

SWAN RIVER MONTESSORI CHARTER SCHOOL EMPLOYEE HANDBOOK

Adopted by Board of Directors August 2023



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SECTION 1: The Way We Work

Introduction

Welcome to Swan River Montessori Charter School!

Starting a new job is exciting, but at times can be overwhelming. This Employee Handbook has been developed to help you become acquainted with our school and answer many of your initial questions.

As an employee of Swan River Montessori Charter School, the importance of your contribution cannot be overstated. Our goal is to provide the finest-quality services to our families and to do this more efficiently and economically than our competitors. By satisfying our families' needs, they will continue to use our services and will recommend us to others.

You are an important part of this process for your work directly influences our school's reputation.

We are glad you have joined us, and we hope you will find your work to be both challenging and rewarding.

****Note:** This Employee Handbook should not be considered an employee/employer agreement.

A Word about This Handbook

This Employee Handbook contains information about the employment policies and practices of the school. We expect each employee to read this Employee Handbook carefully, as it is a valuable reference for understanding your job and the school. The policies outlined in this Employee Handbook should be regarded as management guidelines only, which in a developing business will require changes from time to time. The school retains the right to make decisions involving employment as needed to conduct its work in a manner that is beneficial to the employees and the school. This Employee Handbook supersedes and replaces any and all prior Employee Handbooks and inconsistent verbal or written policy statements. Except for the policy of at-will employment, which can only be changed by Board of Directors of the school in writing, the school reserves the right to revise, delete and add to the provisions of this Employee Handbook. All such revisions, deletions or additions must be in writing and must be signed by the Director of the school. No oral statements or representations can change the provisions of this Employee Handbook.

The provisions of this Employee Handbook are not intended to create contractual obligations with respect to any matters it covers. Nor is this Employee Handbook intended to create a contract guaranteeing that you will be employed for any specific period of time.

Section 2: At Will Employment

Employment at Swan River is on an at-will basis. This means that either the employee or the company may terminate the employment relationship at any time, for any reason, with or without notice.

Nothing in this employee handbook creates or is intended to create an employment agreement, express or implied. Nothing contained in this, or any other document provided to the employee is intended to be, nor should it be, construed as a contract that employment or any benefit will be continued for any period of time. In addition, no company representative is authorized to modify this policy for any employee or to enter into any agreement, oral or written, that changes the at-will relationship.

Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons and are not intended to and do not create an employment contract for any specific period of time.

Nothing in this statement is intended to interfere with, restrain, or prevent concerted activity as protected by the National Labor Relations Act (NLRA). Such activity includes employee communications regarding wages, hours, or other terms or conditions of employment. Swan River employees have the right to engage in or refrain from such activities.

Building for the Future

At all times, you represent the school, and it is up to each employee to take this responsibility seriously. Our school exists with your joint efforts. Do not underestimate your contribution to it. A great many people outside the school who invest their time, money, and faith in us are part of that equation. They are our families who will determine how fast we grow, how many people we will employ, and how much service we render. To retain these families, we want to ensure that our good service continues by always giving the best possible value and quality. Working together and working well provides us with a bright future and with the most important commodity, a good reputation.

SECTION 3: Equal Opportunity and Commitment to Diversity

Equal Employment Opportunity

Swan River provides equal employment opportunities to all employees and applicants for employment without regard to race, hair features, based on race, color, creed, ancestry, national origin, citizenship, sex or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, religion, age, disability, genetic information, service in the military, public assistance, familial status, local human rights commission activity, or any other characteristic protected by applicable federal, state, or local laws and ordinances. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

Swan River expressly prohibits any form of unlawful employee harassment or discrimination based on any of the characteristics mentioned above. Improper interference with the ability of other employees to perform their expected job duties is absolutely not tolerated.

Swan River will endeavor to make a reasonable accommodation of an otherwise qualified applicant or employee related to an individual's physical or mental disability, sincerely held religious beliefs and practices, and/or any other reason required by applicable law, unless doing so would impose an undue hardship upon **Swan River's** business operations.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of the HR manager. The company will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. Employees who feel they have been subjected to any such retaliation should bring it to the attention of the HR manager.

Retaliation means adverse conduct taken because an individual reported an actual or a perceived violation of this policy, opposed practices prohibited by this policy, or participated in the reporting and investigation process described below. "Adverse conduct" includes but is not limited to:

- (1) Shunning and avoiding an individual who reports harassment, discrimination, or retaliation;
- (2) Express or implied threats or intimidation intended to prevent an individual from reporting harassment, discrimination, or retaliation; or
- (3) Denying employment benefits because an applicant or employee reported harassment, discrimination, or retaliation or participated in the reporting and investigation process.

Other examples of retaliation include firing, demotion, denial of promotion, unjustified negative evaluations, increased surveillance, harassment, and assault.

Complaints of discrimination should be filed according to the procedures described in the Harassment and Complaint Procedure.

Americans with Disabilities Act

Swan River is committed to the fair and equal employment of individuals with disabilities under the ADA. It is **Swan River's** policy to provide reasonable accommodation to qualified individuals with disabilities unless the accommodation imposes an undue hardship on the company. **Swan River** prohibits any harassment of, or discriminatory treatment of, employees or applicants based on a disability or because an employee has requested reasonable accommodation.

In accordance with the ADA, reasonable accommodations will be provided to qualified individuals with disabilities to enable them to perform the essential functions of their jobs or to enjoy the equal benefits and privileges of employment. An employee or applicant with a disability may request an accommodation from the HR department and should specify what accommodation is needed to perform the job and submit supporting documentation explaining the basis for the requested accommodation, to the extent permitted and in accordance with applicable law. The company then will review and analyze the request, including engaging in an interactive process with the employee or applicant, to identify if such an accommodation can be made, or if any other possible accommodation is appropriate. If requested, the employee is responsible for providing medical documentation regarding the disability and possible accommodation. All information obtained concerning the medical condition or history of an applicant or employee will be treated as confidential information, maintained in separate medical files, and disclosed only as permitted by law.

It is the policy of Swan River to prohibit harassment or discrimination based on disability or because an employee has requested reasonable accommodation. Swan River prohibits retaliation against employees for exercising their rights under the ADA or other applicable civil rights laws. Employees should use the procedures described in the Harassment and Complaint Procedure to report any harassment, discrimination, or retaliation they have experienced or witnessed.

Commitment to Diversity

Swan River is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of the business and are valued for their skills, experience, and unique perspectives. This commitment is embodied in company policy and the way we do business at Swan River and is an important principle of sound school management.

Harassment and Complaint Procedure

It is Swan River's policy to prohibit intentional and unintentional harassment of or against job applicants, contractors, interns, volunteers, or employees by another employee, supervisor, vendor, customer, or third party based on actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, hair features based on race, or any other characteristic protected by applicable federal, state, or local laws. Such conduct will not be tolerated by **Swan River**.

Furthermore, any retaliation against an individual who has complained about sexual or other harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated. **Swan River** will take all reasonable steps necessary to prevent and eliminate unlawful harassment.

Definition of “unlawful harassment.” “Unlawful harassment” is conduct that has the purpose or effect of creating an intimidating, a hostile, or an offensive work environment; has the purpose or effect of substantially and unreasonably interfering with an individual’s work performance; or otherwise adversely affects an individual’s employment opportunities because of the individual’s membership in a protected class.

Unlawful harassment includes, but is not limited to, epithets; slurs; jokes; pranks; innuendo; comments; written or graphic material; stereotyping; or other threatening, hostile, or intimidating acts based on race, color, ancestry, national origin, gender, sex, sexual orientation, marital status, religion, age, disability, veteran status, or another characteristic protected by state or federal law.

Definition of “sexual harassment.” While all forms of harassment are prohibited, special attention should be paid to sexual harassment. “Sexual harassment” can include all of the above actions, as well as other unwelcome conduct, and is generally defined under both state and federal law as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature whereby:

- Submission to or rejection of such conduct is made either explicitly or implicitly as a term or condition of any individual’s employment or as a basis for employment decisions.
- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or an offensive work environment.

Other sexually oriented conduct, whether intended or not, that is unwelcome and has the effect of creating a work environment that is hostile, offensive, intimidating, or humiliating to workers may also constitute sexual harassment.

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

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

All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual or other harassment and retaliation against individuals for cooperating with an investigation of sexual or other harassment complaints violate **Swan River’s** policy.

Complaint procedure. If an employee believes they have been subject to or have witnessed unlawful discrimination, including sexual or other forms of unlawful harassment, or other inappropriate conduct, they are requested and encouraged to make a complaint. They may complain directly to the Director. Similarly, if employees observe acts of discrimination toward or harassment of another employee, they are requested and encouraged to report this to one of the individuals listed above.

All complaints will be investigated promptly, and confidentiality will be protected to the extent possible. A timely resolution of each complaint should be reached and communicated to the parties involved.

If the investigation confirms conduct that violates this policy has occurred, **Swan River** will take immediate, appropriate, corrective action, including discipline, up to and including immediate termination.

No reprisal, retaliation, or other adverse action will be taken against an employee for making a complaint or report of discrimination or harassment or for assisting in the investigation of any such complaint or report. Any suspected retaliation or intimidation should be reported immediately to one of the persons identified above.

Section 4: Employment Relationship

Employment Classification

INTRODUCTORY PERIOD: Full-time and part-time employees are on an introductory period during their first 30 days of employment.

During this time, you will be able to determine if your new job is suitable for you and your supervisor will have an opportunity to evaluate your work performance. However, the completion of the introductory period does not guarantee employment for any period of time thereafter.

FULL-TIME EMPLOYEES regularly work at least a 30-hour workweek.

PART-TIME EMPLOYEES work less than 30 hours each week.

PER DIEM EMPLOYEES do not work regularly scheduled hours but are called in to work on an as-needed basis.

In addition to the preceding, employees are also categorized as "exempt" or "non-exempt."

NON-EXEMPT EMPLOYEES are entitled to overtime pay as required by applicable federal and state law.

EXEMPT EMPLOYEES - Pursuant to applicable federal and state laws, exempt employees are not entitled to overtime pay, and are not subject to certain deductions to their weekly salary under the school's policies.

Upon hire, your supervisor will notify you of your employment classification.

Meal and Rest Breaks

Employees are entitled to a 30-minute paid meal break each day. Employees are also entitled to two 15-minute rest periods each day. Meal and rest breaks will be scheduled by the department supervisor or manager.

Deductions from Pay/Safe Harbor Exempt Employees

Swan River does not make improper deductions from the salaries of exempt employees and complies with the salary basis requirements of the Fair Labor Standards Act (FLSA). Employees classified as exempt from the overtime pay requirements of the FLSA will be notified of this classification at the time of hire or change in position.

Permitted deductions. The FLSA limits the types of deductions that may be made from the pay of an exempt employee. Deductions that are permitted include:

- Deductions that are required by law, e.g., income taxes;
- Deductions for employee benefits when authorized by the employee;
- Absence from work for one or more full days for personal reasons other than sickness or disability;
- Absence from work for one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy, or practice of providing compensation for salary lost due to illness;
- Offset for amounts received as witness or jury fees or for military pay;
- Unpaid disciplinary suspensions of 1 or more full days imposed in good faith for workplace conduct rule infractions; and
- Any full workweek in which the employee does not perform any work.

During the week an exempt employee begins work for the company or during the last week of employment, the employee will only be paid for actual hours worked. In addition, an employee may be paid only for hours worked during a period when the employee is using unpaid leave under the Family and Medical Leave Act (FMLA).

Improper deductions. If an employee classified as exempt believes that an improper deduction has been taken from the employee's pay, the employee should immediately report the deduction to the Director. The report will be promptly investigated, and if it is found that an improper deduction has been made, the company will reimburse the employee for the improper deduction.

Anniversary Date

The first day you report to work will be recorded in school records as your anniversary date. This date may be used to calculate many different school benefits. If you have any questions regarding your anniversary date, please see your supervisor.

Certification, Licensing and Other Requirements

You will be informed by your supervisor if there are any licensing, certifications, or testing requirements for your job. Failure to qualify or to maintain a certification or license may be sufficient cause for termination.

License

Each employee hired as a teacher is responsible for maintaining his or her license in good standing. The school requires a current copy of each teacher's license as part of the teacher's file. The school may offer certain continuing education units, including conferences, which may be utilized to obtain some of the continuing education units required for re-licensure in Minnesota. The school does not guarantee any number of hours and it is each teacher's responsibility to obtain his or her continuing education units at the teacher's expense and during the teacher's own time. Personal days may be utilized to obtain continuing education credits.

Grievance and Complaint Procedure

To report a violation of the policies outlined above, including sexual harassment, employees are encouraged to file a timely complaint to enable prompt investigation and correction of any behavior that may be in violation of these policies. Except as noted in this guideline, an employee may grieve any action which the employee believes adversely affects the employee's working conditions. Grievances should be initiated within fourteen days of the date the employee knew or reasonably should have known about the action giving rise to the grievance.

Grievance and/or complaint procedures shall be in accord with the following guidelines:

Level 1: Whenever possible, the employee shall meet with the School Director or direct supervisor to attempt to resolve the issue informally.

Level 2: If the employee is unsatisfied with the resolution determined at Level 1, or is uncomfortable discussing the complaint with the identified individuals, the employee may file a written complaint to the Executive Director, Director of School Operations, Board Chair, or Human Resources Consultant of Swan River Montessori within ten days of receipt of the Level 1 written decision. They shall review the grievance and issue a final written decision. Upon completion of the investigation, the Director will issue a written decision to determine and implement appropriate action. If, after investigation, Swan River Montessori determines that an employee's behavior is in violation of this policy, appropriate disciplinary action will be taken up to and including termination of employment. Grievances and/or complaints will be kept as confidential as practicable.

The Executive Director, Director of School Operations, or Human Resources Consultant may employ any additional procedures as needed to implement this policy.

Recording Your Time

Non-exempt employees must record their hours on a timesheet or through an online Time Tracker and give them to the Operational Coordinator and/or the School Director upon request.

Exempt employees may be required to accurately record their time worked in accordance with federal and state wage and hour law.

All employees subject to this policy are required to accurately record all time worked.

For payroll purposes, the workweek starts on Monday and ends on Sunday.

Payday

You will be paid semimonthly on the 5th of the month and the 20th of the month for the periods which have ended on the 5th of the month and the 20th of the month.

When our payday is a holiday, you normally will be paid on the last working day before the holiday. If our payday is a Saturday or Sunday, you normally will be paid on Friday.

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

Paycheck Deductions

The school is required by law to make certain deductions from your paycheck each pay period. Such deductions typically include federal and state taxes, Social Security (FICA) taxes, teacher's retirement account (TRA) deductions, public employees' retirement account (PERA) deductions, and possible additional voluntary deductions. All deductions and the amount of the deductions are listed on your pay stub. These deductions are totaled each year for you on your Form W-2, Wage and Tax Statement.

Exempt employees may be subject to the following salary deductions, except where prohibited by state law, but only for the following reasons:

- Absences of one or more full days for personal reasons, other than sickness or disability.

- Absences of one or more full days due to sickness or disability, if there is a plan, policy, or practice providing replacement compensation for such absences.
- Absences of one or more full days before eligibility under such a plan, policy, or practice or after replacement compensation for such absences has been exhausted.
- Suspension for violations of safety rules of major significance.
- Suspensions of one or more full days for violations of workplace conduct rules, such as rules against sexual harassment and workplace violence.
- Payment of actual time worked in the first and last weeks of employment, resulting in a proportional rate of an employee's full salary.
- Any unpaid leave taken under the Family and Medical Leave Act; or
- Negative paid-time-off balances, in whole-day increments only.

If questions or concerns about any pay deductions arise, employees may discuss and resolve them with the School Director.

Pay Advances

Pay advances will not be granted to employees.

Overtime

There will be times when you will need to work overtime so that we may meet the needs of our families. Although you will be given advance notice when feasible, this is not always possible. Non-exempt employees must have all overtime approved in advance by the School Director.

Non-exempt employees will be paid at a rate of time and one-half their regular hourly rate for hours worked more than 40 hours in a workweek unless state law provides otherwise.

Only actual hours worked count toward computing weekly overtime.

If you have any questions concerning overtime pay, check with the School Director.

Reporting Time Pay

The school will make every effort to notify employees in advance when it is not necessary to report to work. These circumstances may include inclement weather, fire, flood, power outage, lack of work, etc. In the event you report for work without being notified in advance that your services are not needed, you will be compensated in accordance with applicable state and federal wage and hour laws.

Garnishment/Child Support

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

Direct Deposit

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

Performance Reviews

Your performance is important to our school.

School Director and Operations Coordinator

Once each year, on or about your anniversary date, the school director will review your job progress within our school and help you to set new job performance plans.

Teachers

Once each year, generally at the end of the academic year, the school director will review your job progress within our school and help you to set new job performance plans.

Interns and Classroom Assistants and Paraprofessionals

Once each year, generally at the end of the academic year, the school director will review your job progress within our school and help you to set new job performance plans.

Our performance review program provides the basis for better understanding between you and the school director, with respect to your job performance, potential and development within the school.

New employees will generally be reviewed at the end of their introductory period and again toward the end of the academic year.

Job Descriptions

The school maintains a job description for each position in the school. The job description outlines the essential duties and responsibilities of the position. When the duties and/or responsibilities of a position change, the job description is revised to reflect those changes. If you have any questions or wish to obtain a copy of your position's job description, please see your supervisor.

Job Postings

Job openings may be posted in-house and announced verbally. If you are interested in applying for one of these positions, notify the School Director and speak to the person indicated on the notice.

Section 5: Time Off and Leaves of Absence

Holidays

Our school normally observes the following holidays during the year:

New Year's Day

President's Day

Memorial Day

Labor Day

Thanksgiving Day

The Day after Thanksgiving

Christmas

If one of the above holidays falls on Saturday, it normally is observed on the preceding Friday. If one falls on Sunday, it normally is observed on the following Monday.

All hourly employees, regardless of full- or part-time status, receive holiday pay equal to the number of hours the employee would otherwise work if the day was not a holiday. Employees are eligible for paid holidays immediately upon hire.

Non-exempt employees must work their scheduled workday before and after the holiday to be paid for the holiday unless they are absent with prior permission from the School Director.

Paid Time Off (PTO)

Paid Time Off (PTO) hours are calculated and distributed as of the first pay period of the new academic school year on September 5th if returning, on date of hire if a new employee.

<ul style="list-style-type: none">• Paid time annually or date of <p>PTO is allowed to hourly basis for all</p>	Hours Worked Per Week:	Hours/Days of Paid Time Off Per Year:	off is distributed on September 5 th hire as follows: be deducted on an employees.
	40	80 Hours = 10 Days	
	35-39	70 Hours = 8.75 Days	
	30-34	60 Hours = 7.5 Days	
	25-29	50 Hours = 6.25 Days	
	20-24	40 Hours = 5 Days	
	15-19	30 Hours = 3.75 Days	
	Below 15	1 hour earned for every 30 hours worked (to comply with safe and sick time)	

PTO hours may be used as vacation time, sick time or as personal days. If you do not use your PTO hours during the school year (defined as any day between the first day of school and the last day of school annually), you may carry up to 40 PTO hours into the following school year. PTO may not be used during the summer months (defined as any day after the last day of school and the first day of school of the following year) unless the employee is contracted to work for SRMCS during that time (e.g., a summer program employee, office staff, etc.). Employees are not paid for unused PTO hours.

Requests for planned PTO must be given to the School Director for approval.

Note: Attendance during the first and last 2 weeks of the school year is mandatory, except for an emergency. In that case, the employee must seek specific approval for time off as well as keep in regular contact with the School Director regarding daily attendance.

Note: SRMCS understands that employees have families that may have special events at the end of the school year. Therefore, an employee may request no more than one personal day during this two-week timeframe(unless the reason falls under Safe and Sick time). Approval of this day is at the discretion of the School Director.

Employees who use all PTO hours prior to the end of the school year ending may still request time off unpaid, but these requests must be given to the School Director for approval. Any unpaid time off from work due to the full consumption of PTO will be monitored very closely and may lead to disciplinary action by the School Director should it be considered excessive.

The School Director will not grant any employee more than 5 consecutive school days off unless there is an emergency, or the absences qualify under the MN Safe and Sick Time law. In that case, the employee must seek specific approval for additional time off as well as keep in regular contact with the School Director regarding daily attendance.

This policy complies with Minnesota's state-wide Emergency Safe and Sick Time law.

State and local laws also provide earned sick and safe time, which allows PTO to be provided to an associate for the following reasons:

- An absence resulting from an employee's own mental or physical illness, injury, or health condition; to accommodate the employee's need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or an employee's need for preventive medical care;
- To allow the employee to provide care for a family member with a mental or physical illness, injury, or health condition; care for a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or care for a family member who needs preventive medical care.
 - *Family member is defined as including children (adopted, adult, foster and step-children, child-in-law), parents, parents-in-law, step-parents, foster parent, spouses, registered domestic partners, grandchildren, foster grandchildren, step-grandchild, grandparents, step-grandparent, siblings, step-sibling, sibling in-law, wards, niece, nephew, a sibling of the parents of an employee, any child to whom the employee stand(s) in place of a parent, any parent who stood in place of a parent for the employee, other individuals related by blood or affinity, including any of the family members listed above for an employee's spouse or registered domestic partner, and up to one individual annually designated by the employee.*
- An absence due to domestic abuse, sexual assault, or stalking of the employee or employee's family member, provided the absence is to:
 - Seek medical attention related to physical or psychological injury or disability caused by domestic

- abuse, sexual assault, or stalking;
 - Obtain services from a victim-services organization;
 - Obtain psychological or other counseling;
 - Seek relocation due to domestic abuse, sexual assault, or stalking; or
 - Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking.
- When determined by a health authority or health care professional that the employee or a family member is at risk of infecting others with a communicable disease.
- The closure of the employee's place of business by order of a public official to limit exposure to an infectious agent, biological toxin or hazardous material or other public health emergency.
- To accommodate the employee's need to care for a family member whose school or place of care has been closed by order of a public official to limit exposure to an infectious agent, biological toxin or hazardous material or other public health emergency.
- To accommodate the employee's need to care for a family member whose school or place of care has been closed due to inclement weather, loss of power, loss of heating, loss of water, or other unexpected closure.
- Absence due to business closure for the employee or for a family member's schools, day care closure due to weather or a public emergency.

Upon termination, employees are not paid for earned but unused PTO hours.

Hourly Staff Pay When a School Day is Altered Due to Severe Weather or E-Learning

In the event that school is canceled due to severe weather *more than two days in a single school year*, all hourly employees will receive 25% of the pay s/he would otherwise have earned had there been no cancellation.

If the school declares an e-learning day, it must provide all employees with full wages and benefits for scheduled work hours for the duration of the e-learning period. During the E-Learning period:

- employees must be allowed to work from home (to the extent practicable)
- OR be assigned to work in an alternative location
- OR be retained on an on-call basis for potential needs

Jury Duty

Employees summoned for jury duty are granted unpaid leave in order to serve. Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws. Make arrangements with the School Director as soon as you receive your summons. We expect you to return to your job if/when you are excused from jury duty during your regular working hours.

Voting Leave

Employees who are scheduled to work during the morning of an election or primary will be granted reasonable time off without loss of pay to enable them to vote during the morning of Election Day. We reserve the right to select the hours you are excused to vote.

Notify the School Director of the need for voting leave as soon as possible.

Military Leave

Employees who are required to fulfill military obligations in any branch of the Armed Forces of the United States or in state military service will be given the necessary time off and reinstated in accordance with federal and state law.

The time off will be unpaid, except where state law dictates otherwise. Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Accrued vacation may be used for this leave if the employee chooses. Military orders should be presented to the School Director and arrangements for leave made as early as possible before departure. Employees are required to give advance notice of their service obligations to the school unless military necessity makes this impossible. You must notify the School Director of your intent to return to employment based on the requirements of the law. Your benefits may continue to accrue during the period of leave in accordance with state and federal law.

Witness Leave

Employees are given the necessary time off without pay to attend or participate in a court proceeding in accordance with state law. We ask that you notify the School Director of the need to take witness leave as far in advance as is possible.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Bone Marrow and Organ Donation Leave

All employees are eligible to receive up to 40 hours of paid leave to donate bone marrow.

Please provide the School Director with written physician verification of the purpose and length of each leave.

School Conference and Activities Leave

All employees are allowed up to 16 hours of leave without pay, during a 12 month period, to attend school conferences or school-related activities related to the employee's child, including a foster child, which cannot be scheduled during nonworking hours. This leave may also be used for childcare, pre-kindergarten, or special education program attendance. Employees may use any accrued paid vacation or other paid leave time available for any unpaid leave taken under this policy.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Victims of Crime Leave

The school will grant reasonable and necessary leave from work, without pay, to employees who are victims of a crime to attend or participate in legal proceedings pertaining to the crime. The school will also grant reasonable time off from work without pay to an employee who is the spouse or the next of kin of a victim of a heinous crime to attend or participate in legal proceedings related to the crime.

Affected employees must give the school reasonable notice that leave under this policy is required.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Parental Leave

All employees are eligible for and are entitled to 12 weeks of unpaid parental leave, regardless of the amount of time they have worked for the school. This leave is provided to a natural or adoptive parent for the birth or adoption of a child.

Provide advance notice of the start of leave and your anticipated date of return. Leave may be taken at any time within 12 months after the birth or adoption of the child.

If the leave is more than one month, employees must notify the School Director at least two weeks prior to returning from such leave.

Employees are entitled to employment in their former position or one with comparable duties, hours and pay. Employees are also entitled to the same benefits and seniority they had before the leave. Employees may return to part-time work during the leave without forfeiting the right to return to full-time work at the end of the leave. The school requires the employee to cover their medical benefits while on leave.

Bereavement Leave

In the event of the death of an immediate family member, employees are allowed three (3) paid regularly scheduled, consecutive workdays off from work. Immediate family as defined in this policy includes the employee's:

- Siblings
- Parent or Stepparent
- Child
- Sibling-in-law
- Grandchild
- Grandparent
- Spouse
- Parents-in-law
- Uncle and Aunt

Swan River recognizes individuals who have other significant relations that are not covered by this policy. For these situations and for additional time necessary to attend out-of-town funerals, employees may be allowed to use PTO.

The company reserves the right to request proof for a bereavement absence.

Section 6 Employee Benefits

The following is a list of benefits all employees qualify for:

PERA retirement – Hourly employees automatically contribute 6.5% every pay period

TRA retirement – Licensed, salaried employees automatically contribute 7.75% every pay period.

Paid 30-minute lunch breaks

Paid time off – see the above table.

7 paid holidays for all hourly employees.

Should you choose to receive health benefits from Swan River, the school pays 50% of the employee's monthly premium. The employee would also receive \$1000 (\$250/quarter) in an HSA-type account that is opened by the employee.

Employees do not pay for extended care so long as you are working for SR on or off campus.

COBRA

You and your covered dependents will have the opportunity to continue medical benefits for a period of up to 36 months under the provisions of the Consolidated Omnibus Budget Reconciliation Act (COBRA) when group medical coverage for you and your covered dependents would otherwise end due to your death or because: **your employment terminates, for a reason other than gross misconduct;**

- your employment status changes due to a reduction in hours.
- your child ceases to be a "dependent child" under the terms of the medical plan.
- you become divorced or legally separated; or
- you become entitled to Medicare.

In the event of divorce, legal separation, or a child's loss of dependent status, you or a family member must notify the plan administrator within 60 days of the occurrence of the event.

The plan administrator will notify the individuals eligible for continuation coverage of their right to elect COBRA continuation coverage.

Social Security

During your employment, you and the school both contribute funds to the federal government to support the Social Security Program. This program is intended to provide you with retirement benefit payments and medical coverage once you reach retirement age.

Unemployment Insurance

Upon separation from employment, you may be entitled to state and federal unemployment insurance benefits. Information about unemployment insurance can be obtained from the School Director.

Workers' Compensation

On-the-job injuries are covered by our Workers' Compensation insurance policy. This insurance is provided at no cost to you. If you are injured on the job, no matter how slightly, report the incident immediately to the School Director. Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize your claim. We ask for your assistance in alerting management to any condition which could lead to or contribute to an employee accident. Additionally, the school will attempt to provide reasonable accommodation which is medically necessary, feasible and does not impose an undue hardship on the school as prescribed by applicable federal, state, or local law.

401(k) Qualified Retirement Plan

Our school provides eligible employees with Teachers Retirement Association (TRA) benefits or Public Employee Retirement Association (PERA) membership. The school's and employees' contributions are determined by the Minnesota legislature.

Daycare Benefits

The school does not offer daycare benefits or a reduction in daycare fees to any employee, board member, or parent volunteer. Teachers and staff members who arrive early or remain after hours for certain teaching duties may utilize the companies before and after school program free of charge. This benefit does not extend to any personal use. Staff children and board member children will receive priority for enrollment in the Children's House Program. However, this benefit legally cannot and does not translate into priority enrollment for any publicly funded charter school program.

Section 7 Workplace Guidelines

Confidentiality of Family Matters

Our professional ethics require that each employee maintain the highest degree of confidentiality when handling family/student matters.

In order to maintain this professional confidence, no employee shall disclose family information to outsiders, including other families or third parties and members of one's own family.

Questions concerning family confidentiality may be addressed to the School Director.

Attendance and Punctuality

Punctual and regular attendance is an essential responsibility of each employee at Swan River.

Employees are expected to report to work as scheduled, on time and prepared to start working.

Employees also are expected to remain at work for their entire work schedule. Late arrival, early departure or other absences from scheduled hours are disruptive and must be avoided.

This policy does not apply to absences covered by the Family and Medical Leave Act (FMLA) or leave provided as a reasonable accommodation under the Americans with Disabilities Act (ADA). These exceptions are described in separate policies.

Absence

"Absence" is defined as the failure of an employee to report for work when he or she is scheduled to work. The two types of absences are defined below:

- *Excused absence* occurs when all the following conditions are met:
 - The employee provides to his or her supervisor sufficient notice at least 48 hours in advance of the absence.
 - The absence request is approved in advance by the employee's supervisor.
 - The employee has sufficient accrued paid time off (PTO) to cover the absence.
- *Unexcused absence* occurs when any of the above conditions are not met. If it is necessary for an employee to be absent or late for work because of an illness or an emergency, the employee must notify his or her supervisor no later than the employee's scheduled starting time on that same day. If the employee is unable to call, he or she must have someone make the call.

An unexcused absence counts as one occurrence for the purposes of discipline under this policy.

Employees with three or more consecutive days of excused absences *because of illness or injury* must give Swan River proof of physician's care and a fitness for duty release prior to returning to work.

Employees must take earned PTO for every absence unless otherwise allowed by company policy (e.g., leave of absence, bereavement, jury duty).

Tardiness and Early Departures

Employees are expected to report to work and return from scheduled breaks on time. If employees cannot report to work as scheduled, they must notify their supervisor no later than their regular starting time. This notification does not excuse the tardiness but simply notifies the supervisor that a schedule change may be necessary.

Employees who must leave work before the end of their scheduled shift must notify a supervisor immediately.

Tardiness and early departures are each one-half an occurrence for the purpose of discipline under this policy.

Disciplinary Action

Excessive absenteeism is defined as two or more occurrences of unexcused absence in a 30-day period and will result in disciplinary action. Eight occurrences of unexcused absence in a 12-month period are considered grounds for termination.

Job Abandonment

Any employee who fails to report to work for a period of three days or more without notifying his or her supervisor will be considered to have abandoned the job and voluntarily terminated the employment relationship.

Workweek

Because of the nature of our business, your work schedule may vary depending on your job. Please contact the School Director if you have questions about your hours of work.

Nursing Mothers, Lactating Employees, and Pregnancy Accommodations

Pregnant employees have the right to request and receive reasonable accommodations, which may include, but are not limited to, more frequent or longer breaks, seating, limits to heavy lifting, temporary transfer to another position, temporary leave of absence or modification in work schedule or tasks. An employer cannot require an employee to take a leave or accept accommodation.

Lactating employees have the right to reasonable paid break times to express milk at work unless they are expressing milk during a break that is not usually paid, such as a meal break. Employers should provide a clean, private and secure room that is not a bathroom near the work area that includes access to an electrical outlet for employees to express milk.

It is against the law for an employer to retaliate, or to take negative action, against a pregnant or lactating employee for exercising their rights under this law. Employees who believe their rights have been violated under this law can contact the Minnesota Department of Labor and Industry's Labor Standards Division at dli.laborstandards@state.mn.us or 651-284-5075 for help. Meal & Non-

Meal/Personal Breaks

Employees who work 6.5-8 or more consecutive hours during a day receive a 30-minute meal break. This 30-minute meal break is paid. No additional breaks are provided.

Employees who work 4-6.5 consecutive hours during a day may receive a 15-minute personal break. This 15-minute personal break is paid. No additional breaks are provided.

Employees who work less than 4 consecutive hours during a day do not qualify for meal or non-meal/personal breaks.

All meal and non-meal/personal breaks must be coordinated with the employee's immediate (classroom) team members. The School Director, or a designee, may revise break schedule(s) at any time, if deemed necessary.

Work Assignments

Work assignments will be distributed by the School Director. When possible, you will be advised of future assignments in advance, so you will have ample time to prepare for the assignment.

Once you have begun an assignment you will report directly to the School Director for all matters relating to its completion.

Conferences and Workshops

The school encourages and may require attendance at conferences that are related to the educational programs of the school and the enhancement of the professional growth of the individual. If you become aware of a seminar that you believe is appropriate for enhancing your skills (and or those of other employees), please bring it to the attention of the School Director. Since these seminars are usually offered only at specified times in a geographical area, please be sure to notify the School Director as far in advance as possible. This way, they can attempt to schedule workloads to accommodate your (and/or other employees') desire to attend the seminar. This training may be taken at a time mutually agreeable to both the staff member and the school. A report concerning the training received may be presented to the school within two weeks of the training or at the next staff meeting, if appropriate.

Contact with the School

The school should always know your location during business hours. The School Director will keep a record of your assignments, and (s)he should be notified of your whereabouts outside the school during working hours.

Standards of Conduct

Each employee always has an obligation to observe and follow the school's policies and procedures, code of ethics, and to maintain proper standards of conduct. If an individual's behavior interferes with the orderly and efficient operation of a department, corrective disciplinary measures will be taken.

Disciplinary action may include a verbal warning, written warning, suspension with or without pay, and/or discharge. The appropriate disciplinary action imposed will be determined by the school. The school does not guarantee that one form of action will necessarily precede another.

For the benefit of employees and to protect the efficiency and productivity of the School, certain rules must be observed by all employees. Engaging in any of the following examples of unacceptable conduct may result in any of the disciplinary actions discussed above. These examples are intended only as a guide and are not all inclusive. They are for the information of all employees. Employees are encouraged to observe the highest standards of professionalism at all times.

- Violation of any School rule;
- Any action that is detrimental to the School's efforts to operate effectively;
- Violation of state, federal or local laws and regulations;
- Negligence or unsafe conduct by failing to use ordinary and reasonable care in the performance of school related duties, which results or may result in injury, property damage or financial loss to the school;
- Using, selling, possessing, manufacturing, distributing, or being under the influence of alcohol or controlled substances (other than those used for bona fide medical purposes) while working (including while on lunch or other breaks) or while on School premises or during school functions;
- Unauthorized possession of weapons;
- Engaging in criminal conduct or acts of violence, or making threats of violence toward anyone on company premises or when representing the School; fighting, provoking a fight, or disorderly conduct detracting from the efficient operation of the School;
- Insubordination or refusing to obey instructions properly issued by a manager pertaining to the employee's work; refusal to help out on a special assignment;
- Threatening, intimidating or coercing fellow employees on or off the premises at any time, for any purpose;
- Theft or unauthorized possession of School property or the property of fellow employees; unauthorized possession or removal of any School property, including documents, from the premises without prior permission from management; unauthorized use of School equipment or property for personal reasons; using School equipment for personal gain;
- Dishonesty; falsification, or misrepresentation on the application for employment or other work records; falsification of reason for a leave of absence or other data requested by the School; alteration of School records or other School documents; falsification of student attendance or other student records.
- Sexual, racial, religious harassment or abuse; Disclosure of confidential information or breach of confidentiality; including violation of data privacy laws including open space conversation regarding confidential information.

- Failure to perform assigned work in a manner consistent with School standards of quality and quantity of work;
- Conviction for criminal offenses affecting the employee's ability to adequately perform his or her job;
- Distorting or providing false information important to the employee's hiring if the truth is discovered at some later date;
- Failure to promptly report an absence to the designated person; excessive unexcused absences or lateness;
- Obscene or abusive language toward any manager, employee, vendor, or client; indifference or rudeness towards a client, fellow employee, or vendor; any disorderly/antagonistic conduct on School premises;
- Failure by employees to use timesheets when appropriate; alteration of their own timesheets, records or attendance documents so that they do not accurately reflect hours worked; alteration of another employee's timesheet or records; or coercing someone else to inappropriately alter timesheets or records.

Before or during imposition of any discipline, employees may be given an opportunity to relate their version of the incident or problem at issue and provide any explanation or justification they consider relevant.

EMPLOYEE DISCIPLINE RUBRIC

BEHAVIOR INFRACTION	1 st Offense	2 nd Offense	3 rd Offense
CONFIDENTIALITY: includes personal information about children and families, organizational problems, and individual faculty matters. All records, files, conversation, and conferences are held for the benefit of the child and are strictly confidential.	Verbal Warning	Written Warning	Suspension or termination
RESPECT FOR THE CHILD: includes a positive, optimistic attitude about children. One should avoid pride and anger, speaking ill of the child, sarcasm, teasing, over-reacting to misbehavior, and implied reward and punishment.	Verbal Warning	Written Warning	Suspension or termination
GOOD STAFF RELATIONS: include playing and working cooperatively, remaining non-judgmental of staff, exerting trust, malicious comments, gossip, and other harmful	Verbal Warning	Written Warning	Suspension or termination

behaviors should be ignored and suppressed. Written and verbal communication should be professional at all times			
RESPECT PROPERTY Misuse/abuse of personal or school property.	Verbal Warning	Written Warning	Suspension or termination
PROFESSIONAL CONDUCT: includes keeping private affairs outside of the workplace, maintaining agreements at all levels regarding performance of duties, and meeting the needs of individual children and staff.	Verbal Warning	Written Warning	Suspension or termination
SEVERE BEHAVIOR INFRACTIONS (Incident Reports filed for all offenses)	1 st Offense		
FIGHTING/ASSAULT Physical aggression with intent to harm.	Suspension or termination		
SEVERE DEFIANCE Refusal to comply with request resulting in unsafe circumstances.	Suspension or termination		
HARASSMENT/THREATS Any act of harassment, including sexual, racial, religious harassment, repeated unwelcome teasing, bullying or threats.	Suspension or termination		
DESTRUCTION/THEFT/VANDALISM	Suspension or termination		
WEAPONS	Suspension or termination		

****Nothing in this policy is designed to modify our employment-at-will policy.**

Malicious and Sadistic Conduct Policy

Swan River Montessori Charter School prohibits malicious and sadistic conduct and sexual exploitation by a school staff member, independent contractor, or student enrolled in the school against a staff member, independent contractor or all student in all contexts. Malicious and Sadistic conduct means creating a hostile learning environment by acting with the intent to cause harm by intentionally injuring another without just cause or reason or engaging in extreme or excessive cruelty or delighting in cruelty. Swan River Montessori Charter School prohibits malicious and sadistic conduct involving race, color, creed, national origin, sex, age, marital status, status regarding public assistance, disability, religion, sexual harassment, and sexual orientation and gender identity as outlined in the Minnesota Human Rights Act (Minnesota Statutes, Chapter 363A)

Disciplinary measures for each violation of the policy will be guided by Student Discipline Policy in conformance with Pupil Fair Dismissal Act (Minnesota Statutes, 121A.41-56).

Educator Protection

Schools cannot discriminate against or discipline a teacher or principal on the basis of: incorporating contributions* of persons in a federally protected class or state protected class into curriculum.

*Contributions must be in alignment with state academic standards and benchmarks.

Access to Personnel Files

Employees have the opportunity to review their personnel file upon written request, once every six months, unless the employee is separated from the school. The school will comply with a request within seven working days if the personnel record is located within the state and within 14 working days if the record is located outside the state. A former employee may review the record once each year after separation for as long as the personnel records are maintained. The personnel record subject to review shall include job applications, wage or salary history, warning or termination notices, fringe benefits information, attendance records, and performance evaluations. Other information such as letters of reference, results of employer testing, written comments of a personal nature about another employee or written comments made by and kept in sole possession of the employee's supervisor do not form part of the personnel record that is subject to review.

The record will be made available during the school's normal hours of operation and at the employee's place of employment or other nearby location, in the presence of a school representative.

Consistent with applicable law, an employee may have the opportunity to provide a written response, not to exceed five pages, to any disputed information in his/her personnel record.

After reviewing their files, employees may receive a copy of their personnel file upon written request. For more information, contact the School Director.

Families and Public Relations

Our school's reputation is built on excellent service and quality work. To maintain this reputation requires the active participation of every employee.

The opinions and attitudes that families have toward our school may be determined for a long period of time by the actions of one employee. It is sometimes easy to take families for granted, but if we do, we run the risk of losing not only those families, but their associates, friends or family who may also be families or prospective families.

Each employee must be sensitive to the importance of providing courteous treatment in all working relationships.

Social Media—Acceptable Use

In the realm of social media, the differentiation between public and private, and personal and professional domains may lack clarity. Swan River employees should consider these general social networking/media guidelines when sharing thoughts, views and perspectives.

Use sound judgment.

- Post only appropriate and respectful content.

- **Respect.** Demonstrate respect for the dignity of the school, its employees, its vendors, and its students. A social media site is a public place, and employees should avoid inappropriate comments. For example, employees should not divulge **Swan River** confidential information, or information restricted from disclosure by law on social media sites. Similarly, employees should not engage in harassing or discriminatory behavior that targets other employees or individuals because of their protected class status or make defamatory comments or engage in other behavior that violates the company's policies.
- Use sound judgment in all situations, particularly in the world of social networking/media. Consider potential impacts to others.
- Respect the privacy of students, parents and other staff.
- Maintain a tone that is positive, respectful and inclusive.

Be transparent.

- Even as a Swan River employee, unless one is specifically authorized in writing to represent Swan River as a spokesperson, one must state that the views expressed in postings are their own.
- Be transparent about affiliation with Swan River and role/position held.

Confidentiality: Private information— Employees and Students

Do not publish, post, or release information that is considered confidential or not public. Online 'conversations' are never private.

- NEVER give out or transmit the personal information of students or co-workers, such as addresses, phone numbers, etc.
- ALWAYS respect the privacy of our students and families.
- Do not post pictures of others (students, families or other staff) without their permission. For students, please check to ensure that they have a signed Media Permission slip on file with the Front Office.
- If contacted by the media, always refer them to the Executive Director.
- With confidentiality, err on the side of caution. With questions about what is considered confidential, check in with your School Director.
- Be careful about the type and amount of personal information provided. Avoid sharing personal schedules or situations.

Please be cautious with respect to other websites.

- A significant part of interaction on Twitter, Facebook and the school website involves passing on relevant content or linking to other posts. Do not repost a link without looking at the content first.
- When using Twitter, Facebook and other tools, always follow terms and conditions.

Express only your personal opinions

Never represent yourself as a spokesperson for Swan River. If Swan River is a subject of the content you are creating, be clear and open about the fact that you are an associate and make it clear that your views do not represent those of Swan River, fellow associates, members, customers, suppliers or people working on behalf of the school. If you do publish a blog or post online related to the work you do or subjects associated with the school, make it clear that you are not speaking on behalf of Swan River. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of Swan River."

Swan River may monitor content on the Internet. Policy violations may result in discipline up to and including termination of employment.

Do not communicate with current students using personal Social Media accounts. Staff should be using the phone and group emails/classroom websites to communicate with students. In the case of an emergency, make sure to notify your Manager to inform them of such use. "Communication" includes adding students as "friends" on Social Media networks such as Facebook or Instagram and "following" a student on Twitter.

Changes in Personal Data

To aid you and/or your family in matters of personal emergency, we need to maintain up-to-date information.

Changes in name, address, telephone number, marital status, number of dependents or changes in next of kin and/or beneficiaries should be given to the School Director promptly.

Care of Equipment

You are expected to demonstrate proper care when using the school's property and equipment. No property may be removed from the premises without the proper authorization. If you lose, break, or damage any property, report it to the School Director at once.

Personal Property

The school is not responsible for loss or damage to personal property. Valuable personal items, such as purses and all other valuables should not be left in areas where theft might occur.

Severe Weather

Severe weather is to be expected during certain months of the year. Although driving may at times be difficult when caution is exercised the roads are normally passable. Except in cases of severe storms, we are all expected to work our regular hours. Time taken off due to poor weather conditions while the school remains open must be made up, used as a personal day, or is unpaid.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

If extreme weather conditions require the closing of the building, you will be notified by the School Director or the Operations Coordinator.

Personal Telephone Calls

It is important to keep our telephone lines free for families calls. Although the occasional use of the school's telephones for a personal emergency may be necessary, routine personal calls should be kept to a minimum.

Personal cellular telephones must be turned off or set to a silent alert during working hours while on school premises. *At no time may cell phones be used in any capacity in front of students or any other adult not employed by SRMCS.*

Electronic Mail Monitoring

We recognize your need to be able to communicate efficiently with fellow employees and families. Therefore, we have installed an internal electronic mail (e-mail) system to facilitate the transmittal of business-related information within the school and with our families.

Our school's policies against sexual and other types of harassment apply fully to the e-mail system. Violations of those policies are not permitted and may result in disciplinary action, up to and including discharge. Therefore, employees are also prohibited from the display or transmission of sexually explicit images, messages, ethnic slurs, racial epithets, or anything which could be construed as harassment or disparaging to others.

Employees shall not use unauthorized codes or passwords to gain access to others' files.

Violation of this policy may result in disciplinary action, up to and including discharge.

For business purposes, management reserves the right to enter, search and/or monitor the school's private e-mail system and the files/transmission of any employee without advance notice and consistent with applicable state and federal laws. Employees should expect that communications that they send and receive by the school's private e-mail system will be disclosed to management. Employees should not assume that communications that they send and receive by the school's private e-mail system are private or confidential.

Voicemail Monitoring

We recognize your need to be able to communicate efficiently with fellow employees and families. Therefore, we have a voice mail system to facilitate the transmittal of school-related information within the school and with our families.

Our school's policies against sexual and other types of harassment apply fully to the voicemail system. Violations of those policies are not permitted and may result in disciplinary action, up to and including discharge. Therefore, employees are also prohibited from the transmission of sexually explicit messages, ethnic slurs, racial epithets, or anything which could be construed as harassment or disparaging to others.

All voicemail passwords must always be made available to the school. Please notify the School Director if you need to change your password.

Violation of this policy may result in disciplinary action, up to and including discharge.

For business purposes, management reserves the right to enter, search and/or monitor the school's private voicemail system and the voicemail of any employee without advance notice and consistent with applicable state and federal laws. Employees should expect that communications that they send and receive by the school's private voicemail system will be disclosed to management. Employees should not assume that communications that they send and receive by the school's private voice mail system are private or confidential.

Internet Usage

As a growing school, we recognize the need to stay on the cutting edge of technology. This is one of the reasons we allow employees to have access to the Internet.

The Internet is intended for business use only. Use of the Internet for any non-business purpose, including but not limited to, personal communication or solicitation, purchasing personal goods or services, gambling and downloading files for personal use, is strictly prohibited.

Our school's policies against sexual and other types of harassment apply fully to Internet usage, including the use of instant messaging programs. Violations of those policies are not permitted and may result in disciplinary action, up to and including discharge. Therefore, employees are also prohibited from displaying, transmitting, and/or downloading sexually explicit images, messages, ethnic slurs, racial epithets, or anything which could be construed as harassment or disparaging to others. Consistent with applicable federal and state law, the time you spend on the Internet may be tracked through activity logs for business purposes. All abnormal usage will be investigated thoroughly.

Employees learning of any misuse of the Internet shall notify a member of management.

Violation of this policy may result in disciplinary action up to and including discharge.

Dress Policy

Employees are expected to maintain the highest standards of personal cleanliness and present a neat, professional appearance at all times.

Our families' satisfaction represents the most important and challenging aspect of our business. Whether or not your job responsibilities place you in direct family contact, you represent the school with your appearance as well as your actions. The properly attired individual helps to create a favorable image for the school, to the public and fellow employees.

All employees should use discretion in wearing attire that is appropriate for the office and family interaction.

Personal Hygiene

Maintaining a professional, business-like appearance is particularly important to the success of our school. Part of the impression you make on others depends on your choice of dress, personal hygiene, and courteous behavior. A daily regimen of good grooming and hygiene is expected of everyone. Please

ensure that you maintain good personal hygiene habits. While at work, you are required to be clean, dressed appropriately and well groomed.

Protecting School Information

Protecting our school's information is the responsibility of every employee, and we all share a common interest in making sure it is not improperly or accidentally disclosed. Do not discuss the school's confidential business with anyone who does not work for us. You may be required to sign a nondisclosure agreement as a condition of your employment, in accordance with state and federal law.

All telephone calls regarding a current or former employee's position/compensation with our school must be forwarded to the School Director.

Conflict of Interest/Code of Ethics

A school's reputation for integrity is its most valuable asset and is directly related to the conduct of its officers and other employees. Therefore, employees must never use their positions with the school, or any of its families, for private gain, to advance personal interests or to obtain favors or benefits for themselves, members or their families or any other individuals, corporations or business entities.

The school adheres to the highest legal and ethical standards applicable in our business. The school's business is conducted in strict observance of both the letter and spirit of all applicable laws and the integrity of each employee is of utmost importance.

Employees of the school shall conduct their personal affairs in such a fashion that their duties and responsibilities to the school are not jeopardized and/or legal questions do not arise with respect to their association or work with the school.

Parking

Free parking facilities are available to employees.

The school is not responsible for loss, damage, or theft of your vehicle. Therefore, we suggest that you lock your vehicle doors.

Contact with the Media

All media inquiries regarding the school and its operations must be referred to the School Director. Only the School Director is authorized to make or approve public statements pertaining to the school or its operations. No employees, unless specifically designated by the School Director, are authorized to make those statements.

Office Supplies

Our school maintains a stock of basic office supplies such as pens, paper clips, staples, note pads, etc. used on a day-to-day basis by employees.

If you need additional items not regularly stocked, please speak to the Operations Coordinator to place a special order.

All office supplies are for school use only and should not be removed from the school for non-school use. Violations of this policy may result in disciplinary action up to and including discharge.

Materials

Materials made during school time with school funds belong to the school. Materials made by the teachers at home with their own materials are the property of the teacher. Materials made by the

teacher at home that use school paper, markers, laminating machine, and general office supplies are the property of the school for a period of three (3) years, after which time they will be returned to the teacher. Materials made by parent's volunteers, from donated or school supplies, belong to the school. Materials made by the teacher at home, which involve building or purchased materials from school funds, such as bird feeders, desks, bulletin boards, shelves, and large instructional materials, remain school property.

Procedure for Staff Reimbursement

If a staff member makes a purchase on behalf of Swan River Montessori Charter School, the following procedure must be followed:

- 1) When possible, purchases will be completed via the main office.
- 2) When it is not possible to order through the office, a staff member may purchase an item(s) that is for educational/classroom purposes only. All purchases must be within the confines of the classroom budget of \$1000 per classroom per school year unless specific permission is granted by the School Director.
- 3) The staff member must ensure that the purchase is tax exempt as SRMCS is a non-profit organization filed with the State of Minnesota. If tax is included, SRMCS will NOT reimburse the staff member for the amount taxed.
- 4) To obtain reimbursement, the staff member must complete a Reimbursement/Check Request form which includes the name of the store where the item(s) was purchased, the total amount spent (not including any taxes), and the corresponding UFARS number. S/he must sign and date the form or it is not considered valid. One form may be used for numerous purchases.
- 5) All original receipts must be attached to the Reimbursement/Check Request form and handed into the School Director in the main office within a reasonable time frame, but no less than monthly. The School Director will approve or deny the reimbursement request. If approved, the School Director will sign the form and submit it to the Operations Coordinator.

- 6) Once received, the Operations Coordinator submits the form and receipt(s) to the Business Service Provider for processing.
- 7) The reimbursement check is mailed to SRMCS and placed in the employee's mailbox in the main office or mailed to the employee's home address.

Recording Devices in the Workspace

Except as otherwise provided for in this policy, no employee may photograph, tape, or otherwise record any person, document, conversation or communication, or activity that in any way involves the school or employees of the school, any families or any other individual with whom the school is doing business or intending to do business in any capacity (for example, vendors, suppliers, consultants, attorneys, or independent contractors). The authorized copying of documents in the ordinary course of business for the benefit of the school is not prohibited by this policy.

"Photographing," "taping," and "recording" under this policy includes taking still or video pictures (film or digital), or recording of any conversation or communications, regardless of whether the conversation or communication takes place in person, over the telephone, or via any other communications device or equipment, and regardless of the method used to tape or record (for example, tape recorder, video recorder, mechanical recording, or wire-tapping equipment), and regardless of where the conversation or communication takes place, i.e., whether on or off the school's premises. "Taping" or "recording" also includes photographing or recording digital images through cameras of any kind (for example, camera phones, PDA cameras, or concealed cameras). Limited exceptions will apply where the photographing, taping, or recording is being conducted by an individual who has been provided advance written authorization for the activity by an authorized member of school management.

Violations of this policy may result in disciplinary action against the offending employee(s), up to and including termination of employment. Where the conduct engaged in is illegal, violators may also be subject to prosecution under applicable federal, state, or local laws.

If You Must Leave Us

Should you decide to leave your employment with us, we ask that you provide the School Director with at least two weeks' advance notice. Your thoughtfulness is appreciated and will be noted favorably should you ever wish to reapply for employment with the school.

All school property must be returned upon termination. This includes any classroom materials that were created using school-purchased supplies including, but not limited to binders and laminated materials. Should an employee refuse to return school-owned materials or it is discovered that an employee took school-owned materials, the school may take action to recoup any replacement costs and/or seek the return of school property through appropriate legal recourse.

You should notify the school if your address changes during the calendar year in which termination occurs so that your tax information will be sent to the proper address.

Section 8: Safety in the Workplace

Each Employee's Responsibility

Safety can only be achieved through teamwork at our school. Each employee, supervisor and manager must practice safety awareness by thinking defensively, anticipating unsafe situations, and reporting unsafe conditions immediately.

Please observe the following precautions:

- Notify the School Director of any emergency. If you are injured or become sick at work, no matter how slightly, you must inform the School Director immediately.
- The use of alcoholic beverages or illegal substances during working hours will not be tolerated. The possession of alcoholic beverages or illegal substances on the school's property is forbidden.
- Use, adjust, and repair machines and equipment only if you are trained and qualified.
- Know the proper lifting procedures. Get help when lifting or pushing heavy objects.
- Know the locations, contents and use of first aid and fire-fighting equipment.
- Comply with OSHA standards and/or applicable state job safety and health standards as written in our safety procedures manual.
- Unauthorized possession, use, or sale of weapons, firearms, or explosives on work premises is forbidden.
- Understand your job fully and follow instructions. If you are not sure of the safe procedure, do not guess, ask the school Director.
- A violation of a safety precaution is in itself an unsafe act. A violation may lead to disciplinary action, up to and including discharge.

Bloodborne Pathogens Exposure Control

To protect employees who may reasonably anticipate being occupationally exposed to blood and other potentially infectious materials during work tasks, our school has instituted a bloodborne pathogens exposure control program.

Briefly, our program includes an employee exposure determination, information, and training about bloodborne pathogens, Universal Precautions, safe work practices, personal protective equipment, and housekeeping measures to help reduce the risks of occupational exposure. Procedures to be used following an exposure incident and necessary record keeping are also included. These matters are discussed in our written infection control plan, which is available to you in accordance with the plan.

Further information about our bloodborne pathogens exposure control program will be provided to affected employees and may be obtained from the School Director.

Fire Drills, Lock Downs, and Tornado Drills

Fire drills, lock downs, and tornado drills are scheduled periodically throughout the year. These drills are an important aspect of employee safety. We expect your complete cooperation during these drills. If you have any questions concerning procedures, see the School Director.

Workplace Violence

Violence by an employee or anyone else against an employee, supervisor or member of management will not be tolerated. The purpose of this policy is to minimize the potential risk

of personal injuries to employees at work and to reduce the possibility of damage to school property in the event someone, for whatever reason, may be unhappy with a school decision or action by an employee or member of management.

If you receive or overhear any threatening communications from an employee or outside third party, report it to the school director at once. Do not engage in either physical or verbal confrontation with a potentially violent individual. If you encounter an individual who is threatening immediate harm to an employee or visitor to our premises, contact an emergency agency (such as 911) immediately.

All reports of work-related threats will be kept confidential to the extent possible, investigated and documented. Employees are expected to report and participate in an investigation of any suspected or actual cases of workplace violence.

Violations of this policy, including your failure to report or fully cooperate in the school's investigation, may result in disciplinary action, up to and including discharge.

Workplace Searches

To protect the property and to ensure the safety of all employees, families and the school, the school reserves the right to conduct personal searches consistent with state law, and to inspect any packages, parcels, purses, handbags, brief cases, lunch boxes or any other possessions or articles carried to and from the school's property. In addition, the school reserves the right to search any employee's office, desk, files, locker, equipment or any other area or article on our premises. In this regard, it should be noted that all offices, desks, files, lockers, equipment, etc. are the property of the school, and are issued for the use of employees only during their employment. Inspection may be conducted at any time at the discretion of the school.

Persons entering the premises who refuse to cooperate in an inspection conducted pursuant to this policy may not be permitted to enter the premises. Employees working on or entering or leaving the premises who refuse to cooperate in an inspection, as well as employees who after the inspection are believed to be in possession of stolen property or illegal substances, will be subject to disciplinary action, up to and including discharge, if upon investigation they are found to be in violation of the school's security procedures or any other school rules and regulations.

Good Housekeeping

Good work habits and a neat place to work are essential for job safety and efficiency. You are always expected to keep your place of work organized and materials in good order.

anything that needs repair or replacement to the school director.

Smoking in the Workplace

Our school is committed to providing a safe and healthy environment for employees and visitors.

Smoking is not permitted.

Concealed Weapons

Possession, use or sale of weapons, firearms or explosives on work premises, while operating school machinery, equipment or vehicles for work-related purposes or while engaged in school business off premises is forbidden except where expressly authorized by the school and permitted by state and local laws. This policy applies to all employees, including but not limited to, those who have a valid permit to carry a firearm. This policy does not apply to firearms stored in the employee's locked motor vehicle.

Employees who are aware of violations or threats of violations of this policy are required to report such violations or threats of violations to the school director immediately.

Violations of this policy will result in disciplinary action, up to and including discharge.

In an Emergency

Any member of the office staff should be notified immediately when an emergency occurs. Emergencies include all accidents, medical situations, bomb threats, other threats of violence, and the smell of smoke. If any member of the office staff is unavailable, contact the nearest school official.

Should an emergency result in the need to communicate information to employees outside of business hours, any member of the office staff will contact you. Therefore, it is important that employees keep their personal emergency contact information up to date. Notify any member of the office staff in the event this information changes.

When events warrant an evacuation of the building, you should follow the instructions of any member of the office staff. You should leave the building in a quick and orderly manner. You should assemble at the pre-determined location as communicated to you by any member of the office staff to await further instructions or information.

Please direct any questions you may have about the school's emergency procedures to any member of the office staff.

Drug and Alcohol-Free Workplace

The school has vital interests in ensuring a safe, healthy, and efficient working environment for our employees, their co-workers, and the families we serve. The unlawful or improper presence or use of controlled substances or alcohol in the workplace presents a danger to everyone. For these reasons, we have established as a condition of employment and continued employment with the school the following substance abuse policy.

Employees are prohibited from reporting to work or working while using illegal or unauthorized substances(including cannabis). Employees are prohibited from reporting to work, or working when the employee uses any controlled substance, except when the use is pursuant to a doctor's orders and the doctor advised the employee that the substance does not adversely affect the employee's ability to safely perform his or her job duties.

In addition, employees are prohibited from engaging in the unlawful or unauthorized manufacture, distribution, sale or possession of illegal or unauthorized substances and alcohol in the workplace including: on school paid time, on school premises, in school vehicles, or while engaged in school activities. Employees are also prohibited from reporting for duty or remaining on duty with any alcohol in their systems. Employees are also prohibited from consuming alcohol during working hours, including meal and break periods.

Your employment or continued employment with the school is conditioned upon your full compliance with the foregoing substance abuse policy. Any violation of this policy may result in disciplinary action, up to and including discharge. Furthermore, any employee who violates this policy who is subject to termination, may be permitted in lieu of termination, at the school's sole discretion, to participate in and successfully complete an appropriate treatment, counseling or rehabilitation program as recommended by a substance abuse professional as a condition of continued employment and in accordance with applicable federal, state, and local laws.

Consistent with its fair employment policy, the school maintains a policy of non-discrimination and reasonable accommodation with respect to recovering addicts and alcoholics, and those having a medical history reflecting treatment for substance abuse conditions. We encourage employees to seek assistance before their substance or alcohol use renders them unable to perform their essential job functions or jeopardizes the health and safety of themselves or others. The school will attempt to assist its employees through referrals to rehabilitation, appropriate leaves of absence and other measures consistent with the school's policies and applicable federal, state, or local laws.

The school further reserves the right to take any and all appropriate and lawful actions necessary to enforce this substance abuse policy including, but not limited to, the inspection of school issued lockers, desks or other suspected areas of concealment, as well as an employee's personal property when the school has reasonable suspicion to believe that the employee has violated this substance abuse policy.

This policy represents management guidelines. For more information, please speak to the school director.

Section 9: SRMCS Educator Code of Ethics

Adopted as part of the Employee Handbook by the Board of Directors in August 2017

1. **CONFIDENTIALITY:** includes personal information about children and families, organizational problems, and individual faculty matters. All records, files, conversation, and conferences are held for the benefit of the child and are strictly confidential.
2. **RESPECT FOR THE CHILD:** includes a positive, optimistic attitude about children, a cooperative spirit, a nurturing of independence, a recognition of unique individuality, trust in the child's work, finding the right activity, and listening to and observing in order to follow the child. One should avoid pride and anger, speaking ill of the child, sarcasm, teasing, over-reacting to misbehavior, and implied reward and punishment. When making presentations, the child's interest level should be considered so that the teacher stops before the child tires. Phrasing of instructions should be direct and to the point. When communicating with the child comes down to the child's height. Greet and welcome each child into the environment as they enter.
3. **PREPARATION OF THE ENVIRONMENT:** includes developing a complete Montessori, or extended day program, caring for the environment, including animals, plants, and materials, and initiating change in order to provide new stimulation.
4. **PARENT EDUCATION:** includes the dissemination of Montessori principles, recognition of parents as primary educators, accessibility for information regarding individual children, and communication about general classroom activities.
5. **GOOD STAFF RELATIONS:** include playing and working cooperatively, remaining non-judgmental of staff, exerting trust, maximizing communication through staff meetings, celebrating through holiday events, program support, and school-wide projects. Malicious comments, gossip, and other harmful behaviors should be ignored and suppressed.
6. **PROFESSIONAL IMPROVEMENT:** includes participation in Montessori and Early Childhood workshops, as well as keeping abreast of current educational developments.
7. **PROFESSIONAL CONDUCT:** includes keeping private affairs outside of the workplace, maintaining agreements at all levels regarding performance of duties, and meeting the needs of individual children and staff.

Section 10: Receipt of Employee Handbook and Employment-At-Will Statement

This is to acknowledge that I have received a copy of the Swan River Montessori Charter School Employee Handbook and understand that it sets forth the terms and conditions of my employment as well as the duties, responsibilities and obligations of employment with the school. I understand and agree that it is my responsibility to read the Employee Handbook and to abide by the rules, policies and standards set forth in the Employee Handbook.

I also acknowledge that my employment with Swan River Montessori Charter School is not for a specified period of time and can be terminated at any time for any reason, with or without cause or notice, by me or by the school. I acknowledge that no oral or written statements or representations regarding my employment can alter the foregoing. I also acknowledge that no manager or employee has the authority to enter into an employment agreement—express or implied—providing for employment other than at-will.

I also acknowledge that, except for the policy of at-will employment, the school reserves the right to revise, delete and add to the provisions of this Employee Handbook. All such revisions, deletions or additions must be in writing and must be signed by the Director of the school. No oral statements or representations can change the provisions of this Employee Handbook. I also acknowledge that, except for the policy of at-will employment, terms, and conditions of employment with the school may be modified at the sole discretion of the school, with or without cause or notice, at any time. No implied contract concerning any employment-related decision, term of employment or condition of employment can be established by any other statement, conduct, policy, or practice.

I understand that the foregoing agreement concerning my at-will employment status and the school's right to determine and modify the terms and conditions of employment is the sole and entire agreement between me and Swan River Montessori Charter School concerning the duration of my employment, the circumstances under which my employment may be terminated and the circumstances under which the terms and conditions of my employment may change. I further understand that this agreement supersedes all prior agreements, understandings and representations concerning my employment with the school.

If I have questions regarding the content or interpretation of this Employee Handbook, I will bring them to the attention of my supervisor.

PRINTED NAME OF EMPLOYEE: _____

DATE: _____

EMPLOYEE SIGNATURE: _____

Please sign and return this form to the School Director within 48 hours of receipt of the Employee Handbook. This completed form is required for employment at Swan River Montessori Charter School.