday occurs during your scheduled vacation, you will not lose a day of vacation leave.

Holiday Pay
Choice Schools Associates grants full time, support staff paid holidays from work with no loss in pay. For purposes of holiday pay, the following are recognized as holidays:
New Years (two days)
Memorial Day
Independence Day
Labor Day (Friday before and Labor Day)
Thanksgiving Day
Friday after Thanksgiving
Christmas (two days)

Each year, Choice Schools Associates designates the dates on which holidays are to be observed. The additional days at Christmas and New Years are observed either before or after the legal holiday and are scheduled on the same dates for all employee groups. Deviations may occur in cases where Choice Schools Associates determines adjustments are necessary to accommodate the academic calendar and an Academy's teaching mission.

The employee must be actively at work or on leave of absence with pay at the time the holiday occurs. You are not eligible to receive holiday pay when you are on an unpaid leave of absence.

The benefit is not payable to employees who are on:

- Official leave of absence without pay
- Regular Workers' Compensation
- Layoff,
- Disciplinary suspension, or
- Set number of day's assignment, e.g., academic calendar positions. Holiday pay is not granted to part-time employees.

Holiday pay is not granted when the holiday falls during a vacation period preceding termination (except when an employee is retiring).

Holiday pay is not payable if the employee has an unexcused absence on either the day before or the day after the holiday.

A maximum of eight hours pay, at the employee's base rate of pay, may be made for each holiday. When a holiday falls during an employee's paid vacation or paid time off, the employee will receive holiday pay and no charge will be made to accrued vacation or paid time off accruals.

8.1.3 Paid Time Off

Paid Time Off (PTO) may be taken at the employee's discretion. PTO may also be used during an employee's own illness, to care for an ill child, or for medical, legal or other personal business reasons which can only be scheduled during business hours. Included in paid time off are bereavement (other than immediate family member, see Bereavement policy), and religious holidays. The employee is to designate the reason for time off on the employee attendance record.

Religious leave is available as Paid Time Off provided the employee has days available. The School Leader should be given at least two weeks advance notice for religious leave. If a PTO day is not available, you will not be paid for religious leave.

The School Leader should be notified of Paid Time Off requests as far in advance as possible.

Regular full-time employees are eligible to accrue PTO. PTO hours begin accruing on your hire date.

Amount of PTO
Regular full-time employees are eligible for one day of PTO for each month of service, accruing from your hire date. PTO time will accrue on a month-to-month basis, to each regular full-time employee. For example, full time teachers earn one PTO day for each month they teach for a total of ten (10) days per year.

Part-time hourly, non-teaching employees are not eligible for PTO benefits.

Part-time teachers are eligible for pro-rated PTO. For example, a teacher working at half-time (or a 50% schedule) is eligible for 50% of the full time PTO which is equivalent to 5 days off.

PTO Policies
Except in the instance of illness or emergencies, all PTO must be scheduled in advance with your School Leader. Every effort will be made to grant your request for PTO at the time you desire. However, PTO cannot interfere with the Academy's operation and therefore must be approved by your School Leader in advance. If any conflicts arise in requests for PTO, preference will be given to the first employee who requests the time off.

PTO will not be granted on the last workday preceding a scheduled school holiday and on the first workday immediately following the last day of a holiday. Exceptions must be requested in writing and must be recommended for approval by the School Leader to the Area Superintendent, who is the final decision maker on such requests for exception.

PTO taken during the last 30 school days must be requested in writing and must be approved by the School Leader. Administrative exceptions must be approved by the Area Superintendent.

Normally, only accrued PTO may be taken. You may not receive advance PTO pay (for time off taken in excess of your PTO accrual balance) without written authorization from your School Leader. Such authorization is at the discretion of your School Leader and must be granted in advance of your time off.

Any amount of advance PTO paid, but not yet accrued at the time of termination of employment, will be deducted from your final paycheck.

If you are on an approved leave of absence for less than thirty (30) days, your PTO eligibility will not be affected. If the leave extends beyond thirty (30) days, PTO will not continue to accrue.

If you choose to leave employment with Choice Schools Associates and have accrued PTO days, you will not be "paid out" or compensated for unused, accrued PTO days.

12 Month Employees: PTO will accrue until the employee has reached a maximum of 12 PTO days. At this point, no further PTO will be accrued until the employee uses PTO time equal to the amount accruable during one month.

8.1.4 Unused PTO for Certified Staff

Full-time, 10 month professionally certified, exempt Choice Schools Associates' employees will be paid $50 per day of unused PTO in the last paycheck for that year. A teacher/counselor/social worker who wishes to receive this benefit is to notify his or her School Leader in writing prior to June 30 of that school year.

8.1.4.5 Unused PTO for all 10 month Staff - PTO ROLLOVER

PTO Rollover is for all full-time 10 month employees. If an full-time employee has unused, accrued PTO days remaining as of June 30, the employee the available PTO days will be rolled over into the following school year, assuming the employee will be returning the following school year. Maximum days a staff member can rollover would be 24 days. If an employee resigns or is terminated the maximum pay-out would be 10 days.

There is still the option for full-time, 10 month professionally certified, exempt Choice Schools Associates' employees to be paid $50 per day of unused PTO in the last paycheck for that school year. A teacher/counselor/social worker who wishes to receive this benefit is to notify his or her School Leader in writing prior to June 30 of that school year otherwise their PTO will be rolled over into the next school year

8.1.5 Vacation for Regular Full-time Employees (12 months)

Vacation is a time for you to rest, relax, and pursue special interests. Choice Schools Associates has provided paid vacation as one of the many ways in which we show our appreciation for your work, knowledge, skills, and talents; all of which contribute to make Choice Schools Associates a leader in its field.

Only regular full-time employees who work for twelve (12) consecutive months are eligible to accrue vacation. Those who only work during the school year, do not receive this benefit. Vacation hours begin accruing on your hire date.

Amount of Vacation
Regular, full-time, twelve-month employees accrue one day of vacation for each month of service. The vacation accrual rate is based on length of employment, as follows:

Years of Employment	Monthly Accrual Rate	Total Accrual Per Year (In Days)
Less than five (5) years	One day per month	12
More than five (5) years	One and one half days per month	18
More than ten (10) years	Two days per month	24

Vacation Policies
Choice Schools Associates will always try to let you use your vacation time as desired, but vacations cannot interfere with the Academy's operation. Therefore, your School Leader must approve your vacation at least two (2) weeks in advance. If any conflicts arise in vacation requests, preference will be given to the employee with the longest length of continuous service.

Normally, only accrued vacation may be taken. You may not receive advance vacation pay (for vacation time taken in excess of your vacation accrual balance) without written authorization from your School Leader. Such authorization is at the discretion of your School Leader and must be granted in advance of your vacation. Any amount of advanced vacation paid, but not yet accrued at the time of termination of employment, will be deducted from your final paycheck.

All vacation time must be taken in half-day increments, unless otherwise authorized in writing. Your School Leader must approve specific vacation dates. Your School Leader has the responsibility to maintain adequate staffing levels and has the authority to limit the approval of vacation requests in order to meet operational needs. Requests will normally be granted as long as your absence will not seriously affect Choice Schools Associates' operations. Usually, only one employee may be out on a vacation day in a department at any one time.

Employees who provide direct services to students will not be permitted to take vacation days on the immediate workday preceding or following a student school calendar scheduled holiday unless prior approval has been received from the Area Superintendent upon recommendation of the School Leader.

If you are on an approved leave of absence for less than 30 days, your vacation eligibility will not be affected. If your approved leave of absence extends beyond 30 days, vacation time will not continue to accrue.

Accumulation Rights
Employees are encouraged to use their vacation to take regular time off each year. If they do not, vacation will accrue until the employee has reached a maximum of 24 vacation days. At this point, no further vacation will be accrued until the employee uses vacation days equal to the amount accruable during one month.

12 Month Employees: PTO will accrue until the employee has reached a maximum of 12 PTO days. At this point, no further PTO will be accrued until the employee uses PTO time equal to the amount accruable during one month.

Exceptions to this policy may be made in unusual circumstances. Each case will be viewed on an individual basis by Choice Schools Associates Vice President.

If an employee resigns or is terminated the maximum pay-out would be 10 days.

8.1.6 Bereavement Leave

In the unfortunate case of the death of an immediate family member, Choice Schools Associates provides each full-time employee up to but not exceeding three (3) additional working days of paid bereavement leave that are not deducted from their PTO or vacation time accrued. The three (3) days need to be taken consecutively and the employee must provide proof of death in the form of either a death certificate, an obituary in a newspaper, or funeral program that proves their relationship to the deceased. Choice Schools Associates understands the deep impact that death can have on an individual or a family, therefore, additional unpaid time off may be granted, based on request, through your Supervisor.

For the purposes of the Bereavement Leave policy, an immediate family member is defined as a spouse, child, sibling, parent, mother-in-law, father-in-law, daughter-in-law, son-in-law, grandparent, grandchild, aunt, uncle, and any minor child living with the employee in the form of guardianship.

8.1.7 Jury Duty Leave

Employees summoned by a court to serve as jurors shall be given a jury leave of absence for the period of their jury duty. For each day, up to a maximum of ten (10) days per year, that an eligible employee serves as juror when the employee otherwise would have worked the employee shall receive pay at their regular rate for their regularly scheduled hours on that day provided that the employee reimburses the Employer the jury pay the employee received from the court less amounts paid for travel and meal expenses. In order to be eligible to receive jury duty pay from the Employer, an employee must:

- Provide the Employer reasonable advanced notice of the time that the employee is required to report for jury duty;
- Provide satisfactory evidence that the employee served as a juror at the summons of the court on the day that the employee claims to be entitled to jury duty pay;
- Return to work promptly after being excused from jury duty service.
- Provide the Employer with substantiation regarding the amount of jury duty pay, travel expenses and meal expenses received from the court for the jury duty service.

8.2 Unpaid Leaves

Occasionally, for medical, personal, or other reasons, you may need to be temporarily released from the duties of your job with Choice Schools Associates. It is the policy of Choice Schools Associates to allow its eligible employees to apply for and be considered for certain specific leaves of absence.

Time off for any reason during a working day will count first against your Paid Time Off days, as appropriate, in half-day or full-day increments. Once you have used all of your accrued Paid Time Off, unless declared excepted, any time off will be without pay. Vacation time can be used with approval of your School Leader or supervisor.

Failure to return to work as scheduled from an approved leave of absence or to inform your School Leader of an acceptable reason for not returning as scheduled will be considered a voluntary resignation of employment.

All requests for leaves of absence shall be submitted in writing to your School Leader. Each request shall provide sufficient detail such as the reason for the leave, the expected duration of the leave, and the relationship of family members, if applicable.

There are several types of unpaid leaves for which you may be eligible.

8.2.1 Family/Medical Leave of Absence (FMLA)

Under the Federal Family and Medical Leave Act, employees who have been employed for at least 12 months and have at least 1,250 hours of service during the immediately preceding 12 month period and work in a worksite where 50 or more employees are employed by Choice Schools Associates within 75 miles of that office or worksite are eligible for leaves of absence for any one, or more, of the following reasons:

1. The birth of a son or daughter, and to care for the newborn child;
2. The placement with the employee of a son or daughter for adoption or foster care;
3. To care for the employee's spouse, son, daughter, or parent with a serious health condition; and
4. Because of a serious health condition that makes the employee unable to perform the functions of his or her job
5. Because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter or parent is a covered military member on active duty (or has been notified of an impending call to active duty) in support of a contingency operation.
6. To care for a covered service member with a serious injury or illness if the employees is the spouse, son, daughter, parent or next of kin of that service member.

An eligible employee is entitled to a total of 12 workweeks of leave during a "rolling" 12-month period measured backward from the date an employee uses any leave. An eligible employee taking leave under "Military Caregiver Leave" shall be entitled to a total of 26 workweeks of leave during a 12 month period to care for that service member and during that 12 month period the an eligible employee shall only be entitled to a total of 26 weeks of combined leave under (a), (b), (c), (d), and (e).

For purposes of leaves under subparagraphs (c) and (d) above, a "serious health condition" means an illness, injury, impairment, or physical or mental condition that involves inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity, or any subsequent treatment in connection with such inpatient care; or (b) continuing treatment by a health care provider. Ordinarily, unless complications arise, the common cold, the flu, ear aches, upset stomach, minor ulcers, headaches other than migraine, routine dental or orthodontia problems and periodontal disease are examples of conditions that do not meet the definition of a serious health condition and do not qualify for FMLA leave. The eligibility standards are further explained by the Family and Medical Leave Act of 1993 (FMLA) and the regulations promulgated under that act.

A. General Provisions
An FMLA leave is an unpaid leave, unless accrued PTO or Vacation days are used during the leave. Depending on the circumstances of the FMLA leave, the employee may be eligible for Short Term Disability that would run concurrent to the FMLA leave. Please see your benefit guide for additional information or contact your HR representative.

All employees requesting FMLA leave must provide verbal or written notice of the need for the leave to the Human Resources department. Within five business days after the employee has provided this notice, the Human Resources Generalist will complete and provide the employee with the DOL Notice of Eligibility and Rights.

When the need for the leave is foreseeable, the employee must provide the employer with at least 30 days notice. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day or the next business day. When the need for FMLA leave is not foreseeable, the employee must comply with the company's usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances.

B. Certification
Choice Schools Associates will require certification for leave to care for the employee's covered family member with a serious health condition or due to leave as a result of the employee's own serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification will be provided using the DOL Certification of Health Care Provider for Employee's Serious Health Condition (http://www.dol.gov/esa/whd/forms/WH-380-E.pdf). Choice Schools Associates will require certification of the qualifying exigency for military family leave. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification of Qualifying Exigency for Military Family Leave (http://www.dol.gov/esa/whd/forms/WH-384.pdf).

Choice Schools Associates will require certification for the serious injury or illness of the covered service member. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of

continuation of leave. This certification will be provided using the DOL Certification for Serious Injury or Illness of Covered Service member (http://www.dol.gov/esa/whd/forms/WH-385.pdf).

In appropriate circumstances, we may require you to be examined by a company-designated physician, at Choice Schools Associates' expense.

C. Notice

In the event of a serious health condition to the employee or his/her child, spouse, or parent, creating a need for unforeseeable family or medical leave, the employee must provide his or her School Leader with notice, as soon as practicable, of any needed time off, and a written doctor's certificate. The certification must include the date on which the health condition occurred, the probable duration of the condition, an estimate of the amount of time you need to be off work to care for the family member or for your own health condition, and confirmation that the nature of the condition warrants you to be away from work to care for yourself or your dependent.

Employees shall be required to give thirty (30) days advance notice in the event of a foreseeable medical treatment. To assist us in arranging work assignments during your absence, we ask that you give us prior notice, to the extent possible, of an expected birth or adoption, as well as an indication, to the extent known, of your expected return date. To facilitate your return to work, we also ask that you provide us with two (2) weeks advance notification of your intended return date. Failure to do so may delay your return date.

D. General Provisions

Leave of absence rights available to you under other sections of our policy shall be counted towards the total time off available under this section.

Upon completion of a leave granted under this section, you shall be reinstated to your original position, or an equivalent one.

If, due to your own medical circumstances, you are no longer able to perform your original job, we will attempt to transfer you to alternate suitable work, if available.

E. Employee Status and Benefits During Leave

1. You must use any accrued vacation or other accrued Paid Time Off, during your family care or medical leave. If the leave is related to your own serious health condition, you must use any accrued leave during your medical leave.
2. While on a leave of absence provided for under this policy, we will continue your group health insurance benefits under the same terms as provided to other employees, for up to a maximum of twelve (12) weeks leave during any one (1) year period. If your leave extends beyond twelve (12) weeks, you shall be offered the opportunity to purchase continuing coverage under state and federal COBRA continuation rules.
3. Other accumulated fringe benefits, if provided by Choice Schools Associates for the employee, shall be preserved at the level accrued as of commencement of the leave, but shall not accrue further during any such leave period.

4. During a period of family or medical leave, you may be eligible for disability pay benefits. Please refer to the applicable plan documents for details on eligibility, benefit amounts, and other particulars.
5. If additional family care or medical leave is required, you must, prior to expiration of the family care or medical leave, submit additional certification to Choice Schools Associates.
6. Should you seek a leave of absence for reasons other than described above, we will evaluate such a request based on particular circumstances present at that time, including but not limited to your current and anticipated work responsibilities, performance, and company needs. Choice Schools Associates reserves the right to refuse such a request at its sole discretion.

On a basis that does not discriminate against employees on FMLA leave, the company may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

8.2.2 Disability (Including Pregnancy) Leave of Absence

Choice Schools Associates may grant an unpaid leave of absence for illness, disability or pregnancy to full-time employees. To request a disability leave of absence from your School Leader, you should submit, or have someone submit for you, a statement of ill health or disability from your doctor. (Pregnancy is treated, for the purposes of this policy, the same as an illness or disability.) An approved disability leave may be granted for up to ninety (90) days. If necessary, you may request extensions in thirty (30) day increments for a maximum of one (1) year. Whenever possible, you are required to give as much notice as possible of your pending need for a disability leave of absence.

In the case of pregnancy, please inform your School Leader as soon as possible of the date you and your doctor anticipate that you will begin your leave. Your job status will be protected in that we will make every effort to hold your position open, or return you to a similar position if one is available, for which you may be qualified.

At the time the disability leave begins, any accrued Paid Time Off will be used. These benefits do not continue to accrue during a leave of more than thirty (30) days. This policy applies to all employees. Your group insurance booklet should be reviewed to determine your insurance coverage during a leave of absence.

Employees who must remain away from work for more than the period of time allowed above will be considered terminated from employment. They are welcome to re-apply subject to Choice Schools Associates' usual hiring policies.

Employees who develop an illness or physical condition that requires medical treatment or restrictions and precautions will be required to submit a physician's statement in order to return to work. This statement must give approval that continued full-time employment in his/her present or similar position will not jeopardize his/her health or the safety of others, in the event she/he continues to work. A similar statement is required upon return from a disability leave.

Should your attendance or job performance suffer during the period preceding and/or following a disability leave, we will accommodate you to the extent provided by law. If you are off on unpaid FMLA leave and are a salaried employee, your salary will be adjusted to account for missed working days.

8.2.3 Military Leave of Absence

Choice Schools Associates is committed to protecting the job rights of employees absent on military leave. In accordance with federal and state law, it is the company's policy that no employee or prospective employee will be subjected to any form of discrimination on the basis of that person's membership in or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied leave, employment, reemployment, promotion or other benefit of employment on the basis of such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised his or her rights under applicable law or company policy. If any employee believes that he or she has been subjected to discrimination in violation of company policy, the employee should immediately contact Human Resources.

Employees taking part in a variety of military duties are eligible for benefits under this policy. Such military duties include leaves of absence taken by members of the uniformed services, including Reservists and National Guard members, for training, periods of active military service, and funeral honors duty, as well as time spent being examined to determine fitness to perform such service. Subject to certain exceptions under the applicable laws, these benefits are generally limited to five years of leave of absence.

Employees requesting leave for military duty should contact Human Resources to request leave as soon as they are aware of the need for leave. For request forms and detailed information on eligibility, employee rights while on leave and job restoration upon completion of leave, contact Human Resources.

8.2.4 Personal Leave of Absence

In special circumstances, Choice Schools Associates may grant a leave for a personal reason, but never for taking employment elsewhere or going into business for yourself. You should request an unpaid personal leave of absence, in writing, from your School Leader. A personal leave of absence must not interfere with the operations of the Academy or Choice Schools Associates. Your School Leader must grant final approval.

A personal leave of absence may be granted for up to 30 days. If your leave is extended for more than 30 days, benefits will no longer continue to accrue. Consult your group insurance booklet to determine your insurance coverage during a leave of absence. Failure to return from a leave at the time agreed will result in termination of employment.

8.3 Accepting Other Employment or Going into Business While on Leave of Absence

If you accept any employment, or go into business while on a leave of absence from Choice Schools Associates, you will be considered to have voluntarily resigned from employment with Choice Schools Associates on the day you began your leave of absence.

8.4 Insurance Premium Payment During Leaves of Absence

Choice Schools Associates will continue to pay its share of insurance premiums for employee coverage and dependent coverage (where applicable) for a maximum of three (3) months while you are on a disability leave of absence. While you are on any other type of unpaid leave of absence from Choice Schools Associates, you will be responsible for paying the total premiums for your coverage and that of your dependents. Failure to do so may result in loss of coverage and possible refusal by the insurance carrier to allow your coverage to be reinstated. Please consult with the Payroll & Benefits Director to set up a payment schedule

SEPARATION OF
EMPLOYMENT.

According to the federal Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1985, in the event of your termination of employment with Choice Schools Associates or loss of eligibility to remain covered under our group health insurance program, you and your eligible dependents may have the right to continued coverage under our health insurance program for a limited period of time at your own expense. Upon termination, you will learn how you can continue your insurance coverage and any other benefits you currently have as an employee who is eligible for continuation. Consult Payroll & Benefits department for additional details.

9.3 Return of Company Property

Any Academy or Choice Schools Associates' property issued to you, such as product samples, computer equipment, keys, parking passes, cellular telephones, iPads, school files or books, school owned supplies, company credit card or similar items of property belonging to the school must be returned to Choice Schools Associates at the time of your termination. You will be responsible for any lost or damaged items. The value of any property issued and not returned may be deducted from your paycheck provided you give consent in writing.

9.4 Visiting the Worksite After Separation of Employment

After separation of your employment due to resignation, termination, non-renewal, or any other circumstance, it is expected that you speak with the Academy School Leader or designated company official for permission to visit the Academy or office. If permission to visit is granted, it is required that you follow all applicable visitor policies including checking in at the school office. If you do not seek permission to visit in advance of your arrival from the Academy School Leader or designated company official, you may be considered a trespasser and appropriate law enforcement may be contacted.

If your child remains enrolled in the Academy after separation of your employment, you must follow all Academy visitor policies that pertain to parents and guardians.

9.5 Reemployment of Former Employees

Depending on the circumstances, Choice Schools Associates may consider a former employee for re-employment. Such applicants are subject to Choice Schools Associates' usual pre-employment procedures. To be considered, an applicant must have been in good standing at the time of his or her previous termination of employment with Choice Schools Associates. If employment was more than one year prior to re-application, re-fingerprinting will be required.

9.6 Reinstatement of Benefits (Bridging)

If you were an employee of Choice Schools Associates with at least 12 months of continuous employment, and were re-hired within 12 months of your termination date to a similar position, you will

be eligible to continue your benefits at the level you enjoyed at the time of your termination of previous employment with Choice Schools Associates.

9.7 Exit Interviews

In a resignation situation, Choice Schools Associates' management reserves the right to conduct an exit interview to discuss your reasons for leaving and any other impressions that you may have about Choice Schools. During the exit interview, you can provide insights into areas for improvement that Choice Schools Associates can make. Every attempt will be made to keep all information confidential. The choice to conduct an exit interview is at the discretion of Choice Schools Associates. An exit interview is not conducted in all cases of resignation.

9.8 Post-Employment Inquiries

Choice Schools Associates does not respond to oral requests for references. In the event your employment with Choice Schools Associates is terminated, either voluntarily or involuntarily, a Human Resources representative may offer information on job title(s) held, dates of employment, and earnings at termination will be shared with potential employers.

As an employee of Choice Schools Associates, do not under any circumstances respond to any requests for information regarding another employee unless it is part of your assigned job responsibilities. If it is not, please forward the information request to your School Leader.

9.9 Benefits

If a 12-month employee resigns or is terminated from his or her position, the benefits will expire the same day as the termination or resignation date unless otherwise agreed to in writing. If the offer of employment for a ten-month employee is not being renewed for the following school year, employee benefits expire on August 31 of that year as long as the employee is being paid through August of that school year.

SAFETY.

Compliance with these safety rules is considered a condition of employment. Therefore, it is a requirement that each School Leader make the safety of employees, students, and guests an integral part of her or his regular management functions. It is also the responsibility of each employee to accept and follow established safety regulations and procedures and to make the safety of employees, students, and guests an integral part of his or her responsibilities.

Choice Schools Associates strongly encourages you to communicate with your School Leader regarding safety issues.

10.2 Reporting Safety Issues

All accidents, injuries, potential safety hazards, safety suggestions and health and safety related issues must be reported immediately to your School Leader. If you or another employee is injured, you should contact outside emergency response agencies, if needed. If an injury does not require medical attention, an Employee Report of Accident Form must still be completed in case medical treatment is later needed and to insure that any existing safety hazards are corrected. The Employee's Claim for Worker's Compensation Benefits Form must be completed in all cases in which an injury requiring medical attention has occurred.

Federal law (Occupational Safety and Health Administration) requires that we keep records of all illnesses and accidents that occur during the workday. The Michigan State Workers' Compensation Act also requires that you report any workplace illness or injury, no matter how slight. If you fail to report an injury, you may jeopardize your right to collect workers' compensation payments as well as health benefits. OSHA also provides for your right to know about any health hazards that might be present on the job. Should you have any questions or concerns, contact your School Leader for more information.

10.3 Exposure Control Plan – Bloodborne Pathogens

Choice Schools Associates' Bloodborne Pathogens Exposure Control Plan was developed to minimize or eliminate employee occupational exposure to blood or certain other bodily fluids. The plan is located in the school office. The plan provides information regarding the following:

The plan defines blood-borne pathogens, mainly Hepatitis B (HBV) and Human Immunodeficiency Virus (HIV), including information regarding symptoms and how such diseases can be transmitted in the workplace.
An exposure to blood-borne pathogens is defined as a specific skin, eye, mucous membrane or parenteral contact with blood or other potentially infectious materials resulting from the performance of any employee's duties.

Specific procedures should be used in order to reduce exposure to blood-borne pathogens. These include using protective items such as puncture proof containers for disposing of sharp items, cleaning, etc., and using disinfecting solution for cleaning contaminated areas. Work practices that can prevent transmission of disease such as effective hand washing should be used. Finally, disposal procedures for contaminated materials should be followed for example; contaminated first aid items should be sealed in a zip-lock bag before disposal.

Any exposure incident must be documented as described in the Health and Safety Manual. In addition, the Hepatitis B vaccine is available at no cost to the employee if there is an exposure.

Choice Schools Associates requires that all employees certify their training in blood-borne pathogens annually.

10.4 Entering and Leaving the Premises

At the time you are hired, you will be advised about the proper entrances and exits for our employees, as well as unauthorized areas, if any. Our insurance company prohibits unescorted or unauthorized visitors in our facilities. If you are expecting visitors, such as parents, friends, or volunteers, please notify your School Leader. You are expected to abide by these rules at all times. Failure to do so will lead to disciplinary action.

10.5 Security Checks

Choice Schools Associates may exercise its right to inspect all packages and parcels entering and leaving our premises.

10.6 Parking Lot

You are encouraged to use the parking areas designated for our employees. Please keep in mind that the parking spaces in front of our building(s) are for parents and visitors. Remember to lock your car every day and park within the specified areas.

Courtesy and common sense in parking will help eliminate accidents, personal injuries, damage to your vehicle and to the vehicles of other employees. If you should damage another car while parking or leaving, immediately report the incident, along with the license numbers of both vehicles and any other pertinent information you may have, to your School Leader.

Choice Schools Associates cannot be and is not responsible for any loss, theft or damage to your vehicle or any of its contents.

10.7 Safety Rules

Safety is everybody's business. Safety is to be given primary importance in every aspect of planning and performing all Choice Schools Associates activities. We want to protect you against job-related injury and illness, as well as minimize the potential loss of performance.

Below are some general safety rules to assist you in making safety a regular part of your work. Your School Leader may post other safety procedures in your department or work area.

If you are ever in doubt regarding the safe way to perform a task, please do not proceed until you have consulted your School Leader. Employees will not be asked to perform any task that may be dangerous

to their health, safety or security. If you feel a task may be dangerous, inform your School Leader at once.

We strongly encourage employee participation and your input on health and safety matters. Please obtain a Safety Suggestion Form from your School Leader l for this purpose. Employees may report potential hazards and make suggestions about safety without fear of retaliation. We appreciate, encourage and expect this type of involvement! The success of the safety program relies on the participation of all employees. Though it is Choice Schools Associates' responsibility to provide for the safety, health and security of its workers during working hours, it is the responsibility of each employee to abide by the rules, regulations and guidelines set forth and to share responsibility for safe, healthy, and secure work conditions.

10.7.1 Working Safely

Safety is everyone's responsibility. Remind your co-workers about safe work methods. Start work on any machine only after safety procedures and requirements have been explained. Immediately report any suspected hazards and all accidents to your School Leader.

10.7.2 Lifting

Ask for assistance when lifting heavy objects or moving heavy furniture. Bend your knees, get a firm grip on the object, hold it close to your body and space your feet for good balance. Lift using your stronger leg muscles, not your weaker back muscles.

10.7.3 Materials Handling

Do not throw objects. Always carry or pass them. Use flammable items, such as cleaning fluids, with caution. Also, stack materials only to safe heights.

10.7.4 Trash Disposal

Keep sharp objects and dangerous substances out of the trashcan. Items that require special handling should be disposed of in approved containers.

10.7.5 Cleaning Up

To prevent slips and tripping, clean up spills and pick up debris immediately.

10.7.6 Preventing Falls

Keep aisles, work places and stairways clean, clear and well lighted. Walk, don't run. Watch your step.

10.7.7 Handling Tools

Exercise caution when handling objects and tools. Do not use broken, defective or greasy tools. Use tools for their intended purpose only. Wear safety glasses or goggles whenever using a power tool.

10.7.8 Falling Objects

Store objects and tools where they won't fall. Do not store heavy objects or glass on high shelves.

10.7.9 Work Areas

Keep cabinet doors and file and desk drawers closed when not in use. Remove or pad torn, sharp corners and edges. Keep drawers closed. Open only one drawer at a time.

10.7.10 Using Ladders

Place ladders securely. Do not stand on boxes, chairs or other devices not intended to be used as ladders.

10.7.11 Machine Guards

Keep guards in place at all times. Do not clean machinery while it is running. Lock all disconnect switches while making repairs or cleaning.

10.7.12 Personal Protective Equipment

Always wear or use appropriate safety equipment as required in your work. Wear appropriate personal protective equipment, like shoes, hats, gloves, goggles, spats and hearing protectors when working on a project that is potentially hazardous.

10.7.13 Electrical Hazards

Do not stand on a wet floor while using any electrical apparatus. Keep extension cords in good repair. Don't make unauthorized connections or repairs. Do not overload outlets.

10.7.14 Fire Extinguishers

Know where fire extinguishers are and how to use them.

10.7.15 First Aid Kits

Know where your classroom first aid kit is located and know how to use it. Other referrals for first aid should be made to the School Leader.

10.7.16 Report Injuries

Immediately report all injuries of all types to students, staff, parents, or visitors, no matter how slight, to your School Leader.

10.8 Weapons

Choice Schools Associates believes it is important to establish a clear policy that addresses weapons in the workplace. Specifically, Choice Schools Associates prohibits all persons who enter company or school property from carrying a handgun, firearm, knife, or other prohibited weapon of any kind regardless of whether the person is licensed to carry the weapon or not. The only exception to this policy will be police officers, security guards or other persons who have been given written consent by Choice Schools Associates to carry a weapon on the property.

Any employee disregarding this policy will be subject to immediate termination.

10.9 Fire Prevention

Know the location of the fire extinguisher(s) in your area and make sure they are kept clear at all times. Notify your School Leader if an extinguisher is used or if the seal is broken. Keep in mind that extinguishers that are rated ABC can be used for paper, wood, or electrical fires. Make sure all flammable liquids, such as alcohol, are stored in approved and appropriately labeled safety cans and are not exposed to any ignition source.

10.9.1 In Case of Fire

If you are aware of a fire, you should:

- Evacuate all students and guests from the building to a safe area.
- Dial 911 or the local fire department.
- If possible, immediately contact your School Leader. Evacuate everyone from the area.
- If the fire is small and contained, locate the nearest fire extinguisher. This should only be attempted by employees who are knowledgeable in the correct use of fire extinguishers.
- If the fire is getting out of control or is out of control, leave the area immediately. No attempt should be made to fight the fire.

When the fire department arrives, direct the crew to the fire. Do not re-enter the building until directed to do so by the fire department.

10.9.2 Fire Drills

A fire drill for everyone on school property will be held monthly. Everyone is to evacuate the building and proceed in an orderly manner to designated areas of the school grounds. The teacher and/or supervising adult are to account for the presence (whereabouts) of everyone assigned to him or her.

The fire evacuation layout must be posted in a conspicuous place in every room in the building, typically inside the doorway.

10.10 Emergency Evacuation

If you are advised to evacuate the building, you should:

- Stop all work immediately. Contact outside emergency response agencies, if needed.
- Shut off all electrical equipment and machines, if possible.
- Walk to the nearest exit, including emergency exit doors.
- Exit quickly, but do not run. Do not stop for personal belongings.
- Proceed, in an orderly fashion, to a parking lot near the building. Be present and accounted for during roll call. Do not re-enter the building until instructed to do so.

Emergency evacuation drills will be scheduled according to the law. The emergency evacuation drill layout must be posted in a conspicuous place in every room, usually at the doorway inside the room.

10.11 Housekeeping

Neatness and good housekeeping are signs of efficiency. You are expected to keep your work area neat and orderly at all times – it is a required safety precaution.

If you spill a liquid, clean it up immediately. Do not leave tools, materials, or other objects on the floor that may cause others to trip or fall. Keep aisles, stairways, exits, electrical panels, fire extinguishers, and doorways clear at all times.

Easily accessible trash receptacles and recycling containers are located throughout the building. Please put all litter and recyclable materials in the appropriate receptacles and containers. Always be aware of good health and safety standards, including fire and loss prevention.

Please report anything that needs repairing or replacing to your School Leader immediately.

10.12 Office Safety

Office areas present their own safety hazards. Please be sure to:

- Leave desk, file or cabinet drawers firmly closed when not in use.
- Open only a single drawer of a file cabinet at a time.
- Arrange office space to avoid tripping hazards, such as telephone cords or calculator and computer system electrical cords.
- Remember to lift things carefully and to use proper lifting techniques.

10.13 Property and Equipment Care

It is your responsibility to be familiar with the proper use and operation of the machines needed to perform your duties. Good care of any machine that you use during the course of your employment, as

well as the conservative use of supplies, will benefit you and Choice Schools Associates. If you find that a machine is not working properly or in any way appears unsafe, please notify your School Leader immediately so that repairs or adjustments may be made. Under no circumstances should you start or operate a machine you believe is unsafe, nor should you adjust or modify the safeguards provided.

Do not attempt to use any machine or equipment you do not know how to operate, or if you have not completed training on the proper use of the machine or equipment.

10.14 Restricted Areas

In the interest of safety and security, certain portions of Choice Schools Associates' facilities may be restricted to authorized personnel only. Such areas will be clearly marked. All areas are designated no smoking areas.

10.15 Safety Rules When Operating Machines and Equipment

When operating machines and equipment, please be sure to follow these procedures:

- Make sure machine guards are in place while machines are in operation.
- Remove loose clothing, jewelry or rings before operating machinery.
- Wear steel toe shoes and prescription eye protection to start the job, if required.

Your School Leader will issue required personal protective equipment, except for prescription glasses and steel toe shoes, to you.

We will continue to provide a clean, safe and healthy place to work and we will provide the best equipment possible. You are expected to work safely, to observe all safety rules and to keep the premises clean and neat. Remember that carelessly endangering yourself or others may lead to disciplinary action, including possible termination.

10.16 Hazardous Materials

Employees must obtain advance approval from the School Leader to use hazardous materials on school property. Should an employee have a question about a material being considered hazardous, you should direct the question to, and gain approval of the Area Superintendent prior to use of the material.

10.17 Keys

Employees are issued keys to areas of their respective assignments. School keys are not to be loaned to anyone. They are the sole responsibility of the employee and the school. Under no circumstances are students to be given keys and asked to do something. Should something happen to the building or to another person due to failure to follow this key policy, the employee will be responsible for property damage, for bodily harm, and for re-keying the building.

Keys are to be returned at termination of employment or at the end of each work/school year.

10.18 Security

Maintaining the security of Choice Schools Associates' buildings and vehicles is every employee's responsibility. Develop habits that insure security as a matter of course. For example:

- Always keep cash properly secured. If you are aware that cash is insecurely stored, immediately inform the person responsible.
- Know the location of all alarms and fire extinguishers, and familiarize yourself with the proper procedure for using them, should the need arise.
- When you leave Choice Schools Associates' premises make sure that all entrances are properly locked and secured.
- Do not leave personal property at work and do not leave personal items unattended. Choice Schools Associates does not assume liability for loss, damage, or theft of an employee's personal property on school premises.

Choice Schools Associates reserves the right to inspect all personal areas on school premises, including without limitation, employee desks and workspaces and company vehicles, without notice, to search for controlled substances or other items that should not be kept on school premises.

10.19 Drug-Free Workplace Policy

Choice Schools Associates is a community in which responsibilities and freedoms are governed by policies and codes of behavior including penalties for violations of these standards as stated in your Employee Manual. Choice Schools Associates has a standard of conduct that prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by employees on Choice Schools Associates' site and/or client sites or as a part of Choice Schools Associates' activities. Choice Schools Associates will impose disciplinary sanctions on employees ranging from educational and rehabilitation efforts, up to and including expulsion or termination of employment and referral for prosecution for violations of the standards of conduct. Each situation will be looked at on a case-by-case basis.

It is the goal of Choice Schools Associates to maintain a drug and alcohol free workplace. To that end, and in the spirit of the Drug-Free Workplace Act of 1988, Choice Schools Associates has adopted the following policies:

1. The unlawful manufacture, possession, distribution, or use of controlled substances (including marijuana) or the possession, distribution, or use of alcohol is prohibited in the workplace.
2. Employees who violate this prohibition are subject to corrective or disciplinary action as
3. deemed appropriate, up to and including termination.
4. As an on-going condition of employment, employees are required to abide by this
5. prohibition and to notify, in writing and within five (5) days of the violation, his or her School
6. Leader of any criminal drug statute conviction they receive.
7. If an employee receives such a conviction, Choice Schools Associates shall take appropriate disciplinary action against the employee, up to and including termination.
8. Choice Schools Associates provides information about drug counseling and treatment
9. through the Employee Assistance Program.

10. Choice Schools Associates reserves the right to search and inspect for the maintenance of a safe workplace.

Bus Driver Drug Policy
An employee's initial offer of employment for a job entailing a bus driver position is conditioned upon Choice Schools Associates receiving a negative drug test result for that employee. The drug and alcohol testing is to be conducted by a laboratory certified pursuant to the most recent guidelines issued by the United States Department of Health and Human Services for such facilities. ("Mandatory Guidelines for Federal Workplace Drug Testing Programs").

Requirements
Employees shall be drug and alcohol free from the time the employee is required to be ready to work until the employee is relieved from the responsibility for performing the work. In addition to the testing required as an initial condition of employment, employees shall submit to subsequent drug tests as required by law and/or regulation. Subsequent testing includes, and/or is triggered by, but is not limited to:

1. Random tests;
2. Testing in conjunction with an accident;
3. Receiving a citation for a moving traffic violation; and
4. Reasonable suspicion.

Drivers who exhibit signs of violating the prohibitions of this policy relating to alcohol and/or controlled substances, who refuse to take a required drug or alcohol test, refuse to sign the request for information required by law, or who exceed the acceptable limits for the respective tests will be disciplined, up to and including termination.

10.20 Violence in the Workplace Policy

Choice Schools Associates has adopted a policy prohibiting workplace violence. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, and/or coercion, which involve or affect Choice Schools Associates or which occur on Choice Schools Associates' property will not be tolerated.

Acts or threats of violence include conduct which is sufficiently severe, offensive, or intimidating to alter the employment conditions at Choice Schools Associates, or to create a hostile, abusive, or intimidating work environment for one or several employees. Examples of workplace violence include, but are not limited to, the following:

1. All threats or acts of violence occurring on Choice Schools Associates' premises, regardless of the relationship between Choice Schools Associates and the parties involved.
2. All threats or acts of violence occurring off Choice Schools Associates' premises involving someone who is acting in the capacity of a representative of Choice Schools Associates.

Specific examples of conduct which may be considered threats or acts of violence include, but are not limited to, the following:

1. Hitting or shoving an individual.
2. Threatening an individual or his/her family, friends, associates, or property with harm.
3. Intentional destruction or threatening to destruct Choice Schools Associates' property.
4. Making harassing or threatening phone calls, sending harassing or threatening text messages and/or posting harassing or threatening comments on blogs or social networking websites.
5. Harassing surveillance or stalking (following or watching someone).
6. Unauthorized possession or inappropriate use of firearms or weapons.

Choice Schools Associates' prohibition against threats and acts of violence applies to all persons involved in Choice Schools Associates' operation, including but not limited to personnel, contract, and temporary workers and anyone else on Choice Schools Associates' property. Violations of this policy by any individual on Choice Schools Associates property will lead to disciplinary action, up to and including termination and/or legal action as appropriate.

Every employee is encouraged to report incidents of threats or acts of physical violence of which he/she is aware. The report should be made to your School Leader.

10.21 Corporal Punishment

In accordance with the Revised School Code Act 451 of 1976 as most recently amended by Public Act 6 of 1992, Choice Schools Associates prohibits any employee, volunteer, or contractor from inflicting corporal punishment upon any student and from causing corporal punishment to be inflicted upon a student under any circumstances. Corporal punishment is defined as "the deliberate infliction of physical pain by hitting, paddling, spanking, slapping, or any other physical force as a means of discipline."

However, a school employee, volunteer, or contractor may use reasonable physical force upon a student as necessary to maintain order and control for the purpose of providing an environment conductive to safety and learning. This type of conduct will result in immediate termination of the employee, regardless of position.

Reasonable physical force may be used as follows:

- To restrain or remove a student whose behavior is interfering with the orderly exercise and performance of school functions if the student has refused to cease from further disruption.
- To act in self-defense or the defense of others.
- To prevent the infliction of harm on the student or another person.
- To quell a disturbance that threatens physical injury to any person.
- To obtain possession of a weapon or dangerous object from a student.

- To protect property.

The use of such reasonable physical force is protected by the Michigan governmental immunity statute and the person using it in a school-related setting will not be liable for damages in a civil lawsuit.

A list of "Alternative to Corporal Punishment" shall be distributed along with this policy to each employee, volunteer and contractor of Choice Schools Associates.

Violation of the policy may result in discipline of the employee, volunteer or contractor, up to and including dismissal from employment. This policy should comply and be consistent with Public Act 6 of 1992.

10.22 Abuse/Endangerment of Students

Choice Schools Associates absolutely forbids any form of verbal or physical abuse, including unnecessary or unwanted physical contact with students. Additionally, no staff member may permit a parent or guardian to physically abuse or discipline a child on school premises. This type of conduct will result in immediate termination of the employee, regardless of position.

Endangering the well-being or safety of students, including leaving a classroom unsupervised, will result in termination.

Mandated Reporters
Social Workers, School Counselors, Psychologists, School Nurses, Teachers and School Administrators Social Service Technician, Child Care Worker or any employee of an organization or entity that, as a result of federal funding statutes are considered mandatory reporters and are required by law to make an oral report within 24 hours of suspected child abuse or neglect to the Department of Human Services. The verbal report can be completed by calling toll free (800) 942-4357 or calling the local county DHS office's child protected services unit. Within 72 hours of the oral report being made to the Department of Human Services, the reporting person shall file a written report using form DHS-3200 to the Department of Human Services using the Report of Actual or Suspected Child Abuse or Neglect Form. If the reporting person is not the School Administrator, the reporter is required by law to make the School Leader aware & provide a copy of the report but is ultimately personally responsible for the report being made. If a mandated reporter is dissatisfied with the response by the CPS intake worker, he or she may contact the Mandated Reporter Hotline at (877) 277-2585.

Any school employee who does not fall under the list of mandated reporters may make a report directly to DHS but must make their School Leader aware within a 24 hour period of reporting.

The Child Protection Law protects the identity of the person who makes the complaint unless the individual waives that right or the court orders the name to be released. Likewise, a person making a good faith report is protected from civil and criminal prosecution and cannot be penalized for making the report or cooperating with a CPS investigation.

No staff member is to clean a soiled child without a same gender as the student second staff member designated by the School Leader or childcare director. The School Leader must be notified immediately if a child must be changed and parents should be notified within the same day.

10.23 Smoking

This school is a “No Smoking” facility. Smoking and/or use of tobacco products and e-cigarettes are not permitted on school property (buildings and grounds). Employees seen smoking on school grounds, including in their cars, will be given an oral reminder of this policy and will start the three step disciplinary process culminating in termination or voluntary resignation as outlined in this Employee Manual.

COMMUNICATIONS
AND TECHNOLOGY.

On occasion, you may be asked to attend a company-sponsored meeting. If this is scheduled during your regular working hours, your attendance is required. If you are a non-exempt employee, and attend a meeting held during your non-working hours, you will be paid for the time you spend at the meeting.

11.2 Social Networking Policy

Choice Schools Associates takes no position on your decision to start or maintain a blog or participate in other social networking activities. However, it is the right and duty of the company to protect itself from unauthorized disclosure of information. Choice Schools Associates' social networking policy includes rules and guidelines for company – authorized social networking and personal social networking and applies to all employees.

11.2.1 General Provisions

Blogging or other forms of social media or technology include, but are not limited to, video or wiki postings, sites such as Facebook and Twitter, chat rooms, personal blogs or other similar forms of online journals, diaries or personal newsletters not affiliated with Choice Schools Associates.

11.2.2 Employer Monitoring

Employees are cautioned that they should have no expectation of privacy while using the Internet. Your postings can be reviewed by anyone, including Choice Schools Associates. Choice Schools Associates reserves the right to monitor comments or discussions about the company, its employees, and the industry, posted on the Internet by anyone, including employees and non-employees. Choice Schools Associates uses blog-search tools to monitor forums such as blogs and other types of personal journals, diaries, personal and business discussion forums, and social networking sites. Employees are cautioned that they should have no expectation of privacy while using company equipment or facilities for any purpose, including authorized blogging.

Choice Schools Associates reserves the right to use content management tools to monitor, review or block content on company blogs that violate company blogging rules and guidelines.

11.2.3 Reporting Violations

Choice Schools Associates requests and strongly urges employees to report any violations or possible or perceived violations to the Chief Communications Officer.

11.2.4 Discipline for Violations

Choice Schools Associates investigates and responds to all reports of violations of the social networking policy and other related policies. Violation of the company's social networking policy will result in disciplinary action up to, and including immediate termination. Discipline or termination will be

determined based on the nature and factors of any blog or social networking post. Choice Schools Associates reserves the right to take legal action where necessary against employees who engage in prohibited or unlawful conduct.

11.2.5 Authorized Social Networking

The goal of authorized social networking and blogging is to become a part of the industry conversation and promote the specific school and/or Choice Schools Associates. Authorized social networking and blogging is used to convey information to promote and raise awareness of the Choice Schools Associates brand or specific school brand, and to increase overall communication amongst specific parties.

When social networking, blogging or using other forms of web-based forums, Choice Schools Associates must ensure that use of these communications maintains our brand identity, integrity and reputation while minimizing actual or potential legal risks, whether used inside or outside the workplace.

11.2.6 Personal Blogs

Choice Schools Associates respects the right of employees to write blogs and use social networking sites and does not want to discourage employees from self-publishing and self-expression. Employees are expected to follow the guidelines and policies set forth to provide a clear line between you as the individual and you as the employee.

Choice Schools Associates respects the right of employees to use blogs and social networking sites as a medium of self--expression and public conversation and does not discriminate against employees who use these media for personal interests and affiliations or other lawful purposes.

Bloggers and commenters are personally responsible for their commentary on blogs and social networking sites. Bloggers and commenters can be held personally liable for commentary that is considered defamatory, obscene, proprietary or libelous by any offended party, not just Choice Schools Associates.

Employees cannot use employer-owned equipment, including computers, company-licensed software or other electronic equipment, nor facilities or company time, to conduct personal bogging or social networking activities.

Employees cannot use blogs or social networking sites to harass, threaten, discriminate or disparage against employees or anyone associated with or doing business with Choice Schools Associates.

If you choose to identify yourself as a Choice Schools Associates employee, please understand that some readers may view you as a spokesperson for Choice Schools Associates. Because of this possibility, we ask that you state that your views expressed in your blog or social networking area are your own and not those of the company, nor of any person or organization affiliated or doing business with Choice Schools Associates.

Employees cannot post on personal blogs or other sites the name, or logo of Choice Schools Associates or any business with a connection to Choice Schools Associates. Employees cannot post company-privileged information, including copyrighted information or company-issued documents.

Employees cannot link from a personal blog or social networking site to Choice Schools Associates' internal or external web site.

If contacted by the media or press about their post that relates to Choice Schools Associates business, employees are required to speak with the Chief Communications Officer before responding.

If you have any questions relating to this policy, your personal blog or social networking, ask Choice Schools Associates' Chief Communications Officer.

11.3 Acceptable Use Policy of Technology Resources

Choice Schools Associates makes every effort to provide the best available technology to those performing services for Choice Schools Associates. In this regard, Choice Schools Associates has installed, at substantial expense, equipment such as computers, electronic mail, and voice mail. This policy is to advise those who use our business equipment on the subject of access to and disclosure of computer-stored information, voice mail messages and electronic mail messages created, sent or received by Choice Schools Associates' employees with the use of Choice Schools Associates' equipment.
This policy also sets forth policies on the proper use of technology resources provided by Choice Schools Associates. Technology Resources are any type of instrument, device, machine, equipment, technology, or software that is capable of transmitting, acquiring, or intercepting, any telephone, electronic, data, internet, audio, video, or radio transmissions, signals, telecommunications, or services, and include without limitation (1) internal and external network infrastructure, (2) Internet and network access, (3) computers, (4) servers, (5) storage devices, (6) peripherals, (7) software, and (8) messaging or communication systems.

In exchange for the use of the District's Technology Resources either at school or away from school, you understand and agree to the following:

A) Your use of the District's Technology Resources is a privilege that may be revoked by the Academy or Choice Schools Associates at any time and for any reason.
B) You have no expectation of privacy when using the Academy's Technology Resources. The Academy and Choice Schools Associates reserves the right to monitor and inspect all use of its Technology Resources, including, without limitation, personal e-mail and voice-mail communications, computer files, data bases, web logs, audit trails, or any other electronic transmissions accessed, distributed, or used through the Technology Resources. The Academy also reserves the right to remove any material from the Technology Resources that the Academy and Choice Schools Associates, at its sole discretion, chooses to, including, without limitation, any information that the Academy determines to be unlawful, obscene, pornographic, harassing, intimidating, disruptive, or that otherwise violates this Agreement.
C) The Technology Resources do not provide you a "public forum". You may not use the Technology Resources for commercial purposes or to support or oppose political positions or candidates.

D) The Academy's Technology Resources are intended for use only by registered users. You are responsible for your account/password and any access to the Technology Resources made using your account/password. Any damage or liability arising from the use of your account/password is your responsibility. Use of your account by someone other than you is prohibited and may be grounds for suspension from the Technology Resources and other disciplinary consequences for both you and the person(s) using your account/password.

E) You may not use the Technology Resources to engage in bullying, which is defined as: Any written, verbal, or physical act, or any electronic communication, that is intended or that a reasonable person would know is likely to harm one or more pupils either directly or indirectly by doing any of the following:
   a) Substantially interfering with educational opportunities, benefits, or programs of one or more pupils;
   b) Adversely affecting the ability of a pupil to participate in, or benefit from, the educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress;
   c) Having an actual and substantial detrimental effect on a pupil's physical or mental health; or
   d) Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Use of other communication/messaging devices (including devices not owned by the District) to engage in bullying may be grounds for discipline under the Academy's Code of Student Conduct and/or building Student Handbook.

Cyberbullying means any electronic communication that is intended or that a reasonable person would know is likely to harm 1 or more pupils either directly or indirectly by doing any of the following:
   a) Substantially interfering with educational opportunities, benefits, or programs of 1 or more pupils.
   b) Adversely affecting the ability of a pupil to participate in or benefit from the school district's or public school's educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress.
   c) Having an actual and substantial detrimental effect on a pupil's physical or mental health.
   d) Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

F) If you misuse the Technology Resources, your access to the Technology Resources may be suspended and you may be subject to other disciplinary action, up to and including termination. Misuse includes, but is not limited to:
   a) Accessing or attempting to access material that is "harmful to minors." Material that is "harmful to minors" includes any picture, image, graphic image file, or other visual depiction that (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole lacks serious literary, artistic, political, or scientific value as to minors.
   b) Accessing or attempting to access material that is unlawful, obscene, pornographic, profane, or vulgar.
   c) Accessing or attempting to access material that is inappropriate for minors.

d) Bullying (as defined in paragraph E).
e) Sexting, which includes, without limitation, possessing, sending, or distributing nude, sexually explicit, or sexually suggestive photographs, videos, or other visual depictions of yourself or another person.
f) Vandalism, which includes, without limitation, any malicious or intentional attempt to harm, steal, destroy, or disrupt user data, school material, or school hardware or software.
g) Hacking, which includes, without limitation, gaining or attempting to gain access to, modifying, or obtaining copies of, information belonging to others or information you are not authorized to access.
h) Unauthorized copying or use of licenses or copyrighted software.
i) Plagiarizing, which includes the unauthorized distributing, copying, using, or holding out as your own, material that was written or created by someone else, without permission of, and attribution to, the author/creator.
j) Posting or distributing confidential or inappropriate information meant to harass, intimidate, or embarrass others.
k) Allowing someone else to use your account or password or not preventing unauthorized access to Technology Resources when leaving them unattended.
l) Using or soliciting the use of, or attempting to use or discover the account information or password of, another user.
m) Attempting to or successfully disabling security features, including technology protection measures required under the Children's Internet Protection Act ("CIPA").
n) Misusing equipment or altering system software without permission.
o) Commercial for-profit activities, advertising, political lobbying, or sending mass mailings or spam.
p) Using the Technology Resources in any way that violates any federal, state, or local law or rule, or the Academy's Code of Conduct and/or building Handbook.

G) You must promptly disclose to your School Leader or Choice designated representative any content you view or receive over the Technology Resources that is inappropriate or that makes you feel uncomfortable, harassed, threatened, or bullied, or that contains sexually explicit content. You should not delete such content until instructed to do so by your supervisor.
H) The Academy and Choice Schools Associates does not warrant or guarantee that its Technology Resources will meet any specific requirement, or that they will be error free or uninterrupted; nor will the Academy and Choice Schools Associates be liable for any damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the Technology Resources.
I) You are responsible for the proper use of the Technology Resources and will be held accountable for any damage to, or replacement of, the Technology Resources caused by your inappropriate use.

Incidental and occasional personal use of company and school computers and our voice mail and electronic mail systems are permitted, but information and messages stored in these systems will be treated no differently from other business-related information and messages, as described below.

The use of the electronic mail system may not be used to solicit for commercial ventures, religious or political causes, outside organizations, or other non-job-related solicitations. Furthermore, the electronic mail system is not to be used to create any offensive or disruptive messages. Any messages

which contain sexual implications, racial slurs, gender-specific comments, or any other comments that offensively address someone's age, sexual orientation, religious or political beliefs, national origin, or disability. In addition, the electronic mail system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization.

Although Choice Schools Associates may provide certain codes or passwords to restrict access to computers, audio recording devices, voice mail and electronic mail to protect these systems against external parties or entities obtaining unauthorized access, employees should understand that these systems, and all computer information, voice mail and electronic mail messages are company records and company property.

Choice Schools Associates also needs to be able to respond to proper requests resulting from legal proceedings that call for electronically stored evidence. Therefore, Choice Schools Associates must, and does, maintain the right and the ability to enter into any its Technology Resources and to inspect and review any and all data recorded in those systems. Because Choice Schools Associates reserves the right to obtain access to all voice mail and electronic mail messages left on or transmitted over these systems, employees should not assume that such messages are private and confidential or that Choice Schools Associates or its designated representatives will not have a need to access and review this information. Individuals using Choice Schools Associates business equipment should also have no expectation that any information stored on their computers — whether the information is contained on a computer hard drive, computer disks or in any other manner — will be private.

Choice Schools Associates has the right to, but does not regularly monitor voice mail or electronic mail messages. Choice Schools Associates will, however, inspect the contents of computers, voice mail or electronic mail in the course of an investigation triggered by indications of unacceptable behavior or as necessary to locate needed information that is not more readily available by some other less intrusive means.

Given Choice Schools Associates' right to retrieve and read any electronic mail messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient.

Choice Schools Associates' Vice President will review any request for access to the contents of an individual's computer, voice mail, or electronic mail prior to access being made without the individual's consent.

Any employee who violates this policy or uses the electronic communication systems and/or audio recording devices for improper purposes may be subject to discipline, up to and including termination.

11.4 Personal Cellular Phones/Tablets

While at work employees are expected to exercise the same discretion in using personal cellular phones and tablets as is expected for the use of company phones. Excessive personal calls and/or text messaging during the workday, regardless of the phone used, can interfere with employee productivity and be distracting to others. Employees are encouraged to make any other personal calls and/or send

text messages on non-work time where possible and to ensure that friends and family members are aware of this policy. Company and/or Academy employees may be reimbursed for use of privately owned cellular telephones to conduct company and/or Academy business with prior approval of the Vice President.

Choice Schools Associates will not be liable for the loss of personal cellular phones or tablets brought into the workplace.

11.5 Personal Use of Company-Provided Cellular Phones/Tablets

Where job or business needs demand immediate access to an employee the company may issue a business cell phone or tablet to an employee to specifically carry out company/Academy business when other means of communication are not readily available. Cellular telephones may not be used for routine communications or when a less costly alternative is readily available, unless as otherwise necessary for safety or emergency circumstances. Use of company owned cell phones or tablet devices for personal use is highly discouraged. Cellular telephones are not to be used for conversations involving company and/or Academy information of a confidential nature.

Individuals using Choice Schools Associates' cellular telephones or tablets should also have no expectation that any information stored on the device will be private.

Employees in possession of company equipment such as cellular phones or tablets are expected to protect the equipment from loss, damage or theft. At no time should a company/Academy cellular telephone or tablet be loaned to others. Employees issued a cellular telephone or tablet are responsible for its safekeeping at all times. Defective, lost or stolen cellular telephones or tablets are to be reported immediately to the Choice Schools Associates receptionist who will in turn notify the service provider. Upon resignation or termination of employment, or at the conclusion of the Academic year or activity, the employee is required to return the phone to the School Leader and/or Choice Schools Associates.

11.6 Safety Issues for Cellular Phone and Tablet Use

All employees are expected to follow applicable state or federal laws or regulations regarding the use of cell phones or tablets at all times.

Employees whose job responsibilities include regular or occasional driving and who are issued a cell phone or tablet for business use are to refrain from using their phone while driving unless using a hands-free device. Use of a cell phone or tablet while driving is prohibited by Choice Schools Associates. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are required to pull off to the side of the road and safely stop the vehicle before placing or accepting a call, text message or email or use hands-free operations, refrain from discussion of complicated or emotional matters and keep their eyes on the road. Special care should be taken in situations where there is traffic, inclement weather, or the employee is driving in an unfamiliar area.

Hands-free equipment will be provided with company issued phones and tablets to facilitate the provisions of this policy. Employees who are charged with traffic violations resulting from the use of

their phone or tablet while driving will be solely responsible for all liabilities including monetary fines that result from such actions.

11.7 Non-Exempt Employee Electronic Communication Policy

Employees of Choice Schools Associates may perform job duties using a variety of electronic communications depending on the nature of the work and responsibilities involved. Some of the required communication mediums might include cellular/mobile telephones, text messaging devices, computers and handheld computers such as Personal Digital Assistants (PDA), tablets, or "IPhones."

As with other types of authorized work, all time spent by nonexempt employees utilizing electronic communications for work purposes will be considered hours worked, is compensable and will count toward overtime eligibility as required by law. In order to avoid incurring unnecessary expenses, electronic communications are not to be used outside of regularly scheduled work hours unless required by management. This includes all types of work-related communication.

Therefore, some key points to remember are:

- Do not check for, read, send or respond to work-related e-mails outside of your normal work schedule unless specifically authorized based on your job duties or you have been directed by management to do so.
- Employees using electronic communications for work-related correspondence during unauthorized times may be subject to discipline for violating this policy.

If you have questions relating to this policy, please contact Human Resources.

11.8 Computer Software (Unauthorized Copying)

Choice Schools Associates does not condone the illegal duplication of software. The copyright law is clear. The copyright holder is given certain exclusive rights, including the right to make and distribute copies. Title 17 of the U.S. Code states that "it is illegal to make or distribute copies of copyrighted material without authorization" (Section 106). The only exception is the users' right to make a backup copy for archival purposes (Section 117).

The law protects the exclusive rights of the copyright holder and does not give users the right to copy software unless the manufacturer does not provide a backup copy. Unauthorized duplication of software is a federal crime. Penalties include fines up to and including $250,000, and jail terms of up to five (5) years.

Even the users of unlawful copies suffer from their own illegal actions. They receive no documentation, no customer support and no information about product updates.

1. Choice Schools Associates licenses the use of computer software from a variety of outside companies. Choice Schools Associates does not own this software or its related documentation and, unless authorized by the software manufacturer, does not have the right to reproduce it.
2. With regard to use on local area networks or on multiple machines, Choice Schools

3. Associates' employees shall use the software only in accordance with the software publisher's license agreement.
4. Choice Schools Associates employees learning of any misuse of software or related documentation within the company must notify their School Leader immediately.
5. According to the U.S. Copyright Law, illegal reproduction of software can be subject to civil damages and criminal penalties, including fines and imprisonment. Choice Schools Associates' employees who make, acquire or use unauthorized copies of computer software shall be disciplined as appropriate under the circumstances.

11.9 Video or Audio Recording Devices

The use of camera phones, PDA's, tablets or other audio or video recording capable devices within the company may constitute not only an invasion of employees' personal privacy, but may breach confidentiality of Choice Schools Associates trade secrets or other protected information. Therefore, the use of camera, audio recording devices or other video-capable recording devices within Choice Schools Associates is prohibited without the expressed prior permission from the President and of the person(s) present at the time.

11.10 Special Responsibilities for Managerial Staff

As with any policy, Academy Leadership is expected to serve as role models for proper compliance with the provisions above and is encouraged to regularly remind employees of their responsibilities in complying with this policy. Violations of this policy will be subject to the highest forms of discipline, including termination.

REIMBURSEMENTS, GIFTS, AND OTHER FINANCE RELATED INFORMATION.

If you are asked to conduct company business using your personal vehicle, you will be reimbursed at the rate of reimbursement per mile set by the Internal Revenue Service for its employees. Please submit this expense on your monthly expense report.

12.2 Gifts

Advance approval from management is required before an employee may accept or solicit a gift of any kind from a customer, supplier or vendor representative. Employees are not permitted to give unauthorized gifts to customers or suppliers, except for certain promotional "premiums" (such as T-shirts, coffee mugs, pens or key chains) imprinted with the Choice Schools Associates' logo or sales information.

12.3 School Funds

Funds collected at school are to be deposited with the Office Manager on the day collected. The person depositing the funds should be certain to receive a receipt stating the amount of funds deposited. The Officer Manager is to deposit the funds daily at the appropriate bank. The person failing to properly deposit funds or give funds to the Office Manager on the date of receipt will be held responsible for payment of lost funds in the event of theft or other loss, and disciplinary action will occur.

12.4 Petty Cash (if applicable)

The person depositing petty cash is responsible for receiving a receipt for the cash. Petty cash is not to be taken home. Petty cash is the responsibility of the employee who receives it. Until the petty cash is deposited with the Office Manager, the employee is responsible for reimbursing petty cash if it is lost or stolen.

12.5 Purchases

Employees must obtain the School Leader's advance authorization (by way of a purchase order) for the purchase of classroom equipment and materials. Should advance approval not be obtained, such unauthorized expenditures may not be paid and will become the responsibility of the employee placing the order.

12.6 Solicitations, Distributions and Gambling

Solicitation for any cause during working time and in working areas is not permitted. You are not permitted to distribute non-company literature in work areas at any time during working time. Working time is defined as the time assigned for the performance of your job and does not apply to break periods and meal times. Employees are not permitted to sell chances, merchandise or otherwise solicit or distribute literature without management approval.

Choice Schools Associates prohibits most forms of gambling in the workplace, including professional or organized gambling activities. Exceptions to the prohibition include office or departmental sanctioned pools, raffles or Choice Schools Associates sponsored events supporting a cause. Employees are required

to seek approval prior to engaging in any gambling activities and should direct any inquiries to the Human Resources Generalist for approval. Failure to comply with this policy may result in disciplinary action, including possible termination.

Persons not employed by Choice Schools Associates are prohibited from soliciting or distributing literature on company property or from being on Choice Schools Associates' property.

MISCELLANEOUS WORKPLACE POLICIES.

Choice Schools Associates emphasizes the importance of community participation. Our business is dependent upon the community for employees and for students, and the community recognizes the benefits of our business for employment opportunities and for our services.

Choice Schools Associates encourages and supports your participation in service activities that contribute to the community. Please provide your School Leader with a statement indicating the date and amount of time volunteered to the community organization. It would be interesting and helpful if you included the results of your activities and any photographs, quotes or other information so you can be acknowledged for your effort.

13.3 Contributions

From time to time, Choice Schools Associates makes donations to worthwhile charities and colleges in its own name. Contributions are made only in communities where our employees will benefit. All decisions concerning contributions will be made by the Vice President of Choice Schools Associates with input from employees.

13.4 Personal Use of Company Property

In some instances, employees may be allowed to borrow certain Choice Schools Associates' tools or equipment for their own personal use while on our premises with approval of the School Leader. In no instance may this be done off our premises, or without prior management approval. You understand and agree that Choice Schools Associates is not liable for personal injury incurred during the use of company property for personal projects. As a Choice Schools Associates employee, you accept full responsibility for any and all liabilities for injuries or losses which occur, or for the malfunction of equipment. You are responsible for returning the equipment or tools in good condition, and you agree that you are required to pay for any damages that occur while using the equipment or tools for personal projects.

13.5 Prohibited Political Activity

Choice Schools Associates encourages employees to participate in political activities. Participating in these activities must be conducted on the employee's own time. Engaging in political activities while on duty in Academy premises is prohibited. Time off may be requested to conduct such activities.

The following activities are prohibited from being performed while on duty:

- Demonstrating.
- Counting or recounting votes.
- Circulating petitions.
- Soliciting votes or contributions.
- Conducting or participating in opinion polls.
- Fundraising.

13.6 Personal Appearance

Professional educators and support staff are role models for children. What you say and what you wear will be imitated.

Please understand that you are expected to dress and groom yourself in accordance with accepted social and business standards. A neat, tasteful appearance contributes to the positive impression you make on our community, our students and their parents. You are expected to be suitably attired and groomed during working hours or when representing Choice Schools Associates. A good, clean appearance bolsters your own poise and self-confidence and greatly enhances our company image. When representing Choice Schools Associates at another site, please dress appropriately according to their corporate culture.

Personal appearance should be a matter of concern for each employee. If your School Leader feels your attire and/or grooming is out of place, you may be asked to leave your workplace until you are properly attired and/or groomed. Employees who violate personal appearance guidelines may be subject to appropriate disciplinary action.

Guidelines

1) Employees are expected at all times to present a professional image to parents, students, and the general public. Acceptable personal appearance, like proper maintenance of work areas, is an ongoing requirement of employment with Choice Schools Associates. Excessive departures from conventional dress or personal grooming and hygiene standards are not permitted.
2) All employees have regular contact with the public and are expected to follow these personal appearance standards:
    a) Employees are expected to dress in a manner that is typically acceptable in professional establishments. Employees should not wear suggestive attire, athletic clothing, shorts, flip flops, tennis shoes, T-shirts, novelty buttons, baseball hats, yoga pants, tights and leggings (worn as only pants) and any similar items of attire that do not present a businesslike appearance.
    b) Jeans are permitted at the discretion of the School Leader on planned spirit days, for charity fundraisers, and on jean days planned in advanced by the School Leader. See #3 below for additional guidance on wearing jeans.
    c) Attire should always be clean and in good condition, fit properly, and present a professional image.
    d) Hair should be clean, combed and neatly trimmed or arranged. Unkempt hair is not permissible regardless of length.
    e) Sideburns, moustaches, and beards should be neatly trimmed.
    f) Tattoos and body piercings (other than conservative earrings) should not be visible. Bandages are available in school offices to cover tattoos at the request of the School Leader.

3) In addition to #2 personal appearance standards, Bus Drivers, Custodial Staff, Safety Officers, Food Service Workers, Computer Technicians, and Maintenance Personnel are required to wear the following:

- Choice or school branded shirt or fleece.
- Dress pants are to be worn. Jeans (with no holes) are permitted at the discretion

of the School Leader.

- Employee identification is to be worn at all times. This includes your school id

and a lanyard with the Choice or school brand.

4) When employees are carrying out duties that call for outdoor and physical activities, appropriate dress may include jeans, athletic wear, tennis shoes, or other more casual clothing. Safety and activity are always two special considerations in determining appropriate dress. Jeans and other work-related attire are considered appropriate for janitors and maintenance workers, when approved in advance by the School Leader.
5) Certain employees may be required to meet special dress, grooming, and hygiene standards, such as wearing uniforms, depending on the nature of the job. These requirements will be communicated in advance and in writing by the School Leader.
6) Accommodations will be made for such situations as religious practices and disabilities.
7) Please contact your School Leader for accommodations.

Any employee who does not meet the standards of these guidelines will be required to take corrective action, which may include leaving the premises. Nonexempt employees (hourly employees under FLSA) will not be compensated for any work time missed because of failure to comply with personal appearance guidelines as outlined in this Employee Manual.

13.7 Test Ethics

State Office of Educational Assessment and Accountability, Assessment Integrity Guide, must be adhered to in total. Failure to adhere to the principles and practices outlined in the Assessment Integrity Guide will result in termination of employment. Other MDE and OEAA guidance is to be followed with integrity.

13.8 Lactation/Pumping

For up to one year after a child's birth, any employee who is breastfeeding her child will be provided reasonable break times as needed to express breast milk for her baby. The employee must work out a reasonable schedule, with approval from the School Leader, in accordance with the Academy's daily requirements. Breaks of more than 30 minutes in length will be unpaid, and the employee should indicate this break period on her time record. Choice Schools Associates will have designated space, which is lockable and free from intrusion, located for this purpose in each Academy. Nursing mothers wishing to use this room must request/reserve the room by contacting the building School Leader, or the Director of Human Resources. Breast milk may be stored in the Academy's refrigerator in a covered container (ex. lunchbox, bag). Any employee storing breast milk in an Academy's refrigerator assumes all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage or refrigeration and tampering.

13.9 Voting Time

All employees should be able to vote either before or after regularly assigned work hours.

13.10 Whistleblower Policy

A whistleblower as defined by this policy is an employee of Choice Schools Associates who reports an activity that he/she considers to be illegal or dishonest to one or more of the parties specified in this policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

Examples of illegal or dishonest activities are violations of federal, state or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact his/her immediate supervisor, School Leader, or the Director of Human Resources. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination, according to Choice Schools Associates Disciplinary Action Policy.

Whistleblower protections are provided in two important areas – confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. Choice Schools Associates will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he/she is being retaliated against must contact the Director of Human Resources immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

Employees with any questions regarding this policy should contact the Director of Human Resources.

13.11 Sale of food outside the NSLP (National School Lunch Program)

Foods and beverages sold to students during the school day (defined as 12 am on a day of instruction to 30 minutes after the end of the official school day) must meet Smart Snacks requirements, including a la carte foods and beverages sold during meal services. There may be up to 2 one day fundraisers each week that do not meet the Smart Snack requirements. All fundraisers/Smart Snack items must be documented and submitted to your School Leader for prior approval.