



UNIVERSITY
VIEW ACADEMY

EMPLOYEE HANDBOOK

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Introduction to University View Academy

Welcome to University View Academy

Dear University View Academy (UVA) Staff Member, Greetings and welcome to Team UVA!

UVA eagerly anticipates another fantastic year for the families, students and staff in our organization. UVA remains committed to the goal of producing outstanding academic results for our students and believes it is essential that each and every employee at UVA is properly supported in this effort.

In this Handbook, you will find information about the standards expected of you, and resources available to you, in order for all team members to be able to function at an optimal level of performance.

Please review this information carefully. If you have any questions, please contact an administrator or the appropriate staff member. With the exception of those policies compelled by law, the procedures/processes contained in this manual are subject to change by UVA leadership as conditions and circumstances change.

Thank you for all of the work that you do to support our families and students. UVA is honored that you are part of our team, and we are glad that you share our commitment to providing students with an education that will prepare them for success in life.

Sincerely,

Dr. James Llorens
Interim Superintendent

About This Handbook

This Employee Handbook (Handbook) is not a contract of employment or a warranty of benefits. It has been prepared to inform you of UVA's employment policies, procedures and processes, as well as the benefits provided to you as a valued employee. It applies to all employees and all employee classifications.

UVA is constantly in the process of revising and improving its policies, procedures, and benefits and may decide to change those contained in this Handbook over time. When this happens, UVA will make you aware of any changes in future editions of this Handbook and/or by bulletin board postings, email communication or other communications. Only UVA's Superintendent, and the Human Resources can add to, delete, or change any procedures, or benefits contained in this Handbook, and they can do so at any time with or without prior notice.

Nothing in this Handbook is intended to unlawfully restrict an employee's right to engage in any of the rights guaranteed them by Section 7 of the National Labor Relations Act, including but not limited to, the right to engage in concerted protective activity for the purposes of their mutual aid and/or protection. Nothing in this Handbook will be interpreted, applied or enforced to interfere with, restrain or coerce employees in the exercise of Section 7 rights.

If any provision in this Handbook is found to be unenforceable and invalid, such a finding will only invalidate that particular provision and will not invalidate the entire Handbook.

This Handbook replaces and supersedes any and all other or previous UVA Handbooks and any other UVA procedures/processes whether written or oral.

What You Can Expect from UVA

UVA believes in creating a harmonious working relationship between all employees. In pursuit of this goal, UVA has created the following employee relations objectives:

- ❖ Provide an exciting, challenging, and rewarding workplace and employment experience with a primary focus on children;
- ❖ Select employees on the basis of skill, training, ability, attitude, and character without regard to age, sex, race, religion, national origin, disability, veteran status, political belief, sexual orientation, gender identity, marital status, or familial status;
- ❖ Compensate all employees fairly;
- ❖ Provide competitive employee benefits and comfortable and progressive working conditions;
- ❖ Provide paid leave and holidays, and other unpaid leave to all eligible employees;
- ❖ Provide health and welfare benefits to all eligible employees;
- ❖ Take prompt and fair action of any complaint which may arise in the everyday conduct of our business;
- ❖ Respect individual rights, and treat all employees with courtesy and consideration;
- ❖ Maintain mutual respect in our working relationship;
- ❖ Provide buildings and offices that are comfortable, orderly and safe;
- ❖ Promote employees fairly;

- ❖ Keep all employees informed of the progress of UVA as well as the overall goals and objectives of our school; and
- ❖ Promote an atmosphere in keeping with UVA's vision, mission, and goals with a primary focus on children.

What UVA Expects from You

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

How you interact with fellow employees and those whom UVA serves, and how you accept direction can affect the success of our school. In turn, the performance of our school can impact the entire service offered by UVA; consequently, whatever your position, you have an important assignment to perform every task to the very best of your ability.

You are encouraged to grasp opportunities for personal development offered to you. This Handbook offers insight on how you can perform positively and to the best of your ability to meet and exceed UVA's expectations.

We strongly believe you should have the right to make your own choices in matters that concern and control your life. We also believe in direct access to management. We are dedicated to making UVA an organization where you can approach your supervisor or your Human Resources Representative to discuss any problem or question. We expect you to voice your opinions in a constructive manner and contribute your suggestions to improve the quality of UVA.

Remember, you help create the pleasant and safe working conditions that UVA intends for you. The result will be better performance for the school overall and personal satisfaction for you.

Open Communication

UVA encourages all employees to discuss any issue they may have with a co-worker or supervisor directly with that person. If a resolution cannot be reached, the employee should arrange a meeting with their supervisor, or Human Resources if the supervisor is the offending party, to discuss any concern, problem, or issue that arises during the course of their employment. If requested, any information discussed in such a meeting will be considered confidential to the extent reasonably practicable. Please remember it is counterproductive to a harmonious workplace for employees to create or repeat rumors. It is more constructive for an employee to consult his/her supervisor.

Suggestions

UVA encourages all employees to bring forward their suggestions and good ideas about how our school can be made a better place to work, and how UVA's service to parents, students, and community can be enhanced. When employees see an opportunity to help achieve our goal of developing a "world class" school, they should talk it over with their

supervisor who should be able to help bring the idea to the attention of the people at UVA who will be responsible for possibly implementing it.

1. Employment

Equal Employment Opportunity

UVA is an equal employment opportunity employer. Employment decisions are based on merit and business needs and without regard to age, sex, race, religion, national origin, disability, pregnancy, veteran status, political belief, sexual orientation, gender identity, marital status, familial status, genetic information, sickle cell trait, status as a tobacco user or non-user or any other factor protected by federal or Louisiana state law. This policy applies to all areas of employment including recruitment, hiring, training and development, promotion, transfer, termination, layoff, compensation, benefits, social and recreational programs, and all other conditions and privileges of employment in accordance with applicable federal, state, and local laws.

It is UVA's policy to provide an environment that is free of unlawful harassment and/or discrimination with regard to the above-protected groups. Management is primarily responsible for seeing that UVA's equal employment opportunity policies are implemented, but all members of the staff share in the responsibility for assuring that their personal actions, and inter-personal actions are effective and apply uniformly to everyone.

Employees who have complaints or concerns about any type of discrimination or harassment against themselves or others are required to immediately report this conduct verbally or in writing to their supervisor or Human Resources. Every effort will be made to keep such reports as confidential as possible, although it is understood that an investigation will normally require the involvement of third parties.

UVA will not permit any retaliatory conduct against an employee who comes forward with a genuine complaint or concern about discrimination or who assists in the investigation process, nor will any such employee be discharged, disciplined, or in any way adversely affected in his/her terms or conditions of employment.

Any employees involved in discriminatory practices or retaliation will be subject to corrective action up to and including termination of employment.

Title IX Policy and Procedures

In order to maintain a safe, civil, and supportive learning environment, all forms of sexual harassment and discrimination on the basis of sex are prohibited. This policy covers all University View Academy employees, employees' behaviors, students, and students' behaviors while on school property, at any school-sponsored activity, on school-provided equipment or transportation, or at any official school bus stop in accordance with federal law.

University View Academy's Title IX Coordinator is Blake Faulk, bfaulk@uview.academy.

Definitions

“Complainant” is an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

“Respondent” is an individual who is reported to be the perpetrator of conduct that could constitute sexual harassment.

“Sexual harassment” is conduct on the basis of sex that satisfies one or more of the following:

1. A school employee conditioning an aid, benefit, or service of an education program or activity on an individual’s participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the education program or activity; or
3. Sexual assault, dating violence, domestic violence, or stalking as defined in state and federal law.

Behaviors that constitute sexual harassment may include, but are not limited to:

1. Sexually suggestive remarks;
2. Verbal harassment or abuse;
3. Sexually suggestive pictures;
4. Sexually suggestive gesturing;
5. Harassing or sexually suggestive or offensive messages that are written or electronic;
6. Subtle or direct propositions for sexual favors; and
7. Touching of a sexual nature.

Sexual harassment may be directed against a particular person or persons, or a group, whether of the opposite sex or the same sex.

“Supportive measures” are non-disciplinary, non-punitive, individualized services and shall be offered to the complainant and the respondent, as appropriate. These measures may include, but are not limited to, the following:

1. Counseling;
2. Course modifications;
3. Schedule changes; and

4. Increased monitoring or supervision.

The measures offered to the complainant and the respondent shall remain confidential to the extent that maintaining such confidentiality would not impair the ability of the authorized charter school or district to provide the supportive measures.

Sexual Harassment as Sexual Abuse. Under certain circumstances, sexual harassment of a student or employee may constitute sexual abuse as defined under state law. In such situations, University View Academy will comply with applicable law and school policies regarding the reporting of suspected abuse to appropriate authorities.

Title IX Procedures

Reporting an Incident of Sexual Harassment or Retaliation

It is the express policy of the school to encourage those who have experienced sexual harassment to report such claims. Any employee who believes that s/he has been subjected to sexual harassment by any employee, agent, or student of University View Academy should report the incident to the Title IX Coordinator. Employees who believe that they have witnessed unlawful sexual harassment should report the incident and the names of the persons involved to the Title IX Coordinator. Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment) in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator herein, or by any other means that results in the Title IX Coordinator receiving the person's report, and such a report may be made at any time, including during non-business hours. Confidentiality will be maintained, and no retaliation will be allowed to occur as a result of good faith reporting of sexual harassment.

Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. Therefore, while no fixed reporting period has been established, the school strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken.

The availability of this complaint procedure does not preclude employees who believe they are being subjected to discriminating or harassing conduct from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued.

Evidentiary Standard

The respondent is presumed not responsible for the alleged conduct. The school uses the clear and convincing evidence standard in investigations of complaints alleging sexual harassment and any related violations. This means that the investigation determines whether the allegations are highly and substantially more likely to be true than untrue.

Supportive Measures

The school offers a wide range of supportive measures for students and employees before or after the filing of a formal complaint, or where no formal complaint has been filed. Supportive measures

are non-punitive, free individualized services offered as appropriate and as reasonably available to the reporting and responding parties involved in an alleged incident of sexual harassment and that are designed to restore or preserve equal access to the school's education program and activity without unreasonably burdening the other party. Supportive measures include counseling, extensions of deadlines, modification of work/class schedules, and mutual restrictions on contact.

A student or employee may request to receive supportive measures even if they do not choose to participate in the school's complaint resolution process. Requests for supportive measures in connection with an incident of sexual harassment should be made to the Title IX Coordinator. University View Academy will grant such supportive measures, provided they are reasonable and available. The Title IX Coordinator may also initiate supportive measures to immediately respond to the situation.

Removal of Respondent Pending Final Determination

Upon receiving a report regarding sexual harassment, the Title IX Coordinator will make an immediate assessment concerning the health and safety of the complainant and campus community as a whole. The school has the right to order the emergency removal of a respondent, or if the respondent is an employee, place the employee on administrative leave.

Emergency Removal and Administrative Leave

The school may remove a non-employee respondent from the school's education program or activity on an emergency basis after it conduct an individualized safety and risk analysis and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. If emergency removal is deemed appropriate, the person the school is removing will be provided with notice and an opportunity to challenge the basis of his/her/their removal. The school may place an employee respondent on administrative leave during the pendency of a grievance process described in the formal complaint process below.

Time Frame for Investigation and Resolution

While the time frame to resolve a reported incident may vary from case to case, depending on the specific facts and circumstances, it is expected that in most cases complaints will be resolved within 90 days. If the process takes longer than 90 days, both the complainant and respondent will be notified in writing.

Initial Assessment of Sexual Harassment Allegations

Once a complaint or notice of any allegation of sexual harassment is received, the Title IX Coordinator will make an initial assessment of the reported information and respond to any immediate health or safety concerns raised by the report, including promptly contacting the complainant to discuss the availability of supportive measures and the process for filing a formal complaint.

Formal Grievance Procedures

Upon receipt of a formal complaint (a written complaint signed by the complainant or Title IX Coordinator, alleging sexual harassment and requesting an investigation), the Title IX Coordinator will provide a notice in writing to the known parties that will:

- Provide notice of the school's Title IX grievance process;
- Provide notice of the allegations of sexual harassment potentially constituting sexual harassment as defined in, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview;
- Contain a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process;
- Inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney;
- Inform the parties of any provision in the recipient's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

If, in the course of an investigation, the Title IX Coordinator decides to investigate allegations about the complainant or respondent that are not included in the notice, the Title IX Coordinator will provide notice of additional allegations to the parties whose identities are known.

Investigation

University View Academy will thoroughly, promptly, and impartially investigate any reported allegations of sexual harassment or retaliation. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have relevant knowledge. No information protected by a legal privilege can be used during an investigation unless an individual voluntarily waives it. University View Academy will maintain confidentiality throughout the investigatory process to the extent practicable and as permitted by law.

The school will provide written notice of the date, time, location, participants, and purpose of all investigative interviews to an individual whose participation is invited or expected, with sufficient time for the individual to prepare to participate.

Evidence Review

Both parties will have an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, including the evidence upon which the school does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source.

Prior to the preparation of the investigative report, the school will send to each party and his/her advisor, if any, the evidence subject to inspection and review. The parties will have at least ten (10) days to submit a written response. The investigator must consider the written response prior to completing the investigative report.

Investigative Report

The results of the investigation of a formal complaint will be set forth in a written report that will fairly summarize relevant evidence. At least ten (10) days prior to the time of determination regarding responsibility, each party will be able to review the investigative report and provide a written response to it.

Questions to the Other Party

After the investigative report is sent to the parties and before reaching a determination regarding responsibility, each party will be given the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party.

The complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) will explain to the party proposing the questions any decision to exclude a question as not relevant.

Dismissal

Upon investigation, a formal complaint must be dismissed under Title IX if:

- (1) the alleged conduct does not meet the requirements for sexual harassment;
- (2) the complaint alleges conduct that did not occur in the school's education program or activity; or
- (3) the alleged conduct did not occur in the United States.

A formal complaint may be dismissed under Title IX if:

- (1) Respondent is no longer enrolled or employed by University View Academy; or
- (2) Specific circumstances prevent the school from gathering evidence sufficient to reach a determination about the allegation(s).

If a formal complaint is dismissed, the Title IX Coordinator will provide the parties with written notice of the dismissal and the reason(s) therefor. The parties will also receive notice of the parties' right to appeal.

Decision-maker

The decision-maker will be free from conflict of interest or bias. In cases where the complainant or respondent objects to the decision-maker on the basis of a conflict of interest, the complainant or respondent may request that the Title IX Coordinator select a different decision-maker. This request must be made to the Title IX Coordinator in writing no later than five (5) business days after the school identifies the decision-maker to the parties.

Notice of Outcome

The complainant and respondent will receive simultaneous written notice of the outcome of the investigation. The decision-maker(s), who will not be the same person as the Title IX Coordinator or the investigator and who will be free of conflict of interest or bias, will issue a written determination regarding responsibility that will include the following:

- Identification of the allegations potentially constituting sexual harassment;
- A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- Findings of fact supporting the determination;
- Conclusions regarding the application of the recipient's code of conduct to the facts;
- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the recipient imposes on the respondent, and whether remedies designed to restore or preserve equal access to the recipient's education program or activity will be provided by the recipient to the complainant; and
- The recipient's procedures and permissible bases for the complainant and respondent to appeal.

Disciplinary Sanctions and Remedies

Possible disciplinary sanctions and remedies include: written or verbal reprimand, training or counseling, non-academic probation, suspension, and expulsion.

No Retaliation

The school prohibits any intimidation, threats, coercion, or discrimination against any individual who made a report or complaint of sexual harassment, testified, assisted, or participated or refused to participate in any manner in a Title IX investigation or proceeding. Individuals who experience retaliation may file a complaint using the formal complaint process described above.

Responsive Action

Misconduct constituting sexual harassment or retaliation will be dealt with promptly and appropriately. Dishonesty during an investigation or making a false complaint, in bad faith, also constitutes actionable misconduct. Responsive actions for misconduct may include, for example, referral to counseling, monitoring of the offender and/or disciplinary action such as warning or reprimand, suspension, or removal from the school community.

Appeal

Both the respondent and complainant may request a prompt review of the outcome of the investigation. A party may seek an appeal under the following circumstances:

1. After a mandatory or discretionary dismissal;
2. A procedural irregularity affected the outcome of the matter;
3. New evidence has been discovered that was not reasonably available at the time of the determination; or
4. A conflict of interest on the part of the Title IX Coordinator, an investigator who compiled the evidence, or a decision-maker, and the conflict of interest affected the outcome of the case.

A request to appeal the outcome of an investigation may be made in writing to the Title IX Coordinator, providing the basis for that request and any evidence to support the request. Upon receipt, the Title IX Coordinator will inform the other party of the request and provide the other party with 7 days to respond, including the submission of evidence if desired. After considering the parties' written statements, the decision-maker on appeal will issue a written decision and send it to the parties simultaneously.

Informal Resolution

If a formal complaint is appropriate for informal resolution, the school may provide the parties with the opportunity to participate in an informal resolution process, including mediation, at any time prior to reaching a determination regarding responsibility. The school will not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment. Similarly, the school will not require the parties to participate in an informal resolution process under this section and may not offer an informal resolution process unless a formal complaint is filed.

To commence the informal resolution process, the school will:

- Provide to the parties a written notice disclosing the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared; and
- Obtain the parties' voluntary, written consent to the informal resolution process; and

The school will not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

Immigration Law Compliance

In compliance with the federal Immigration Reform and Control Act of 1986 (IRCA), as amended, UVA is committed to employing only individuals who are authorized to work in the United States. All offers of employment are contingent on verification of a person's right to work in the United States. On the first day of work, he/she will be asked to provide original documents verifying your right to work and as required by federal law, to sign Federal Form I-9, Employment Eligibility Verification Form.

If an employee is authorized to work in this country for a limited time period, the individual will be required to submit proof of renewed employment eligibility prior to expiration of that period to remain employed by UVA.

If at any time a person cannot verify his/her right to work in the United States, UVA may be obligated to terminate his/her employment.

Disability Accommodation

UVA complies with the law regarding reasonable accommodation for employees with disabilities.

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

In general, it is the employee's responsibility to notify Human Resources of the need for an accommodation. Upon doing so, Human Resources may ask for the employee's input on the type of accommodation he/she believe may be necessary or the functional limitations caused by

the disability. Also, when appropriate, UVA may need the employee's permission to obtain additional information from his/her physician or other medical or rehabilitation professionals. UVA will not seek genetic information in connection with requests for accommodation. All medical information received by UVA in connection with a request for accommodation will be treated as confidential.

Supervisors should notify Human Resources in writing when an accommodation is provided under the Americans with Disabilities Act and the nature of the accommodation so that this information can be included in the employee's medical file.

Pregnancy Accommodation

UVA will provide reasonable accommodations to female employees related to pregnancy, childbirth, or related medical conditions, to the extent the accommodation can be made without imposing an undue hardship on the school or students they serve.

When an employee requests a reasonable accommodation, the school will explore with the employee the possible means of providing the reasonable accommodation, which may include, but are not limited to:

- allowing more frequent breaks or periodic rest;
- assisting with manual labor;
- modifying job duties;
- providing a leave of absence.

The school may require the employee to provide a certification in connection with a request for reasonable accommodation that includes the following:

- the date the reasonable accommodation became medically advisable;
- the probable duration of the reasonable accommodation; and
- an explanatory statement as to the medical advisability of the reasonable accommodation.

All such medical information received by UVA in connection with a request for accommodation will be treated as confidential. If leave is provided as a reasonable accommodation, such leave may run concurrently with any leave where permitted by state and federal law.

For more information, or if you require an accommodation, please contact the human resources manager.

Employment on an At Will Basis

All employees of UVA, regardless of their classification or position, are employed on an at-will basis. This means that each employee's employment is terminable at the will of the employee or the school at any time, with or without cause and with or without notice. No officer, agent, representative, or employee of UVA has any authority to enter into any agreement with any employee or applicant for employment on other than an at-will basis. Furthermore, nothing contained in the policies, procedures, handbooks, manuals, job

descriptions, application for employment, or any other document of the school shall in any way create an express or implied contract of employment or an employment relationship on other than an at-will basis. All UVA employees will be required to sign a Compensation Letter that will specify the employee's position and compensation. The Compensation Letter does not alter the employee's at-will employment relationship.

The Selection Process

UVA carefully selects its employees through online applications, personal interviews and reference checks. The on-line application process can be found on UVA website at <https://uva.tedk12.com/hire>. This selection process helps UVA find and employ people who are concerned with the success of its students; people who want to do a job well; people who can carry on their work with skill and ability; and people who are comfortable with UVA and who can work well with our team.

UVA relies on the accuracy of the information provided in these online applications and personal interviews, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

Criminal History Review

As a condition of employment, all employees are required to submit to a criminal history review. A criminal history review through the Louisiana Department of Public Safety and Corrections, Office of State Police, Bureau of Criminal Identification, shall be administered. The criminal history review shall include a fingerprint check and simultaneous FBI check. Individuals who refuse to submit to a criminal history review will not be offered employment. Individuals whose criminal history reveals that they have been convicted of or have pleaded *nolo contendere* to a crime listed in LA-R.S. 15:587.1(C) will not be offered employment for a position of supervisory or disciplinary authority over school children unless approved in writing by a district judge of the parish and the district attorney. Any person who is employed and who is convicted of or has pleaded *nolo contendere* to a crime listed in LA-R.S. 15:587.1(C) during their term of employment shall self-report their conviction or their plea of *nolo contendere* to UVA within forty-eight hours of the conviction or *nolo contendere*. No person employed or otherwise associated with UVA, including members of the Board of Trustees, who has been convicted of or has pleaded *nolo contendere* to a crime related to misappropriation of funds or theft shall be engaged in direct processing of charter school funds.

The following steps are to be completed prior to reporting to work:

1. Complete Forms 14B and 14C (<http://uva.tedk12.com/records>);
2. Take completed form to your local law enforcement agency for finger printing. Persons living in close proximity to Baton Rouge may report directly to the LA State Police Headquarters located at 7919 Independence Blvd., Baton Rouge, LA. (A \$38.00 money order is required); or
3. When completing finger printing in locations other than Baton Rouge, as for the card

(fingerprint card) and submit the card, forms 14B and C and a money order in the amount of \$38.00 payable to UVA. Mail these documents to UVA, Attn: Human Resources, 4664 Jamestown Ave. Suite 100, Baton Rouge, LA 70808.

Education Verification

If applicable, employees may be required to provide official transcripts or submit to an educational verification search to verify units earned/degree received or in-service hours. These requirements must be completed prior to beginning employment, and the information must be submitted to Human Resources. To the extent permitted by law, UVA may require that these costs be borne by the employee. Individuals whose educational background differs from that of the job description will not be considered for employment.

Personnel Records and Administration

The task of handling personnel records and related personnel administration functions at UVA has been assigned to Human Resources. Questions regarding employment issues or interpretation of policies should be directed to the Human Resources Department or persons charged with the handling of payroll and benefits.

Changes in Personal Data

Keeping your personnel file up to date can be important to you with regard to pay, deductions, benefits and other matters. **Remember it is imperative that you keep your information updated with Human Resources this includes but not limited to:**

- Legal name;
- Home address;
- Home telephone number;
- Person to call in case of emergency;
- Number of dependents;
- Marital status;
- Change of beneficiary;
- Driving record or status of driver's license, if you operate any UVA vehicles;
- Military or draft status;
- Exemptions on your W-4 and L-4 tax form(s);
- Training Certificates;
- Professional license; and
- Insurance Forms.

Upon experiencing a family status change, please notify the Human Resources Department or the benefits/payroll department within 31 days for benefit modifications, if necessary.

Personnel Records

UVA maintains a personnel file for each current and former employee. These files shall contain applications for employment, references, and records relative to compensation, payroll deductions,

evaluations, and such other matters as may be considered pertinent to the proper maintenance of all personnel records.

The Superintendent shall be designated as custodian of all personnel files and shall have the overall responsibility for maintaining and preserving the confidentiality of the files. The Superintendent may, however, designate another official to perform the duties of records management on the understanding that this official is to be held responsible for granting or denying access to records on the basis of these guidelines.

1. General Access to an Employee's Personnel File

Any employee requesting to see his/her personnel file shall be given access to his/her entire personnel file during normal business hours. The contents of an employee's personnel file shall not be divulged to third parties without the express written consent of the employee, except when ordered by a court or by subpoena, or in accordance with this policy. No employee other than the Superintendent, or his/her designee, who shall be a UVA employee, shall be allowed access to an employee's personnel file without the employee's expressed written consent, unless that employee is charged with the duty of supervising that particular employee's performance. If an employee wishes to review and/or obtain a copy of his/her personnel file, the employee must make a written request to the Superintendent or his/her designee not less than forty-eight (48) hours before the date the file will be reviewed.

2. Additions to Personnel File

No complaint, recommendation, suggestion, or evaluation may be placed in the personnel file unless it meets the following requirements:

- a. Each document concerning an employee shall be placed in the employee's personnel file within a reasonable time, and no document, except those resulting from routine recordkeeping, shall be placed in an employee's personnel file, unless and until that employee is presented with the original document and a copy thereof prior to its filing.
- a. Upon receipt of the original document and copy of the same, the employee shall sign the original document as an acknowledgement of the receipt of the copy of the document. Such signature shall not be construed as an agreement to the contents of the document. If the employee refuses to sign the original document, the phrase *Refused to Sign* shall be printed on the document by the custodian who shall then date and sign the document before placement in the employee's personnel file.

3. Rebuttal and Response

Each employee shall be given the opportunity to rebut and to respond to a document placed in his/her personnel file.

- a. The rebuttal and response must be in writing and, once filed, shall be attached to the document to which the response and rebuttal applies. The

rebuttal and response become a permanent part of the employee's personnel file as long as the document to which it applies remains a part of the personnel file.

- b. No document or copy thereof, to which a rebuttal and response has been filed, shall be used for any purpose whatsoever unless the rebuttal and response or copy thereof is attached to the document or copy sought to be used.
- c. An employee shall have the right to receive proof of any allegations and statements contained in a document placed in his/her file that the employee believes to be inaccurate, invalid, or misrepresented. If such proof is not presented, the document containing the allegations and statement shall be removed from the employee's personnel file and destroyed.

If, at any time, the Superintendent takes any action against an employee based upon any document that was placed in the employee's file, the employee shall be given the opportunity to rebut and respond to such document.

4. Procedure for Filing of Rebuttal and Response

- a. Any rebuttal and response to a document placed in an employee's personnel file shall be filed by the employee within fifteen (15) working days from the date on which the employee signs the document acknowledging its receipt.
- b. The employee may be granted an additional ten (10) school days for the filing of the rebuttal and response, provided the employee requests such an extension in writing addressed to the personnel file custodian within the original fifteen-day period. The personnel file custodian's consent to the ten (10) day extension of time shall not be unreasonably withheld.
- c. The rebuttal and response shall be deemed filed by the delivery of the original and one copy of the rebuttal and response to the personnel file custodian. The personnel file custodian shall then sign and date the original rebuttal and response and file the same into the employee's personnel file. The personnel file custodian shall also sign and date a copy of the rebuttal and response and return the same to the employee.

Medical Records

An employee's health and medical records are deemed confidential and shall be maintained in a separate file apart from the employee's general personnel file. Such records will include:

1. Medical/health records, claim forms, life insurance application, requests for payment of benefits and all other health records of an employee or his/her dependents enrolled

in UVA's adopted insurance plan.

2. All medical records of an employee, all compensation payment records, rehabilitation records, claim records, employer's injury reports, and records submitted to *Second Injury Fund*.
3. Medical information obtained as a result of an employee's request for a reasonable work accommodation due to a disability.

There may be instances where an employee's medical information will need to be made available to certain supervisory personnel, such as where a request for a reasonable accommodation has been granted, to inform a supervisor of necessary work duties or restrictions due to an on-the-job injury, emergency treatment required by the employee, or if specific procedures are needed to aid the employee in case of fire or other evacuations. Supervisors, however, shall not have unlimited access to an employee's medical file or to information about an employee's medical condition, which is unnecessary to the performance of the employee's job.

Medical information may also be made available to third parties as required by law or business necessity. For example, UVA may be required to release such information to government officials investigating UVA's compliance with the Americans with Disabilities Act, to state worker's compensation offices in accordance with Louisiana worker's compensation laws, or to insurance companies where the insurer requires a medical examination before providing health or life insurance to employees.

For the above examples, and for any other valid reason why disclosure of medical information may be necessary, UVA will have the employee sign an authorization form pertaining to such use or disclosure.

Social Security Number Privacy and Protection of Personal Information

To ensure to the extent practicable the confidentiality of our employees' and applicants' Social Security Numbers (SSNs) and confidential personal information, no employee may acquire, disclosure, transfer, or unlawfully use the SSN or personal information of any employee except in accordance with UVA policy. The release of employee SSNs, driver's license number, or financial account numbers to external parties is prohibited except where required by law. Internal access to employee SSNs, driver's license numbers, or financial account numbers is restricted to employees with a legitimate business need for the information. Records that include SSNs and personal information will be maintained in accordance with federal and state laws.

2. Employment Expectations

Public Relations

The success of UVA depends upon the quality of the relationships between UVA, its employees, students, parents and the general public. The public impression of UVA and its interest in UVA will be formed, in part, by UVA's employees. UVA employees are ambassadors. The more goodwill an employee promotes, the more employees, students, parents and the general public will respect and appreciate the employee, UVA, and UVA's services.

Below are several things employees can do to help promote a good impression of UVA. These are the building blocks for our continued success.

- Communicate with parent regularly;
- Act competently and deal with others in a courteous and respectful manner;
- Communicate pleasantly and respectfully with other employees at all times;
- Follow up on requests and questions promptly, provide businesslike replies to inquiries and requests, and perform all duties in an orderly manner. Respond to e-mail and voice mail within 24 hours during the workweek; and
- Take great pride in your work and enjoy doing your very best.

Standards of Conduct

Whenever people gather together to achieve goals, some rules of conduct are needed to help everyone work together efficiently, effectively, and harmoniously. By accepting employment with us, employees have a responsibility to UVA and to his/her fellow employees to adhere to certain rules of behavior and a code of conduct. The purpose of these rules is not to restrict an employee's rights, but rather to be certain that he/she understands what conduct is expected and necessary. When each person is aware that he/she can fully depend upon fellow workers to follow the rules of conduct, our organization will be a better place to work for everyone.

Some examples of unacceptable workplace behavior include, but are not limited to:

- Verbal or physical abuse of students or guests;
- Inappropriate conduct with a student;
- Sexual harassment;
- Endangering the well-being or safety of students, employees or guests;
- Theft or embezzlement;
- Acts involving dishonesty or breach of trust, such as fraud;
- Conviction of a crime or violation of law;
- Possession, selling or use of illegal substances while on UVA premises or while on duty;
- Violation of UVA Drug Free Workplace Practice;
- Falsification of UVA records;
- Abuse, destruction, waste or unauthorized use of equipment, facilities, materials, or programs;
- Inappropriate demeanor with students, parents, or other staff members;
- Insubordination – refusing to follow the direction of your supervisor or other disrespectfully conduct toward your supervisor;
- Abuse or vulgar language;
- Prolonged lunch or break periods;
- Unacceptable job performance;
- Altercations with any employee or guest;
- Unexcused absenteeism/tardiness
- Sleeping while on duty;
- Failure to comply with regulatory requirements or safety rules and regulations;
- Traffic violations while operating a UVA vehicle;

- Violation of student, parent, employee or UVA confidentiality;
- Possession, use and distribution of dangerous or unauthorized materials, such as explosives, firearms, knives or other dangerous weapons while on duty or on UVA premises;
- Fighting, threatening violence, intimidation or harassment toward any individual directly or indirectly associated with UVA;
- Smoking on UVA grounds or during hours of work;
- Attempts to disrupt or undermine the business interest of UVA or to encourage others to do so;
- Any conduct on or off the job which UVA in its sole discretion believes will adversely affect the image of UVA; and/or
- Other violations of UVA policies and/or procedures.

Employees who violate any of these rules or who demonstrate other inappropriate behavior will be subject to appropriate disciplinary action; the severity of the disciplinary action will be based upon circumstances of the infraction and may include termination.

UVA reserves the right to suspend any employee to investigate violations of any of the above workplace behavior.

Nothing in this policy is designed to limit an employee's rights under Section 7 of the National Labor Relations Act.

UVA Code of Ethics

The purpose of this ethics and conflict of interest practice is to protect UVA's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an UVA employee, officer or trustee, or might result in a possible excess benefit transaction.

- ❖ No member of UVA is to receive any thing of economic value, other than the compensation and benefits from UVA to which he/she is entitled for the performance of his/her duties and responsibilities associated his/or office or position;
- ❖ No member of UVA is to receive a "finder's fee" – i.e., they cannot receive any thing of economic value from a person to whom they have directed UVA's business;
- ❖ No member of UVA may receive any thing of economic value for assisting a person in a transaction with UVA;
- ❖ No member or UVA can participate in any transaction involving UVA in which they have a personal substantial economic interest about which they should be reasonable expected to know;
- ❖ No member of UVA can participate in any transaction involving UVA in which they actually know that any of the following persons has a substantial economic interest: (1) their family members, (2) persons in which they have a substantial economic interest about which they should be reasonable expected to know, (3) any school in which they are an officer director, trustee, partner or employee, (4) any person with whom they are negotiating or have an arrangement concerning prospective employment, or (5) any person who is: (i) a party to an existing contract with them or with any legal entity in which they exercise control or have an ownership interest in excess of 25%, or (ii) who

owes anything of economic value to them or to any school in which they have an ownership interest in excess of 25%, and who is in a position to directly affect their economic interests;

- ❖ No member of UVA can bid on or enter into any contract, subcontract or other transaction that is in the supervision or jurisdiction of UVA, nor can any legal entity in which they have a controlling interest;
- ❖ No member of UVA can solicit or accept anything of economic value as a gift or gratuity from any person if they know or reasonably should know that such person: (1) has or is seeking to obtain contractual or other business or financial relationships with UVA, or (2) is seeking, for compensation, to influence the passage or defeat of legislation by UVA;
- ❖ No member of UVA can solicit or accept anything of economic value as a gift or gratuity from any person they know or reasonably should know that the person: (1) conducts operations that are contracted or purchased by UVA; or (2) has substantial economic interests that may be substantially affected by the performance of non-performance of their UVA duties;
- ❖ No member of UVA can receive from any of the persons listed above any food, drink, or refreshment that the total value of which exceeds \$60 for a single event;
- ❖ No member of UVA can abuse their position within the UVA – i.e., they cannot use the authority of their office or position to compel or coerce anyone to give them anything of value.
- ❖ No member can give, pay, loan, transfer, or deliver or offer to give, pay, loan, transfer or deliver to any person anything of economic value that the person would otherwise be prohibited from receiving under the UVA Code of Ethics;
- ❖ No member of UVA can solicit or receive anything of economic value for aiding in the accomplishment of the passage or defeat of any matter affecting UVA by its Board of Directors.
- ❖ No immediate family members of the Superintendent or Board President of UVA shall be employed by UVA, unless such person is a classroom teacher and the Superintendent or Board President must recuse themselves from any decision involving the family member teacher or, in limited circumstances, is an electrician, guidance counselor, or administrative employee; or
- ❖ No member of UVA can, for a period of two years after the termination of their public employment with UVA, assist another person, for compensation, in a transaction in which they participated at any time during their employment involving UVA. No member of UVA can, for a period of two years following termination of their public employment render any service which they had rendered to UVA during their public employment on a contractual basis.

Vendor Relations

Vendors should be independent (*i.e.*, no conflicts of interest exist) of management personnel, board members, school principals, assistant principals, etc.

A “conflict of interest” occurs when the personal interest, financial or otherwise, of a person who owes a duty to UVA actually or potentially diverges with the person’s professional obligations to and the best interest of UVA. It is the practice of UVA that no board member or employee

shall use his/her relationship or employment with the school, or any of its parents or students, for private gain, to advance personal interests or to obtain favors or benefits for themselves, members of their families or any other individuals, corporations or business entities. Any appearance of favoritism or influence in doing business is prohibited.

Outside Employment

UVA prefers that employees not seek or undertake outside part-time employment during the months they are at work for UVA. However, employees may hold outside jobs as long as they meet the performance standards of their employment with UVA. All employees will be subject to UVA's scheduling demands, regardless of any existing outside work requirements.

If UVA determines that an employee's outside work interferes with his or her performance or the ability to meet the requirements of UVA, the employee may be asked to terminate the outside employment if he or she wishes to remain with UVA.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not take an outside job, either for pay or as a donation of her or his personal time, if the job competes in any way with the employee's services to UVA as determined by UVA. Employees may not conduct outside work while on UVA time or use school property, equipment or facilities in connection with outside work. Employees whose financial situations require them to hold a second job, part-time or full-time, or who intend to engage in a business enterprise of their own, are encouraged to discuss the matter with their supervisor before accepting the outside employment.

Harassment

Since it is the practice of UVA to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity, age, disability, genetic information, marital status, citizenship or any other characteristic protected by law. UVA, therefore, prohibits discrimination or harassment.

It is our mission to provide a professional work and learning environment free of harassment that maintains equality, dignity, and respect for all. It shall be a violation of this practice for any student, teacher, administrator or other employee of UVA to harass a student, teacher, administrator, or other employee through conduct or communication. This practice applies to all applicants and employees, whether related to conduct engaged in by fellow employees or someone not directly connected to UVA (e.g., an outside vendor, consultant or customer). Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

What Is Harassment?

Harassment can take many forms. As used in this Handbook, the term "harassment" includes:

- ❖ Offensive remarks, comments, jokes or slurs pertaining to an individual's race, religion, sex, age, national origin or ancestry, disability, citizenship, veteran status or any other

- protected status defined by law;
- ❖ Offensive sexual remarks, sexual advances, flirtations, or requests for sexual favors regardless of the gender of the individuals involved;
- ❖ Offensive physical conduct, including touching, regardless of the gender of the individuals involved, including threats of harm, violence or assault;
- ❖ Offensive pictures, drawings or photographs or other communications, including text messages, instant messages, websites, voicemails, social media postings, and e-mails;
- ❖ Threatening reprisals of an employee's refusal to respond to requests for sexual favors of for reporting a violation to this practice; and/or
- ❖ Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature, regardless of gender, when:
 - Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
 - Submission to, or rejection of, such conduct by an individual is used as a basis of employment decision affecting such individual; or
 - Such conduct has the purpose or effect of substantially interfering with the individual's work performance or creating an intimidating, hostile or offensive environment.

All UVA employees have a responsibility for keeping our work environment free of harassment. Our supervisors are covered by this policy and are prohibited from engaging in any form of harassing, discriminatory, or retaliatory conduct. No supervisor or other member of management has the authority to suggest to any applicant or employee that employment or advancement will be affected by the individual entering into (or refusing to enter into) a personal relationship with the supervisor or manager, or for tolerating (or refusing to tolerate) conduct or communication that might violate this policy. Such conduct is a direct violation of this policy.

Reporting

UVA encourages reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been the victim of such conduct should discuss their concerns with their immediate supervisor or Human Resources.

In addition, UVA encourages individuals who believe they are being subjected to such conduct promptly to advise the offender that his or her behavior is unwelcome and request that it be discontinued. Often this action alone will resolve the problem. UVA recognizes, however, that an individual may prefer to pursue the matter through informal or formal complaint procedures.

Every effort will be made to keep such reports as confidential as possible, although it is understood that an investigation will normally require the involvement of third parties.

UVA is serious about enforcing its procedure against harassment and discrimination. However, UVA cannot resolve a harassment or discrimination problem that it does not know about.

Therefore, employees are responsible for bringing any such problems to UVA's attention so it can take whatever steps are necessary to correct the problems.

Investigation/Complaint Procedure

All complaints of harassment and discrimination will be promptly investigated. If the investigation substantiates the accusations, the appropriate corrective action will be taken. This may include, but not be limited to, reprimand, suspension or dismissal, depending on the nature and severity of the offense. Appropriate action will also be taken in the event the accusations are intentionally false or malicious in intent.

Informal Procedure

If for any reason an individual does not wish to address the offender directly, or if such action does not successfully end the offensive conduct, the individual should notify his/her immediate supervisor and/or Human Resources who may, if the individual so requests, talk to the alleged offender on the individual's behalf. In addition, there may be instances in which an individual seeks only to discuss matters with one of the UVA designated representatives, and such discussion is encouraged.

An individual reporting harassment, discrimination or retaliation should be aware; however, that UVA may decide it is necessary to take action to address such conduct beyond an informal discussion. This decision will be discussed with the individual. The best course of action in any case will depend on many factors and, therefore, the informal procedure will remain flexible. Moreover, the informal procedure is not a required first step for the reporting individual.

Formal Procedure

As noted above, employees who believe they have been the victims of conduct prohibited by this procedure statement or believe they have witnessed such conduct should discuss their concerns with Human Resources.

UVA encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the employees involved and, where necessary, with employees who may have observed the alleged conduct or may have other relevant knowledge.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action. Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay or termination, as UVA believes appropriate under the circumstances.

If a party to a complaint does not agree with its resolution, that party may appeal in writing to UVA's Superintendent or Human Resources. The party has 7 calendar days to appeal in writing to UVA's Superintendent or Human Resources. The written appeal should outline why the party disagrees with the resolution of his or her complaint. The party may also present any additional evidence for UVA's reconsideration of its initial resolution. UVA's Superintendent or Human Resources will respond to the written appeal within 10 calendar days.

False and malicious complaints of harassment, discrimination or retaliation as opposed to complaints which, even if erroneous, are made in good faith, may be the subject of appropriate disciplinary action.

Conclusion

UVA has developed this Handbook to ensure that all its employees can work in an environment free from harassment, discrimination and retaliation. UVA will make every reasonable effort to ensure that all concerned are familiar with these policies and aware that any complaint in violation of such policies will be investigated and resolved appropriately. Any employee who has any questions or concerns about these policies should talk with Human Resources.

Finally, this Handbook should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or work-related social activities or discussions. In other words, no one should make the mistake of engaging in discrimination or exclusion in order to avoid allegations of harassment. The law and the policies of UVA prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges and perquisites of employment. The prohibitions against harassment, discrimination and retaliation are intended to complement and further those policies, not to form the basis of an exception to them.

Retaliation

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this procedure and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

Standards Regarding Physical Contact with Students and Other Staff Members

Battery in Louisiana is the intentional infliction of force against another person, such as punching another person or hitting someone with an object. Battery without a weapon and without intentional infliction of serious injury is a simple battery and the least serious battery offense under Louisiana law. A battery committed with a weapon, or that result in serious injury to the victim, is a felony.

Assault in Louisiana is an attempt to cause physical injury to another person, i.e., attempting to strike someone with a hand or object, and missing. Assault is also any intentional act or threat of action that reasonably causes a person to feel afraid of impending violence. Words alone do not

constitute an assault, but if an offender threatens to attack or injure another, appears to have the ability to carry out the threat, and causes the victim to reasonably believe that he is about to be struck or injured, the offender has committed an assault.

Therefore, it is the practice of UVA that no teacher or staff member will use corporal punishment against a student. This prohibition includes spanking, slapping, pinching, hitting or the use of any other physical force as retaliation or correction for inappropriate behavior.

While the use of appropriate touching is part of daily life and is important for student development, a teacher and staff member must ensure that they do not exceed appropriate behavior. If a child or other staff member specifically requests that he or she not be touched, then that request must be honored without question. If the child or other staff member has not requested that they not be touched, then the following forms of touching are considered appropriate:

- ❖ Hugs initiated by the student;
- ❖ Hugs given with permission;
- ❖ Pats on the shoulder or back;
- ❖ Hand-shakes;
- ❖ “High-fives” and hand slapping;
- ❖ Touching shoulders and arms around the shoulder area;
- ❖ Touching face to check temperature, wipe away a tear, remove hair from face or other similar types of contact for similar purposes;
- ❖ Patting a student on the knee (grades K through 5);
- ❖ Sitting students on one’s lap (grades k-2) for purposes of comforting him/her;
- ❖ Holding hands while walking with small children or children with significant disabilities;
- ❖ Arms around shoulders;
- ❖ Reasonable self-defense;
- ❖ Reasonable defense of another; or
- ❖ Reasonable restraint of a violent person to protect others or property.

Except as discussed above, the following forms of touching are never appropriate:

- Inappropriate or lengthy embraces;
- Kisses on the mouth;
- Corporal punishment;
- Sitting students on one’s lap (grades 3-8);
- Touching buttocks, chests or genital areas
- Pushing a person or another person’s body part (other than in self-defense, defense of another or property);
- Showing affection in isolated areas;
- Wrestling with students of other staff-members;
- Bench-pressing another person;
- Tickling;
- Piggyback rides;
- Massage:

- Any form of unwanted affection;
- Any form of sexual contact; or
- Poking fingers at another person that results in an offensive contact.

This does not prevent touching a student for the purpose of guiding them along a physical path, helping them up after a fall, engaging in a rescue or the application of Cardio Pulmonary Resuscitation (CPR) or other emergency first-aid. Nor does it prohibit the use of reasonable force and touching in self- defense or in the defense of another. Restraining a child who is trying to engage in violent or inappropriate behavior is also allowed. Only such force as necessary to defend one's self or another or to protect property is legally allowed. Excessive force is prohibited.

In Louisiana, an assault is an attempt to commit a battery or the intentional placing of another in reasonable apprehension of receiving a battery. Consequently, an attempt to violate this practice or placing another person in reasonable apprehension that they will be victim of one of the acts prohibited under this practice is also prohibited. A reasonable apprehension normally includes an overt act, but words alone may be sufficient to violate this practice if the words uttered were such that under the circumstances it could be reasonably assumed that physical contact would be attempted.

Violation(s) could subject the teacher or staff member to discipline to include termination for cause. The victim may also choose to bring civil or criminal charges against the violator.

This practice must necessarily be somewhat flexible. Sometimes, especially when dealing with younger children or children with a disability, touching is more appropriate. A touch for the purpose of helping (i.e.: cleaning up a small child after a bathroom accident) may be appropriate in limited circumstances although clearly inappropriate in more general circumstances. An accidental touch is never inappropriate provided it is a true accident.

It is impossible to define each and every instance when touching is inappropriate. Teachers and staff members should apply the rules of common sense in the circumstances they find themselves. **When in doubt – Do Not Touch!**

Reporting Child Abuse

Any UVA employee who has cause to believe that a child's physical or mental health or welfare is endangered as a result of abuse or neglect shall immediately report such abuse to their supervisor, the local child protection unit of the Louisiana Department of Children and Family Services, and a local or state law enforcement agency. Reports can be filed orally but must be filed in writing within five days of the initial oral report. Reporting formation is available on the Department of <https://dcfs.louisiana.gov/page/reporting-child-abuse-neglect> Children and Family Services website. The failure to report suspicion of child neglect or abuse can subject the person who fails to report to criminal proceedings.

Workplace Substance Abuse Procedure

UVA believes in and is committed to providing a safe workplace. We will achieve this by establishing policies promoting high standards of health and safety. In keeping with this objective, it is UVA's intent to maintain a drug/alcohol-free workplace and workforce.

Drug testing of employees is a management safety tool. Employers must furnish for employees a place of employment free from recognized and unrecognized hazards that are causing or are likely to cause death or serious harm to the employees. Employees are answerable for complying with all safety and health standards issued under state, federal and local jurisdictions that apply to their actions and conduct on the job.

All employees are expected to report to work in a physical and mental condition that allows them to perform their assigned tasks in a competent and safe manner. Therefore, the use, abuse, presence in the body or reporting to work under the influence of alcohol, drugs or other impairing substances by an employee is strictly prohibited. Such substances limit the ability of the user to exercise good judgment, to react properly in unexpected situations or to perform tasks safely and efficiently. They endanger not only the employee, but also coworker, the public and property. UVA has implemented this procedure to eliminate these problems.

Everyone shares responsibility for maintaining a safe work environment. Employees with drug/alcohol problems are encouraged to seek early assistance from an approved counseling/rehabilitation program. It is the responsibility of UVA's administrators to alert the Human Resources Department and to confront employees when changes in one's performance or behavior suggest substance abuse. Coworkers should encourage anyone with a drug problem to seek help. The goal is to provide a safe, productive and healthful working environment for employees of UVA (both onsite, as well as at home during working hours) while maintaining our respect for individual privacy rights and confidentiality.

Statement of Purpose UVA recognizes the problem of drug/alcohol abuse in our society. In addition, we view substance abuse as a serious threat (to the abusing employee, our staff and to the public). Although employees and applicants may be required by a physician to use prescription drugs, abuse of prescribed medications will be handled the same as the abuse of an illegal substance. Therefore, a workplace drug testing procedure will be implemented to ensure that UVA will have a drug/alcohol free environment. Objectives of this procedure include:

- To assist in maintaining a safe and healthful working environment for employees of UVA;
- To maintain a drug/alcohol-free workplace and workforce;
- To prevent accidental injuries or deaths and to protect property;
- To prevent the occurrence of incidents whose consequences may drastically affect the safety and future of facility operation;
- To minimize absenteeism and tardiness, to improve productivity and to ensure quality workmanship;
- To protect the reputation of UVA and its employees;
- To comply with all applicable federal, state and local laws and regulations and contractual obligations; and

- To maintain our respect for individual privacy right and confidentiality through fair and reasonable procedures and protocols.

Statement of Purpose At any time employees are on school premises or on school business, the following activities are strictly prohibited: the illegal use of any drug, narcotic or controlled substance (except when the use is pursuant to and in accordance with 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/her job duties); the possession, transit, transfer or purchase of illegal or unauthorized drugs; the use, abuse, presence in the body or reporting to work under the influence of drugs/alcohol or other intoxicants; the sale of illegal or unauthorized drugs or substances or drug-related paraphernalia. Any employee in violation of this procedure is subject to disciplinary action, including immediate discharge. Depending on the circumstances, other action, including notification of appropriate law enforcement agencies, may be taken against any employee who violates this procedure.

Definition of Procedure Terms For the purposes of this procedure, school premises encompasses school affiliates and subsidiaries including all properties, offices, parking lots, facilities, lands, platforms, buildings, structures, fixtures, installations, automobiles, and all other vehicles and equipment, whether owned, leased or used.

For the purpose of this procedure, employees are on school business when on duty and under UVA's control, whether at other worksites or during transit to and from those worksites or while in the course and scope of UVA's pay status.

For the purpose and application of this procedure, employees include all full-time, part-time or contract employees and employment applicants and candidates as well. This procedure equally applies to all employees. Compliance with this procedure will be required as a condition of employment for all employees. There shall be no exceptions.

Drug Classification The prohibitions addressed pertain to, but are not limited by, the following overview of drugs/alcohol. These, or any other illegal or unauthorized drug's presence in the employee's system while working in any detectable amount (unless stipulated), is prohibited.

- ❖ **Illegal Drugs, Unauthorized Controlled Substances, Look-a-Likes, Inhalants of Abuse, Designer and Synthetic Drugs:** These include, but are not limited to, central nervous system stimulants such as cocaine and amphetamines; hallucinogens; PCP or Phencyclidine; narcotic analgesics as found in opium (like morphine and codeine) or opium derivate (Heroin); inhalants from volatile solvents like glue, paint or gasoline or from aerosols like hair sprays, deodorants or insecticides or from anesthetic gases like ether, chloroform or amyl nitrate; cannabis such as found in marijuana, hash or hash oil;
- ❖ **Unauthorized Use of Intoxicating Beverages:** An employee whose alcohol blood level is over 0.04 percent (40mg/dl blood) during working time is in violation of this procedure; and/or
- ❖ **Prescription Drugs (legally Controlled Substances) and Over-the-counter (OTC) Medicines:** The use of OTC drugs/medicine or those prescribed by a licensed physician for a given employee is permitted, provided work performance is not affected, under the

following conditions; employees must only possess a reasonable amount of medication; employees must inform their supervisor of possible adverse side effects prior to using such substances on the job; employees must not consume prescribed drugs more often than prescribed by his/her physician; employees must not allow any other person to consume their prescribed drugs; all medicine must be in its original container with the employees name, the doctor's name and prescription number on the label; each prescription must not be older than one (1) year of the date issued. However, UVA at all times reserves the right to have licensed physician determine if prescription drug use increases the risk of injury to the employee or to others while working. If such a finding is made, UVA may limit or suspend the employee's work activity during the period job safety may be adversely affected by the consumption of such medication.

Enforcement Activities Regarding Workplace Searches In order to achieve these objectives, UVA reserves the right at all times while employees are entering, departing or on the premises or when circumstances warrant or when reasonable suspicion or cause exists to have properly authorized supervisors or search personnel (including drug detection dogs) conduct unannounced reasonable searches and inspections. These searches may extend throughout the school's premises as described above, as well as to employees' and persons' effects. Personal property subject to inspection includes, but is not limited to, lockers, baggage, briefcases, boxes, bags, parcels, lunchboxes, food/ beverage containers, desk, file and other storage cabinets, tools and clothing. The purpose of said search is to determine if employees or others are in possession, use, transportation or concealment of any prohibited items and/or substances enumerated. Searches may be initiated without prior notice and conducted at times and locations as deemed appropriate by UVA. At NO TIME will employees or others be touched, nor will any clothing be removed during these searches and inspections.

Persons entering UVA's 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 UVA's rules and regulations.

Circumstances for Urine, Blood or Other Workplace Drug Testing UVA reserves the right in certain circumstances to require employees, as a condition of employment and/or continued employment, to submit to urine, blood or other drug tests to determine the presence of illegal or unauthorized drugs/alcohol or other prohibited substances. Each employee so tested will be required to provide written consent prior to testing. All urine and blood sampling will be performed with concern for each employee's personal privacy, dignity and confidentiality. The final test results will be disclosed only on a need-to-know basis or as legally required. These unannounced tests may be exercised under the following state of affairs:

- ❖ **Pre-Employment Testing** Specified job applicants may or may not be required to undergo screening for the presence of illegal drugs or alcohol as a condition of employment at UVA. Applicants will be required to voluntarily submit to a urinalysis test at a laboratory chosen by the school and by signing consent agreement will release the school from liability. Any applicant with positive test results will be denied

employment at that time, but may initiate another inquiry with the school after six (6) months. The school will not discriminate against applicants for employment because of past abuse of drugs/alcohol. Neither will the school tolerate the current abuse of drugs/alcohol;

- ❖ **For Cause/Post-Incident Testing** When there is reasonable cause to suspect that a working employee's behavior, performance, error in judgment, accident or incident or unsafe actions are related to substance abuse or when there is an accident or near accident involving personnel in which injury, to persons or damage to property has occurred or potentially could have occurred the employee must submit to a requested drug screening;
- ❖ **Post-Accident Testing** If an employee suffers an occupational on-the-job injury requiring treatment from a doctor, causes injury to a coworker requiring treatment from a doctor or is injured due to the employee's failure to wear required personal protective equipment, drug testing may be required;
- ❖ **Random Testing** All employees in safety-sensitive or with a previous positive result are subject to routine drug/alcohol testing in order to prevent and detect substance abuse; or
- ❖ **Post-Treatment/Counseling/Rehabilitation or Return-to-Work Testing** Submission to a drug screening test will be a condition of reinstatement of employment upon completion of a drug/alcohol treatment or counseling program or any other return-to-work established procedure.

UVA reserves the right to, at any time, inspect or search any person, place or thing on school premises. Any preliminary investigation of violation may require placing an employee on suspension pending review of the surrounding circumstances, facts and final determinations of test results.

- ❖ **Employees Request for Help:** No employee's job will be placed in jeopardy, nor will any employee be subject to disciplinary action for voluntarily requesting help for alcohol and other drug addictions. However, a request for assistance will not excuse an employee from a procedural violation immediately prior to or while an actual drug screen, blood sample, search or inspection is being conducted on school premises or after the urine drug screen or sampling has been completed.
- ❖ **Failure to Comply:** Failure to comply with these provisions will be considered grounds for disciplinary action. Discharge or suspension without pay from employment may occur even for a first offense, except as otherwise provided.

Substance Abuse Violations

❖❖ **Illegal Drug Use** Any employee found in violation due to the use, abuse, presence in the body or reporting to work under the influence of illegal drugs or the bringing of illegal drugs onto UVA's premises; the use, possession, transit, transfer, storage, concealment, promotion, sale or attempt to sell any form of illegal drugs or substances while on school premises or on school business, at any time during the hours between the beginning and ending of the employee's work day, whether on duty or not; or the possession or sale or attempt to sell drug-related paraphernalia will be subject to disciplinary action, up to and including discharge. Possession or sale of illegal drugs or substances will be causes for immediate discharge;

❖❖ **Alcohol Abuse** Any employee who is under the influence of alcoholic beverages at any time while on school premises, on school business or at any time during the hours between the beginning and ending of the employee's work day, whether on duty or not, shall be in violation and is subject to disciplinary action. This action specifically includes, but is not limited to, discharge or suspension without pay from employment, even for the first offense. An employee shall be determined to be under the influence of alcohol if his/her normal faculties are apparently impaired due to consumption of alcohol or if the employee has a blood alcohol level of 0.04 percent (40 MG/DL blood) or higher;

❖❖ **Other Violations** Other violations subjecting an employee to immediate discharge include substituting or tampering with a urine or blood sample, refusal or failure to report to an approved counseling or rehabilitation program requested management after a confirmed completion and not being properly released to return to work or a positive confirmed test for any substance prohibited after completion of a counseling or rehabilitation program and return to work; or

❖❖ **Counseling/Rehabilitation/Employee Assistance Programs** Employees with drug/alcohol problems are encouraged to seek early assistance from an approved counseling/rehabilitation program. Participation in UVA's approved counseling/rehabilitation program is voluntary, and completion of the program is the responsibility of the employee. Any employee participating in such a program will be expected to maintain satisfactory job performance. Confidentiality in accordance with UVA's guidelines will be followed regarding a rehabilitation program. If an employee must sustain treatment under a prescribed rehabilitation program, absences will be handled according to existing procedures regarding disability, sick leave or leave of absence. Counseling/Rehabilitation programs are to be offered to the employees at their own expense.

Fraud

The fraud prevention procedure has been established to facilitate the development of controls which will aid in the detection and prevention of fraud against UVA. It is the intent of UVA to promote consistent organizational behavior by providing guidelines and assigning responsibility for the development of controls and conduct of investigations.

This procedure applies to any fraud, or suspected fraud, involving employees as well as consultants, vendors, contractors, outside agencies doing business with employees of such agencies, and/or any other parties with a business relationship with UVA. Any investigative activity required will be conducted without regard to the suspected wrongdoer's length of service, position/title, or relationship to the organization.

Management is responsible for the detection and prevention of fraud, misappropriations, and other inappropriate conduct. Fraud is defined as the intentional, false representation or concealment of a material fact for the purpose of inducing another to act upon it to his or her injury. Each member of the management team will be familiar with the types of improprieties that might occur within his or her area of responsibility and be alert for any indication of irregularity. Any fraud that is detected or suspected must be reported immediately

to the Human Resources Department, who coordinates all investigations with the various departments and other affected areas, both internal and external.

The terms defalcation, misappropriation, and other fiscal wrongdoings refer to, but are not limited to:

- Any dishonest or fraudulent act;
- Forgery or alteration of any document or account belonging to UVA;
- Forgery or alteration of a check, bank draft, or any other financial document;
- Misappropriation of funds, securities, supplies, or other assets;
- Impropriety in handling or reporting of money or financial transactions;
- Accepting or seeking anything of material value from contractors, vendors or persons providing services/materials to organizations; or
- Destruction, removal or inappropriate use of records, furniture, fixtures, and equipment.

If there is any question as to whether an action constitutes fraud, contact the Human Resources Department for guidance.

The Human Resources Department has the primary responsibility for the investigation of all suspected fraudulent acts as defined in the procedure. If the investigation substantiates that fraudulent activities have occurred, the Human Resources Department will issue reports to appropriate designated personnel.

Decisions to prosecute or refer the examination results to the appropriate law enforcement and/or regulatory agencies for independent investigation will be made in conjunction with legal counsel and senior management, as will final decisions on disposition of the case.

The Human Resources Department treats all information received *confidentially*. Any employee who suspects dishonest or fraudulent activity will notify the Human Resources Department immediately and *should not attempt to personally conduct investigations or interviews/interrogations* related to any suspected fraudulent act. Employees may choose to remain anonymous when reporting such concerns. Investigation results *will not be disclosed or discussed* with anyone other than those who have a legitimate need to know. This is important in order to avoid damaging the reputations of persons suspected but subsequently found innocent of wrongful conduct and to protect UVA from potential liability.

Grievance Procedure

The grievance procedure is a process by which an employee of UVA can bring workplace concerns to upper levels of management. This is a formal process and requires rules be strictly followed. Failure to follow procedures will forfeit your right to this process.

In the event of a dispute involving employment practices or the enforcement of the personnel policies contained in this Handbook, and after a good faith effort with the supervisor to thoroughly resolve the dispute, all employees may submit their grievance following the procedures outlined below. The good faith effort shall be documented, including problem identification, possible solutions, selection of resolution, timeline for implementation, and follow-up. Failure to follow the procedures and timelines below constitutes a waiver of the

employee's right to grieve employment practices or the enforcement of the personnel policies at issue.

The following issues are not eligible for processing through the UVA's Employee Grievance Procedure:

- Issues which are pending or have been concluded by the Louisiana Commission on Human Rights, or through other administrative or judicial procedures;
- Performance responsibilities, expectations, and evaluations;
- Temporary work assignments;
- Budget and organizational structure, including the number or assignments of positions in any organizational unit;
- The selection of any individual to fill a position, unless it is alleged that the selection is in violation of any agency's written procedures;
- Unsatisfactory resolution of a complaint of discrimination, harassment, or retaliation; or
- Termination, demotion, reassignment, furlough, layoff from duties because of lack of work, or other actions resulting from a reduction in the work force or job abolition.

If the subject of a grievance is related to any of the areas listed above, the grievance cannot be processed through the Employee Grievance Procedure.

A grievance can have up to three components which include the following: (1) grievance statement; (2) qualification for hearing; (3) hearing; and (4) review of the hearing decision. Not all grievances are qualified for hearing.

There are three steps to the grievance procedure:

Step 1: After informally and thoroughly discussing any grievance with the immediate supervisor, upon reaching no satisfactory resolution of the grievance, an employee shall promptly present the grievance in writing to the immediate supervisor. Such notice shall be presented no later than five (5) working days from the date of informal discussion with the immediate supervisor. If the grievance is not submitted within the time prescribed, the employee shall be deemed not to have further rights with respect to said grievance. The written grievance submitted shall state the nature of the grievance and the harm or injury caused that initiated the grievance. The employee and the immediate supervisor shall attempt to resolve the grievance. The immediate supervisor shall make a proper disposition of the grievance and shall reply to the employee within five (5) working days following the date of submission;

Step 2: In the event the employee wishes to appeal the decision in Step 1 or if no decision has been rendered in the time specified, the appeal must be presented in writing to the next supervisor in his/her chain of command and Human Resources. Such appeal shall be presented within five (5) working days of the Step 1 decision. Such appeal shall contain a statement of the grievance and specific references to the action taken causing the grievance. Human Resources shall schedule a meeting with the employee as promptly as is reasonably possible to attempt to resolve the grievance. Notice of the conference shall be given to all parties involved in an alleged grievance. Human Resources shall issue a written decision to the grievant within five (5) working days after

the conference. Unless the grievance shall be appealed, it shall be deemed to have been settled and the grievant shall have no further right with respect to said grievance;

****UVA will do its best to follow the above-mentioned timeframe, unless there are scheduling conflicts and holidays that occur****

Step 3: In the event the grievant wishes to appeal the decision at Step 2, the appeal must be presented to the Superintendent in writing with five (5) working days of the receipt of the Step 2 decision. A copy of the appeal, together with Step 1 and Step 2 decisions shall be submitted to the Superintendent. Upon receipt of such a written appeal, the Superintendent or his/her designee shall schedule a hearing at a specific date and time and send proper notice of the scheduled hearing to the grievant. The Superintendent or designee, at the date and time specified, shall conduct a full hearing on the grievance, and in doing so, maintain a transcript of the proceedings. Following the hearing, the Superintendent or designee shall make a written recommendation of disposition to the grievant.

Additional Grievance Statements

1. A grievance may be withdrawn at any level without prejudice or record. Additionally, there shall be no recrimination against a person because a grievance has been filed in accordance with the provisions outline herein;
2. Copies of all written decision of grievances shall be sent to all parties involved;
3. All essential documents, communication, or records dealing with a grievance shall be made part of a grievance file;
4. Appeals of grievance decision will be limited to specific issues raised in the original grievance. The parties involved will not be allowed to expand the issues during the grievance procedures, except to the extent necessary to respond to administrative decisions made along the way;
5. Failure by the employee to meet the timelines and requirements of this procedure shall result in dismissal of his grievance. Failure by the administrative person rendering the decision to meet timelines and requirements of this procedure shall allow the grievant, at his option, to proceed to the next level of appeal;
6. If the employee leaves employment, either voluntarily or involuntarily, of UVA during the pendency, at any level, of a complaint or grievance, then the employee loses the right to continue the grievance process; and
7. The person bringing forth the grievance shall have the right to present their own grievance. A grievant does not have the right to have representation during the grievance procedure.

Personnel Evaluations

UVA will follow Bulletin 130 – Guidelines for Personnel Evaluation. This is located at Part CXLVII of Title 28 of the Louisiana Administrative Code.

Performance Reviews

Because UVA wants all of its employees to grow and succeed at their jobs, those UVA employees who are not required to be evaluated in accordance with the provisions of Bulletin 130 – Guidelines for Personnel Evaluation will be evaluated two times during the year. All Performance Reviews should be signed by the Department Head and the employee. Performance reviews will be provided to the employee for signature and maintained in an employee's personnel file.

No Solicitation/Distribution Protocol

Non-employee visitors have a limited right of access to UVA's facility and should only be on UVA property for purposes directly related to their children's education. Visitors who are not visiting for the purpose of directly dealing with their child (a student), should report to the appropriate Principal or Business Office and will only be allowed visitation for purposes of proper and authorized sales, maintenance and repair. Exceptions to this protocol can be obtained only through administrative approval to non-employee representatives of a limited number of charitable non-profit organizations. Visitors, personal or otherwise, are forbidden from possessing firearms or weapons of any kind while on UVA property.

Employees may not engage in solicitation or in the distribution of literature during working time in working areas. Working time means the period scheduled for the performance of job duties, not including meal times, break times, or other periods when employees are properly not engaged in performing work related duties. Employees on their meal times break times, or other non-working times may not solicit or distribute literature to other employees during the working time of such employees.

Bulletin boards on UVA's property are to be used for official purposes only to notify employees about information approved in advance by management. Only those management employees designated by UVA, may post material on, or remove material from, official bulletin board.

Relatives

UVA recognizes that it may employ members of the same family. However, one family member may not directly or indirectly supervise another or process, review, or audit the work of another without written approval from the supervisor of the highest-ranking employee. Further, a supervisor may not hire or supervise an individual if that individual and the supervisor have an ongoing romantic relationship.

Violence in the Workplace

UVA prohibits workplace violence. Therefore, acts or threats of physical violence, including intimidation, harassment, and/or coercion, which involve or affect UVA, or which occur on UVA property will not be tolerated.

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

- All threats or acts of violence occurring on UVA's premises, regardless of the relationship between UVA and the parties involved; or
- All threats or acts of violence occurring off UVA's premises involving someone who is acting in the capacity of a representative of UVA.

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

- Hitting or shoving an individual;
- Threatening an individual or his/her family, friends, associates, or property with harm;
- Intentional destruction or threatening to destroy property;
- Making harassing or threatening phone calls;
- Harassing surveillance or stalking (following or watching someone); or
- Unauthorized possession or inappropriate use of firearms or weapons.

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

All employees are encouraged to report incidents of threats or acts of physical violence of which they are aware to their supervisors 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 and will not be subjected to disciplinary consequences for such reports or cooperation.

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

Personal Use of UVA Property

Employees are not allowed to borrow UVA equipment for their own personal use. In no instance may equipment be taken from the school premises without prior management approval. As an UVA employee, you accept full responsibility for accountability, proper utilization and losses of equipment assigned to you or under your control. Employees are responsible for returning the equipment in good condition and may be required to pay for any damages that occur as a result of improper use/loss while using the equipment.

Acceptable Use Policy

This section defines the boundaries for the "acceptable use" of the employer's electronic resources, including software, hardware devices, and network systems. By using UVA hardware, software, and network systems, you assume personal responsibility for their appropriate use and agree to comply with this policy and other applicable company policies, as well as city, state, and federal laws and regulations. The network and Internet user shall be held responsible for his or her actions and activities. Responsibilities include efficient, ethical and legal utilization of network resources.

SOFTWARE

All software acquired for or on behalf of the employer or developed by employees or contract personnel on behalf of the employer is company property. All such software must be used in compliance with applicable licenses, notices, contracts, and agreements.

Under no circumstances should any user install or download any software onto an employer-owned device without specific permission from the IT Department. This applies to unauthorized third-party browser extensions that could cause potential security breaches to company information and data. If an unauthorized software is accidentally downloaded, the employee is responsible for immediately notifying the IT department.

All approved software downloaded from non-UVA sources must be screened with virus detection software prior to being opened or run. Whenever the provider of the software is not trusted, downloaded software should be tested on a stand-alone (not connected to the network) non-production machine. If this software contains a virus, worm, or Trojan horse, then the damage will be restricted to the involved machine. All information taken off the Internet should be considered suspect until confirmed by separate information from another source. There is no quality control process on the Internet, and a considerable amount of its information is outdated or inaccurate.

PURCHASING

All purchasing of company software (to include internet programs) and hardware will be centralized with the technology department to ensure that all applications conform to company software standards and are purchased at the best possible price. All requests for software must be submitted to the department head for approval. If approved, the request must then be sent to the technology department, which will then determine and purchase the standard software that best accommodates the desired request.

Free third-party applications or software must still adhere to company software standards. Employees should reach out to the IT department if they are unsure if the privacy standards adhere to company expectations and policies prior to downloading or using.

LICENSING

UVA is responsible for enforcing all applicable licenses, notices, contracts, and agreements for software that is used on company computers. Unless otherwise provided in the applicable license, notice, contract, or agreement, any duplication of copyrighted software, except for backup and archival purposes, may be a violation of federal and state law. We must strictly enforce license compliance as any violation by an employee may still cause UVA to be liable for the consequences of such violation.

HARDWARE

All hardware devices acquired for or on behalf of the employer or developed by employees or contract personnel on behalf of the employer is and shall be deemed the employer's property. All such hardware devices must be used in compliance with applicable licenses, notices, contracts, and agreements.

ELECTRONIC COMMUNICATIONS, TELEPHONE COMMUNICATIONS AND ACCESS CONTROL SECURITY POLICY

As a productivity enhancement tool, the employer encourages the business use of electronic communications (including phone, voicemail, e-mail, webmail, message boards, instant message and fax). All messages generated on or handled by electronic communications systems, including back-up copies, are considered to be the property of the employer, and are not the property of users of the electronic communications services.

Business phones may be monitored or recorded to ensure quality, and, in some departments, business phones may not be used for personal calls, depending on the nature of the work. In some departments, personal cell phones may only be used in break areas during employees' scheduled breaks and lunches.

AUTHORIZED USAGE

The employer's electronic communications and telecommunications systems generally must be used only for business activities. Incidental personal use is permissible so long as:

1. It does not preempt any business activity.
2. It does not consume more than a trivial amount of time and/or resources.
3. It does not interfere with staff productivity.

Users are prohibited from using company electronic communications and telecommunications systems for charitable endeavors, private business activities, or amusement/entertainment purposes unless approved by their supervisor in writing. Employees are reminded that the use of

company resources, including electronic communications and telecommunications systems, should never create either the appearance or the reality of inappropriate use.

Some departments may explicitly prohibit personal internet usage on the company's network. This will be outlined in a department specific policy.

Use of the network for any illegal activities shall also be prohibited. Illegal activities include (a) tampering with computer hardware or software, (b) unauthorized entry into computers and files (hacking), (c) knowledgeable vandalism or destruction of equipment, and (d) deletion of computer files. Such activity is considered a crime under state and federal law. The UVA Board shall not condone the use of the Internet for any illegal or inappropriate activities and shall not be responsible for any such use by staff or students.

COMMUNICATION USING UVA ISSUED TECHNOLOGY

Employees are prohibited from using UVA Technology for any purpose not related to their job function at UVA.

Information related to a specific student should never be posted to external sites. Internal postings by employees, teachers or other individuals who are not the learning coaches for currently enrolled students will be limited to comments relating to the program or other school-related activities. Further, such postings should be limited to those necessary to answer posted questions, to assist with identified problems or to gather parent input on proposed program changes or other school topics.

Employees must not place company material on any publicly accessible site that supports anonymous viewing or distribution.

Employees shall not post any e-mail or other messages or materials on company networks or the Internet that are indecent, vulgar, lewd, slanderous, abusive, threatening, sexually harassing, or terrorizing.

EMAIL/WEBMAIL

Misuse of email can pose many legal, privacy and security risks, thus it's important for employees to understand the appropriate use of electronic communications. For the purposes of this section, webmail is defined as any communication sent from any UVA provided account that has communication capabilities.

4. UVA email account should not be used for personal communications.
5. The UVA email/webmail systems shall not to be used for the creation or distribution of any disruptive or offensive messages, including offensive comments about race, gender, hair color, disabilities, age, sexual orientation, pornography, religious beliefs and practice, political beliefs, or national origin. Employees who receive any emails with this content from any UVA employee should report the matter to their supervisor immediately.

6. Users shall not use technology resources to further other acts that are criminal or violate the schools code of conduct or rules.
7. Users shall not disclose, use, or disseminate personal information regarding minors.
8. Users shall not use the e-mail system for commercial, political, personal activities, or religious purposes.
9. Users are prohibited from automatically forwarding UVA email/webmail to a third-party email system. Individual messages which are forwarded by the user must not contain UVA confidential information
10. Users are prohibited from using third-party email (personal or consumer) systems and storage servers such as Google, Yahoo, and MSN Hotmail etc. to conduct UVA business, to create or memorialize any binding transactions, or to store or retain email on behalf of UVA. Such communications and transactions should be conducted through proper channels using UVA-approved documentation.
11. Recognizing that some information is intended for specific individuals and may not be appropriate for general distribution, electronic communications users should exercise caution when forwarding messages. Sensitive information must not be forwarded to any external party without the prior approval of your department head. Blanket forwarding of messages to parties outside the organization is prohibited unless the prior permission of the Superintendent has been obtained.
12. UVA employees shall have no expectation of privacy in anything they store, send or receive on the company's email system or a company issued device.
13. Any emails that are sent using the company email/webmail systems, whether or not the users are employees, are the property of the employer and may be viewed by members of management or others with administrative rights to the system. Furthermore, the technology department is instructed to forward to management any e mails that violate our Internet usage policy or represent activities that could be detrimental to the company's operations.
14. UVA may monitor messages without prior notice. UVA is not obliged to monitor email messages. Employees should be aware that electronic and telephone communications could, depending on the technology, be forwarded, intercepted, printed, and stored by others. Furthermore, others may require access to electronic and telephone communications in accordance with this policy.
15. It is our policy not to regularly monitor the content of electronic communications. However, the content of electronic communications may be monitored, and the usage of electronic communications systems will be monitored to support operational, maintenance, auditing, security, and investigative activities. Users should structure their electronic communications in recognition of the fact that we may examine the content of electronic communications.

16. It may be necessary for technology department staff to review the content of an individual employee's communications during the course of problem resolution. Technology department staff may not review the content of an individual's communications out of personal curiosity or at the behest of individuals who have not gone through proper approval channels
17. Employees are expected to communicate in a professional manner consistent with state laws and Board policies governing the behavior of school employees and with federal laws governing copyright. Electronic mail and telecommunications are not to be utilized for unauthorized disclosure, use and dissemination of personal identification or confidential information regarding any student or employee.

GENERAL ELECTRONIC COMMUNICATIONS PROVISIONS & DEFAULT PRIVILEGES

User privileges on electronic communications systems must be assigned so that only those capabilities necessary to perform a job are granted. This approach is widely known as the concept of "least privilege." With the exception of emergencies and regular system maintenance notices, broadcast facilities (including the "All-Employees" distribution list) must be used only after the permission of your department head has been obtained.

SECURITY

Teachers and personnel shall be responsible for the security of those computers in terms of both hardware and software. Computers must be secured such that others acting without the consent or supervision of a teacher or administrator cannot enter the system or the Internet from your assigned device.

All personnel will follow all security and confidentiality regulations regarding student information and records, including all electronic records (SER, SER IEP, SASI, and any other data).

No outside equipment or hardware may be plugged into the employer's network without specific permission from the technology department (including USB peripherals and Flash Drives).

USER ACCOUNTABILITY

Regardless of the circumstances, your individual user account passwords must never be shared or revealed to anyone else. This includes logging into a company resource as you allow another user to access those resources. If another user does not have access to a resource and asks you to log in for them, you should deny the request and notify the technology department immediately. If users need to share computer resident data, they should utilize public directories on local area network servers. Users should also refrain from sending attachments to internal users for review and comment if the resource is available in the public folder on the employer's network.

Unless tools like privacy enhanced mail (PEM) are used, it is also relatively easy to spoof another user on the Internet. Likewise, contacts made over the Internet should not be trusted with company information unless a due diligence process has first been performed. This due diligence process applies to the release of any internal information.

To prevent unauthorized parties from obtaining access to electronic communications, users must choose passwords that are difficult to guess (not a dictionary word, not a personal detail, and not a reflection of work activities), and enable two-factor authentication on all UVA accounts where it is available. The employer's password policy requires users to choose a password that is at least 8 characters long and a combination of letters, numbers and/or symbols. You may be required to change your password every 90 days, and you are not permitted to re-use your previous 5 passwords.

The company shall incorporate the use of computer-related technology, or the use of Internet service provider technology designed to block access or exposure to any harmful materials or information, such as sites that contain obscene, pornographic, pervasively vulgar, excessively violent, or sexually harassing information or material. Sites which contain information on the manufacturing of bombs or other incendiary devices shall also be prohibited. However, the company shall not prohibit authorized employees or students from having unfiltered or unrestricted access to Internet or online services, including online services of newspapers with daily circulation of at least 1,000, for legitimate scientific or educational purposes approved by the company.

STATISTICAL DATA

Consistent with generally accepted business practice, we collect statistical data about electronic communications. As an example, call-detail-reporting information collected by telephone switching systems indicates the numbers dialed, the duration of calls, the time of day when calls are placed, etc. Using such information, the technology department staff monitors the use of electronic communications to ensure the ongoing availability and reliability of these systems.

PURGING ELECTRONIC MESSAGES

Sent and received emails should also regularly be purged from your personal electronic message storage areas. Deleting unneeded messages is also necessary to keep our email servers from being overloaded. Each email account has a storage limitation that will notify you when the maximum space in your account has been reached. At that point, you are required to archive or delete your non-essential email to make more room in your mailbox. As a Louisiana public charter school, we are subject to public records requests from members of the press or others. We may also be subject to litigation "holds" or other similar requests which may impact this policy for purging electronic messages. Once such a request has been made, it could be a criminal offense to delete content that could be covered by the request, even if the person who deleted the content genuinely believes that the deleted content was not relevant. We will notify personnel if there has been a public records request, litigation "hold" or other similar request, and we will provide instructions for preserving emails and other documents.

INTERNET SECURITY & USAGE POLICY

All information traversing company computer networks that has not been specifically identified as the property of other parties will be treated as though it is a company asset. It is our policy to prohibit unauthorized access, disclosure, duplication, modification, diversion, destruction, loss, misuse, or theft of this information.

In addition, it is our policy to protect information belonging to third parties that has been entrusted to us in confidence as well as in accordance with applicable non-disclosure agreements, contracts and industry standards.

Exceptions

Any exception to the policy must be approved by appropriate parties as identified by the Superintendent and/or Board of Directors in advance.

NON-COMPLIANCE

The company does not condone any illegal or inappropriate activities and shall not be responsible for such use by staff. The company does not guarantee the right to use the Internet and reserves the right to suspend or terminate the privilege of any individual at its sole discretion without notice, cause, or reason. Failure to adhere to these policies may result in the loss of computer privileges, access to the Internet and electronic mail accounts, and may result in further disciplinary action, up to and including termination of employment.

No personal or student information which is protected by the Family Education Rights and Privacy Act (FERPA) shall be disseminated on or through the company's technology systems and networks, including but not limited to the Internet.

The above acceptable use practices are not all-inclusive but are only representative and illustrative. A user who commits an act of misconduct, which is not listed, may also be subject to disciplinary action or termination. Furthermore, any activity that may be in violation of local, state, or federal laws shall be reported to the appropriate law enforcement agency.

Social Media Policy

Social media is a powerful communications tool that has a significant impact on organizational and personal reputations. Because social media can blur the lines between personal voice and institutional voice, UVA has crafted the following policy to help clarify how best to enhance and protect personal and institutional reputations when participating in social media.

Social media is defined as media designed to be disseminated through social interaction. These include but are not limited to blogs, video or wiki postings, sites such as LinkedIn, Twitter, Facebook, YouTube and Instagram, TikTok, chat rooms, any other forms of online journals, diaries or personal newsletters not affiliated with UVA.

UVA takes no position on your decision to start or maintain a blog or participate in other social media activities. However, it is the right and duty of UVA to protect itself from unauthorized disclosure of information. UVA's social media policy includes rules and guidelines for school-sponsored social media and personal social media and applies to all employees.

General Provision

Unless specifically instructed in advance by an appropriate building or network administrator, employees are not authorized and are therefore restricted to speak on behalf of UVA. Employees

may not publicly discuss any work-related matters, whether confidential or not, outside school-authorized communications. Employees are expected to protect the privacy of UVA and its students and staff and are prohibited from disclosing personal employee or student information and any other proprietary and nonpublic information to which employees have access.

School Monitoring

Employees are cautioned that they should have no expectation of privacy while using the Internet or while using school equipment or facilities for any purpose. UVA reserves the right to monitor comments or discussions about the school, its employees, members and customers posted on the Internet by anyone, including employees and non-employees. UVA may utilize blog-search tools and software to monitor forums such as blogs and other types of journals, diaries, personal and business discussions forums, and social media sites.

Authorized Social Media Use

The goals of authorized social media use are to become part of the business conversation and promote web-based sharing of ideas and exchange of information. Authorized use of social media is used to convey information about UVA services and promote and raise awareness of the school's brand, recruit potential new students, board members, donors and sponsors, communicate with members and students, to issue or respond to breaking news or publicity, and discuss school specific activities and events.

When using social media, UVA must ensure that the use of these communications maintains the school's identity, integrity and reputation while minimizing actual or potential legal risks, whether used inside or outside the workplace.

Rules and Guidelines

The following rules and guidelines apply to social media usage when authorized by UVA. These rules and guidelines apply to all school related social media entries, including school subsidiaries and affiliates.

Only authorized employees who have been approved by network and whose posts have been vetted by his/her Principal can prepare and modify content for UVA's blog and other social media entries. Content must be relevant, add value and meet at least one of the specified goals or purposes developed by the school. If uncertain about any information, material, or conversation, discuss the content with and seek the approval of the appropriate school Principal.

Any copyrighted information where written reprint permission has not been obtained in advance in writing cannot be posted on the school's blog or other social media sites.

The school's respective Principals are responsible for ensuring that all blogging and other social media information complies with the school's written policies. Either the appropriate Principal and/or a designee shall be authorized to remove any content that does not meet the rules and guidelines of this policy or that may be illegal or offensive. Removal of such content will be done without permission of the blogger or advance warning.

UVA expects all guest bloggers and users of other social media to abide by all rules and guidelines of this policy. UVA reserves the right to remove, without advance notice or permission, all guest bloggers' content considered inaccurate or offensive. The school also reserves the right to take legal action against guests who engage in prohibited or unlawful conduct.

Personal Blogs/Social Media Sites

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

Employees that desire to interact with students via social media shall set up a public page, for example, Mr. Smith's 5th grade class, for interactions with students as they relate to their classroom, education, and school activities. It is also expected that employees not link with students on their personal accounts. Furthermore, employees that seek to interact with students over social media must ensure that such interaction has been approved by his/her Principal and that the parents of such students have been given proper notice and the opportunity for their student to opt out of such communication.

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

Employees cannot use school-owned equipment, including computers, school-licensed software, or other electronic equipment, nor facilities or school time, to conduct personal blogging or other social media activities.

If you choose to identify your employment status, or your position as a school employee is commonly known, please understand that some readers may view you as a spokes person for UVA. Because of this possibility, we ask that you state that your views and comments expressed in your blog or on other social media sites are your own and not those of the school, nor of any person or organization affiliated or doing business with the school. *Language example: The postings on this site are my own and don't represent UVA's positions or opinions; or this is a personal site, produced on my own time and solely reflecting my personal opinions. Statements do not reflect the views or policies of my employer, past or present, or any organization with which I may be affiliated.*

Employees cannot post on personal blogs or other social media sites the trademark or logo of the school or any entity with a connection to the school.

Employees cannot post on personal blogs or other social media sites photographs of members or vendors, nor can employees post photographs of persons engaged in school business or at school events and functions without prior approval by his/her Principal.

Employees cannot link from a personal blog or other social media site to the school's website.

If contacted by the media about their post that relates to the school's business, employees are required to consult with the Superintendent before responding.

Violations for Non-Compliance

UVA will investigate and respond to reports of violations of this social media policy. Violations of the school's media policy will result in disciplinary action up to and including immediate termination. Discipline or termination will be determined based upon the nature and factors of any social media posting. UVA reserves the right to take legal action, when necessary, against employees who engage in prohibited or unlawful conduct.

If you have any questions relating to this policy, your blog or other social media sites, please see Human Resources.

Recording Devices in the Workplace

UVA has a significant interest in protecting the privacy of its students and employees. In furtherance of this interest, employees are strictly prohibited from using any photographic, video or audio recording devices on UVA premises without express written authorization from the Superintendent. This includes all cell phones, iPhones, iPads, tablets, or other PDA devices with built-in cameras and/or video cameras or audio recording devices. A limited exception to the preceding is photographs may be taken at or for special events with the consent of the party (or party's parents if a student) being photographed.

Notwithstanding the foregoing, **to the extent allowed by law**, photographs, recordings, and/or digital images may be taken to document any safety or work-related concerns, provided that the Company is contemporaneously contacted and provided with access to and/or a copy of any such photographs, recordings, and/or digital images as allowed by law. Any violation of this policy may lead to disciplinary action, up to and including, termination of employment.

3. Compensation and Fiscal Management

The goal of UVA's compensation program is to attract potential employees, meet the needs of all current employees and encourage well-performing employees to stay with our organization. With this in mind, our compensation program is built to balance both employee and UVA needs. The Superintendent reserves the authority to select, set, or change pay rates and benefit offerings for all UVA employees with or without prior notice.

Philosophy

It is UVA's desire to pay all regular employees' wages and salaries that are competitive with other employers in the marketplace in a way that will be motivational, fair and equitable. Compensation may vary with years of service; special skills and experience, and level of education.

UVA applies the same principles of fairness to all employees, regardless of their age, sex, race, religion, national origin, disability, veteran status, sexual orientation, political belief, marital status, familial status, or any other factor protected by law.

Basis for Determining Pay

Several factors may influence an employee's rate of pay. Some of the items UVA considers are the nature and scope of the job, what other employers pay their employees for comparable jobs (external equity), and what UVA pays their employees in comparable positions (internal equity), along with degree, years of experience and other skills. It is UVA's goal to have a current Job Description on hand that broadly defines your employees' responsibilities.

Pay Periods

Pay dates are on the 15th and the last working day of the month unless that day falls on the weekend, then the pay date will be on the prior Friday of the month.

UVA will pay all employees over a 12-month period. Employees who are terminated or who voluntarily separate from employment with UVA will only be paid for the time earned at UVA.

UVA requires employees to receive their pay by Direct Deposit. Paper checks will be issued in those cases where an employee is not able to establish a relationship with a bank or credit union. Employees must present individual authorization forms (available in the Human Resource Department) to the Human Resource Department. Each employee is responsible for notifying his/her individual bank with any instructions regarding the money deposited by the UVA.

Mandatory deductions from paycheck

UVA is required by law to make certain deductions from your paycheck each time one is prepared. These may include federal, state and local income taxes and contributions to Social Security or a 403B-457/Retirement account. These deductions will be itemized on the check stub. The amount of the deductions will depend on earnings and on the information furnished on the W-4 form regarding the number of exemptions claimed. If the employee wishes to modify this number, go to <https://www.aliolutions.net/LACA>. Only the employee may modify his/her W-4 form. Verbal or written instructions are not sufficient to modify withholding allowances. We advise employees to check their pay stubs to ensure that it reflects the proper number of withholdings.

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

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

Note: Please see section "Wage Garnishments" below for further information.

Employee Salary Deductions

UVA will pay employees a salary. UVA will deduct pay from an employee's salary under the following circumstances:

- One or more full days absences for personal reasons (if you don't have any

- available paid leave remaining);
- One or more full days absences for illness, injury, or sickness (if an employee doesn't have any available paid leave remaining);
- One or more full day disciplinary suspensions; or

UVA will not deduct pay from an employee's salary if the employee has a partial day absence as long as he/she has remaining Sick or Personal Leave hours. Employees who believe that UVA made an incorrect or improper salary deduction should promptly report the deduction to their supervisors or the Payroll Department. If UVA incorrectly or improperly made a deduction from an employee's salary, it will reimburse the employee for the deducted pay.

Effective Date of Compensation Changes

Changes to the amount of an employee's wages or salary will become effective on the first regular pay period following the change.

Direct Payroll Deposit

Direct payroll deposit is the automatic deposit of pay into the financial institution account of the employee's choice. Go to <https://www.aliosolutions.net/LACA> to update any changes to a direct deposit account. If an employee's existing bank account is closed or a new account is opened, please see Human Resources immediately in order for the change to take effect.

Payroll Advance

It is the practice of UVA not to grant wage or salary advances to any employee.

Error in Pay

Every effort is made to avoid errors in employees' paychecks. Employees who believe an error has been made should report the error to the Payroll Department. They will take steps to research the problem and endeavor to make any necessary corrections by the next regular pay day.

Workweek and Overtime Pay

UVA's workweek begins on Sunday and ends on Saturday. Non-exempt employees will be eligible to receive overtime pay of one and one-half times the regular hourly wage for approved hours worked over 40 hours in one week. Overtime pay is based on actual hours worked. If, during that week, an employee was away from the job because of a job-related injury, paid holiday, jury duty, bereavement day or personal time off, those hours not worked will not be counted as hours worked for the purpose of computing eligibility for overtime pay.

Please note that for non-exempt employees on an approved flexible work arrangement, overtime hours will be computed only on those hours worked in excess of a 40-hour workweek.

Superintendent must approve all overtime in advance. Employees who fail to work scheduled overtime or who work overtime without prior authorization will be subject to disciplinary action, up to and including termination of employment.

Time Worked Records

By law, UVA is obligated to keep accurate records of the time worked by non - e x e m p t employees. If required, employees are responsible for accurately recording their time worked. Time worked is all the time actually spent on the job performing assigned duties. Employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of departure from work for personal reasons.

No one may record hours worked for another employee. Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of both employees. In the event of an error in recording your time, please report the matter to the supervisor immediately.

Wage Garnishments

UVA hopes that its employees will manage their financial affairs so that it will not be obligated to execute any court ordered wage garnishments. However, when an employee's wages are garnished by court order, UVA is legally bound to withhold the amount indicated in the garnishment order from the employee's paycheck. UVA will, however, honor the Federal Consumer Credit Protection Act, which places restrictions on the total amount that may be garnished from an employee's paycheck.

A \$3.00 service fee may be charged per check written to cover the administration of the above, if permitted by the judgment of garnishment.

Compensation Reviews

UVA will review employee compensation annually. Factors such as job performance, unexcused absences and tardiness, continued training and education, leadership abilities, positive attitude, and willingness to accept additional responsibilities, may be considered in determining the compensation. However, good performance does not guarantee increased compensation or continued employment. **UVA does not guarantee increased compensation or continued employment.**

Employees that start on January 1 of the current fiscal year will not be eligible for a compensation review and increased compensation or continued employment.

Beginning Employment After Fiscal Year Starts

UVA's fiscal year runs from July 1 of the current year to June 30 of the next year. Employees are hired throughout the fiscal year to meet UVA's business needs. If an employee is hired during the current fiscal year after January 1, that employee will not be eligible for a progression in step level for compensation purposes until the following fiscal school year (July 1 – June 30).

Cash Receipts

When cash is received, it must be accounted for and received by the staff appointed by the Chief Fiscal Officer.

Travel Policy

It is UVA's practice to reimburse its authorized employees for reasonable expenses incurred during the period they are employed by UVA in connection with business travel on behalf of UVA, subject to the guidelines and procedures set out in this policy. In general, it is expected that UVA employees and approved travelers interpret the guidance defined within this policy in a manner that minimizes expenses on behalf of UVA. The Superintendent or his/her Designee has the final approval of all travel for UVA in order to ensure that all expenses accrued through business travel aligns with the needs of the organization and most efficiently utilizes organizational resources. Therefore, it is recommended that UVA employees and authorized travelers consider moderation and discretion when incurring expenses. As defined within this policy, UVA's goal is to provide authorized travelers with a reasonable level of service, comfort, and safety at the most reasonable cost. The guidelines set forth within the policy applies to UVA's employees and authorized travelers who travel on behalf of the interest and business of UVA regardless of the funding source, including grant supported travel. In cases where specific grants impose stricter requirements, UVA, as required, will comply with applicable restrictions.

The specific types of expenses that may be reimbursed and procedures for requesting reimbursement are set out below. Employees and authorized travelers must obtain advance written approval from their immediate supervisors and/or School Leaders and present UVA with receipts or other appropriate substantiating documentation for all travel and other business expenses incurred.

Reimbursable Expenses:

Expenses that may be reimbursed under this policy are:

- Business travel expenses, including transportation, lodging, and meals.
- Business meals and entertainment hosted by the Superintendent, Board President, or other Approved Designee.
- Miscellaneous business expenses, including authorized automobile rental charges, parking charges incurred while traveling, mileage for business travel in an employee's personal vehicle, and other similar expenses.

UVA will only reimburse expenses that meet the substantiation requirements as set out within this policy. Expenses not addressed in this policy, such as childcare costs, pet boarding and personal entertainment, are not reimbursable. Any questions about whether a particular expense is reimbursable should be directed to the UVA Business Manager or the Executive Administrative Assistant for the Business Office.

Travel Expenses:

UVA will reimburse employees and Board Members for business travel expenses incurred in accordance with the guidelines set out below. **Employees and Board Members should make every effort to use the lowest-priced transportation/lodging option that is reasonably available.** Routine travel from an employee's or Board Member's residence to the UVA offices or schools will not be considered business travel.

Air Transportation:

Employees should make every effort to travel on the lowest-priced coach airfare available, taking into consideration preferred airports, preferred arrival and departure times, connection times, and other restrictions, including cancellation and change fees. Premium fares, such as fares for first-class or business-class travel, are reimbursable only if prior written approval is obtained from the Business Manager, Chief of Staff or Superintendent.

Baggage Fees - Airline charges for checked baggage are reimbursable in each of the following circumstances: The employee is transporting materials belonging to UVA.

The employee is traveling for longer than two (2) days. The charge has been approved in advance of the flight.

Frequent Flyer Plans - Employees may personally retain frequent flyer awards that accrue from business travel. However, employees will not be reimbursed for tickets purchased with frequent flyer miles.

UVA reserves the right to determine whether to reimburse employees for penalties and other charges for flight cancellations or changes, in its sole discretion, taking the particular circumstances into account.

Automobile Transportation and Parking:

Personal Vehicles - When an employee has been granted permission by the Business Manager, Chief of Staff or Superintendent to use their personal vehicle for business purposes, UVA will reimburse employees at the mileage rate set by the Internal Revenue Service (IRS). As of July 1, 2020, that rate is \$0.62 per mile. Tolls and parking fees are also reimbursable. However, UVA will not reimburse employees for expenses not necessary for business purposes, such as: parking tickets, vehicle repairs and maintenance, fines for moving or nonmoving violations, and/or vehicle towing charges.

Employees using a personal vehicle for business purposes shall ensure that their automobile insurance covers business travel and will provide documentation of same upon request. Employees must submit Personal Vehicle Form & provide current proof of insurance, or when vehicle information changes, each school year.

Personal Vehicles and Reimbursement of Mileage - UVA will reimburse mileage for all business travel in direct routes from the employee's home office or the UVA sites (3045 Valley Creek

Drive) for all miles driven. All mileage reimbursement requires documentation of actual miles driven using Map Quest.

Rental Cars - If use of a rental car is required for business purposes, the rental must be reserved using a UV A billing code. All employees will be reimbursed for the reasonable cost of gasoline, tolls, and parking fees. Employees must reserve an economy car, standard-sized car, mid-size car, intermediate sized, or full- size car, depending on inventory availability. Upgrades to anything above a full-size car, except under prior directives from Testing Director or supervisors, are permissible only with advance approval by the Business Manager, Chief of Staff, Assistant Superintendent or Superintendent... Employees are expected to return the vehicle with the same level of fuel the vehicle had at the time of pick up.

Personal use of vehicles rented for official UVA business is prohibited, and only UVA employees are authorized to operate a vehicle that has been rented for official UV A business. All non-UV A employees who will be traveling in a rental car with a UVA employee must have documented approvals on file in the Business Office. No UVA employee may operate a vehicle without having a valid driver's license in his/her possession. The driver must adhere to all safety guidelines and all travelers in the vehicle must use to appropriate safety restraints. All accidents, major and minor, must be reported to the local police department or law enforcement agency. In addition, all accident reports and additional information pertaining to the names and contact information of all persons in the vehicle at the time of the accident, as well as contact information for any witnesses, must be submitted to the Human Resources and Business Departments.

Operating any vehicle for UVA business purposes while intoxicated is strictly prohibited and subject to termination. UVA Employees operating any vehicle on official UVA business will be responsible for all traffic, driving and parking violations received, except any charges that are the responsibility of the rental company, *i.e.*, violation of expired inspection sticker.

Ground Transportation - Employees will be reimbursed for ordinary and reasonably priced ground transportation, including buses, shuttles, taxis, and car services to and from airports or railroad stations and between the employee's hotel and other business-related locations.

Rail Transportation:

Employees may use rail travel when it is less costly than air travel. Employees are expected to choose the lowest, most reasonable fare available, taking into account preferred arrival and departure times, applicable connection times, and other restrictions, including cancellation and change fees. Reimbursement of penalties and other charges for cancellations or changes is governed by the rules applicable to air transportation, as set out above.

Hotels and Lodging:

UVA employees' hotel accommodations must be reserved using a UVA credit card assigned to the immediate supervisors, School Leader, or designee(s) for the cost of standard accommodations in a reasonably priced hotel for overnight stays during business trips. All support documentation must be submitted to the Business Office, which includes-but not limited to-an itemized hotel receipt or statement which indicates that full payment has been made and contains:

- The name and location of the hotel or other lodging.
- The date or dates of the employee's stay.
- Separately stated charges for lodging, meals, telephone, and other expenses

Any exceptions shall be approved by the Superintendent prior to any reimbursements. UVA will pay room-cancellation fees for guaranteed room reservations only in extenuating circumstances, as determined by UVA in its sole discretion. UVA employees must present the tax exemption form at time of check-in at the hotel. Travelers may be responsible for reimbursing UVA for any in-state taxes when the tax exemption form is not presented.

Meals:

Single Day Meals-Meals are not eligible for reimbursement on single day travel except for a full day of travel outside of East Baton Rouge Parish (lunch only). A full day as it pertains to lunch reimbursements is defined as eight (8) hours in business travel status.

Travel with Overnight Stay - UVA will reimburse employees for meals at a maximum allowance as adopted from Louisiana's Travel Guide 2020-2021 (LA. State PPM49) and as defined within the set tier pricing for meals while on overnight travel. (See below.) Note: The meals include tax and tips, and receipts are not required for routine meals within these allowances. The number of meals claimed must be on the travel expense form.

Any exceptions shall be approved by the Superintendent prior to any reimbursements.

TIER I

Breakfast	\$16
Lunch	\$17
Dinner	\$31
<u>Total</u>	<u>\$64</u>
<u>Lodging Area</u>	<u>Routine Lodging</u>
In-State Cities (except as listed)	\$96
Alexandria/Leesville/Natchitoches	\$99
Baton Rouge – EBR	\$99
Covington/Slidell – St. Tammy	\$96
Lake Charles – Calcasieu	\$96

Lafayette	\$96
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TIER II

Breakfast	\$17
Lunch	\$18
Dinner	\$34
<u>Total</u>	<u>\$69</u>
<u>Lodging Area</u>	<u>Routine Lodging</u>
New Orleans – Orleans, St. Bernard, Jefferson and Plaquemines Parishes: July – September	\$136
New Orleans – Orleans, St. Bernard, Jefferson and Plaquemines Parishes: October – January	\$136
New Orleans – Orleans, St. Bernard, Jefferson and Plaquemines Parishes: February – June	\$158
Out-of-State (except cities listed in Tier III & IV)	\$96

TIER III

Breakfast	\$17
Lunch	\$18
Dinner	\$34
Total	\$69
<u>Lodging Area</u>	<u>Routine Lodging</u>
Austin, TX; Atlanta, GA; Cleveland, OH; Dallas/Fort Worth, TX; Denver, CO; Ft. Lauderdale, FL; Hartford, CT; Houston, TX; Kansas City, MO; Las Vega, NV; Los Angeles, CA; Miami, FL; Minneapolis/St. Paul, MN; Nashville, TN; Oakland, CA; Orlando, FL; Philadelphia, PA; Phoenix, AZ; Pittsburgh, PA; Portland, OR; Sacramento, CA; San Antonio, TX; San Diego, CA; Sedona, AZ; St. Louis, MO; Wilmington, DE; all of Alaska and Hawaii; Puerto Rico; US Virgin Island; American Samoa; Guam, Saioan	\$170

TIER IV

Breakfast	\$18
Lunch	\$21
Dinner	\$36
Total	\$75
<u>Lodging Area</u>	<u>Routine Lodging</u>
Baltimore, MD; San Francisco, CA; Seattle, WA; Chicago, IL; Boston, MA	\$212
Alexandria, VA; Arlington, VA; New York City, NY; Washington, DC	\$225
International Cities	\$200

Reimbursement for alcohol is prohibited.

Business Meals and Entertainment

The Superintendent, Board President, or an Approved Designee may host a business meal with clients, customers, and other business affiliates. Business meals must be purchased with a UVA credit card, and all support documentation, *i.e.*, receipts, etc. must be submitted to the Business Office. All business meals must be reasonable; therefore, moderation and discretion should guide the host's decisions when incurring expenses relative to business meals on behalf of UVA.

When submitting expense reimbursement forms for business meals, the Superintendent or Approved Designee must submit receipts listing the names of the attendees and the purpose of the business meal. Business meals must not exceed \$61.00 per person (LA Ethics Guidelines).

Business Entertainment - Meals and functions are considered business entertainment if they are intended to provide hospitality to non-employees which, although partly social in nature, are necessary and customary in furtherance of UVA's business. Expenses for business entertainment should be reasonable in relation to the nature of the meal or function and the resulting business benefit that is anticipated. Business meals and function must not exceed \$61.00 per person.

Employees seeking reimbursement for business entertainment should submit a description specifying:

- The date of the event
- The name and location of the venue
- The names of each attendee
- An itemized list of expenditures
- The business purpose served by the entertainment
- The nature of the business discussions before, during, or after the entertainment

Miscellaneous Expenses / Reimbursement:

Conferences and Professional Development - A School Leader, Supervisor, or Designee must approve all expenses relative to professional development or continuing education programs in advance. This includes travel costs and registration fees, provided that the content of the program is of a substantive nature that relates directly to the employee's current job responsibilities. UVA, however, will not reimburse any costs for continuing education programs required to maintain a professional certification or license not directly related to the employee's current position. In this case, employees must consult with the Executive Director of Dual Enrollment and Federal Programs for information relative to tuition support and/or reimbursement.

Conference registration fees and other similar expenses should be paid directly by the employer in advance of the event using a UVA credit card but may be reimbursed following the event if prior payment by the employer is not possible.

Communications - UVA will reimburse employees traveling on business for the reasonable costs of business- related:

- Phone calls.
- Internet service fees.
- Faxes

Employees shall present receipts and other substantiating documentation itemizing costs and identifying the parties contacted.

Expense Reimbursement Requests - Employees may request reimbursement for business-related expenses incurred in accordance with this policy by completing an expense reimbursement form, obtaining written approval from their immediate Supervisor and/or School Leader and submitting the completed form, including all receipts and appropriate substantiating documentation as required by this policy, to the Business Department's Executive Administrative Assistant. All expense reimbursement forms and travel plans must be signed and verified by both the employee and the employee's supervisor. Anyone who travels without proper approval may be held personally responsible for any expenses they incur.

Expense reimbursement forms are available on the UVA website under the Careers tab.

- The amount paid.
- The date the expense was incurred and paid.
- The vendor or provider name and location.
- The nature of the expense.
- Other information required by this policy

Expense reimbursement forms relating to the business use of an employee's personal vehicle must list the:

- Miles driven.
- Origin and destination
- Date.
- Business purpose

If a receipt or other substantiating documentation is not available, the employee must submit a written explanation of why the documentation cannot be provided. UVA, in its sole discretion, will evaluate the explanation and determine whether the expense is reimbursable. Receipts or other supporting documentation, however, are not required for expenses relative to the allowable meals as defined on the Per Diem Tier charts.

Employees must submit expense reimbursement forms to the Business Office within 30 days of incurring the expense. **Expense reports submitted after 30 days will not be reimbursed.**

UVA reserves the right to refuse any expense reimbursement request that is inaccurate, does not include the appropriate substantiating documentation, is submitted late, or otherwise fails to fully

comply with UVA's policy, as determined by UVA in its sole discretion. Expense reimbursement forms may be subject to audit by UVA.

Return of Excess Reimbursements

If an employee receives an excess reimbursement, the employee must report and return any excess amounts to the Business Department within 60 days.

Expense Reimbursement Payment

Payment Date - UVA will reimburse an employee for reimbursable expenses promptly following the date on which the employee submits a complete expense reimbursement form that includes all required approvals and substantiating documentation, but in any event no later than December 31 of the calendar year following the calendar year in which the expense is incurred.

Section 409A of the Internal Revenue Code

Reimbursements under this policy are intended to comply with Code Section 409A and applicable guidance issued thereunder or an exemption from the application of Section 409A.

Accordingly, all provisions of this policy shall be construed and administered in accordance with Section 409A. The amount of reimbursements provided under this policy in any calendar year shall not affect the amount of reimbursements provided during any other calendar year and the right to reimbursements hereunder cannot be liquidated or exchanged for any other benefit.

Notwithstanding any provision of this policy, UVA shall not be liable to any employee for any taxes or penalties imposed under Section 409A on any reimbursements hereunder.

Administration of This Policy

The Business Department is responsible for the administration of this policy. If you have any questions about this policy or UVA's travel and business expense reimbursement procedures, please contact the Business Manager or the Executive Administrative Assistant for the Business Office.

Any employee who abuses this policy, for example by submitting fraudulent expense reimbursement requests, will be subject to disciplinary action, up to and including termination of employment.

Attendance

The presence or absence of each employee is of critical importance to the successful operation of UVA. Therefore, UVA expects all of its employees to be on time, ready to begin work at the beginning of their day, and to work the full allotted time they are assigned each day, whether onsite or off site.

UVA reserves the right to assign employees to jobs other than their usual assignment, when necessary, provided the employee is capable of performing the essential functions of the alternate assignment.

Employees are not allowed to perform work (for pay) at home or away from the UVA unless specifically authorized for each occurrence by their supervisor and Human Resources. Non-exempt employees are not to work before or to continue working after his/her scheduled hours unless specifically authorized for each occurrence by his/her supervisor. Non-exempt employees are not allowed to perform work while on scheduled non-paid lunch break, unless specifically assigned by the supervisor. Attendance at UVA sponsored functions by non-exempt employees is not compensated unless the supervisor has required the employee to attend and work at the function. Employees violating these rules may be subject to disciplinary action up to and including termination.

Absence or Tardiness

From time to time, it may be necessary for employees to be absent from work. UVA is aware that emergencies, illnesses, or pressing personal business that cannot be scheduled outside an employee's work hours may arise. Sick and Personal Leave has been provided for

this purpose.

Employees who are unable to report to work, or who will arrive late, should contact their supervisor and inform him/her of their situation. Employees who know in advance that they will need to be absent should request this time off directly from their supervisor by following online procedures that have been set in place for requesting leave. All leave should be entered according to established procedures.

Employees who are unable to call in, email, or text their supervisor because of an illness, emergency or for some other reason, should be sure to have someone call for them.

Employees who are absent or unable to perform their job because of an illness for three or more consecutive days may be asked by his/her Principal or supervisor to submit written documentation from their doctor stating that they are able to resume normal work duties before they will be allowed to return to work.

A consistent pattern of questionable absences can be considered excessive and may be cause for concern. In addition, excessive lateness or leaving early without informing administration will be considered a "lateness pattern" and may carry the same weight as an absence. Other factors, like the degree and reason for the lateness, will be taken into consideration. Three consecutive days of no call/no show is considered a voluntary termination.

When necessary, supervisors will make a note of any employee's absence or lateness, and his or her reasons, discuss it with the employee, offer the opportunity to sign it or note refusal to sign, and have it placed in the employee's personnel file. Employees should be aware that excessive absences, lateness or leaving early may lead to disciplinary action, up to and including termination.

Note: Information on the types of leave offered and the qualification criteria are included in the “Leave” section of this Handbook.

Remote Working

When the building is closed due to infectious disease or damage to a building, you may be expected to perform your job or other temporary assigned responsibilities remotely. On such days we expect employees to work regular scheduled hours, or alternative schedules as determined by the grade’s Principal or supervisor. Employees will be required to maintain daily communication with supervisors by checking emails and attending all required virtual meetings. Employees who are unable to maintain normal levels of responsiveness and productivity for personal reasons such as illness or dependent care needs, should notify his /her supervisor to determine whether use of PTO is appropriate.

When school buildings are open and in-office hours are scheduled, employees are only permitted to work from home with prior permission from their immediate supervisor and Human Resources. Before granting permission for work at home arrangements, supervisors should know the specific work to be performed.

If the work at home will cause a non-exempt employee to work eight hours per day or week to become eligible for overtime under federal and state law, then the supervisor should consider the overtime compensation rules before granting permission.

Under no circumstances are employees permitted to work at home without prior permission. Any attempt to do so, with or without reporting such time, will result in disciplinary action.

Employment Classifications

At the time employees are hired, they will be classified according to their position as a 12-month, or 10-month employee. Employees who are unsure how their position is classified or what their scheduled start and end dates are for the school year should ask their supervisors. For the sole purpose of determining the allowance of certain employee benefits, employees are classified as:

- **Regular Full-Time Employees**: An employee who is scheduled to work an average of forty (40) hours per week on a regular and continuous basis;
- **Regular Part-Time Employees**: An employee who is usually scheduled to work less than an average of forty (40) hours per week but not less than ten (10) hours per week on a regular and continuous basis. Part-Time employees are not eligible for benefits; or
- **Temporary Employees**: From time to time, UVA may hire employees for specific periods of time or for the completion of a specific project. An employee hired under these conditions will be considered a temporary employee. The job assignment, work schedule and duration of the position will be determined on an individual basis. Normally, a temporary position will not exceed six months in duration, unless specifically extended by a written agreement. Summer employees, interns and seasonal employees are considered temporary employees. A temporary employee does not become a regular employee by virtue of being employed longer than the agreed upon specified period.

Temporary employees are not eligible for benefits described in this Handbook, except as granted on occasion, or to the extent required by provision of state and federal laws. Those temporary employees classified as “non-exempt” titled “Non-Exempt and Exempt Employees” below who work more than 40 hours during any workweek will receive overtime pay.

Exempt and Non-Exempt Employees

For payroll purposes, employees will be classified as “Exempt or Non-Exempt”.

- **Exempt Employees:** Employees whose position meet specific criteria established by the Fair Labor Standards Act (FLSA) and who are otherwise exempt from the minimum wage and overtime pay requirements. Exempt employees are paid a set salary, regardless of the number of hours that they work each workweek. Exempt employees may have whole-day deductions made from their salary for personal leaves of absences, unpaid sick leave, or disciplinary suspensions, as well as other deductions permitted by state and federal law (e.g., FICA).
- **Non-Exempt Employees:** All employees who are not identified as exempt employees are considered non-exempt employees. Non-exempt employees are eligible for payment of overtime pay. Although salaried, their salary is based on an hourly rate of pay.

4. Benefits

UVA is committed to sponsoring a comprehensive benefits program for all eligible employees. In addition to receiving an equitable salary and having an equal opportunity for professional development and advancement, employees may be eligible to enjoy other benefits that will enhance your job satisfaction.

A good benefits program is a solid investment in UVA's employees. UVA will periodically review the benefits program and will make modifications as appropriate to the school's condition. UVA reserves the right to modify, add or delete the benefits it offers, providing reasonable notice of such changes to our employees.

Eligibility for Benefits

All full-time (10 & 12 month) employees working 30 plus hours per week are eligible for benefits in accordance with the provisions of this Handbook. Temporary and part-time employees are not eligible for benefits. All employee benefit plans will become effective on the first of the month following 30 days of employment. All employee-paid benefits premiums are payroll deducted on a pre-tax basis.

Holidays

The UVA Board will approve a school calendar for each school year including Holidays observed by UVA. All employees will be entitled to paid time off on observed Holidays.

Insurance Coverage

- **Medical and Prescription Drug Benefits**

Group health insurance coverage is provided. Initial medical benefits forms must be completed by employee's start date. It is the employee's responsibility to complete the medical benefits forms. Forms will be provided to employee by Human Resources. **The only time changes can be made to an existing benefits policy during open enrollment or with a qualifying event.** Open enrollment will be announced each Fall. New coverage, or any changes made to an existing policy during open enrollment, will become effective on January 1, of the following calendar year.

Eligible employees, who choose not to obtain medical insurance through UVA, must sign a waiver of participation in the benefit programs.

Additionally, there is a myriad of supplemental insurances available:

- Dental Benefits
- Discount Vision Benefits
- Short-Term and Long-Term Disability Insurance
- Flexible Spending Account
- Supplemental Life and Accidental Death & Dismemberment

Workers' Compensation

On-the-job injuries are covered by our Workers' Compensation Insurance Policy. This insurance is provided at no cost to UVA employees. An on-the-job injury is defined as an accidental injury suffered in the course of work, or an illness that is directly related to performing assigned job duties. This job injury insurance is paid for by UVA. Employees, who cannot work due to a job-related injury or illness, will have his/her medical bills and a portion of their income paid by Workers' Compensation insurance until they can return to work.

All injuries or illnesses arising out of the scope of an employee's employment must be reported to the employee's supervisor immediately. UVA School Administrators and Supervisors have a copy of the Employee Incident Form to fill out in the event of a workplace injury. Prompt reporting is the key to prompt benefits. Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize your claim. Employees should insure their right to benefits by reporting every injury, no matter how slight.

*Employees returning to work after being absent due to a work-related injury must report to Human Resources with a doctor's clearance for returning to work. Human Resources will then provide a Return-to-Work Clearance for the employee.

Unemployment Compensation

Depending upon the circumstances, employees may be eligible for Unemployment Compensation upon termination of employment with UVA. Eligibility for Unemployment

Compensation is determined by the Division of Unemployment Insurance of the State Department of Labor. UVA pays the entire cost of this insurance program.

Unemployment compensation is designed to provide employees with a temporary income when they are out of work through no fault of their own. For an employee's claim to be valid, he or she must have a minimum amount of earnings determined by the State and must be willing and able to work. Employees should apply for benefits through the local State Unemployment Office as soon as they become unemployed.

Social Security

The United States Government operates a system of mandated insurance known as Social Security. As a wage earner, employees may be required by law to contribute a set amount of their weekly wages to the trust fund from which benefits are paid. UVA may be required to deduct this amount from each paycheck an employee receives and to match the employee's contribution dollar for dollar, thereby paying one-half of the cost of the employee's social security.

An employee's Social Security number is used to record their earnings. Employees are encouraged to protect their Social Security record by ensuring that the name and Social Security number on their pay stub and W-2 Form are correct. Employees may also want to make sure their earnings statement is accurate each year by requesting a Personal Earnings and Benefit Estimate Statement from the U.S. Social Security Administration by calling 1-800-772-1213 or by accessing them on-line at www.ssa.gov.

Retirement Plan

UVA offers participation in an individual retirement 403b and 457 plans for all full-time (10 & 12-month) employees. Those working 30 plus hours per week are eligible to participate. This retirement plan offers employees the ability to contribute their own dollars from their salary on a pre-tax basis; as well as receive a generous company contribution. Employees are eligible for this benefit after sixty (60) days of service.

Please refer to the Summary Plan Description for eligibility requirements. You can obtain a copy of the Summary Plan Description which contains the details of the plan including eligibility and benefit provisions from Human Resources or by visiting UVA's website university.academy/careers/. In the event of any conflict in the description of any plan, the official plan documents, which are available for your review, shall govern.

Company Match

UVA contributes a 3% company contribution to the 403b plan for all eligible employees. Additional dollar for dollar match up to 6% on eligible earnings. Any 403b plan limits will be rolled into the 457 plans automatically.

Vesting

Employees are always 100% vested in their contributions and their associated earnings. The employee is also 100% vested in the company match immediately.

Investing

Employee may invest their money in a variety of funds. See Human Resources for Wealth Management information.

Insurance Conversion Privileges

According to the Federal Consolidated Omnibus Budget Recalculated Act (COBRA) of 1985, in the event of an employee's termination of employment with UVA or loss of eligibility to remain covered under UVA's group health insurance program, employees and their eligible dependents may have the right to continued coverage under UVA's health insurance program for a limited period of time at their own expense.

At their exit interview or upon termination, employees will learn how they can continue their insurance coverage and any other benefits they currently have as an employee who is eligible for continuation. Employees should consult their supervisor or the Human Resources Department for additional details.

5. Leave

Paid and Unpaid Leave

UVA provides eligible employees with Sick and Vacation/Annual Leave. In some circumstances, leave is unpaid.

Sick Leave

UVA shall grant all employees hired for the school year or longer a minimum of ten (10) days absence per year because of personal illness or other emergencies or special circumstances without loss of pay.

Sick leave shall be granted according to the following:

Ten-month employees	10 days per year or 80 Hours (*2 days of sick leave may be used as Personal Days per school year)
Twelve-month employees	13 days per year or 104 Hours

Sick leave, when not used, shall be allowed to accumulate to the credit of the employee without limitation. However, upon initial employment, a teacher employed by UVA shall not be allowed any sick leave until he or she reports for duty and actually performs work.

The minimum of ten (10) days of sick leave for an employee shall be based on the employee beginning work at the beginning of the school year. In the case of an employee beginning work in the first month of the school year, ten days sick leave shall be allowed. If an employee begins work in the second month of the school year, nine days of sick leave shall be allowed, and the number of days of sick leave shall continue to be prorated for an employee who begins work until the eighth month of the school year, when only three days of sick leave shall be allowed.

If an employee is requesting to use personal days, the employee shall give his or her supervisor at least twenty-four notice prior to taking the leave without loss of pay.

Certification of Absence

An employee who is absent for three (3) or more consecutive days shall be required to present a certificate from a physician certifying such absence upon return to work. In the case of repeated absences of less than three (3) days because of illness, UVA reserves the right to require verification of illness. Should a pattern of behavior so warrant, the Superintendent or Resources; may require an employee to submit a certificate from attending physician for absences less than three (3) days.

Excuses for employee absences due to illness or injury must be provided on physician's letterhead containing the physician's name, address, and telephone number, typed, printed, or as part of the letterhead. The physician's typed or neatly printed name shall also appear beneath his/her signature.

The letter must clearly state the reason for the disability, date of the disability, and the anticipated return-to-work date.

Use of Sick Leave for Emergency or Special Circumstances Purposes

Emergencies or special circumstances for sick leave purposes are defined by UVA:

1. Serious illness or death in the employee's family or any person, living in the employee's household; or 2. Circumstances over which the employee has no control, such as fire, flood, and summons to appear in court (other than for UVA cases); or 3. Attendance at religious functions of the employee's faith not to exceed two (2) days per fiscal year; or 4. Attendance at comprehensive examinations and graduation for advance degree.

Vacation – Annual Leave

All full-time twelve (12) month, eight (8) hour/day employees of UVA shall earn annual leave with pay per fiscal year (July 1-June 30) as follows:

<u>Years of Service</u>	<u>Accrual Pay Period</u>	<u>Yearly Accrual / Maximum</u>
Accrual 0 – 5	5.00 hrs.	120 hours (15 days) / 240 hours (30 days)
6-10	5.67 hrs.	136 hours (17 days) / 240 hours (30 days)
11+	6.67 hrs.	160 hours (20 days) / 240 hours (30 days)

Requests for annual leave must be approved by the appropriate department head. All continuous employment as a ten (10) month employee shall count in accumulating length of service to determine annual leave earned upon becoming a twelve (12) month employee.

Annual leave may be accumulated and carried forward as earned up to a maximum of thirty (30) working days. If any employee's annual leave balance reached thirty (30) days, the accrual of leave will stop until the employee's balance falls below the maximum thirty (30) days. Upon termination, resignation, retirement or death, unused annual leave shall be paid at the employee's current daily rate. Payment shall be made to the employee on or before the next regular payday, but in no case later than fifteen (15) days following the date of separation. Payment to the employee's heirs will be made in accordance with applicable law.

Procedure for requesting Vacation-Annual Leave

When requesting Vacation-Annual Leave, visit the on-line record (<https://www.aliosolutions.net/LACA>), select "Blank Docs", select "Employee Request for Leave". Complete the on-line form and submit. Once approved by the appropriate supervisor, the online- form will be submitted to payroll for processing. You will receive an email advising the status of your request.

Carryover

An employee may carry over up to 240 hours (30 Days) of unused vacation-annual leave.

Vacation-Annual and Sick Leave Exceptions

Employees, who miss more than three consecutive unscheduled days, may be required to present a doctor's release to the Human Resources Department and/or Supervisor that permits them to return to work; Vacation-Annual Leave taken in excess of the accrued vacation-annual leave can result in disciplinary action up to and including employment termination. This time will be unpaid. The only possible exception must be granted by the employee's supervisor; Vacation-Annual Leave accrued prior to the start of a requested and approved unpaid leave of absence must be used to cover hours missed before the start of the unpaid leave; Under the Family and Medical Leave Act (FMLA) procedure, all accrued time is taken before the start of the unpaid FMLA time; Employees will not take any paid time off days while on FMLA leave or any other unpaid leave of absence; If an employee exhausts his/her leave, any additional time off must be approved by a supervisor and will be taken without pay; Any employee who misses three consecutive days of work without notice to his/her supervisor may be considered to have voluntarily quit their job; or Upon the voluntary or involuntary termination of employment, employees will be paid their earned vacation-annual leave based on their date of separation and their hourly rate of pay.

Bereavement

All regular, full-time employees will have up to two personal days each year which can be used upon the death of an immediate family member. Members of the immediate family include spouses, parents, brothers, sisters, children, grandchildren, grandparents, and parents-in-law.

Requests for bereavement leave should be made to your immediate supervisor as soon as possible. UVA reserves the right to request written verification of an employee's familial relationship to the deceased and his or her attendance at the funeral service as a condition of the bereavement pay.

Jury Duty

UVA encourages and expects all employees to fulfill their civic responsibility by serving jury duty when required. UVA employees summoned for jury duty will be granted a leave of absence for the period of time required for such jury duty. The leave of absence will be granted without loss of PTO or any other benefit. If employee is present at court and has not been picked to serve trial, he or she must turn in hours served from the clerk of court to their supervisor daily. If employee has been picked to serve trial, all time after the first day, he or she will be paid the difference between his or her regular salary or wage and the amount he or she receives as a juror.

Any employee summoned for jury duty must provide his or her supervisor with an authentic summons, subpoena, or notice for such duty and upon returning to work must present proof of jury duty service, including the dates of the employee's service.

Employees are expected to return to work if they are excused for jury duty during their regular working hours. Failure to report to work if excused from jury duty could possibly result in a loss of vacation-annual leave and/or disciplinary actions taken.

Professional Development Days

All scheduled professional development days are mandatory for you to attend.

UVA expects all employees to maintain necessary certifications and encourages all employees to attend meetings, conferences, and other educational sessions that provide training and ideas helpful to the development or operation of its schools. For this reason, all employees are permitted to take paid professional development days each year.

Employees should submit requests to take professional development days to their supervisors for approval via the on-line portal at <http://uva.tedk12.com/records>. UVA requests that employees submit requests to take professional development days at least 10 days in advance for in-town events and at least 30 days in advance for out-of-town events. The granting of request will be solely in the discretion of UVA.

Bone Marrow Donation Leave

Employees who work for an employer with more than 20 employees at a single site of employment and who work an average of 20 or more hours per week are eligible to receive up to forty (40) hours of paid leave to donate bone marrow.

Please provide the principal with written physician verification of the purpose and length of each leave. If there is a medical determination that the employee does not qualify as a bone marrow donor, the paid leave of absence granted to the employee prior to that medical determination is not forfeited.

Family and Medical Leave

UVA shall permit qualified employees to take up to twelve (12) workweeks of unpaid leave in a twelve (12) month period for family and medical reasons. Employees qualifying for family and temporary medical leave shall have been employed by the board of the previous twelve (12) months prior to the date of the leave to be taken. For the purposes of this procedure, the 12-month period shall be the same as the fiscal year, July 1 to June 30. Such unpaid leave may only be taken for the following reasons:

1. For the birth of the employee's child and subsequent care; 2. For the placement of a child with the employee for adoption or foster care; 3. In order to care for the spouse, child or parent of the employee who has a serious health condition; 4. When the serious health condition of the employee renders the employee unable to perform the function of the position of such employee; or 5. Because of qualifying exigencies arising out of the fact that the spouse, son, daughter, or parent of the employee is a military member on covered active duty or call to covered active-duty status.

Any leave due to the birth and care of a child or the placement of a child for adoption or foster care, and care of the newly placed child, must be completed within one (1) year of the date of birth or placement of the child. When spouses are employed by UVA, they are entitled to a combined total of 12 weeks' leave for the following FMLA-qualifying reasons: (1) the birth of a son or daughter and bonding with the newborn child; (2) the place of a son or daughter with the employee for adoption or foster care and bonding with the newly-placed child, and (3) the care of a parent with a serious health condition.

Generally, the time taken for family and medical leave shall be on a continuous basis. However, the employee shall be permitted to take leave on an intermittent or reduced basis to care for a seriously ill family member or the member or the employee's own illness when medically necessary. An employee may take intermittent leave for the birth or adoption of a child only with approval of the Superintendent and/or Human Resources.

If a teacher's period of absence on intermittent leave amounts to more than 20% of classroom time, the teacher may be required to take continuous leave throughout the treatment period or be placed temporarily in an equivalent position, for which the teachers is qualified and which has equivalent status, pay and benefits, and which would not be so disruptive to the classroom.

The Superintendent and/or Human Resources may make the following special arrangements for teachers taking leave near the completion of a semester:

1. If the teacher begins leave more than five (5) weeks prior to the end of the semester, the Superintendent and Human Resources may require said teacher to continue leave until the end of the semester if the leave is of at least three (3) weeks duration and the return to work could occur during the 3-week period before the end of the semester;
2. If the teacher begins leave for the birth of the teacher's child and subsequent care; for the placement of a child with the teacher for adoption or foster care; or in order to care for the spouse, child or parent of the teacher who has a serious health condition, within the last five (5) weeks of the semester, the Superintendent and Human Resources may require the

employee to continue taking leave until the end of the semester if the leave is to be longer than two (2) weeks of the semester; or

3. If the teacher begins leave for the same reasons as outlined in #2 above, within the last three (3) weeks of the semester and the leave is greater than five (5) working days, the Superintendent and Human Resources may require the teacher to take leave until the end of the semester.

SPECIAL NOTE:

These special provisions are intended to apply only to teachers and other instructional personnel. Therefore, the following individuals are not included: Paraprofessionals, and primarily non-instructional employees.

In any case in which the necessity of leave is for the birth of the employee's child and subsequent care; or for the placement of a child with the employee for adoption or foster care, and the necessity of leave is foreseeable based on the expected birth or placement, the employee is required to provide the Superintendent and Human Resources within at least thirty (30) days' notice, before the date the leave is to begin. If the date of birth or placement requires the leave to begin in less than thirty (30) days' notice shall be given as soon as possible.

In any case in which the necessity of leave is in order to care for the spouse, child or parent of the employee who has a serious health condition; or when the serious health condition of the employee renders the employee unable to work, and the need to take such leave is foreseeable based on planned medical treatment, the employee is required to make a reasonable effort to schedule the treatment so as not to disrupt school operations.

Any employee taking family and medical leave shall have the right to return to his/her previous position or an equivalent position with equivalent pay, benefits, and other terms and conditions of employment. An employee returning to service at the end of his/her leave period for personal medical reasons shall be required to present to the Human Resources Department a letter from his/her doctor certifying that the employee is able to return to work.

The Superintendent and Human Resources may not be obligated to restore certain "highly compensated" or "Key" employees (as defined by law) to his/her former position under the conditions set out in the FMLA.

Use of Accrued Paid Leave:

Any unused paid leave (sick and vacation) that is available at the time of the request for FMLA leave will be applied concurrently and at the beginning of the FMLA leave. Employees will not earn any additional vacation-annual leave while on leave. Except for any paid leave that is applied, an employee is not entitled to any compensation during FMLA leave.

Notice and Medical Certification:

If you are requesting leave because of your own or a covered relation's serious health condition, the appropriate health care provider must supply medical certification. Obtain a medical certification form from Human Resources.

Medical certification supporting the need for leave due to a serious health condition affecting the employee or an immediate family member must be returned before the leave begins, or if not possible, within 15 days of UVA's request to provide the certification. If the employee fails to do so, UVA may delay the commencement of the leave or withdraw any designation of FMLA leave, in which case the leave of absence would be unauthorized, subjecting the employee to discipline up to and including termination.

UVA at its expense may require an examination by a second health care provider designated by UVA, if it reasonably doubts the medical certification you initially provide. If the second health care provider's opinion conflicts with the original medical certification, UVA, at its expense, may require a third, mutually agreeable, health care provider to conduct an examination and provide a final and binding opinion. Periodic reports as deemed appropriate during the leave regarding the status and intent to return to work.

Medical certification of fitness for duty before returning to work if the leave was due to a serious health condition will be required. Before you will be permitted to return from medical leave, you will be required to present UVA with a note from your physician indicating that you are capable of returning to work and performing the essential functions of your position, with or without reasonable accommodation. Where required, UVA will consider making reasonable accommodation for any disability you may have in accordance with applicable laws.

Failure to comply with the foregoing requirements may result in delay or denial of leave.

Reporting While on Leave

If you take leave because of your own serious health condition or to care for a covered relation with a serious health condition, contact Human Resources on a prescheduled basis regarding the status of the medical condition and your intention to return to work. In addition, you must give notice as soon as practicable (within two business days if feasible) if the dates of leave change or are extended or initially are unknown.

Maintenance of Benefits:

While on a leave of absence provided for under this procedure, UVA will continue group health insurance benefits under the same terms as provided to other employees, for up to a maximum of 12 weeks leave during any one-year period. If the leave extends beyond 12 weeks, the employee shall be offered the opportunity to purchase continuing coverage under state and federal COBRA continuation rules. Employees who fail to return to work after expiration of FMLA leave may be required to reimburse the UVA for health insurance premiums paid during the leave. Employees are responsible for paying their portion of the insurance premiums while on leave.

Other accumulated fringe benefits such as service credit, shall be preserved at the level accrued as of commencement of the leave, but shall not be earned or accrue further during any such leave period.

Reinstatement:

Eligible employees are entitled on return from leave to be reinstated to their former position or an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment. Exceptions to this provision may apply if business circumstances have changed (i.e., if your position is no longer available due to a job elimination). Exceptions may also apply for certain highly compensated employees under certain conditions. In addition, employees on a leave of absence after FMLA leave is exhausted are not guaranteed reinstatement, except as required by applicable law.

Definitions:

For purposes of this procedure, • A child is defined as a natural, adopted, or foster child, a stepchild or a legal ward; • A parent is defined as the employee's or his/her spouse's natural, adoptive, or foster parent, stepparent, or legal guardian; • A serious health condition is defined as a disabling physical or mental illness, injury, impairment, or condition involving a) inpatient care in a hospital, nursing home, or hospice; or b) outpatient care requiring continuing treatment of supervision from a health care professional.

Maternity Leave

All female employees are eligible for an unpaid leave due to pregnancy, childbirth or related medical conditions. Employees who are disabled under this policy are entitled to a reasonable amount of time off, not to exceed four months. During this leave, you may use any accrued vacation time. Employees should provide written notice of your pregnancy or related disability, including a doctor's certificate, the expected date the leave will begin and your date of return to work. Employees returning from maternity leave are placed in the same or comparable position, consistent with our staffing and business requirements.

This leave may run concurrently with any other leave where permitted by state and federal law.

Military Leave

UVA grants military leave to employees upon proper submission of application for such leave. Leave with pay for military purposes shall be granted when leave is not to exceed fifteen (15) working days in one calendar year. Leave without pay shall be granted when leave is for more than fifteen (15) working days. All requests for military leave shall be presented to the appropriate supervisor for approval and must be accompanied by proper documents attesting to call to duty.

Upon receipt of military pay documentation, UVA will pay employees whose military base pay is less than his/her UVA base pay the difference between their military base pay and their UVA base pay in their regular position while on military leave.

An employee on extended military leave (longer than fifteen (15) working days) may be required to apply for reinstatement of his/her former position within thirty (30) days after end of leave; the employee shall then be reinstated at the salary then in force in the salary schedule. UVA may transfer the employee to a position of like seniority, status and pay, if in the opinion of UVA, such action is beneficial to the school.

Accepting New Employment or Going into Business while on Leave

Employees who accept any new employment or go into business while on a leave of absence from UVA will be considered to have violated the terms of their employment with UVA as of the day on which they began their leave of absence and may be subject to disciplinary action up to and including termination. Employees who have already been approved to maintain outside employment prior to going on a leave of absence from UVA and wish to continue such outside employment, should notify Human Resources of such intention.

6. Disciplinary Process and Separation of Employment

Disciplinary Procedure

It is UVA's expectation that all employees will conduct themselves according to generally accepted standards of conduct and performance. When employees do not meet these standards, it is the supervisor's responsibility to act and document and initiate steps to help the employee improve or to recommend termination.

Termination of Employment

UVA reserves the right to terminate employees at any time for any reason. All terminated employees will have their final check(s) electronically deposited.

Non-Renewal of Employment

A supervisor may recommend Non-Renewal effective at the end of the current school year. Non-renewal may be for any cause as all employees are at-will.

Notice of Separation

Employees who voluntarily end their employment with UVA should give UVA's Human Resources Department and their supervisor at least two weeks advances written notice of their termination date. You should notify UVA if your address changes during the calendar year in which discharge occurs so that your tax information will be sent to the proper address.

Exit Interviews

In a voluntary resignation situation, UVA management likes to conduct exit interviews to discuss an employee's reasons for leaving and any other impressions that the employee may have about UVA. During the exit interview, employees can provide insights into areas for improvement that UVA can make. Every attempt will be made to keep all information confidential.

Return UVA Property

Employees may be issued UVA property for use during their employment. Such items include but are not limited to computer equipment, keys, communication devices, etc. Employees are required to sign a Property File Form when items are issued. Items must be returned to UVA at the time of employee's separation of employment. Employees will be responsible for any lost or damaged items. The value of any property issued and not returned must be reimbursed to UVA by the employee, which reimbursement may be authorized as a deduction from the employee's paycheck. Employees may be required to sign a reimbursement authorization form for this purpose.

Former Employees

Depending on the circumstances, UVA may consider a former employee for re-employment. Such applicants are subject to UVA's usual pre-employment procedures. To be considered, an applicant must have been in good standing at the time of their previous separation of employment with UVA.

Post-Employment Inquiries

UVA does not respond to oral requests for references. In the event an employee's employment with UVA is terminated, either voluntarily or involuntarily, UVA may be able to provide a written reference to potential employers only if the employee has completed and signed a release form.

Employees of UVA should not under any circumstances respond to any requests for information regarding another employee unless it is part of their assigned job responsibilities. Employees who receive requests for information regarding other employees should forward those requests to their supervisor who should then forward them to the Human Resources department.

7. Safety

General Employee Safety

The management of UVA is committed to providing a safe workplace for all of its employees. All employees are expected to meet their responsibilities toward keeping the workplace safe as well.

Face Mask Protocols

Until further Board action, a face mask, covering the nose and mouth, must be worn by all employees inside all UVA buildings and while engaged in UVA-sponsored activities. If the Board suspends this requirement, employees will be notified.

Mandatory COVID-19 Vaccination Policy

In accordance with our duty to provide and maintain a workplace that is free of known hazards, and consistent with the guidelines issued by the U.S. Equal Employment Opportunity Commission

(“EEOC”) and the recommendations of the Centers for Disease Control and Prevention (“CDC”), UVA will require that all employees be fully vaccinated against COVID-19 in accordance with this UVA Mandatory COVID-19 Vaccination Policy (the “Policy”). For purposes of this Policy, an employee is considered “fully vaccinated” when at least fourteen (14) days has passed since the employee received the second dose of the Pfizer or Moderna vaccine or since the employee received the single dose of the Johnson & Johnson vaccine. COVID-19 antibody test results or proof of prior diagnosis of COVID-19 are not an acceptable alternative to receipt of the vaccine as required by this Policy. The purpose of this requirement is to ensure the health and safety of our workforce and our students.

Proof of Vaccination

All UVA employees must be vaccinated by receiving an approved COVID-19 vaccine (*i.e.*, single dose of the Johnson & Johnson vaccine, or a two-dose series of the Moderna and Pfizer vaccines), and present proof of vaccination to UVA’s Human Resources Coordinator at Covidmanagement@uview.academy by June 1, 2022 (“Effective Date”). Acceptable proof of vaccination status is:

1. The record of immunization from a healthcare provider or pharmacy;
2. A copy of the COVID-19 Vaccination Record Card;
3. A copy of medical records documenting the vaccination;
4. A copy of immunization records from a public health, state, or tribal immunization information system; or
5. A copy of any other official documentation that contains the type of vaccine administered, date(s) of administration, and the name of the healthcare professional(s) or clinic site(s) administering the vaccine(s).

Proof of vaccination should include the employee’s name, the type of vaccine administered, the date(s) of administration, and the name of the healthcare professional(s) or clinic site(s) that administered the vaccine. In some cases, state immunization records may not include one or more of these data fields, such as clinic site; in those circumstances UVA will still accept the state immunization record as acceptable proof of vaccination.

If an employee is unable to produce one of these acceptable forms of proof of vaccination, despite attempts to do so (*e.g.*, by trying to contact the vaccine administrator or state health department), the employee can provide a signed and dated statement attesting to their vaccination status (fully vaccinated or partially vaccinated); attesting that they have lost and are otherwise unable to produce one of the other forms of acceptable proof; and including the following language:

“I declare (or certify, verify, or state) that this statement about my vaccination status is true and accurate. I understand that knowingly providing false information regarding my vaccination status on this form may subject me to criminal penalties.”

An employee who attests to their vaccination status in this way should, to the best of their recollection, include in their attestation the type of vaccine administered, the date(s) of

administration, and the name of the healthcare professional(s) or clinic site(s) administering the vaccine.

Employees who are found to have presented fraudulent documents or false information as proof of vaccination may be subject to discipline, up to and including discharge from employment. This includes false or falsified COVID-19 vaccination cards or a false attestation.

Proof of vaccination provided by employees will be kept strictly confidential, consistent with the Company’s handling of other employee medical information.

All employees must inform UVA of their vaccination status. The following table outlines the requirements for submitting vaccination status documentation.

Vaccination Status	Instructions	Deadline
Employees who are fully vaccinated.	Submit proof of vaccination that indicates full vaccination.	June 1, 2022
Employees who are partially vaccinated (i.e., one dose of a two dose vaccine series).	Submit proof of vaccination that indicates when the first dose of vaccination was received, followed by proof of the second dose when it is obtained.	June 1, 2022
Employees who have not yet been vaccinated.	Submit statement that you are unvaccinated, and submit any request for exemption.	June 1, 2022

Vaccination Exemptions for Medical Conditions or Sincerely Held Religious Beliefs

Employees who cannot be vaccinated due to a medical condition (including pregnancy or pregnancy-related reasons) or sincerely held religious belief may seek an exemption from the Company’s mandatory vaccination Policy.

For purposes of this Policy, a medical condition (including pregnancy or pregnancy-related reasons) for which exemption from vaccination may be permitted includes a life-threatening allergic reaction or contraindication associated with COVID-19 vaccination, or any other condition that physician or nurse practitioner has determined prevents the individual from receiving the COVID-19 vaccine. Individuals seeking such an exemption must complete the request form provided and submit with documentation from their physician or nurse practitioner.

Individuals seeking such an exemption must complete the request form provided by the Human Resources Department. The Company will evaluate employee requests for a religious exemption from the vaccine requirement in accordance with applicable law. A religious exemption will require a written statement from the employee explaining the specific sincerely held religious beliefs, practices, or observances that are inconsistent with receiving the COVID-19 vaccine and how such they are inconsistent with receiving the COVID-19 vaccine.

An employee requesting an exemption must complete the appropriate exemption request form (including information from the employee's health care provider, if applicable), sign, and return the request to UVA's Human Resources Coordinator at Covidmanagement@uview.academy as soon as possible, and no later than June 1, 2022. All forms can be obtained from and completed forms and documentation must be submitted to UVA's Human Resources Coordinator at Covidmanagement@uview.academy. The Company reserves the right to request additional information, clarification, and/or documentation from any employee who requests an exemption from vaccination as an accommodation. Approval of a request for an exemption is not guaranteed. UVA's designee will review each exemption request, and UVA will make a determination as to whether the request is granted or denied. UVA's Human Resources Coordinator will notify the individual of its decision, including whether additional documentation or information may be needed to reach a decision.

Employees who are found to have presented fraudulent documents or false information in support of vaccination exemption requests may be subject to discipline, up to and including discharge from employment. This includes false or falsified exemption requests or physician notes.

Requests for exemption and associated proof provided by employees will be kept strictly confidential, consistent with the Company's handling of other employee medical and confidential information.

Employees who the Company determines to be exempt from the vaccination requirement will be considered for an appropriate accommodation, in accordance with applicable law. Accommodation options may include, but are not limited to, weekly COVID-19 testing, wearing a mask at all times when in the Company's offices, social distancing, reassignment, a leave of absence, or a combination of these or other accommodations. The Company reserves the right to identify the appropriate accommodation(s) for the particular employee in light of the employee's specific circumstances and in accordance with applicable law.

Employees whose exemption request is denied will be required to vaccinate against COVID-19 as provided in this Policy and may be placed on administrative leave, as stated below, until fully vaccinated.

Consequences of Failure to Vaccinate

Other than those with an exemption to this Policy, employees who fail to produce proof of receiving at least one dose of the COVID-19 vaccine, will, absent exceptional circumstances, be placed on administrative leave effective June 1, 2022. Employees who fail to comply with this Policy or otherwise demonstrate steps taken to complete the full vaccination process by June 1, 2022 may be subject to discipline, up to and including discharge from employment.

An employee who is in the middle of the vaccination process as of June 1, 2022 and who produces proof of receiving at least one dose of the COVID-19 vaccine may be given additional time to become fully vaccinated, as defined in this Policy. The employee must continue to follow all COVID-related reporting and safety protocols implemented by UVA, including masking and social distancing.

An employee who timely requested – but was denied – an exemption, may be given additional time to be fully vaccinated. Such extensions will be granted where reasonable and at the sole discretion of UVA. Any employee who does not get a first or second dose of a COVID-19 vaccine within two weeks following denial of a request for a medical or religious exemption will, absent exceptional circumstances, be treated as having failed to comply with this Policy.

Employees placed on administrative leave for failure to comply with this Policy will be required to use accrued but unused paid leave during their time off work. Once an employee's paid leave is exhausted, all additional leave will be unpaid.

UVA reserves the right to discharge from employment any employee who does not comply with the mandatory vaccination requirement set forth in this Policy and who has not been granted a timely submitted medical or religious exemption.

Time Off to Get Vaccinated

Employees may schedule a vaccination with their personal medical provider, at a city or county-run health department or mobile vaccination site, or at any pharmacy providing access to single-dose or two-dose COVID-19 vaccinations. Employees who are unable to receive vaccinations during their work hours or to schedule their vaccinations outside of work hours will receive paid leave for time taken to receive vaccinations, up to four (4) hours for each injection. Employees are to work with UVA's Human Resources Coordinator to schedule appropriate time to comply with this Policy. Employees who need time off to recover from any side effects of the vaccination may use any accrued but unused paid leave available to them as appropriate. Employees who have no accrued but unused paid leave will be granted up to two days of additional paid leave immediately following each dose if necessary. Employees are requested to coordinate their time off under this Policy with their supervisor in advance to minimize disruption to the Company's operations.

COVID-19 Testing

If an employee covered by this Policy is not fully vaccinated (*e.g.*, if they are granted an exemption from the mandatory vaccination requirement), the employee will be required to comply with this Policy for testing.

Employees who report to the workplace at least once every seven days:

- (A) must be tested for COVID-19 at least once every seven days; and
- (B) must provide documentation of the most recent COVID-19 test result to UVA's Human Resources Coordinator no later than the seventh day following the date on which the employee last provided a test result. Documentation of the negative test result must be provided to UVA's Human Resources Coordinator within 24 hours of the results.

Any employee who does not report to the workplace during a period of seven or more days (*e.g.*, if they were teleworking for two weeks prior to reporting to the workplace):

- (A) must be tested for COVID-19 within seven days prior to returning to the workplace; and

(B) must provide documentation of that test result to UVA's Human Resources Coordinator at Covidmanagement@uview.academy upon return to the workplace.

If an employee does not provide documentation of a COVID-19 test result as required by this Policy, they will be removed from the workplace until they provide a negative test result or otherwise comply with return-to-work criteria after required isolation. The employee will be required to use PTO during the absence or will take the leave in an unpaid status if the employee has no PTO to use. If an employee fails to timely provide a negative test result and must take PTO or leave on multiple occasions during a semester, the employee may be subject to discipline for failure to comply with this Policy up to and including dismissal.

Employees who have received a positive COVID-19 test or who have been diagnosed with COVID-19 by a licensed healthcare provider are not required to undergo COVID-19 testing for 90 days following the date of their positive test or diagnosis. These employees will need to provide proof of the positive test or diagnosis to UVA's Human Resources Coordinator at Covidmanagement@uview.academy so the testing requirement may be temporarily waived. Employees cannot satisfy the testing requirements by providing proof of a positive antibody test.

UVA employees are not responsible for paying for the cost of weekly testing. To the extent there is any cost for an employee to obtain a COVID-19 test, such cost will be paid by UVA.

UVA employees will self-administer over-the-counter rapid antigen COVID-19 tests provided by UVA. Employee COVID-19 tests will be proctored by UVA. Other accepted test results include a result from any FDA approved or authorized test to detect current infection with the SARS-CoV-2 virus, which includes PCR (Polymerase Chain Reaction) tests, rapid diagnostic tests, or rapid antigen tests. Employees should contact UVA's Human Resources Coordinator to coordinate their testing time(s) to comply with this Policy.

COVID-19 Testing for Employees Providing In-Person Proctoring to Students

Employees who are assigned to proctor in-person testing to students must provide proof of vaccination in accordance with this Policy. If an employee who is assigned to proctor in-person testing to students is granted an exemption from the mandatory vaccination requirement, the employee must submit documentation of an accepted test result demonstrating s/he is negative for COVID-19 within the 72-hours prior to any scheduled shift in which the employee will proctor in-person tests for students. Documentation of the negative test result must be provided to UVA's Human Resources Coordinator within 24 hours of the results. Employees should contact UVA's Human Resources Coordinator to coordinate their testing time(s) to comply with this Policy.

Positive for or Diagnosed with COVID-19, Removal and Return to Work

Regardless of vaccination status, the Company requires employees to promptly notify their supervisor and UVA's Human Resources Coordinator when they have tested positive for COVID-19 or have been diagnosed with COVID-19 by a licensed healthcare provider. An Employee with a positive COVID-19 test or diagnosis will have to isolate until he or she meets the return-to-work criteria described in the CDC Isolation Guidance.

Employees experiencing symptoms of COVID-19, which may include fever, chills, cough, difficulty breathing, fatigue, muscle or body aches, headaches, loss of taste or smell, sore throat, nausea or vomiting and diarrhea, must contact your supervisor as soon as possible, and no later than one (1) hour before a scheduled in-person shift. Your supervisor may advise you to stay home until you can demonstrate meet the return-to-work criteria described in the CDC Isolation Guidance.

CDC Isolation Guidance: Employees who are completely asymptomatic (that is, they have not experienced any symptoms of COVID-19) may return to in-person work once 5 days have passed since the positive test or diagnosis. Regardless of vaccination status, the returning employee must wear a mask for the following 5 days. Symptomatic employees may return to in-person work after all the following are true:

- a. At least 5 days have passed since symptoms first appeared, and
- b. At least 24 hours have passed with no fever without fever-reducing medication, and
- c. Other symptoms of COVID-19 are improving (loss of taste and smell may persist for weeks or months and need not delay the end of isolation).

New Hires

All new employees are required to comply with the vaccination requirements outlined in this Policy. Potential candidates for employment will be notified of the requirements of this Policy prior to the start of employment.

Any new employees hired after the Effective Date of this Policy, after accepting an offer of employment, must either (1) provide proof that they have been fully vaccinated against COVID-19 24 hours before their start date, or (2) provide proof that they have initiated the COVID-19 vaccination process (i.e., receive the first dose of a two-dose vaccine) 24 hours before their start date. Absent extenuating circumstances, the two-dose COVID-19 vaccine must be completed within thirty (30) days following the employee's start date in order to continue employment or other relationship with UVA.

Any new employees hired after the Effective Date of this Policy who cannot be vaccinated due to a medical condition (including pregnancy or pregnancy-related reasons) or sincerely held religious belief may seek an exemption under this Policy through the process provided in the Policy. For new employees, such exemption request must be submitted as soon as possible following acceptance of an offer of employment but no later 24 hours before the employee's scheduled start date.

Retaliation Prohibited

The Company strictly prohibits retaliation against any individual who is unvaccinated due to a medical condition or sincerely held religious belief or any individual who requests an exemption based on the same. Any employee found to have engaged in retaliation against an employee who makes a good faith request for an exemption from the vaccine requirement will be subject to discipline, up to and including termination. Any employee who believes they have been retaliated

against in violation of this Policy should contact UVA's Human Resources Department as soon as possible.

Confidentiality and Privacy

All medical information collected from individuals, including vaccination information, test results, and any other information obtained as a result of testing or accommodation/exemption requests, will be treated in accordance with applicable laws and policies on confidentiality and privacy.

Miscellaneous

All employees of UVA are required to follow all COVID-related reporting and safety protocols implemented by UVA, regardless of vaccination or exemption status. Protocols may differ based upon vaccination status. Employees are referred to UVA's COVID-19 Employee Policies for the specific reporting and safety protocols with which they are required to comply.

This Policy is subject to amendment from time to time, in the sole discretion of UVA, including as needed to address changing public health concerns and public health guidance, with or without prior notice to employees. Amendments to this Policy will be promptly communicated to all UVA employees.

Questions

Please direct any questions regarding this Policy to UVA's Human Resources Coordinator at Covidmanagement@uview.academy.

Reporting Safety Issues

All accidents, injuries, potential safety hazards, safety suggestions and health and safety related issues must be reported immediately to a supervisor, principal or assistant principal and Human Resources. If an employee is injured, he/she should contact outside emergency response agencies, if needed. If an injury does not require medical attention, an Employer Report of Injury/Illness Form must be completed in case medical treatment is later needed and to ensure that any existing safety hazards are corrected. The Form can be found online at <http://uva.tedk12.com/records/> in the Blank Documents folder. The Employee's Claim for Worker's Compensation Benefits Form found in the on-line records at <http://uva.tedk12.com/records/> must be completed in all cases in which an injury requiring medical attention has occurred.

Safety Rules

Safety is everybody's business. Safety is to be given primary importance in every aspect of planning and performing all UVA activities. We want to protect employees against injury and illness, as well as minimize the potential loss of production.

- Smoking is not permitted in school building or in the presence of students while on field trips;
- Horseplay and fighting will not be tolerated in the workplace;

- Possession of unauthorized firearms, alcoholic beverages, illegal drugs, or unauthorized medically prescribed drugs will not be tolerated in the workplace. Inform your immediate supervisor if you are required to take medication during work hours. Written medical evidence stating that the medication will not adversely affect your decision making or physical ability may be required, particularly if you drive a vehicle on school business;
- Immediately report all work-related injuries to immediate supervisor;
- Accidents, near accidents, and property damage must be reported to immediate supervisor regardless of severity;
- Only operate equipment that the employee has been properly trained and authorized to use;
- If the employee does not understand the job assignment, ask the supervisor for help;
- Inspect workstation for potential hazards and ensure that the equipment is in safe operating condition before use;
- Immediately report any unsafe condition or act to supervisor. Take any temporary corrective action to render the area safe until permanent corrections can be made;
- If work creates a potential hazard, correct the hazard immediately or use safety tape to isolate the area before leaving it unattended;
- If there is any doubt concerning the safety work method to be used, consults your supervisor before beginning the work;
- Follow recommended work procedures outlined for the job including safe work methods;
- Maintain an orderly environment. Store all equipment in a designated place. Put scrap and waste material in a refuse container;
- Any smoke, fire, or unusual odors should be reported to your supervisor;
- Proper lifting techniques are to be used. Seek proper lifting directions for objects exceeding 50 pounds;
- Never attempt to catch a falling object;
- Comply with all state and local traffic laws, signs, signals, markers, and persons designated to direct traffic. Fasten seat belts before driving any motor vehicle;
- Know and follow departmental rules regarding first aid, emergency procedures, evacuation routes, and fire department notification; and/or
- Assist and cooperate with all safety investigations and inspections and assist in implementing safety procedures as requested.

Additional Safety Rules

Trash Disposal-Keep sharp objects and dangerous substances out of the trash can. Items that require special handling should be disposed of in approved containers.

Cleaning Up-Prevent slips and tripping clean up spills and pick up debris immediately.

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

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

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

Employees who do not comply with these safety rules may be subject to disciplinary action and may be considered undesirable for continued employment with UVA.

Parking

Employees are encouraged to use the parking areas designated for our employees. Cars should be locked every day and parked within the specified areas.

Courtesy and common sense in parking will help eliminate accidents, personal injuries, and damage to your vehicle and to the vehicles of other employees. If an employee should damage another car while parking or leaving, immediately report the incident, along with the license numbers of both vehicles and any other pertinent information he/she may have, to his/her supervisor, principal or assistant principal.

UVA cannot be and is not responsible for any loss, theft or damage to vehicles or any of its contents.

Ask Questions

If employees are ever in doubt regarding the safe way to perform a task, he/she should not proceed until they have consulted their supervisor, director or assistant principal. Employees will not be asked to perform any task that may be dangerous to their health, safety or security. If you feel a task may be dangerous, inform your supervisor, Principal or Assistant Principal at once.

We strongly encourage employee participation and input on health and safety matters. Employees may report potential hazards and make suggestions about safety without fear of retaliation. We appreciate, encourage and expect this type of involvement! The success of the safety program relies on the participation of all employees. Though it is UVA's responsibility to provide for the safety, health and security of its workers during working hours, it is the responsibility of each employee to abide by the rules, regulations and guidelines set forth.

Remember, failure to adhere to these rules will be considered serious infractions of safety rules and will result in disciplinary actions.

If You See Something, Say Something

If you see something suspicious, tell someone. The safety of all members of the UVA community is of utmost important to us, and for that reason we are asking everyone to come together and look out for each other.

If you witness any suspicious behavior, we ask that you report it immediately by dialing 911 or by contacting your immediate supervisor.

Suspicious behavior or circumstances can include, but are certainly not limited to:

- Anyone forcibly entering a vehicle or building
- Someone tampering with property
- Strangers loitering or entering rooms or offices with no legitimate reason
- Someone carrying a weapon
- Strange vehicles parked in your area
- Any behavior that is out of character on campus
- Packages left unattended
- Suspicious or noxious odors

If you are unsure, call police by dialing 911. A false alarm is always better than a crime that could have been prevented.

Weapons

To ensure that UVA maintains a workplace safe and free of violence for all employees, we prohibit the possession or use of dangerous weapons on school property. A license to carry the weapon on school property does not supersede school protocol. Any employee in violation will be subject to prompt disciplinary action, up to and including termination of employment. All employees and persons on school property are subject to this provision, including contract and temporary employees, visitors, students, and customers. The only exception will be police officers, security counselors or other persons who have been given written consent by UVA to carry a weapon on the property.

"School property" is defined as all school-owned or leased buildings and surrounding areas such as sidewalks, walkways, driveways and parking lots under the school's ownership or control. This applies to all school-owned or leased vehicles and all vehicles that come onto school property.

"Dangerous weapons" include, but are not limited to, firearms, explosives, knives and other weapons that might be considered dangerous or that could cause harm. Employees are responsible for making sure that any item possessed by the employee is not prohibited.

UVA reserves the right at any time and at its discretion to search all packages, containers, briefcases, purses, lockers, desks, enclosures and persons entering its property, for the purpose of determining whether any weapon has been brought onto its property or premises in violation. Employees who fail or refuse to promptly permit a search will be subject to discipline up to and including a termination.

This procedure is administered and enforced by the Human Resources Department. Anyone with questions or concerns specific to this procedure should contact the Human Resources Department.

Bomb Threat

Receiving by Telephone:

- If possible, write a note to a colleague to call **police by dialing 911**, or, as soon as the caller hangs up, immediately notify them yourself (from a different phone).
- Remain calm. Keep the caller on the line for as long as possible. **DO NOT HANG UP**, even if the caller does.
- Listen carefully. Be polite and show interest.
- Attempt to keep caller on the phone as long as possible to learn more information about the threat.
- If your phone has a display, copy the numbers and/or letters on the window display.
- Record the time received and as many details as possible:
 - What is the identity of the caller?
 - Where is the bomb located?
 - When will the bomb detonate?
 - What type of bomb is it?
 - What does the bomb look like?
 - Why was the bomb planted?
- Determine characteristics of the caller:
 - Approximate age
 - Gender
 - Accent
 - Voice characteristics (calm, nervous, excited, laughing)
- Listen for background noises:
 - Other voices
 - Traffic, airplanes, trains, machinery
 - Music, etc.

- Police will communicate further instructions

Receiving by Handwritten Note:

- Call police immediately by dialing 911 and communicate as appropriate.
- Handle note as minimal as possible.

Receiving by Email:

- Call police immediately by dialing 911 and communicate as appropriate.
- Do not delete the message(s).

Suspicious Package

If a suspicious package is received or found on the premises, call police by dialing 911. Do **NOT** handle or get near the package!

Suspicious Package Tips:

- Strange odors
- Bag, backpack, box, package left in odd place
- Protruding wires or foil
- Excessive securing material, such as masking tape or string
- Wrapped in brown paper with twine
- Grease stains or discolored paper
- Visual distraction (*i.e.*, brightly colored, wrapping paper, bows, etc.)
- Excessive postage
- Incorrect titles on package
- Titles but no names
- Misspelling of common words
- Excessive weight
- Rigid envelope
- Lopsided or uneven envelope

- No return address
- Insufficient postage
- The addressee is not familiar with the name or address of the sender
- The addressee is not expecting a package
- Return address and postmark are not from the same area
- Foreign mail, air mail, or special delivery
- Restrictive markings such as confidential, personal, etc.

Active Shooter Preparedness

To keep UVA employees informed about what to do in the event of an active shooter situation on the premises, it is imperative to watch [DHS Active Shooter Preparedness](https://www.cisa.gov/options-consideration-active-shooter-preparedness-video) video. The video can be accessed at: <https://www.cisa.gov/options-consideration-active-shooter-preparedness-video>

Figure out the situation:

- What is going on?
- Where is it happening?
- Who is doing it?

Use all of your senses in your assessment – and do it quickly. **TRUST YOUR INTUITION – your “gut” feeling!**

Once you figure out what is going on, you’ll be better prepared to select one or more of the described actions described in the RUN. HIDE. FIGHT. paradigm that can be accessed at <https://www.ready.gov/public-spaces>.

The RUN. HIDE. FIGHT paradigm provides that you might have to do one or more of the following:

- Call 911
- Try to safely escape the area
- Leave your belongings behind
- Hide and barricade if you cannot escape
- Protect yourself by locking doors, turning off lights, silencing cell phones
- Fight back as a last resort
- Remain in place until authorities advise

Fire Prevention

Employees should know the location of the fire extinguisher(s) in his/her area and make sure they are kept clear at all times. Notify the Chief Fiscal Officer if an extinguisher is used or if the seal is broken. Keep in mind that extinguishers that are rated ABC can be used for paper, wood, or electrical fires. Make sure all flammable liquids, such as alcohol, are stored in approved and appropriately labeled safety cans and are not exposed to any ignition source. There will be regular fire drill held on the school site.

In Case of Fire

If employees are aware of a fire, he/she should:

- Immediately contact the fire department;
- If the fire is small and contained, locate the nearest fire extinguisher. This should only be attempted by employees who are knowledgeable in the correct use of fire extinguishers;
- If the fire is out of control, leave the area immediately. No attempt should be made to fight the fire; and/or
- When the fire department arrives, direct the crew to the fire. Do not re-enter the building until directed to do so by the fire department.

Emergency Evacuation

The Superintendent 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 the Superintendent is unavailable, contact the nearest school official. If advised to evacuate the building, employees should:

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

Should an emergency result in the need to communicate information to employees outside of business hours, the Superintendent or school leadership will contact you. Therefore, it is important that employees keep their personal emergency contact information up to date. Notify Human Resources when this information changes.

Infection Control

When people live or work closely together there is a heightened risk of spreading infections and diseases. When a person has an infectious illness/disease, strict precautions must be observed. UVA works to train staff so they are aware of any risks and the precautions to be taken to prevent the spread of infection/disease. UVA provides preventative measures where appropriate such as personal protective equipment (PPE), additional training, and procedures. UVA also records all incidents of infection/disease, and that information is maintained as confidential as required by applicable law.

Bloodborne pathogens (BBP) include the following conditions: Human Immunodeficiency Virus (HIV), the Hepatitis B Virus (HBV), and the Hepatitis C Virus (HCV). All of these viruses can be transmitted from an infected person to another through blood and other bodily fluids entering through broken skin or mucous membranes (including mouth, nose, and eyes). These can be serious but manageable infectious diseases.

In the event of a serious injury of an employee, student, or visitor resulting in release of Bodily Fluids which could contain pathogens (blood, semen, vaginal fluid, breast milk), in order to provide for everyone's safety specific procedures must be followed by all personnel. With the exception of breast milk being cleaned up by the person producing it, **Spilled Bodily Fluids should not be cleaned up without the appropriate protective equipment and materials specifically designated for such fluids.** Prior to commencing the cleanup of any bodily fluids containing pathogens the Supervisor should be made aware of the individuals doing the actual clean-up, the incident that caused the release of bodily fluids, and the purpose of the cleanup.

When addressing a serious injury, the first step is to treat the injured party. Employees are required to call 911, Security, and/or a supervisor in the event of an emergency. After the injured party is treated the following procedures should be supervised by the Supervisor:

- Put on protective gloves.
- Spread the absorbent material on the spilled body fluids, (e.g., paper towels).
- Neutralize the potential pathogens with a 10% bleach-with-water solution. Cover the spill for 15 minutes.
- Use paper towels to pick up the material as best possible. Place all potentially contaminated materials in a leak-proof plastic bag.
- Clean sweep or mop materials with hot, soapy water. Lastly, remove gloves from inside-out and place in the bag.
- Secure the bag and discard.
- Wash hands thoroughly in hot, soapy water.

After all activity is completed and checked by the Supervisor, an Incident Report must be completed. [Incident Reports](#) for employees and visitors should be sent to Human Resources.

Emergency Drills (Fire, Lockdown)

UVA operates regular drills for safety and security events, including fire drills, lockdown drills, and tabletop scenarios. Employees are required to participate in these drills to ensure preparedness

for emergency situations. Any employee who is unsure what to do in the event of an emergency should contact their supervisor.

Housekeeping

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

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

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

Please report anything that needs repairing or replacing to your supervisor, director or assistant principal immediately.

Office Safety

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

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

Security

Maintaining the security of UVA schools and offices is every employee's responsibility. Develop habits that ensure security as a matter of course. For example:

- Always keep cash properly secured. If you are aware that cash is insecurely stored, immediately inform the person responsible;
- Know the location of all alarms and fire extinguishers, and familiarize yourself with the proper procedure for using them, should the need arise;
- Familiarize yourself with UVA's safety policies and procedures for enforcing or reporting issues thereunder; and
- When you leave UVA's premises make sure that all entrances are properly locked and secured.

In the event that any teacher or staff member becomes aware of a violation of safety or security policies, procedures or protocols or other risk to the safety of the campus, students, staff, or other UVA representatives, s/he should notify the Superintendent immediately. The Superintendent

shall, in his/her sole discretion, take the necessary steps, including the enlisting of additional security personnel, to ensure the safety and security of UVA's students, staff, and premises.

Smoking

In consideration of the reports of the Surgeon General of the United States and in keeping with UVA's intent to provide a safe and healthy work environment, no person shall smoke, chew, or otherwise consume any tobacco or tobacco product while on UVA grounds or any leased UVA school. Any person who violates this practice may be subject to disciplinary action up to and including termination.

The smoke-free workplace applies to:

- All areas of buildings occupied by school employees;
- All school-sponsored off-site conferences and meetings;
- All vehicles owned or leased by the school;
- All visitors (customers and vendors) to school premises;
- All contractors and consultants and/or their employees working on school premises;
- All temporary employees; and
- All student interns.