

## Welcome to Scholar Academy

Welcome to Scholar Academy (the “School”). To answer some of the questions you may have concerning the School and its policies, we have written this Policy Guide. Please read it thoroughly and retain it for future reference. The policies stated in this Policy Guide are guidelines only and are subject to change at the sole discretion of the School, as are all other policies, procedures, benefits, and other programs of the School. From time to time, you may receive updated information concerning changes in policy. If you have any questions regarding any policies, please ask the school Administrator or an HR representative from Academica West for assistance.

This employee Policy Guide was developed to describe some of the expectations of employees of the School and to outline some important policies, programs, and also benefits available to eligible employees. Employees should familiarize themselves with the contents of the employee Policy Guide as soon as possible; it will answer many questions about employment with the School.

This Policy Guide is provided to inform and acquaint employees with the School and with the School’s policies, procedures, and practices. The School may change any of its policies, procedures, benefits or other matters described in this Policy Guide or elsewhere with or without notice, at the sole option of the School, without prior consultation with or agreement by any employee. Neither this Policy Guide, employment with the School, nor the maintenance of supervisory or other policies or procedures shall be construed as constituting a promise from or contract of any kind with the School, either express or implied, regarding any of the matters addressed in any such handbooks or policies. **Although it is intended that the relationship between the School and its employees will grow and be in the best interests of both the employee and the School, all employees are employed for an indefinite period in an at-will capacity. This means that both the School and its employees retain the right to end or terminate the employment relationship at any time, with or without notice, and for any reason or for no reason at all.** No supervisor, manager, or representative of the School, other than the School’s Board of Directors, has the authority to enter into any contract or agreement with you of any kind, including but not limited to for employment for any specific duration or to make any commitments contrary to the at-will nature of employment. Only a separate, express written agreement signed by the President of the School’s Board of Directors and designated as an employment contract may create any such contract and change the at-will nature of the employment relationship.

We wish you the best of luck and success in your position and hope that your employment relationship with the School will be a rewarding experience.

### Equal Employment Opportunity

The School provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or status as a Vietnam-era or special disabled veteran in accordance with applicable federal laws. In addition, the School complies with applicable state and local laws governing non discrimination in employment. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfers, leave of absence, compensation, and training.

### Zero-Tolerance for Harassment

The School has adopted a policy of “zero-tolerance” with respect to unlawful employee harassment. In this connection, the School expressly prohibits any form of unlawful employee harassment based on race, color, religion, sex, national origin, age, disability, status as a Vietnam-era or special disabled veteran, or

status in any group protected by state or local law. Improper interference with the ability of the School employees to perform their expected job duties is not tolerated.

With respect to sexual harassment, the School prohibits the following:

1. Unwelcome sexual advances, requests for sexual favors, and all other verbal or physical conduct of a sexual or otherwise offensive nature, especially where:
  - Submission to such conduct is made either explicitly or implicitly a term or condition of employment;
  - Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment; or
  - Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment.
2. Offensive comments, jokes, innuendos, and other sexually oriented statements.

**Types of harassment** – Sexual harassment constitutes a form of sexual discrimination under Title VII of the Civil Rights Act of 1964. As was stated above, the EEOC and the federal courts have recognized two distinct types of sexual harassment: “quid pro quo” and “hostile environment” harassment.

- “Quid pro quo” harassment occurs when an aspect of a person’s job is conditioned on his or her accepting the sexual advances or conduct of another worker, the individual refuses, and the threat is carried out.
- “Hostile environment” harassment occurs when an employee is subjected to a severe or pervasive pattern of unwelcome, sexually-related conduct in the workplace that creates a hostile, intimidating, or offensive work environment. It should be noted, however, that sexually harassing conduct need not be of a specifically sexual nature, it need only be gender-based.

Examples of the types of conduct expressly prohibited by this policy include, but are not limited to, the following:

- Touching, such as rubbing or massaging someone’s neck or shoulders, stroking someone’s hair, or brushing against another’s body.
- Sexually suggestive touching.
- Grabbing, groping, kissing, fondling.
- Violating someone’s “personal space.”
- Whistling at another person.
- Lewd, off-color, sexually oriented comments or jokes.
- Foul or obscene language.
- Leering, staring, stalking.
- Suggestive or sexually explicit posters, calendars, photographs, graffiti, cartoons.
- Unwanted or offensive letters or poems.
- Sitting or gesturing sexually.
- Offensive E-mail or voice-mail messages.
- Sexually oriented or explicit remarks, including written or oral references to sexual conduct, gossip regarding one’s sex life, body, sexual activities, deficiencies, or prowess.
- Questions about one’s sex life or experiences.
- Repeated requests for dates.
- Sexual favors in return for employment rewards, or threats if sexual favors are not provided.
- Sexual assault or rape.
- Any other conduct or behavior deemed inappropriate by the School.

## **Complaint Procedure**

Each member of management is responsible for creating an atmosphere free of discrimination and harassment, sexual or otherwise. Further, employees are responsible for respecting the rights of their coworkers.

If you experience any job-related harassment based on your sex, race, national origin, disability, religion, or another factor, or believe you have been treated in an unlawful, discriminatory manner, promptly report the incident to your Administrator, who will investigate the matter and take appropriate action, including reporting it to human resources. If for any reason you believe it would be inappropriate to discuss the matter with your Administrator, you may bypass your administrator and report it directly to the Board of Directors or the HR representative at Academica West, who will undertake an investigation. Your complaint will be kept confidential to the maximum extent possible.

The School will determine, in its sole discretion, what appropriate disciplinary action will be taken against the offending employee up to, and including, termination of employment.

The School prohibits any form of retaliation against any employee for filing a complaint under this policy or for assisting in a complaint investigation.

## **Dating Between Employees**

The School has adopted this policy in recognition of its responsibility to provide guidelines on romantic and sexual relationships with other employees and to caution employees about the potential problems posed by such relationships. These problems include conflicts of interest, interference with the productivity of co-workers, and potential charges of sexual harassment. They can be particularly serious in situations in which one person has a position of authority over the other, such as in a supervisor-subordinate relationship.

The School does not prohibit consensual romantic relationships between employees, but it does impose the following restrictions:

- The School strongly discourages supervisory personnel from engaging in romantic or sexual relationships with subordinates and requires the supervisor or manager to disclose the existence of such a relationship. Additionally, supervisors and managers are required to take steps to resolve any actual or potential conflict of interest or impropriety created by the relationship.
- All employees must avoid romantic or sexual relationships with other employees that create conflicts of interest, potential charges of sexual harassment, or discord or distractions that interfere with other employees' productivity.

Any romantic relationship between a supervisor and subordinate employee must be disclosed by the supervisor to the Administrator, or to the next highest individual in the supervisory chain of command (likely the Board President). The Administrator must assess the situation and make a recommendation to resolve any actual or potential conflict of interest or impropriety created by the relationship. If the Administrator determines that an unacceptable conflict cannot be avoided, the dating couple can be required to determine which partner will resign.

Failure to make required disclosures or comply with a recommendation to resolve a conflict with this policy can result in discipline up to and including termination of employment.

## **Benefit New Hire Waiting Period**

All new hires are required to go through a **30 day (30) calendar day** benefit waiting period.

During the benefit new hire waiting period, new employees are eligible only for those benefits that are required by law, such as workers' compensation insurance and Social Security. After becoming regular employees, they may be eligible for other benefits, subject to the terms and conditions of each benefits program. Employees should read the information for each specific benefits program for the details on eligibility requirements.

## **Eligibility for Group Health Insurance Benefits**

Only full-time employees are eligible to participate in group health insurance plan(s) sponsored by the School. Part-time employees are not eligible to receive group health insurance benefits.

Part-time employees are those employees, whether paid a salary or on an hourly basis, that are not regularly scheduled to work over 30 hours per week and whose hours vary throughout the course of the school year based on the school's needs.

## **Immigration Law Compliance**

The School is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with the School within the past three years, or if their previous I-9 is no longer retained or valid. The School participates in the E-Verify Program.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the HR representative at Academica West. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

In the event that an employee does not complete the required paperwork for employment, the employee will be required to report to the Academica West HR representative to complete the necessary paperwork and receive any checks being held there.

## **Employment of Relatives**

The School permits the employment of qualified relatives of employees as long as such employment does not, in the opinion of the School, create actual or perceived conflicts of interest. For purposes of this policy, "relative" is a spouse, child, parent, sibling, grandparent, grandchild, aunt, uncle, first cousin, or corresponding in-law or "step" relation. The School will exercise sound business judgment in the placement of related employees in accordance with the following guidelines:

- Individuals who are related by blood or marriage are permitted to work in the same location, provided no direct reporting or supervisory/management relationship exists. That is, no employee is permitted to work within the "chain of command" of a relative such that one relative's work responsibilities, salary, or career progress could be influenced by the other relative.

- No relatives are permitted to work in the same department or in any other positions in which the School believes an inherent conflict of interest may exist.
- In addition, the School recognizes that at times, employees and their “close friends,” “domestic partners,” or “significant others” may be assigned to positions that create a coworker or supervisor- subordinate relationship. The School will, in its discretion, exercise sound judgment with respect to the placement of employees in these situations in order to avoid the creation of a conflict or the appearance of a conflict of interest, avoid favoritism or the appearance of favoritism, and decrease the likelihood of sexual harassment in the workplace.

This policy applies to all categories of employment at the School, including regular, temporary, and part-time classifications.

### **Personnel Files**

The School maintains personnel files on each employee. These files contain documentation regarding all aspects of the employee’s tenure with the School, such as performance appraisals, beneficiary designation forms, disciplinary warning-notices, and letters of commendation. You may review your personnel file on an annual basis. If you are interested in reviewing your file, contact your Administrator.

To ensure that your personnel file is up-to-date at all times, notify your Administrator or the Academics West HR representative of changes in your name, telephone number, home address, marital status, number of dependents, beneficiary designations, scholastic achievements, the individuals to notify in case of an emergency, and so forth.

### **Individuals with Disabilities**

The School complies with the Americans with Disabilities Act and applicable state and local laws providing for nondiscrimination in employment against qualified individuals with disabilities. The School also attempts to provide reasonable accommodation for such individuals in accordance with these laws. In this connection, the School will evaluate the feasibility of a requested accommodation in light of the ADA’s guidelines, and determine whether such accommodation will create an undue hardship. It is the School’s policy to, without limitation:

1. Ensure that qualified individuals with disabilities are treated in a nondiscriminatory manner in the pre-employment process and that they are treated in a nondiscriminatory manner in all terms, conditions, and privileges of employment.
2. Administer medical examinations (a) to applicants only after conditional offers of employment have been extended and (b) to employees only when justified by business necessity, such as for a second medical opinion or a fitness-for-duty exam.
3. Keep all medical-related information confidential in accordance with the requirements of the ADA and retain such information in separate confidential files.
4. Provide applicants and employees with disabilities with reasonable accommodation, except where such an accommodation would create an undue hardship on the School.
5. Notify individuals with disabilities that the School provides reasonable accommodation to qualified individuals with disabilities, by including this policy in the School’s employee Policy Guide and by posting the Equal Employment Opportunity Commission’s poster on not discriminating against individuals with disabilities and other protected groups conspicuously at the School’s facilities.

### Procedure for Requesting an Accommodation

Qualified individuals with disabilities may make requests for reasonable accommodation to the School's Administrator and/or Board of Directors. On receipt of an accommodation request, the Administrator will meet with the requesting individual to discuss and identify the precise limitations resulting from the disability and the potential accommodation that the School might make to help overcome those limitations.

The Administrator and, if necessary, appropriate management representatives identified as having a need to know, will determine the feasibility of the requested accommodation, considering various factors, including, but not limited to, the nature and cost of the accommodation, the availability of tax credits and deductions, outside funding, the school's overall financial resources and organization, and the accommodation's impact on the operation of the school, including its impact on the ability of other employees to perform their duties and on the school's ability to conduct business.

### **Classifications of Employment**

For purposes of salary administration and eligibility for overtime payments and employee benefits, the School classifies its employees and other workers as follows:

- **Full-time regular employees.** Employees hired to work the School's normal, full-time, thirty-hour workweek on a regular basis. Such employees may be "exempt" or "nonexempt" as defined below.
- **Part-time regular employees.** Employees hired to work fewer than thirty hours per week on a regular basis. Such employees may be "exempt" or "nonexempt" as defined below.
- **Temporary or Seasonal employees.** Employees engaged to work full time or part time on the School's payroll with the understanding that their employment will be terminated no later than on completion of a specific assignment or their employment is seasonal and not year-round. (Note that a temporary employee may be offered and may accept a new temporary assignment with the School and thus still retain temporary status.) Such employees may be "exempt" or "nonexempt" as defined below. (Note that employees hired from temporary employment agencies for specific assignments are employees of the respective agency and not of the School.)
- **Nonexempt employees.** Employees who are required to be paid overtime at the rate of time and one half (i.e., one-and-one-half times) their regular rate of pay for all hours worked beyond forty hours in a workweek, in accordance with applicable federal wage and hour laws.
- **Exempt employees.** Employees who are not required to be paid overtime, in accordance with applicable federal wage and hour laws, for work performed beyond forty hours in a workweek. Executives, professional employees, outside sales representatives, and certain employees in administrative positions and some computer professionals are typically exempt.

You will be informed of your initial employment classification and of your status as an exempt or nonexempt employee during your orientation session. If you change positions during your employment as a result of a promotion, transfer, or otherwise, you will be informed of any change in your exemption status.

Please direct any questions regarding your employment classification or exemption status to your Administrator or to the Academics West HR representative.

#### Non-Exempt Employee Volunteering at the School

Although the School appreciates the willingness of non-exempt employees to volunteer their time to the School, all employees who desire to volunteer time must ensure that the following conditions are satisfied: All volunteer work: (i) shall be clearly outside the employee's regular duties and regular hours;

(ii) shall be donated for civic or charitable reasons; (iii) shall be done without pressure or coercion from the employer; and (iv) shall be made without the promise, expectation, or receipt of compensation. In compliance with the Fair Labor Standards Act (FLSA), the School will pay for any work performed during or in addition to the employee's scheduled time. However, non-exempt employees that attempt to volunteer time in a manner that does not meet the conditions described herein may be subject to appropriate disciplinary action.

### **Work Hours**

Work hours can vary – your Administrator will explain your schedule to you. For payroll purposes, the School work week begins Saturday morning at 12:01 a.m. and ends the next Friday night at 12 Midnight.

### **Recording Work Hours**

It is the policy of the School to comply with applicable laws that require records to be maintained of the hours worked by our nonexempt (non salaried) employees. To ensure that accurate records are kept of the hours you actually work (including overtime hours where applicable), and to ensure that you are paid in a timely manner, you will be required to record your time worked and your absences on the School's official time record forms for hourly employees. After reviewing the form and resolving any discrepancies, your Administrator will sign the form and forward it to payroll for processing.

Please ensure that your actual hours worked and leave time taken are recorded accurately. Falsifying a time record is a breach of the School policy and is grounds for disciplinary action, including the possibility of discharge on the first offense.

### **Regular Pay Procedures**

Your Administrator will explain our payroll schedule to you. If a scheduled payday falls on a Saturday, Sunday, or school holiday, or a vacation / break, you will usually be paid on the day preceding the weekend or holiday. All required deductions, such as for federal, state, and local taxes, and all authorized voluntary deductions, such as for health insurance contributions, will be withheld automatically from your paychecks.

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

In the event your paycheck is lost or stolen, please notify your Administrator immediately. Your Administrator will, in turn, notify the School's payroll provider who will attempt to put a stop-payment notice on your check. If we are able to do so, you will be issued another check and may be charged a stop-payment and replacement fee. Unfortunately, however, the School is unable to take responsibility for lost or stolen paychecks, and if we are unable to stop payment on your check, you alone will be responsible for such loss.

### **Overtime Pay Procedures**

Generally, the School does not offer or require any employee to work overtime. Hourly employees are hired on the basis of an agreed amount of hours per week. Employees should receive written authorization from the Administrator prior to working more than your normally scheduled hours in a work week. Failure to obtain prior approval for such additional hours may be cause for discipline.

### **Holiday Pay for Hourly Employees**

Employees who are paid on an hourly basis and who are regularly scheduled to work six or more hours per day will be paid for the holidays set forth below at their regular rate of pay for the number of hours that they are typically scheduled to work after the first year of employment

The holidays for which employees may be paid are: Thanksgiving Day, Christmas Day, New Year's Day, Labor Day, and Memorial Day.

### **Salary Administration Programs**

To attract and retain above-average employees, the School endeavors to pay wages and salaries competitive with those paid by other employers in our industry in our area. In line with this objective, the School monitors its wage scales to help ensure they are kept in line with local economic conditions.

Questions regarding our salary administration program or your individual salary should be directed to the Administrator.

### **Safe Harbor Statement for FLSA Compliance**

Generally, employees who are in the exempt category cannot have their pay reduced when the employee works less than the normal work week. However, the Department of Labor has made some exceptions to this rule, for example; absence from work for one or more full days for personal reason, other than sickness or disability; absence from work for one or more full days due to sickness or disability if the deductions are made under a bona fide plan, policy or practice of providing wage replacement benefits for these types of absences; to offset any amounts received as payment for jury fees, witness fees, or military pay; penalties imposed in good faith for violating safety rules of "major significance"; unpaid disciplinary suspension of one or more full days imposed in good faith for violations of workplace conduct rules; proportionate part of an employee's full salary may be paid for time actually worked in first and last weeks of employment; and unpaid leave taken pursuant to the Family and Medical Leave Act.

The School intends to never take an improper deduction from an exempt employee's pay. If an exempt employee believes that the school has taken an improper deduction from any paycheck, the employee should notify the employee's immediate supervisor in order to have the school notified that the employee believes an error has been made and why. After determining why the deduction has been made and supplying the employee with the documentation to support the reason behind the deduction, the deduction will either be affirmed or reversed. If the school has made an error, the employee will be repaid the deduction within 48 hours.

If the employee continues to believe that an improper deduction has been taken, the employee should appeal the initial decision to affirm the deduction, in writing, to the Administrator. The Administrator will render the final decision to the employee within 72 hours of the appeal's receipt. If the Administrator finds in favor of the employee, a repayment of the deduction will be made within 48 hours.

## **Performance Reviews**

To ensure that you perform your job to the best of your abilities, it is important that you be recognized for good performance and that you receive appropriate suggestions for improvement when necessary.

All employees will be evaluated annually. Consistent with this goal, your performance will be evaluated by your Administrator or administrator designee on an ongoing basis. Employees may also receive periodic written evaluations of their performance, beyond the annual review. Provisional and Level 1 teachers will receive two written evaluations each year.

If you have not received a performance review, it is your responsibility to notify your Administrator in writing about this matter. This will help us ensure the appraisal process is administered in a timely manner.

All written performance reviews will be based on your overall performance in relation to your job responsibilities and will also take into account your conduct, demeanor, and record of attendance and tardiness.

An appraisal is not a contract or a commitment to provide a salary or other form of compensation adjustment, a promotion, a bonus, continued employment, or retention. An appraisal is only one of several factors that the organization uses in making these and other employment decisions. Any comments made on your appraisal by your Administrator or other the School representatives, or statements made by such individuals during any discussions regarding the appraisal, or your performance or future, including during any coaching or counseling session, should not be construed as a promise or guarantee, since circumstances, such as business conditions, and your performance, may change in the future.

In addition to the regular performance evaluations described above, special written performance evaluations may be conducted by the Administrator at any time to advise you of the existence of performance or disciplinary problems.

## **Personal Leaves of Absence**

In very special circumstances, the School may grant a leave for a personal reason, but never for taking employment elsewhere or going into business for yourself. Employees should request an unpaid personal leave of absence from the Administrator. A personal leave of absence must not interfere with the operations of the School. The Administrator is to make the Board of Directors aware of any approved personal leave of absence taken by an employee when the number of days requested exceeds 5 days. If the Administrator feels the leave would interfere with the overall performance of the School, personal leave may be denied.

A personal leave of absence may be granted for up to thirty (30) days. If your leave is extended for more than thirty (30) days, vacation and other benefits will no longer continue. Failure to return from a leave at the time agreed will result in termination of employment. Unless the leave is protected by some other law (i.e., FMLA or USERRA), there is no job guarantee upon returning from such leave.

Taking other employment while on any leave of absence (including FMLA leave) will result in the termination of employment.

## **Military Leaves of Absence**

Leaves of absence without pay for military or Reserve duty are granted to full-time regular and part-time regular employees. If you are called to active military duty or to Reserve or National Guard training, or if you volunteer for the same, you should notify your Administrator and submit copies of your military orders to him or her as soon as is practicable. You will be granted a military leave of absence without pay for the period of military service, in accordance with applicable federal and state laws. If you are a reservist or a member of the National Guard, you are granted time off without pay for required military training. Your eligibility for reinstatement after your military duty or training is completed is determined in accordance with applicable federal and state laws.

## **Bereavement Leave**

If you are a full-time regular employee and a death occurs in your family, you will be compensated for time lost from your regular work schedule in accordance with the following guidelines.

You will be granted up to five (5) days off work with pay in the event of the death of your spouse, child, parent, or sibling; up to three (3) days in the event of the death of your father-in-law, mother-in-law, son-in-law, daughter-in-law, or grandchild; and one (1) day in the event of the death of a grandparent. Part-time and temporary employees will be granted five (5) days off without pay.

## **Jury Duty**

Employees will be paid for time that they are required to take off in order to serve on a jury. Employees will not be required to take PTO in order to serve on a jury.

## **Personal Time Off (PTO)**

Because we recognize the importance of personal time off in providing the opportunity for rest, recreation, sick days, and personal activities, the School grants annual, paid PTO to its full-time regular employees (TA's and Part-time / Temporary employees do not receive paid PTO).

### *PTO Carryover*

PTO may be taken as time accrues at any point during the year, with approval from your Administrator. Each year, you may carry over up to 5 days PTO time beyond your next anniversary date. Any remaining time will be paid out at the rate of \$70 per day. For example, if you are eligible for ten days of PTO, and you use 3 days during the school year, 5 days will carry over, and 2 days will be paid out at the rate of \$70 per day, for a total of \$140. Again, if there is unused PTO the subsequent year, only 5 days may be carried forward, and the remainder will be paid out. Teachers may contribute days to the emergency leave bank. (See administrative guidelines)

### *PTO / Vacation Scheduling*

PTO may be taken as weekly periods or as individual days as long as the periods chosen meet with Administrator's approval. Given the nature of your job, you should submit a PTO request to your Administrator at least four (4) weeks before the date you wish your PTO to begin whenever possible. A minimum of two weeks notice is required for all non-emergency individual PTO days. The Administrator has the right to accept or reject PTO requests during the school year.

## Workers' Compensation Insurance

To provide for payment of your medical expenses and for partial salary continuation in the event of a work-related accident or illness, you are covered by workers' compensation insurance. The amount of benefits payable and the duration of payment depend on the nature of your injury or illness. In general, however, all medical expenses incurred in connection with an injury or illness are paid in full, and partial salary payments are provided beginning with the fourth consecutive day of your absence from work.

If you are injured or become ill on the job, you must immediately report such injury or illness to your Administrator. This ensures that the School can assist you in obtaining appropriate medical treatment. Your failure to follow this procedure may result in the appropriate workers' compensation report not being filed in accordance with the law, which may consequently jeopardize your right to benefits in connection with the injury or illness.

Questions regarding workers' compensation insurance should be directed to your Administrator or the Academica West HR representative.

## Continuing or Converting Your Group Health Insurance Coverage

In the event you qualify for and have been enrolled in group health insurance coverage, if you resign or are terminated from the School's employ or if your work hours are reduced, and if this event makes you or your dependents no longer eligible to participate in one of our group health insurance plans, you and your eligible dependents may have the right to continue to participate for up to eighteen months at your (or your dependents') expense. The School **may or may not be required to offer you and your dependents this coverage based on the size of the school at the time your employment ends**. If you are determined to be disabled under the Social Security Act at the time your termination or reduction in hours occurs or within 60 days of these events, you may be entitled to continuation coverage for up to twenty-nine months.

Your eligible dependents may also extend coverage, at their expense, for up to thirty-six months in our group health insurance plans in the event of your death, divorce, legal separation, or enrollment for Medicare benefits, or when a child ceases to be eligible for coverage as a dependent under the terms of the plan. The eighteen-month continuation coverage period provided in the event of your termination or reduction in working hours may be extended to thirty-six months for your spouse and dependent children if, within that eighteen-month period, you die or become divorced or legally separated, or if a child ceases to have dependent status. In addition, if you enroll for Medicare during the eighteen-month period, your spouse and dependent children may be entitled to extend their continuation period to thirty-six months, starting on the date that you become eligible for Medicare.

If you or your eligible dependents elect to continue as members of the School's plans, you will be charged the applicable premium charged the School by our carriers plus an additional two percent (2%). Employees with disabilities, however, will be charged an additional fifty (50%) percent of the applicable premium during the nineteenth through the twenty-ninth months of continuation coverage. The premium is subject to change if the rates being charged the School increase or decrease. If this election for continuation coverage is made, you have the right to convert this coverage to an individual policy with our insurance carriers at the end of the continuation period.

Continuation coverage may end, however, if any of the following events occur: (1) failure to make timely payments of all premiums; (2) assumption of coverage under another group health plan, which does not exclude or limit coverage provided to you on account of a preexisting medical condition unless the preexisting condition does not apply due to the Health Insurance Portability and Accountability Act; or

(3) the School's termination of its group health plans. If you enroll for Medicare, you will no longer be eligible for continued coverage, but, as noted earlier in this statement, your spouse and dependent children may be entitled to extend their continuation coverage.

Our plan administrator will contact you concerning these options at the time termination occurs or your work hours are reduced. The plan administrator will contact your qualified beneficiaries in the event of your death or enrollment for Medicare benefits. However, in the event that you become divorced or legally separated, or one of your dependents ceases to be eligible for coverage under our group health insurance plans, you and/or your dependent is responsible for contacting the School or the Academica West HR representative to discuss continuation/conversion rights. You and your qualified beneficiaries are also responsible for notifying the plan administrator within sixty days of qualifying for social security disability benefits.

For further details regarding continuing or converting your group health insurance benefits, please contact the Academica West HR representative.

## **EMPLOYEE CONDUCT**

### **Personal Appearance and Demeanor**

Discretion in style of dress and behavior is essential to the efficient operation of the School. Employees must use good judgment in choice of work clothes and conduct themselves at all times in a way that best represents the School. School employees shall dress as professionals on a daily basis in order to set a good example for students and the general public. Employee dress and grooming shall not detract from the learning/educational environment of students in their classes, School programs or other School-related activities. Visible tattoos shall not be obscene, vulgar, profane, or representative of drug/alcohol use or gang affiliation. Dress Levis are acceptable. No T-shirts, except as designated by the Administrator on casual dress day or for special events, are allowed. Blouses, shirts, and sweaters of any kind that allow cleavage to be visible are not allowed.

Food Service and Custodial Staff shall project an image that emphasizes the professional services provided to students, staff and the community. It is desirable that these employees be distinguishable from other individuals, authorized or unauthorized, who are located on School grounds, as a safety issue. As such, a uniform look is required and sets and supports a significant safety standard. Therefore, all employees in the Food Service and Custodial departments shall be required to wear a uniform shirt with the School logo. In addition, the employee must wear appropriate footwear. The maintenance and custodial staff may wear caps when appropriate.

Employees are also required to keep their work environment clean and orderly. All safety and health code requirements must be followed.

Before departing at the end of their workday, employees should secure all files and cabinets and clear all work materials from desk surfaces, especially materials of a sensitive or confidential nature.

Employees failing to adhere to School standards with respect to appearance and demeanor are subject to disciplinary action.

### **Absenteeism and Tardiness**

The School expects all employees to assume diligent responsibility for their attendance and promptness.

If you are unable to work because of illness, you must notify the Office Manager by 7:30 am on each day of your absence unless you are granted an authorized medical leave, in which case different notification procedures apply. (Having a spouse or other family member or friend notify the Office Manager or Administrator is not acceptable notification.)

If you are absent for more than three consecutive workdays, a statement from a physician is required before you will be permitted to return to work. In such instances, the School also reserves the right to require you to submit to an examination by a physician designated by the School at its discretion. In addition, the School may require you either to submit a statement from your physician or to be examined by a school-designated physician in other instances at its discretion, such as where attendance abuse is suspected (e.g., where an employee's record indicates a pattern of short absences and/or frequent absences before or after holidays and weekends).

If you are absent for three or more consecutive days and do not call your Administrator to report your acceptable reason for being absent, it is assumed you decided to terminate your employment with the School (voluntary resignation).

Absenteeism or tardiness that is unexcused or excessive in the judgment of the School is grounds for disciplinary action, up to and including dismissal.

### **Medical Recommendations for Students**

In compliance with state law, Teachers, Instructors and Administrators are not to give medical recommendations for students to their parents or guardians. Specific behaviors demonstrated within the classroom by the student may be described and outlined by school personnel. A recommendation for specific treatment or recommendation of a psychotropic drug is prohibited and is grounds for immediate termination. See your Administrator for acceptable practices in relaying performance and behavior-related matters regarding students to their parents or guardians.

### **Guidelines for Appropriate Conduct**

As an integral member of the School team, you are expected to accept certain responsibilities, adhere to acceptable business principles in matters of personal conduct, and exhibit a high degree of personal integrity at all times. This not only involves sincere respect for the rights and feelings of others but also demands that both in your business and in your personal life you refrain from any behavior that might be harmful to you, your coworkers, and/or the School, or that might be viewed unfavorably by current or potential students or parents or by the public at large.

Whether you are on or off duty, your conduct reflects on the School. You are, consequently, encouraged to observe the highest standards of professionalism at all times.

Listed below are some of the rules and regulations of the School. This list should not be viewed as being all-inclusive. Types of behavior and conduct that the School considers inappropriate and which could lead to disciplinary action up to and including termination of employment without prior warning, at the sole discretion of the school, include but are not limited to, the following:

1. Falsifying employment or other the School records;
2. Violating the School's nondiscrimination and/or sexual harassment policy;
3. Soliciting or accepting gratuities (*This does not include simple gifts from students*).
4. Establishing a pattern of excessive absenteeism or tardiness;

5. Engaging in excessive, unnecessary, or unauthorized use of the School's supplies, particularly for personal purposes;
6. Reporting to work intoxicated or under the influence of non-prescribed drugs;
7. Illegally manufacturing, possessing, using, selling, distributing, or transporting drugs;
8. Bringing or using alcoholic beverages on the School property or using alcoholic beverages while engaged in the School business off the School's premises, except where authorized;
9. Fighting or using obscene, abusive, or threatening language or gestures;
10. Stealing property from coworkers, student, volunteers or the School;
11. Having unauthorized firearms on the School premises or while on the School business;
12. Disregarding safety or security regulations;
13. Engaging in insubordination;
14. Failing to maintain the confidentiality of the School or student / client information.
15. Using school time and/or computers to access and view pornographic or otherwise inappropriate web sites.

If your performance, work habits, overall attitude, conduct, or demeanor becomes unsatisfactory in the judgment of the School, based on violations either of the above or of any other the School policies, rules, or regulations, you will be subject to disciplinary action, up to and including dismissal.

This list is not exhaustive, and enumerating these items does not preclude termination for any cause not prohibited by law or for no cause.

### **Complaint Resolution Procedure**

Misunderstandings or conflicts can arise in any organization. To ensure effective working relations, it is important that such matters be resolved before serious problems develop. Most incidents resolve themselves naturally; however, if a situation persists that you believe is detrimental to you or to the School, you should follow the Grievance Policy adopted by the Board of Directors.

The School does not tolerate any form of retaliation against employees availing themselves of this procedure. The procedure should not be construed, however, as preventing, limiting, or delaying the School from taking disciplinary action against any individual, up to and including termination, in circumstances (such as those involving problems of overall performance, conduct, attitude, or demeanor) where the School deems disciplinary action appropriate.

### **Confidentiality of Information**

It is the policy of the School to ensure that the operations, activities, and business affairs of the School and our students are kept confidential to the greatest possible extent. If, during their employment, employees acquire confidential or proprietary information about the School and its students, such information is to be handled in strict confidence and not to be discussed with outsiders. Employees are also responsible for the internal security of such information.

Employees found to be violating this policy are subject to disciplinary action, up to and including termination, and may also be subject to civil and/or criminal penalties for violations of, among other things, applicable laws.

### **Workplace Searches**

To safeguard the property of our employees, our students, and the School, and to help prevent the possession, sale, and use of illegal drugs on the School's premises, in keeping with the spirit and intent of

the School's drug-free campus policy, the School reserves the right to question employees and all other persons entering and leaving our premises, and to inspect any packages, parcels, purses, handbags, briefcases, lunchboxes, 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, or any other area or article on our premises. In this connection, it should be noted that all offices, desks, files, lockers, and so forth, are the property of the School and are issued for the use of employees only during their employment with the School. Inspections may be conducted at any time at the discretion of the School.

In conjunction with implementing this policy, the School may post notices in conspicuous places in our facilities informing all employees, prospective employees, students, visitors, and all other persons of the School's policy and right to question individuals and conduct inspections. **Employees, prospective employees, students, visitors, vendors, etc. should have no expectations of privacy.**

Persons entering the premises who refuse to cooperate in an inspection conducted pursuant to this policy will 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, unauthorized firearms or weapons, or illegal drugs, will be sent immediately to the Administrator and may be subject to disciplinary action up to and including discharge if on investigation they are found to be in violation of the School's security procedures or any other the School rules and regulations.

### **Electronic and Telephonic Communications**

All electronic and telephonic communication systems and all communications and information transmitted by, received from, or stored in these systems are the property of the School and as such are to be used solely for job-related purposes. Employees' use of these resources is covered by the School's Electronic Resources Policy. Employees must familiarize themselves with this policy, which is available on the School's website.

### **Solicitations and Distribution of Literature**

In the interest of maintaining a proper business and educational environment and preventing interference with work and inconvenience to others, employees may not distribute literature or printed materials of any kind, sell merchandise, solicit financial contributions, or solicit for any other cause during working time.

Employees who are not on working time (e.g., those on lunch hour or breaks) may not solicit employees who are on working time for any cause or distribute literature of any kind to them. This policy also prohibits solicitations via the School's E-mail and other telephonic communication systems. Furthermore, employees may not distribute literature or printed material of any kind in working areas at any time.

Non-employees are likewise prohibited from distributing material or soliciting employees on the School premises at any time without the prior approval of the Administrator or Board of Directors.

### **Smoking**

In accordance with the Utah Clean Air Act, smoking inside the school building is strictly prohibited. Smoking within 25 feet from any doorway to the school building is prohibited.

Please contact your Administrator if you have any questions about the School's smoking policy. Complaints about violations of this policy may be filed under the School's complaint resolution procedure, which is described elsewhere in this section of the Policy Guide.

## **Drug-Free Campus**

It is the policy of the School to create a drug-free campus in keeping with the spirit and intent of the Drug-Free Campus Act of 1988. The use of controlled substances is inconsistent with the behavior expected of employees, subjects all employees and visitors to our facilities to unacceptable safety risks, and undermines the School's ability to operate effectively and efficiently. In this connection, the unlawful manufacture, distribution, dispensation, possession, sale, or use of a controlled substance on the school campus or while engaged in the School business off the School's premises is strictly prohibited. Such conduct is also prohibited during nonworking time to the extent that, in the opinion of the School, it impairs an employee's ability to perform on the job or threatens the reputation or integrity of the School.

Employees convicted of controlled substance-related violations outside of the workplace, including pleas of nolo contendere (i.e., no contest), must inform the School within five days of such conviction or plea. Employees who violate any aspect of this policy may be subject to disciplinary action up to and including termination. At its discretion, the School may require employees who violate this policy to successfully complete a drug abuse assistance or rehabilitation program as a condition of continued employment.

The School reserves the right to require employees to undergo appropriate tests designed to detect the presence of alcohol, illegal drugs, or other controlled substances where it has reason to believe that an employee may be under the influence of any of these substances. Refusal to consent to such a test may result in disciplinary action up to and including dismissal.

Every employee, when beginning employment, receives a basic Policy Guide in their new employee orientation packet that includes the Alcohol and Drug policy. If you have not received a copy of the policy or have any questions about it you may contact your Administrator or the Academics West HR representative.

## **Safety and Health**

The School is committed to providing a safe and healthful working environment. In this connection, the School makes every effort to comply with relevant federal and state occupational health and safety laws and to develop the best feasible operations, procedures, technologies, and programs conducive to such an environment.

The School's policy is aimed at minimizing the exposure of our employees, students, and other visitors to our facilities to health or safety risks. To accomplish this objective, all the School employees are expected to work diligently to maintain safe and healthful working conditions and to adhere to proper operating practices and procedures designed to prevent injuries and illnesses.

The responsibilities of all employees of the School in this regard include:

1. Exercising maximum care and good judgment at all times to prevent accidents and injuries;
2. Reporting to the Administrator and seeking first aid for all injuries, regardless of how minor;
3. Reporting unsafe conditions, equipment, or practices to the Administrator;
4. Using safety equipment provided by the School at all times;
5. Observing conscientiously all safety rules and regulations at all times; and
6. Notifying their Administrator, before the beginning of the workday, of any medication they are taking that may cause drowsiness or other side effects that could lead to injury to them and their coworkers.

## **Workplace Violence**

The School is concerned about the increased violence in society, which has also filtered into many workplaces throughout the United States, and has taken steps to help prevent incidents of violence from occurring at the School. In this connection, it is the policy of the School to expressly prohibit any acts or threats of violence by any the School employee or former employee against any other employee in or about the School's facilities or elsewhere at any time. The School also will not condone any acts or threats of violence against the School's employees, students, or visitors on the School's premises at any time or while they are engaged in business with or on behalf of the School, on or off the School's premises.

In keeping with the spirit and intent of this policy, and to ensure that the School's objectives in this regard are attained, it is the commitment of the School:

1. To provide a safe and healthful work environment, in accordance with the School's safety and health policy.
2. To take prompt remedial action up to and including immediate termination, against any employee who engages in any threatening behavior or acts of violence or who uses any obscene, abusive, or threatening language or gestures to other employees, students or parents.
3. To take appropriate action when dealing with students, former employees, or visitors to the School's facilities who engage in such behavior. Such action may include notifying the police or other law enforcement personnel and prosecuting violators of this policy to the maximum extent of the law depending on the action.
4. To prohibit employees, former employees, students, and visitors from bringing unauthorized firearms or other weapons onto the School's premises.
5. To establish viable security measures to ensure that the School's facilities are safe and secure to the maximum extent possible and to properly handle access to school facilities by the public, off-duty employees, and former employees.

In furtherance of this policy, employees have a "duty to warn" the Administrator or Board members (in the listed order) of any suspicious workplace activity or situations or incidents that they observe or that they are aware of that involve other employees, former employees, students, parents, or visitors and that appear problematic. This includes, for example, threats or acts of violence, aggressive behavior, offensive acts, threatening or offensive comments or remarks, and the like. Employee reports made pursuant to this policy will be held in confidence to the maximum possible extent. the School will not condone any form of retaliation against any employee for making a report under this policy.

## **Termination of Employment**

Employees desiring to terminate their employment relationship with the School are urged to notify the School at least two weeks in advance of their intended termination. Such notice should preferably be given in writing to the Administrator. Proper notice generally allows the School sufficient time to calculate all accrued paid time off (if applicable) as well as other monies to which you may be entitled and to include such monies in your final paycheck. Without proper notice, however, you may have to wait until after the end of the next normal pay period to receive such payments.

Employees who plan to retire are urged to provide the School with a minimum of two months' notice. This will allow ample time for the processing of appropriate forms to ensure that any retirement benefits to which an employee may be entitled commence in a timely manner.

**As mentioned elsewhere in this Policy Guide, all employment relationships with the School are on an at-will basis.** Thus, although the School hopes that our relationships with employees are long term and mutually rewarding, the School **reserves the right to terminate the employment relationship at any time, with or without cause or notice.**

Exit interviews with the Administrator may be scheduled for outgoing employees after an administrator receives a notice of resignation or intent to retire and for employees whose termination is initiated by the School. The purposes of these interviews are to review eligibility for benefit continuation and conversion, to ensure that all necessary forms are completed, to collect all the School property that may be in the employee's possession (e.g., the School credit cards and keys), and to provide employees with an opportunity to discuss their job-related experiences. An exit interview with the Academics West HR Department must be scheduled by the employee and held prior to the employee's last day of employment.

### **Emergency Medical Procedure**

The School endeavors to provide a safe and healthful working environment for all employees. However, the School realizes that despite maintaining such an environment, sudden illnesses and injuries may occur. If you discover an injured or ill employee, do not move the employee; instead, contact the Administrator, security, or another responsible employee immediately. The Administrator or an employee certified in cardiopulmonary resuscitation or trained to administer first aid will render necessary first aid treatment and determine the need for an ambulance. If you are asked to call 911 for an ambulance, inform the 911 operator of the nature of the emergency and of the address and directions to the facility. After the ambulance arrives and the injured or ill employee is being treated, the Administrator will notify the employee's family and determine if it is necessary for a representative of the School to accompany the employee in the ambulance.

### **Garnishments and Support Orders**

The School's policy is to comply with all valid claims against the wages of employees. If a wage garnishment, child support order, or some other legally valid claim is received by the School against your wages, the School will comply with the order. While you may attempt to work out your financial difficulties with your creditor in such situations, the School will be required to comply with the provisions of the garnishment notice or order, as soon as practicable after it is received, to ensure its compliance with applicable law.

### **Loans**

The School expects all of its employees to be responsible in managing their financial affairs. It is the policy of the School generally not to loan money or advance salary to any of its employees.

### **Media Inquiries**

From time to time, as an employee of the School, you may receive inquiries from the media (e.g., newspapers, television stations, radio stations, magazines, or other periodicals). To ensure that the School maintains the appropriate public image and that communications to the media are accurate and in line with applicable school policy, if you are contacted by the media, you should refer the individual making the inquiry to the School's Administrator. Academics West should be notified immediately in the event

any incident could receive media attention. Only the Administrator or other individual authorized by the Board of Directors is authorized to give statements to any representative of the media.

### **Moonlighting**

Although the School expects you to devote your primary efforts towards your duties and responsibilities with us, you may engage in outside employment with the prior approval of the Administrator. Generally, outside employment will be approved if it:

- Does not conflict with your responsibilities at the School as required in your position;
- Does not interfere with your performance at the School;
- Does not prove detrimental to the interests of the School;
- Does not involve a conflict of interest or the appearance of a conflict of interest (such as working for a competitor or vendor); and
- Does not involve the use of confidential or proprietary information of the School or its students.

Before you serve as a paid officer, director, or advisor for another company, the School must determine that your accepting such a role is in the best interests of the School. Such determinations will be made by the Administrator.

Any issues regarding any outside employment you may be contemplating should be resolved prior to your accepting such employment

### **Personal Telephone Calls**

Open lines of communication are critical to the success of the School's business. As such, our telephones should generally be used for authorized school business only. Of course, we recognize that family emergencies may occur from time to time; in such instances, use of the telephones for personal matters is permitted.

The School has implemented a telephone tracking system that tracks both outgoing and incoming calls by telephone number. This system is designed to prevent abuse.

We urge you to ask your family members and friends not to call you at work unless it is an emergency. Your cooperation in this regard is appreciated.

### **Reference Inquiries**

From time to time, the School may receive inquiries from third parties regarding employees, such as a bank verifying employment for an employee applying for a mortgage or personal loan. All requests for reference information should be directed to the Administrator or the Academica West HR representative. Normally, the School will respond only to written inquiries. If a telephone reference inquiry is received, human resources will typically only verify whether an individual is employed or no longer employed and will inform the caller that he or she must submit a written request for additional information. Generally, information will be released only after a written release has been received from the employee or former employee, whichever the case may be. However, the School reserves the right to release any information it deems appropriate in its discretion without authorization. Most states now have "immunity for reference" laws that give employers and former employers the ability to reveal your work history and behavior to third parties.

### **Use of School Equipment**

School equipment such as telephones, copy machines, faxes, computers, postage meters, etc. are to be used for business purposes only and are not available for personal use, except where authorized in advance by appropriate managerial personnel.

### **Visitors to Campus**

For safety and security reasons, personal visits to the School's campus and offices by relatives and friends are discouraged. Visitors of any kind, who enter our facilities, including parents and prospective students and families, must first report in at the front office.

Visitors must comply with all school policies, including safety and security regulations. Employees who are serving as escorts for any visitors are responsible for assisting visitors with compliance. Any noncompliance must be reported to the Administrator.

### **Voting Time**

The School encourages all employees to fulfill their civic responsibilities and to vote in all official public elections. Generally, your working hours are such that you will have ample time to cast your vote before or after working hours. However, if you find yourself with insufficient time to vote due to overtime work, etc., please discuss the matter with your Administrator. The School complies with all applicable voting-time laws of the states and municipalities in which its facilities and offices are located.

### **Return of School Property**

Employees are responsible for all school materials, including, but not limited to, all books, computers, software, data, files, or written information issued to them, developed or prepared by them, or in their possession or control (school property). All such school property must be returned by employees to the Administrator on or before their last day of work, or at any other time as requested by the school. Failure to do so will result in the value of such items being withheld from your last paycheck or legal action.

### **Loyalty to the School; Nondisparagement**

The School management strives to do everything it can to improve working conditions for employees and to make our School the 'employer of choice' in our community, but we need your cooperation and suggestions to accomplish this. In return, we all owe our complete loyalty to the School. We should do all we can to maintain quality services to our students, respect the rights of others, and, importantly, we should always speak well of the organization that hands us our pay check each pay day. Complete loyalty to the school includes complete loyalty to our students and clients. Employees who disparage the School or its employees to others, either orally or in writing, are subject to discipline.

### **Cell Phone/Electronic Device Use**

The School wishes to remind employees that they are expected to be alert and about the business of the School at all times that employees are on duty. Employees are not allowed to have cell phones or pagers turned on for personal use while on duty. Please leave these devices in your locker, desk or automobile. Cell phone, pagers or any personal electronic device used for personal business should be turned off or on silent mode during school hours. Unless it is an emergency, personal communication devices for personal business must only be operated during appropriate breaks.

If you are issued (or allowed to use) a cell phone or electronic device for business purposes, please refrain from using the device for personal communications. If you are on duty for the School, and driving any automobile, you are reminded that it is unsafe to drive and use a phone at the same time. If you are using your phone or pager while driving and an accident occurs, the School will not bear any responsibility for any damage that may be deemed to be contributory or to be caused due to the use of communication devices while driving a vehicle. Cell phone use while driving an automobile should only be done with the use of a hands-free set.

If employees use a school sponsored cell phone for personal use and the number of minutes allowed on the usage plan is exceeded, the employee will be responsible for the additional charge. The additional charge will be billed to the employee and the employee may be required to forfeit use of the cell phone until the cost has been paid or lose the use of the cell phone altogether.

### **Copyright**

Employees must comply with federal and state copyright laws. It is illegal for anyone to violate any of the rights provided by the copyright laws. These rights, however, are not unlimited in scope. One major limitation is the doctrine of fair use, a legal principle that provides certain limitations on the exclusive rights of the copyright holders to allow limited use of a copyrighted work without permission for educational purposes. Fair use is important to the educational community because it provides substantial - but not unlimited - latitude to educators. If you have any questions about whether a certain activity violates copyright law, you should discuss the situation with the Administrator.

### **Work for Hire**

When an employee has created a work within the scope of their employment, the work is considered a "work made for hire," and the employer - not the creator - owns the work.

## ACKNOWLEDGEMENT OF EMPLOYEE POLICY GUIDE

This employee Policy Guide describes important information about the School and its policies. I understand that I should consult with my Administrator concerning any questions not answered in the Policy Guide. I have entered into my employment relationship with the School voluntarily and acknowledge that there is no specific length of employment. Accordingly, either I or the School, or those designated by the School, can terminate the employment relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described in the employee Policy Guide are necessarily subject to change, I acknowledge that revisions to the Policy Guide and benefits may occur, however, the policy of employment-at-will is not subject to change. Changes may be communicated through official notices, and I understand that revised information, policies, benefits, etc., may supersede, modify, or eliminate existing policies and benefits. This edition of the Policy Guide supersedes all previous guide editions.

**Furthermore, I acknowledge that this Policy Guide is not a contract for employment and understand my employment is at-will and can be terminated at any time by the School or the employee with or without cause or advance notice.**

I have received the Policy Guide, including the drug and alcohol policy, and promise to read its contents and understand my responsibilities to comply with the policies, and promise to abide by the policies of the School. I further understand that failure to comply with policies within the Policy Guide may result in termination of my employment.

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Print Name

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Date

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Signature