



Employee Handbook

2024-2025

Understanding and complying with the policies outlined in the Employee Handbook is considered a condition of employment at Summerfield Waldorf School & Farm.

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INTRODUCTION

Welcome to Summerfield Waldorf School & Farm (“SWSF,” “Summerfield,” or “the school”). The purpose of this Employee Handbook is to set forth the policies, procedures and expectations of SWSF. The Human Resource (HR) Manager will be happy to answer any questions you may have on any point described herein.

In accepting a position at SWSF, you become an employee of a private, non-profit corporation which is governed by its Board of Directors within state and federal regulations. Written employment agreements between SWSF and some individuals may supersede some of the provisions of this Handbook; however, even individual employment agreements do not alter SWSF’s policy of at-will employment, set forth below.

If you find you cannot abide by these policies and practices, it may be necessary to consider not accepting, or terminating, your employment. Please consider this carefully and discuss your concerns with the HR Manager and/or Director. Your meeting with the Director may not result in every problem being resolved to your satisfaction, nor does it alter the school’s at-will employment status policy. However, SWSF values your input and you are free to raise issues of concern, in good faith, without fear of retaliation.

Right to Revise

This Employee Handbook contains the employment policies and practices of SWSF in effect at the time of publication. All previously issued Handbooks and any inconsistent policy statements or memoranda are superseded.

SWSF reserves the rights to revise, modify, delete, or add to any and all policies, procedures, work rules, or benefits stated in this Handbook or in any other document, except for the policy of at-will employment. However, any such changes must be in writing and must be signed by the Director; and changes to compensation and benefits must be signed by the president of the Board of Directors, as well.

Any written changes to this Handbook will be distributed to all employees so that employees will be aware of the new policies or procedures. No oral statements or representations can in any way alter the provisions of this Handbook. This Handbook sets forth the entire agreement between you and SWSF as to the duration of employment and the circumstances under which employment may be terminated. Nothing in this Employee Handbook or in any other personnel document, including benefit plan descriptions, creates/is intended to create a promise or representation of continued employment for any employee.

In addition, this Handbook recognizes the importance of the school’s existence in and relationship to the state of California, and attempts to clearly define the manner in which we will work within the legal boundaries of the state.

Important Notices

SWSF posts critical information about your employment rights in the Main Office (located at 655 Willowside Road, Santa Rosa, CA 95401). This includes information regarding your legal rights, including information about Equal Employment Opportunity laws and wage-and-hour laws, to name a few. These employment notices are always updated annually and supplemented regularly/as-needed upon

implementation of federal, state, or local laws and regulations. SWSF expects all employees to read and understand the information in posted employment notices.

MANDATED POLICIES

At-Will Employment Status

All SWSF personnel are employed on an “at-will” basis. Employment at-will means that the employment relationship may be terminated, with or without cause and with or without advance notice, at any time by the employee, or by SWSF. Nothing in this Handbook shall limit the right to terminate at-will employment. No section coordinator, supervisor, or employee of SWSF has any authority to enter into an agreement for employment for any specified period of time, or to make an agreement for employment on other than at-will terms. The legal and fiscal responsibility to hire employees or to terminate employment has been mandated to the Director by the Board of Directors. Only the SWSF Board of Directors has the authority to make any such agreement, which is binding only if it is in writing.

Equal Opportunity Employer

SWSF is an Equal Opportunity Employer. SWSF is committed to providing a work environment free of harassment, discrimination, retaliation, and disrespectful or other unprofessional conduct based on sex (including pregnancy, childbirth, breastfeeding or related medical conditions), race (inclusive of traits historically associated with race, including but not limited to, hair texture and protective hairstyles [e.g. braids, dreadlocks and twists]), religion (including religious dress and grooming practices), creed, color, gender (including gender identity and gender expression), national origin (including language use restrictions and possession of a driver’s license issued under Vehicle Code section 12801.9), ancestry, citizenship, physical or mental disability, medical condition, genetic information, marital status, registered domestic partner status, age (40 years of age or older), sexual orientation, military and veteran status, domestic violence and other qualifying act of violence victim status, political engagement/activities, reproductive health decision making, off-duty marijuana use, or any other classification protected by federal, state, and local laws and ordinances or regulation. It also prohibits discrimination, harassment, disrespectful or unprofessional conduct based on the perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics or based on the combination of two or more of these protected characteristics.

In addition, SWSF prohibits retaliation against individuals who raise complaints of discrimination or harassment or who participate in workplace investigations.

All such conduct violates SWSF policy.

Harassment Prevention

SWSF’s policy prohibiting harassment applies to all persons involved in SWSF operations. SWSF prohibits harassment, or disrespectful/unprofessional conduct by any of its employees, including supervisors, managers and co-workers. SWSF’s anti-harassment policy also applies to parents and other family members, vendors, independent contractors, unpaid interns, volunteers, persons providing services pursuant to a contract, and any other persons with whom you come into contact while working.

Prohibited harassment, disrespectful, or unprofessional conduct includes, but is not limited to, the following behavior:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations, comments, posts or messages.
- Visual displays such as derogatory and/or sexually oriented posters, photography, cartoons, drawings, or gestures.
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement, or interfering with work because of sex, race, or any other protected basis.
- Threats and demands to submit to sexual requests or sexual advances as a condition of continued employment, or to avoid some other loss and offers of employment benefits in return for sexual favors.
- Retaliation for reporting or threatening to report harassment.
- Communication via electronic media of any type that includes any conduct that is prohibited by state and/or federal law or by SWSF policy.
- Sexual harassment can be between people of the same gender and does not need to be motivated by sexual desire to be unlawful or to violate this policy. For example, hostile acts toward an employee because of their gender can amount to sexual harassment, regardless of whether the treatment is motivated by sexual desire.

Prohibited harassment is not just sexual harassment, but harassment based on any protected category.

Sexual Harassment Defined

Sexual harassment can include all of the above actions, as well as other unwelcome conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities, and other verbal or physical conduct of a sexual nature.

Examples of conduct that violates this policy include:

- Unwelcome sexual advances, flirtations, advances, leering, whistling, touching, pinching, assault, blocking normal movement.
- Requests for sexual favors or demands for sexual favors in exchange for favorable treatment or employment benefits.
- Making or threatening reprisals after a negative response to sexual advances.
- Obscene or vulgar gestures, posters, or comments.
- Sexual jokes or comments about a person's body, sexual prowess, or sexual deficiencies.
- Propositions, or suggestive or insulting comments of a sexual nature.
- Derogatory cartoons, posters, and drawings.
- Sexually explicit emails or voicemails.
- Uninvited touching of a sexual nature.
- Unwelcome sexually related comments.
- Conversation about one's own or someone else's sex life.
- Conduct or comments consistently targeted at only one gender, even if the content is not sexual.
- Teasing or other conduct directed toward a person because of the person's gender.

All such conduct is unacceptable in the workplace and in any work-related settings such as business trips and business-related social functions, regardless of whether the conduct is engaged in by a section coordinator, co-worker, client, customer, vendor, or other third party.

Abusive Workplace Conduct

This is also commonly known as bullying. SWSF defines bullying as “repeated inappropriate behavior, either direct or indirect, whether verbal, physical, or otherwise, conducted by one or more persons against another or others, at the place of work and/or during employment.” This behavior violates the expected professional environment of SWSF, which at a minimum means that all employees, vendors, and customers will be treated with dignity and respect.

Bullying may be intentional or unintentional. However, it must be noted that where an allegation of bullying is made, the intention of the alleged “workplace bully” is irrelevant and will not be given consideration when considering disciplinary action. Just as with cases of harassment, it is the effect of the workplace bullying behavior upon the victim-employee that is of primary importance/concern.

SWSF considers the following types of behavior as examples of workplace bullying:

- Verbal bullying: slandering, ridiculing, or maligning a person or their family; persistent name calling that is hurtful, insulting, or humiliating; using a person as the punchline of jokes; abusive and offensive remarks.
- Physical bullying: pushing, shoving, kicking, poking, tripping, assault, or threat of physical assault; damage to a person’s work area or property.
- Gesture bullying: nonverbal threatening gestures or glances that convey threatening messages.
- Exclusion: socially or physically excluding or disregarding a person in work-related activities.

The purpose of this policy is to communicate to all employees that SWSF will not tolerate workplace bullying behavior. Workplace bullying is a gateway behavior to dehumanizing employees, vendors, and customers, and often leads offenders to engage in further dehumanizing behaviors like discrimination, harassment, and retaliation. Employees found in violation of this policy will be disciplined up to and including termination.

Non-Discrimination

SWSF is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in SWSF operations. SWSF prohibits unlawful discrimination against any job applicant, employee or unpaid intern by any employee of SWSF, including supervisors and coworkers.

Pay discrimination between employees of the opposite sex, of another race or ethnicity performing substantially similar work, as defined by the California Fair Pay Act and federal law, is prohibited. Pay differentials may be valid in certain situations, as defined by law.

Employees will not be retaliated against for inquiring about or discussing wages. However, SWSF is not obligated to disclose the wages of other employees.

Reasonable Accommodations

Discrimination can also include failing to reasonably accommodate religious practices or qualified individuals with disabilities or pregnancy-related conditions where the accommodation does not pose an undue hardship.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, SWSF will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability or pregnancy-related condition who is an applicant or an employee, unless undue hardship would result.

Any job applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact their section coordinator or supervisor to discuss the need for an accommodation. SWSF will engage in an interactive process with the employee to identify possible accommodations, if any, that may help the applicant or employee perform the job. An applicant, employee or intern who requires an accommodation of a religious belief or practice (including religious dress and grooming practices, such as religious clothing or hairstyles) should also contact their section coordinator or supervisor and discuss the need for an accommodation. If the accommodation is reasonable and will not impose an undue hardship, SWSF will make the accommodation.

The applicant or employee is responsible for requesting an accommodation and for communicating with SWSF to determine effective reasonable accommodations.

This duty to communicate remains throughout the accommodation period. If the applicant or employee fails to communicate, SWSF will be compelled to make decisions with the limited information in its possession. In certain circumstances, the employee may need to notify another supervisor of the accommodation so that they receive the proper response to a request.

Anti-Retaliation

SWSF will not retaliate against an employee for filing a complaint, participating in any workplace investigation, and/or requesting reasonable accommodation, and will not tolerate or permit retaliation by management, employees or co-workers.

Complaint Process

If you believe that you have been the subject of harassment, discrimination, retaliation, or other prohibited conduct, bring your complaint to your supervisor or to your section coordinator as soon as possible after the incident. If you need assistance with your complaint, or if you prefer to make a complaint outside your section, contact the HR Manager. Please provide all known details of the incident or incidents, names of individuals involved and names of any witnesses. It would be best to communicate your complaint in writing, but this is not required.

SWSF encourages all individuals to report any incidents of harassment, discrimination, retaliation, or other prohibited conduct forbidden by this policy immediately, so that complaints can be quickly and fairly resolved.

You also should be aware that the Federal Equal Employment Opportunity Commission and the California Civil Rights Department investigate and prosecute complaints of prohibited harassment, discrimination

and retaliation in employment. If you think you have been harassed or discriminated against, or that you have been retaliated against for resisting, complaining, or participating in an investigation, you may file a complaint with the appropriate agency. The nearest office can be found by visiting the agency websites at www.calcivilrights.ca.gov and www.eeoc.gov. For convenience, the EEOC can be reached at 1-800-669-4000, and the CRD can be reached at 1-800-884-1684.

All complaints received by supervisors, section coordinators or others, that involve harassment, discrimination, retaliation, or other prohibited conduct must be referred to the HR Manager, so SWSF can investigate and take any necessary corrective action.

Investigation Procedures

When SWSF receives allegations of misconduct, it will immediately undertake a fair, timely, thorough, and objective investigation of the allegations in accordance with all legal requirements. SWSF will reach reasonable conclusions based on the evidence collected.

SWSF will maintain confidentiality to the extent possible. However, the school cannot promise complete confidentiality. The employer's duty to investigate and take corrective action may require the disclosure of information to individuals with a need to know.

Complaints will be:

- Responded to in a timely manner.
- Kept confidential to the extent possible.
- Investigated impartially by qualified personnel in a timely manner, and documented and tracked for reasonable progress.
- Given appropriate options for remedial action and resolution.
- Closed in a timely manner.

If SWSF determines that harassment, discrimination, retaliation, or other prohibited conduct has occurred, appropriate and effective corrective and remedial action will be taken in accordance with the circumstances involved. SWSF also will take appropriate action to deter future misconduct.

Any employee determined by SWSF to be responsible for harassment, discrimination, retaliation or other prohibited conduct will be subject to appropriate disciplinary action, up to and including termination. Employees should also know that if they engage in unlawful harassment, they can be held personally liable for the misconduct.

Whistleblower Retaliation is Prohibited

Any employee who believes they have been instructed to violate a law or regulation, or believes that someone else has been violating laws or regulations, are encouraged to report such concerns to their supervisor. Any such reports will be investigated, and such employees are protected from retaliation for making such reports. Reporting, or assisting in reporting suspected violations of the law or policies identified in this Handbook, and cooperating in investigations or proceedings are protected activities under this policy.

Reporting Domestic Violence or Victim of Other Qualifying Act of Violence

SWSF recognizes that domestic violence and other qualifying acts of violence can have an adverse impact on employees and may also affect co-workers. If an employee is a victim of domestic violence, a victim of another qualifying act of violence, or the close family member of such a victim, SWSF encourages them to report it so that SWSF can assist them in getting the help that they need, whether it be medical, counseling, or the authorities. SWSF will keep and retain the information disclosed to it as confidential, so long as the safety of others is not at risk. Please see the Leave and Accommodation for Qualifying Acts of Violence Policies for more information.

SWSF recognizes that domestic violence can have an adverse impact on employees and may also affect co-workers. If an employee is a victim of domestic violence, SWSF encourages them to report it so that SWSF can assist them in getting the help that they need, whether it be medical, counseling, or the authorities. SWSF will keep and retain the information disclosed to it as confidential, so long as the safety of others is not at risk.

Transgender Rights in the Workplace

SWSF does not discriminate in any way on the basis of sex, sexual orientation, gender identity, or gender expression. It has developed a separate policy regarding transgender rights in the workplace, which is incorporated by reference.

This policy sets forth guidelines to address the needs of transgender and gender non-conforming employees and clarifies how the law should be implemented in situations where questions may arise about how to protect the legal rights or safety of such employees. This policy does not anticipate every situation that might occur with respect to transgender or gender non-conforming employees, and the needs of each transgender or gender non-conforming employee must be assessed on a case-by-case basis. In all cases, the goal is to ensure the safety, comfort, and healthy development of transgender or gender non-conforming employees, while maximizing the employee's workplace integration and minimizing stigmatization of the employee.

If a transgender or transitioning employee experiences and/or witnesses any conduct that they believe may constitute sexual or other unlawful discrimination, harassment, or retaliation in the workplace, the employee should report it immediately to their section coordinator or the HR Manager.

EMPLOYEES

Employee Classifications

Exempt Employees

Exempt employees are "exempt" from federal and state overtime regulations and, therefore, not entitled to overtime pay, or structured meal and rest periods.

Non-Exempt Employees

Non-exempt employees primarily perform work that is subject to overtime, meal, and rest period provisions of state and federal law..

Full-Time Employees

Regular full-time employees are those who are scheduled for and work forty (40) hours or more per week.

Three-Quarter Time Employees

Regular three-quarter time employees are those who are scheduled for and work thirty (30) hours per week. Regular three-quarter time employees are eligible for the employee benefits described in this Handbook. Benefit eligibility requirements may also be imposed by the plans themselves, or by law.

Part-Time Employees

Regular part-time employees are those who are scheduled for and work less than thirty (30) hours per week. Regular part-time employees are only eligible for employee benefits as required by law.

Regular Employees

Regular employees are those who are hired to work on a regular schedule. Regular employees may be classified as full-time or part-time, exempt or non-exempt.

Temporary Employees

Temporary employees are persons hired to work on special assignments, with the understanding that such work will be completed within a specified period of time (usually not to exceed three (3) months); however, such assignments may be extended. Temporary employees do not become regular employees as a result of the passage of time. Temporary employees are not entitled to benefits other than paid sick leave or other benefits required by law. Faculty who teach per-block and substitute faculty (long- and short-term) are considered temporary employees.

Casual Employees

Casual Employees are persons hired to perform intermittent service on an as-needed basis.

Inactive Employees

Employees who are on any type of leave of absence (work-related or non-work-related) that exceeds their vacation or sick time will be placed on inactive status. Unless health benefits extension is covered by state or federal law, benefits will terminate according to our insurance carrier's policy. Contact the HR Manager for more information.

Administrative Levels

Level 1

No advance training required; mainly clerical work under the direction of a Level 2 or 3 staff member; must check with supervisor on budget expenditures.

Level 2

Some advance training expected; these positions may involve some budgetary control and independent decision-making; under the direction of a Level 3 staff member.

Level 3

An advanced degree or significant specialized training in his or her field (i.e., M.A., M.B.A., Waldorf Administrative Certificate, etc.) is usually held. Level 3 staff reports directly to the Board, supervises Level 1 and 2 personnel, and has the authority of independent decision making.

Carrying Faculty Members

At 0.75 of full-time equivalent (FTE) or more, a faculty member is usually classified as a "carrying faculty member." Carrying faculty members agree to carry additional duties beyond classroom teaching and preparation, to help carry the school.

These duties include, but are not limited to:

- Attending 2-hour weekly faculty meetings.
- Attending student performances in the section that they teach the most in.
- Attending parent evenings upon request.
- Attending festivals during and/or after school.
- Covering recess duties.
- Covering classes for absent colleagues.
- Overseeing student clubs and activities.
- Chaperoning dances, field trips, and other extracurricular events.
- Serving on a faculty or Board committee.
- Serving as a mentor.
- Being available to assist in case of a school-wide emergency (ie: flood, earthquake, fire – see Emergency Plan for details).

Part-time Faculty Members

Part-time faculty members are scheduled below 0.75 FTE and have not been invited by a Core Group to carry the additional responsibilities of a carrying faculty member.

New Hires

Recommendations for administrative staff may be made by the Director and Board of Directors.

Recommendations for hiring faculty members are made by the respective Core Group. The Director must ratify all hiring decisions.

Employment Eligibility Requirements

As a condition of employment, you must complete the Employment Verification Form (I-9) and present documentation establishing identity and employment eligibility. You may also be asked to acknowledge your ability to perform tasks as detailed in your applicable job description.

If you are authorized to work in this country for a limited time period, you will be required to submit proof of renewed employment eligibility prior to expiration of that period to remain employed by SWSF.

Employment Applications

SWSF relies on the accuracy of information contained in the employment application, 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 your exclusion from further consideration for employment or, if you have already been hired, you may be terminated. SWSF will retain all solicited resumes and/or applications for a period of two (2) years after a position is filled or closed.

Background and Reference Checks

To ensure that individuals who join SWSF are well-qualified, and to ensure that SWSF maintains a safe and productive work environment, it is our policy to conduct pre-employment background checks on all applicants who accept an offer of employment. Background checks may include verification of any information on the applicant's résumé or application form.

All offers of employment are conditioned on receipt of a background check report that is acceptable to SWSF. All background checks are conducted in conformity with the Federal Fair Credit Reporting Act, the Americans with Disabilities Act, and state and federal privacy and anti-discrimination laws. Reports are kept confidential and are only viewed by individuals involved in the hiring process.

If information obtained in a background check would lead SWSF to deny employment, a copy of the report will be provided to the applicant, and the applicant will have the opportunity to dispute the report's accuracy or provide additional information.

Additional checks such as a driving record or credit report may be made on applicants for job categories if appropriate and job-related.

SWSF also reserves the right to conduct a background check for current employees to determine eligibility for promotion or reassignment in the same manner as described above.

Provisional Status

Orientation, Job Responsibilities, and Performance Standards

All new employees to SWSF receive an orientation session which will encompass an overview of general policies, procedures, operations and current SWSF programs. Your supervisor, Core Group and/or mentor will explain your job responsibilities and the performance standards expected of you. You will be given a copy of this Employee Handbook and will be expected to learn its contents. You may also receive additional policies at that time, and be asked to acknowledge receipt of these additional requirements and policies.

Be aware that your job responsibilities may change at any time during your employment. From time to time, you may be asked to work on special projects, or to assist with other work necessary or important to the operation of your section or the school. Your cooperation and assistance in performing such additional work is expected. SWSF reserves the right, at any time, with or without notice, to alter or change job responsibilities, reassign or transfer job positions, or assign additional job responsibilities.

Faculty

New teachers are hired on a provisional status, and all teachers and other employees are employed "at-will," as previously described in this Handbook. Generally, review of each new teacher will be held by

the school's spring break in their first year of employment, and in subsequent years as deemed necessary. At that time one of the following will occur:

- The teacher will be invited to continue with the school as a regular at-will employee or;
- Concerns will be identified and conditions for improvement, still subject to at-will employment, will be set; or
- The teacher will be notified that their employment will not be renewed for the following school year. This may be done at the discretion of the Director with or without cause.

Staff

Staff are also hired on a 6-month provisional status. Generally, at the conclusion of approximately six (6) months of employment, one of the following will occur:

- The staff member will be invited to stay with SWSF as a regular at-will employee, full or part-time;
- Job duties will be evaluated with the employee's supervisor and job performance, expectations and goals for improvement, still subject to at-will employment, will be set; or
- The administrative staff member will not be invited to continue employment, and it will end at that time, with or without cause.

Operational Procedures and Considerations

Attendance and Punctuality

Employees are expected to be punctual and regular in attendance. Tardiness and absence cause problems for the school and your fellow employees. When you are absent, your workload must be performed by others, just as you assume the workload of others who are absent.

Some positions require a flexible work schedule which can be arranged with the department supervisor. Barring special circumstances, employees are expected to work as scheduled, on time and prepared to start work. You are also expected to remain at work for your entire work schedule, except for meal and rest periods, or when required to leave on school business. Late arrival, early departure, or other absences from scheduled hours are disruptive and must be avoided. Teachers are expected to arrive at school at least fifteen (15) minutes before their first scheduled class. Teachers must be readily available during school hours, whether scheduled to teach or not. Any temporary departure from campus must be communicated to the respective school section secretary or coordinator.

If you are unable to report to work on any particular day, you must notify your supervisor, section coordinator or school section secretary as soon as you become aware of the need, and at least one (1) hour before the time you are scheduled to begin working that day. In all cases of absence or tardiness, employees must provide an honest reason or explanation. You must also inform your supervisor of the expected duration of any absence. When deemed necessary, you may be required to provide a doctor's note prior to returning to work.

Hours of Operation

For payroll calculation purposes, SWSF's work week runs from Monday at 12:00AM through Sunday at 11:59PM. Technically, each workday commences at 12:00AM and ends at 11:59PM.

Work Hours for Administrative Staff

The Main Office and the High School Office are normally open for business between the hours of 8AM and 3:30PM, Monday through Friday. Office hours on inservice days, during the February conference week and summer, are 9AM-1PM. While office hours in the summer are usually 9 am-1 pm, each employee is still responsible for completing their workload in an effective manner, which may necessitate working longer than 9 am-1 pm. Depending on your FTE, your schedule can be arranged with your supervisor.

Work Hours for Non-Administrative Staff & Faculty

Individual schedules are created and maintained by your section.

Meetings, Workshops, and Out-of-Session

All faculty members are required to be available through the week following the last day of school, and beginning August 1st of the next school year, unless there has been a prearranged agreement made with their Core Group. In addition, all faculty must be open to occasional communication throughout the summer, which may require their input and/or participation.

Back-to-School Meetings

Workshops, retreats and meetings scheduled in preparation for the new school year in August are mandatory for all faculty who are 0.5 FTE and above, or as requested by their Core Group, and staff, unless otherwise specified.

Section and All-School Meetings

All faculty members who are 0.75 FTE and above, or as directed by their Core Group, are required to attend weekly faculty meetings. Time spent in meetings is considered regular work time, and is compensated with regular salary. As classroom leaders and educators having great curricular discretion, faculty members are generally paid a salary which covers all hours worked, and are generally not paid overtime in the way non-exempt staff might be paid.

In addition to weekly section meetings, all faculty and staff who are 0.75 FTE and above are required to attend all-school meetings as scheduled. Part-time employees are required to attend all meetings as directed by their Core Group or supervisor.

February Conference Meetings

Early Childhood Education (ECE) faculty members (0.5 FTE and above) are required to attend the November ECE conference pending available funds. Lower School (LS) and High School (HS) faculty (0.5 FTE and above) are required to attend a teacher's conference in February, pending available funds. At the discretion of the overseeing Core Group, some faculty members may be required to attend additional teacher development conferences or workshops. Any further requests for teacher development funds may be made by individual faculty members to their respective Core Group.

Other

It may be necessary for employees to attend training programs, seminars, conferences, lectures, meetings or other outside activities for the benefit of SWSF or the individual employees. Attendance at

such activities may be required by the school or requested by individual employees. However, attendance will not be considered an officially authorized activity, subject to the following policies on reimbursement and compensation, unless prior written approval has been issued by the section coordinator. To obtain approval, employees wishing to attend an activity must submit a written request detailing all relevant information, including date, hours, location, cost, and nature, purpose, and justification for attendance.

Where attendance is required or authorized by SWSF, customary and reasonable expenses may be reimbursed upon submission of proper receipts. Customary and reasonable expenses generally include registration fees, materials, transportation and parking. Reimbursement policies regarding these expenses should be discussed with the section coordinator and/or Finance Office in advance. While SWSF generally encourages all employees to improve their job skills, such activities will not be subject to the above policy regarding reimbursement or compensation, unless prior written approval is obtained as discussed above.

Required and pre-authorized employee attendance for outside activities will be considered hours worked, and will be compensated in accordance with normal payroll practices. This policy does not apply to an employee's voluntary attendance, outside of normal working hours, at formal or informal educational sessions, even if such sessions may generally lead to improved job performance. Individuals may not pay substitutes for substitution services; payments must be made through the school's payroll system. If funds are provided by another institution, the funds, including the employer payroll taxes, should come to SWSF, which will transfer them to the substitute.

Time Keeping Requirements

All hourly, non-exempt employees are required to record time worked on a timecard for payroll purposes. Errors on your timecard should be reported to the HR Manager for correction as soon as possible. Timecards are due for processing on-time, according to the payroll schedule available by August 1st of every school year. Timecards will not be processed unless signed by the appropriate supervisor. An exempt employee who takes more than four (4) hours off from a workday must use sick or vacation pay.

Meal & Rest Periods

Non-exempt employees who work more than five (5) hours a day are provided with a duty free unpaid 30-minute meal break, to begin within the first five (5) hours of work, preferably near the middle of their shift. Employees scheduled to work no more than six (6) hours in a day may complete a form requesting to waive this meal break. If a non-exempt employee works more than 10 hours, they are entitled to a second duty free unpaid 30-minute meal break. If the employee has taken their first meal break, they may waive their second meal break with a written request to their supervisor.

Some positions require the employee to work alone, and as such, are unable to take an off-duty meal break. For employees in those positions, an on-duty meal period waiver will be provided, which will explain that the employee is permitted to eat while still on duty.

In addition, all employees may take a ten (10) minute break every four (4) hours of work, or major portion thereof, and two (2) rest breaks if an employee is scheduled to work 6-8 hours. Please notify your supervisor when you leave for a meal or rest break.

It is each employee's responsibility to ensure their meal and rest breaks are taken, as we do not have uniform meal or rest breaks. Under California law, meal breaks must be recorded on a non-exempt employee's timesheet. If you fail to record a meal break on your timesheet, or record less than a full meal break, SWSF will assume that you knowingly and voluntarily chose not to take your full meal break. If this is not true, and you were unable to take your meal or rest break due to the press of business or other factors outside your control, you are required to notify payroll in writing in advance of the end of the pay period.

The purpose of breaks is to provide a needed rest during work periods. Thus, breaks may not be accumulated to reduce working hours or to provide time off for personal reasons. Employees are expected to observe assigned working hours and the time allowed for meal and rest breaks. SWSF does not provide any incentives and does not encourage any employee to miss their meal or rest breaks.

Overtime

Some SWSF employees, such as regular, full-time faculty, are exempt from the overtime pay requirements of the law. Exempt employees are paid on a salary basis and are in executive, administrative, or professional positions.

Non-exempt employees may be required to work overtime. If you are non-exempt, you will be paid for overtime as required by law. Currently, overtime is paid at one and a half (1-1/2) times the regular hourly rate if you work more than eight (8) and up to twelve (12) hours in a single workday, more than forty (40) hours in a single work week, or for the first eight (8) hours you work on the seventh (7th) day of a work week (Sunday). Non-exempt employees who work more than twelve hours in one day (a day begins at midnight) or more than eight (8) hours on the seventh (7th) working day in a work week (each work week begins on Monday at midnight), are paid at two (2) times their regular hourly rate for excess hours.

To work overtime, you must obtain permission from your supervisor. If you work overtime without permission, you may be disciplined, up to and including discharge.

Payment of Wages

Employees are paid on the 15th and the last day of each month. A pay-date calendar is available at the beginning of every new school year.

Errors in Pay

Every effort is made to avoid errors in your paycheck. If you believe an error has been made, let your supervisor know and be sure to contact the HR Manager immediately. SWSF will take the necessary steps to research the problem and to assure that any necessary correction is made promptly.

Direct Deposit

If you wish to have your paycheck deposited directly into your bank account, you must provide a voided check from the account into which you wish your check deposited. Even if your check is deposited directly, you will receive a pay stub itemizing the amount deposited and the deductions from your pay. It generally takes two (2) pay periods for direct deposit to take effect.

Reimbursement of Work-Related Expenses

SWSF will reimburse employees for approved business expenses. Employees who have incurred business expenses must submit required receipts to the Finance Office on the Expense Reimbursement Form.

Please see the Work-Related Personal Cell Phone Use policy in this handbook for more information about reimbursement for this expense.

Verification of Licenses and Certificates

If you work in a position that requires licenses or certificates, you are required to keep them current. SWSF will request proof of current licensure or certification at the time of hire and annually. Failure to keep your licenses and certifications current could result in disciplinary action up to and including termination.

Recertification

Licensed personnel are responsible for maintaining a valid license by attending the necessary number of continuing education courses required for certification.

Employees are responsible for ensuring that their licenses are up to date. SWSF may accommodate an employee's request for time off to attend classes during regularly scheduled working hours, if two (2) weeks' notice has been given.

Regular Employment Review

Staff

Job reviews for staff will be conducted by a review committee. The criteria used for your review will be discussed with you before the process begins. Regular employment reviews usually occur every other year.

Faculty

Faculty reviews generally are conducted by colleagues appointed by their respective Core Group. The first faculty review may be conducted approximately six (6) weeks after initial employment, again in the spring of the first year and then every three (3) years on/about the employment anniversary date thereafter.

Personnel File

It is important that your personnel records are kept accurate and up-to-date, to ensure that you continue to receive uninterrupted benefits. Certain information is also necessary to determine the amount of wage deductions for federal and state income tax. You should notify SWSF of any change in your name, address, telephone number, marital status, number of dependents, or emergency contact telephone number as soon as possible.

You have a right to inspect or receive a copy of the personnel records that SWSF maintains relating to your performance, or to any grievance concerning you. Certain documents may be excluded or redacted from your personnel file by law, and there are legal limitations on the number of requests that can be made.

Any request to inspect or copy personnel records must be made in writing to the Director. SWSF will provide the copies within 21 days of your request. You are responsible for paying the reasonable expenses incurred in copying such records for you.

You may designate a representative to conduct the inspection of the records or receive a copy of the records. However, any designated representative must be authorized by you in writing to inspect or receive a copy of the records. SWSF may take reasonable steps to verify the identity of any representative you have designated in writing to inspect or receive a copy of your personnel records.

Disclosure of personnel information to outside sources, other than your designated representative, will be limited. However, SWSF will cooperate with requests from authorized law enforcement or local, state, or federal agencies conducting official investigations, and as otherwise legally required.

Telecommuting

Telecommuting or remote work is a special work arrangement that allows eligible employees to work at home or at another off-site location, for all or part of their regularly scheduled work hours. Although not all jobs can be performed satisfactorily from other locations, SWSF recognizes that, in some cases, telecommuting arrangements can provide a mutually-beneficial option for both SWSF and the employee.

SWSF developed a separate policy regarding Telecommuting, which is incorporated by reference. Moreover, before an eligible employee may telecommute for SWSF they must (1) enter into a Telecommuting Agreement with SWSF, and (2) conduct a Safety Checklist and Declaration regarding their remote worksite.

Please contact your section coordinator or the HR Manager to determine your eligibility for telecommuting.

Termination

Corrective Action, Discipline, and Involuntary Termination

Discovery of a violation of SWSF policies typically results in SWSF evaluating the situation and taking appropriate action. Depending upon the circumstances, appropriate action may be corrective action, disciplinary action, and/or immediate discharge.

SWSF typically practices progressive corrective action and discipline which may include performance improvement plans, verbal warnings, written warnings, and suspension. The system is not formal, and SWSF may, in its sole discretion, use whatever form of discipline is deemed appropriate under the circumstances, up to, and including, immediate termination of employment.

This disciplinary procedure is not evidence of a contract of employment, express or implied, or a guarantee of any kind by SWSF, including guaranteeing employment for a definite period of time. Rather, we remind you that your employment with SWSF is at-will. This means that either you or SWSF may terminate your employment at any time, for any reason or for no reason at all, and with or without cause or prior notice.

Reductions in Force

Under some circumstances, SWSF may need to restructure or reduce its workforce. If restructuring our operations or reducing the number of employees becomes necessary, SWSF will attempt to provide advance notice, if possible, to help prepare affected individuals. If possible, employees subject to layoff will be informed of the nature of the layoff and the foreseeable duration of the layoff, whether short-term or indefinite.

In determining which employees will be subject to layoff, SWSF will consider, among other things, operation and requirements, the skill, productivity, ability, and past performance of those involved, and also, when feasible, the employee's length of service.

Voluntary Resignation

Voluntary resignation results when an employee voluntarily quits his or her employment at SWSF or fails to report to work for three (3) consecutively scheduled workdays without notice to, or approval by, their supervisor or Core Group. All SWSF-owned property, including (but not limited to): vehicles, keys, uniforms, identification badges, computers and credit cards, must be returned immediately upon termination of employment.

Please also remember that you also have a continuing obligation to maintain as confidential any trade secret, proprietary, or confidential information you obtained from SWSF in your employment.

Annual Letters of Intention, usually distributed in December of each year, request that employees consider their intention to continue as a member of the faculty and staff of SWSF, and formalize their intent in writing usually by the end of January. Faculty members intending to leave the employment of SWSF at the end of the academic year are asked to report their intention in writing to their section coordinator as soon as possible, but no later than February 15 in the year the employee intends to leave.

Employment References

All requests for references for staff should be approved by the Director. Information disclosed will be limited to confirmation of employment, position title(s), and employment duration.

Exit Interviews

SWSF reserves the right to conduct an exit interview to discuss your reasons for leaving and any other impressions that you may have about SWSF. During the exit interview, you can provide insights into areas for improvement for SWSF and your specific position.

COBRA Eligibility

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

At your exit interview or upon termination, you will learn how you can continue your insurance coverage and any other benefits you currently have as an employee who is eligible for continuation. Consult with the HR Manager for additional details.

Employee Conduct

As employees of SWSF, we seek to act in a responsible and professional manner in relationships with students, parents and the community at large in order to carry out our mission. We must display high standards of morality and ethics in our functions, striving to earn the confidence of those with whom we work: colleagues, students, parents, vendors, or other professionals.

Respect towards Colleagues

It is agreed that employees of SWSF will treat others with mutual respect and courtesy when disagreements arise. Employees are expected to behave in a professional manner, being courteous and respectful towards others. Employees should refrain from gossip and coalition-building, and strive to resolve differences, asking for outside help or participating in required mediation when necessary. If you act in these or other unacceptable ways, you may be counseled by the section coordinator, supervisor and/or the Director, and an investigation may be conducted. Results of the investigation may include, but not be limited to, a report in your personnel file, warning, suspension or other disciplinary status, and dismissal.

Prohibited Conduct

Employees are expected to conduct themselves in a manner to further SWSF's objectives. The following conduct is prohibited and will not be tolerated by SWSF. This list of prohibited conduct is illustrative only; other types of conduct that threaten security, personal safety, and employee/parent/student welfare may also be prohibited, and result in disciplinary action up to and including termination.

- Violating the Employee-Student Boundary Guidelines.
- Falsifying employment records, employment information, or other SWSF records.
- Inefficient or careless performance of job responsibilities, or inability to perform job duties satisfactorily.
- Recording the work time of another employee, allowing any other employee to record your work time or falsifying any timecard (either your own or another employee's).
- Theft, or deliberate and/or careless damage or destruction of any SWSF property, or the property of any employee or other community member.
- Removing or borrowing SWSF property without prior authorization.
- Unauthorized use or misuse of SWSF equipment, time, materials, or facilities.
- Provoking a fight or fighting during working hours or on SWSF property.
- Participating in horseplay or practical jokes while scheduled to work or on SWSF premises.
- Carrying firearms or any other dangerous weapons on SWSF premises at any time.
- Engaging in criminal conduct (whether or not related to job performance).
- Causing, creating, or participating in a disruption of any kind during working hours on SWSF property.
- Insubordination, including but not limited to failure or refusal to obey the orders or instructions of a supervisor or member of management, or the use of abusive or threatening language toward a supervisor or member of management.
- Using abusive, threatening, or intimidating language at any time on SWSF premises.
- Violation of punctuality and attendance policies. Absences protected by state or federal law do not count as violations of this policy. Protected paid sick time under California law does not count as a violation of this policy.

- Failing to obtain permission to leave work for any reason during normal working hours, not including meal periods.
- Failing to observe working schedules, including rest and lunch periods.
- Sleeping or malingering on the job.
- Making or accepting personal telephone calls, including cell phone calls, of more than three (3) minutes in duration during working hours, except in cases of emergency or extreme circumstances.
- Working overtime without authorization or refusing to work assigned overtime.
- Violation of dress standards.
- Violating any safety, health, security, or SWSF policy, rule, procedure or violation of the SWSF's drug and alcohol policy.
- Committing a fraudulent act or a breach of trust under any circumstances.
- Violating the SWSF's anti-harassment or equal employment opportunity policies.
- Failing to promptly report any work-related injury or illness.
- Recording audio or video of anyone without their express permission.

This statement of prohibited conduct does not alter SWSF's policy of at-will employment. Either you or SWSF remain free to terminate the employment relationship at any time, with or without cause or advance notice. This list should not be considered to impede an employee's right to exercise their legal rights under the National Labor Relations Act or other federal or state laws.

Employee-Student Boundary Guidelines

In addition to the prohibited behavior mandated by State law and outlined in the Non-Discrimination and Anti-Harassment Policy of this Handbook, SWSF employees, volunteers, employees of contracted service providers, and independent contractors working at SWSF are required to comply with the boundary guidelines set forth below:

- Avoid behavior that may have the appearance of impropriety if observed by others.
- Avoid being alone with a student in a non-public space or a room with a closed door. It is expected that SWSF faculty and staff may need to meet with students for school-related purposes outside of classroom-time and that some of those meetings will involve one-on-one meetings. Any such private meeting with a student should, whenever possible, occur with the door open. If the circumstances require the door to be closed because additional privacy is needed, the meeting should be in a room with a window in the door which should remain uncovered and the door to the room should remain unlocked.
- Be mindful when using student bathrooms. Never be in a bathroom stall with a student with the door closed.
- Never discipline students in any physical manner.
- Never lavish inappropriate attention on a student, including giving inappropriate gifts.
- Never converse with students about their sexual lives (except for an educational, health, or safety-related purpose); never discuss details of sexual life or romantic relationships to students.
- Avoid sharing other inappropriate details of personal life to students.
- Do not engage in peer-like behavior with the students, including over-familiar, peer-like behavior on electronic social media (such as texting, Facebook, Instagram, SnapChat, Twitter, or other similar media platforms).
- Never provide alcohol, drugs or cigarettes to a student, nor permit one to drink, use drugs, or smoke in their presence, except where medications have been prescribed.

- Do not have extended affectionate physical contact, including kissing a student on the mouth or touching any intimate part of the body. Any such contact should be limited to a supportive, congratulatory, quick hug, arm squeeze, or pat on the back. Patting of the buttocks with a hand even in an athletic context is considered inappropriate. Note: If a student engages in repeated and/or prolonged physical contact with a SWSF employee, volunteer, or employees of contracted service providers and independent contractors working at SWSF, the adult in question should clearly and firmly discourage such behavior, and if the student persists, the adult should involve a supervisor to assist him or her with the situation.
- Avoid inappropriate physical horseplay, roughhousing, or other inappropriate games with a student.
- Do not direct a student to keep a secret from, or withhold information from, their parents or other SWSF employees.
- Avoid allowing students to ride in an employee's personal vehicle alone without written (email will suffice) permission from a parent/guardian. In addition, SWSF employees, volunteers, employees of contracted service providers, and independent contractors working at SWSF should not ride in a student's vehicle. An employee, such as a coach or teacher working late, may consider a phone call with a parent/guardian as authorization for a student to ride in an employee's car in extraordinary circumstances (i.e., no one available at the last minute to bring a child home and parent/guardian is not able to email).
- Avoid being alone with a student in his/her room or tent during overnight trips. It is recommended that employees sleep in a separate room or tent.
- Do not appear unclothed or in their underwear in front of a student. Thus, on overnight trips, employees and volunteers should not walk around outside of their sleeping quarters unclothed or in their underwear.

Oftentimes, boundaries are crossed inadvertently and require nothing more than a reminder to be more mindful in the future. Other times, the crossing of a boundary is indicative of a more serious problem and may indicate an inappropriate relationship. Thus, there is a need for SWSF employees to always follow-up upon hearing of the possible crossing of a boundary between a SWSF employee and a SWSF student. The employee should bring this information to the attention of any Core Group member or the HR Manager, who will then be responsible for addressing it with the employee who was thought to have crossed the boundary. Information that a boundary may have been crossed that comes to the attention of a Core Group member must be followed up upon, whether that information comes to their attention as a result of a direct complaint made to them, or is obtained in some other manner, such as by another student telling them or overhearing students talking.

These boundary guidelines may not be applicable if the SWSF employee, volunteer, employee of a contracted service provider, or independent contractor is the parent, guardian, or sibling of the student in question.

Finally, it should be acknowledged that there may be exceptional circumstances where it might be appropriate to cross one of the boundary lines set out above, such as if the safety of a student is believed to be at risk. Should any SWSF employee, guidance counselor, or coach, ever feel that a situation has arisen that calls for or justifies deviation from the boundaries set out above, they must bring the situation to the attention of their respective Core Group in advance, or as soon as safely possible, and obtain permission before deviating from the boundary guidelines set out above. In such cases the location, scope and anticipated length of the meeting must be outlined.

Parental/guardian permission must also be obtained unless it is believed that would put the student's safety at risk. The Core Group will document the meeting and the exception and provide a copy to the HR Manager.

Off-Duty Conduct

While SWSF does not seek to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct may interfere with the school's legitimate interests. Off-duty conduct by an employee that directly disrupts business operations or violates School policies, such as discrimination or harassment, will not be tolerated. This policy is not intended to interfere with an employee's legally protected activities inside or outside of work.

Dress Standards

You are expected to come to work properly groomed and wearing workplace-appropriate attire. Employees who come to work inappropriately dressed may be asked to leave and return in appropriate attire.

Parent Relations

You are expected to be polite, courteous, prompt, and attentive to every parent. When a situation arises with a parent or student which you do not feel comfortable or capable of handling, the appropriate section coordinator should be called immediately.

Confidentiality

Each employee is responsible for safeguarding confidential information obtained in connection with their employment.

In the course of your work, you may have access to trade secrets or similarly protected proprietary or confidential information regarding SWSF business (such as financial data, marketing or business plans or strategies, suppliers, business partners or its parents and students and fellow employees). You have a responsibility to prevent revealing or divulging any such information unless it is necessary for you to do so in the performance of your duties. Access to confidential information should be on a "need-to-know" basis and must be authorized by the Director or the executive committee of the Board of Directors only. Any breach of this policy will not be tolerated, and legal action may be taken by SWSF.

All private and sensitive information concerning individuals disclosed and made available to SWSF through reports and/or oral communications shall be considered PRIVATE and CONFIDENTIAL. Any disclosure outside the faculty, staff or Board will be considered a breach of ethics. This understanding will remain in effect even though an employee or advisor is no longer affiliated with SWSF. This policy does not limit an employee's legal rights to engage in protected activities or to comply with their mandatory reporting obligations under federal or state law.

Conflicts of Interest

All employees must avoid situations involving actual conflict of interest. Personal or romantic involvement with a subordinate employee of SWSF, which impairs or could impair an employee's ability to exercise good judgment on behalf of the school, creates an actual or potential conflict of interest.

supervisor-subordinate romantic or personal relationships also can lead to supervisory problems, possible claims of sexual harassment, and morale problems.

If you become involved in any of the types of relationships or situations described in this policy, you should immediately and fully disclose the relevant circumstances to the appropriate Core Group or Director for a determination as to whether a potential or actual conflict exists. If an actual or potential conflict is determined, SWSF may take whatever corrective action is deemed appropriate according to the circumstances. Failure to disclose facts shall constitute grounds for disciplinary action.

Legal Issues

From time to time, faculty or staff may become involved in a legal action being brought against the school, or even become the subject of a lawsuit. Very often, these situations can arise suddenly and without warning as one is confronted by a process server, a subpoena, or a police officer. If you should ever find yourself in this situation, do not attempt to handle it yourself. Any such matters should be brought immediately to the Director, who will contact the school's attorney and the Board. The following are some legal points with which all faculty and staff should be thoroughly familiar.

Teachers or staff can be named in a lawsuit either alone or together with the school. They can be sued for defamation of character or for errors of judgment. Teachers or staff can be found liable for not exercising proper supervision of students during their assigned times of duty. SWSF's insurance may cover its employees and trustees in such matters (depending on the circumstances), but this does not prevent anyone from being named in a lawsuit, or from having to appear in court. Occasionally, a teacher or staff member is subpoenaed to appear in court in a child custody or divorce suit. It is important that such a person should be properly prepared on how to testify. It is school policy that teachers do not provide favorable or unfavorable written or verbal judgment regarding one parent over another unless compelled to testify under oath.

Drug and Alcohol Abuse

Use of alcohol, marijuana, illegal drugs, or controlled substances, whether on or off the job, can adversely affect an employee's work, efficiency, safety, and health. In addition, the use or possession of these substances on the job constitutes a potential danger to the welfare and safety of students, other employees, and parents, and exposes the school to the risks of property loss or damage, or injury to other persons. Furthermore, the use of prescription drugs and/or over-the-counter drugs also may seriously impair the employee's performance and create a safety risk to those at SWSF. Throughout this policy, reference to "drugs" shall include illegal drugs, controlled substances, marijuana, and/or prescribed medications that impair the employee's ability to be safe and effective at work. While the use of marijuana has been legalized under some state laws for medicinal and/or recreational uses, it remains an illegal drug under federal law. SWSF does not discriminate against employees solely on the basis of their lawful off-duty use of marijuana. However, you may not consume or be under the influence of marijuana while on duty or at work, nor possess, sell or transfer marijuana or related paraphernalia while on SWSF property.

The following rules and standards of conduct apply to all employees either on school property or during the workday. Behavior that violates SWSF policy includes:

- Reporting to work under the influence of drugs and/or alcohol (SWSF may provide alcohol for consumption at certain events. The consumption of alcohol, in moderation, at these events does not violate this policy).
- Possession or use of drugs and/or alcohol on SWSF property or at SWSF events.
- Driving a vehicle for work purposes while under the influence of drugs and/or alcohol.
- Distribution, sale, or purchase of drugs and/or alcohol on SWSF property or at SWSF events.

Violation of these rules and standards of conduct will not be tolerated and may result in immediate discharge. SWSF also may bring the matter to the attention of appropriate law enforcement authorities.

Any employee who is using prescription or over-the-counter drugs that may impair the employee's ability to safely perform the job, or affect the safety or well-being of others, must notify their supervisor, a member of their Core Group or the Director of such use immediately, and before starting or resuming work.

SWSF will encourage and reasonably accommodate employees with alcohol or drug dependencies to seek treatment and/or rehabilitation. Employees desiring such assistance should request a treatment or rehabilitation leave. SWSF is not obligated, however, to continue to employ any person whose performance of essential job duties is impaired because of drug and/or alcohol use, nor is SWSF obligated to re-employ any person who has participated in treatment and/or rehabilitation if that person's job performance remains impaired as a result of dependency. Additionally, employees who are given the opportunity to seek treatment and/or rehabilitation, but fail to successfully overcome their dependency or problem, will not automatically be given a second opportunity to seek treatment and/or rehabilitation. This policy on treatment and rehabilitation is not intended to affect SWSF's treatment of employees who violate the regulations described previously. Rather, rehabilitation is an option for an employee who acknowledges a chemical dependency and voluntarily seeks treatment to end that dependency.

Smoking Policy

Smoking is not allowed at SWSF, including the use of vaporizers or e-cigarettes.

Employees Who Are Required to Drive

Employees who are required to drive on SWSF business are required to have a valid California Driver's License and insurance, and must complete a form regarding current licensure and insurance. There are minimum liability and medical coverage limits which an employee must have in order to drive on school-related business. Without those limits, any employee that is required to drive as part of their employment must use a school-owned vehicle. In addition, employees must provide a copy of their driver's record. An employee may request their driver's record online at dmv.ca.gov. If changes occur during the course of an employee's employment, it is their responsibility to advise SWSF and update the form.

Work-Related Personal Cell Phone Use

In some cases, SWSF employees use their personal cell phones for business. If that use is authorized, a reimbursement rate for business use of a personal cell phone will be agreed upon.

If an employee uses a cell phone for business, they should remember to apply normal business etiquette by keeping conversations private and non-disruptive to others.

When job duties or school needs demand, SWSF may issue a cellphone to an employee for work-related communications. Employees in possession of school-owned cell phones are expected to protect the equipment from loss, damage or theft. Upon resignation or termination of employment, or at any time on request, the employee may be asked to produce the phone for return or inspection.

In the interest of the safety of our employees and other drivers, SWSF employees are prohibited from using cell phones (including all smart phones) or other wireless communication devices (including laptops) while driving on SWSF business and/or SWSF time. This prohibition includes any use of the cell phone or other wireless communications device, such as answering or placing calls, engaging in conversations, texting, Web browsing, or using any smart phone application while driving.

Under no circumstances should employees place phone calls while operating a motor vehicle while driving on SWSF business and/or SWSF time. Employees must safely pull off the road before conducting SWSF-business. Violating this policy is a violation of law and a violation of SWSF rules.

Technology Policy

SWSF recognizes that use of the internet has many benefits for SWSF and its employees. The internet and email make communication more efficient and effective. Therefore, employees are expected to use the internet as outlined in this policy. Unacceptable usage of the internet can place SWSF and others at risk. This policy discusses acceptable usage of the internet.

The following guidelines have been established for using the internet and email in an appropriate, ethical and professional manner.

- SWSF's network, internet and email access may not be used for transmitting, retrieving or storing of any communications of a defamatory, discriminatory or harassing nature or materials that are obscene or pornographic. No messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes, sexual preference, or any other characteristic protected by law, shall be transmitted. Harassment of any kind is prohibited.
- Disparaging, abusive, profane, or offensive language; materials that would adversely or negatively reflect upon SWSF or be contrary to SWSF's best interests; and any illegal activities—including piracy, extortion, blackmail, copyright infringement, and unauthorized access to any computers on the internet or email—are forbidden.
- Copyrighted materials belonging to entities other than SWSF may not be transmitted by employees on SWSF's network. All employees obtaining access to other companies' or individual's materials must respect all copyrights and may not copy, retrieve, modify or forward copyrighted materials, except with permission or as a single copy to reference only. If you find something on the internet that may be interesting to others, do not copy it to a network drive. Instead, give the URL (uniform resource locator or "address") to the person who may be interested in the information and have that person look at it on his/her own.
- Do not use the system in a way that disrupts its use by others. This includes excessive downloading, sending or receiving many large files and "spamming" (sending e-mail messages to several hundred users).

- Each employee is responsible for the content of all text, audio or images that they place on our machines or send over SWSF's internet and email system.
- Email and other information on SWSF computers are not guaranteed to be private or confidential. All electronic communications are SWSF property. Therefore, SWSF reserves the right to access, examine, monitor and regulate email messages, computer directories and files, as well as internet usage. Internal and external email messages are considered business records and may be subject to discovery in the event of litigation. Be aware of this possibility when sending email within and outside SWSF.
- Downloading of software should be done only by the IT consultant or an employee approved by the IT consultant. Employees do not have software installation permission without first contacting the IT coordinator. Some designated employees may be given permission to install software if their jobs require them to do so. If you are presented with a message box asking for permission to download software or an "Active-X" control, click the red X in the top-right corner of the message box and/or exit the website immediately. Do not click the "OK" or "Cancel" buttons in a message box, as malicious website programmers have been known to covertly change what these buttons do. Please contact IT before installing any software.
- Each employee is responsible for reporting any suspected violations of this policy to the IT or HR Manager immediately. Example: if you are on the receiving end or know of an inappropriate email, it is your responsibility to report this email.
- Employees' workstations and laptops are provided for the purpose of doing business and work for SWSF. Users are not permitted to install personally purchased software such as tax software, etc. All files stored on workstations and laptops owned by SWSF are the property of SWSF. We ask that users keep personal files to a minimum on our machines. SWSF will not recover lost personal files in case of machine failures.
- The user agrees never to use a system to perform an illegal or malicious act. Any attempt to increase the level of access to which they are authorized, or any attempt to deprive other authorized users of resources or access to any SWSF computer system shall be regarded as malicious and may be treated as an illegal act.
- Any user who finds a possible security lapse on any system is obligated to report it to the system administrators. Knowledge of passwords or of loopholes in computer security systems shall not be used to damage computing resources, obtain extra resources, take resources from another user, gain unauthorized access to resources or otherwise make use of computing resources for which proper authorization has not been given.

Business Gifts

No employee may accept a gift or gratuity from any vendor or other person doing business with SWSF, as it may give the appearance of influence regarding their business decision, transaction, or service. Please discuss expenses paid by such persons for business meals or trips with the Controller in advance. Small gifts (under \$500) from students, parents or colleagues do not come under this category. Gifts worth over \$500 should not be accepted, and should be reported to your supervisor or respective Core Group. Large gifts should be avoided as an improper appearance of influence, coercion, or a conflict of interests might arise from such a gift.

Solicitations and Distribution of Literature

At SWSF, we believe employees should not be disturbed or disrupted in the performance of their job duties. For this reason, solicitation of any kind by one employee to another employee is prohibited while either person is on working time. Solicitation by non-employees on SWSF premises is prohibited at all times.

Distribution of advertising material, handbills, or printed/written literature of any kind in working areas of the SWSF is prohibited during working hours. Distribution of literature by non-employees on SWSF premises is prohibited at all times.

Use of Facilities and Equipment

Equipment essential in accomplishing job duties is expensive and may be difficult to replace. When using equipment, you are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify the IT Coordinator if any computer equipment appears to be damaged, defective, or in need of repair. The Facilities Manager should be notified regarding facilities equipment. Prompt reporting of damage, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The IT Coordinator or Facilities Manager can answer questions about your responsibility for maintenance and care of the equipment you use on the job. The improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in disciplinary action, up to and including termination of employment. Employees may not use equipment and facilities for personal business without the express written permission of the Director. Employees may charge their electric vehicle using one of the designated electric vehicle charging stations. Electric outlets should not be used to charge an electric vehicle.

Lactation Accommodation

SWSF will provide lactation accommodations upon request. The accommodation will be a private room in which the employee can express breastmilk. The room will be:

- A room other than a bathroom.
- Reasonably near the employee's worksite.
- Shielded from view.
- Free from intrusion while the employee is expressing milk.
- Safe, clean, and free of hazardous materials.
- Contain a surface to place a breast pump and personal items.
- Contain a place to sit.
- Have access to electricity or have an extension cord.

The employee may take a reasonable amount of time for this purpose, to run concurrently with their scheduled lunch and rest periods. SWSF will provide access to a sink with running water and a refrigerator suitable for storing milk (or a cooler if a refrigerator is not available) in close proximity to the employee's workspace. SWSF reserves the right to deduct time taken from hourly employees who take more than a reasonable amount of time for this purpose.

Any employee who needs to use this accommodation should contact the HR Manager. Employees who feel that their rights have been violated may file a complaint with the Labor Commissioner. An employee who requests this time will not suffer retaliation.

Ergonomics

SWSF is subject to Cal/OSHA ergonomics standards for minimizing workplace repetitive motion injuries. SWSF will make necessary adjustments to reduce exposure to ergonomic hazards through modifications to equipment and processes and employee training.

SWSF encourages safe and proper work procedures and requires all employees to follow safety instructions and guidelines. SWSF believes that reduction of ergonomic risk is instrumental in maintaining an environment of personal safety and well-being and is essential to our business. SWSF intends to provide appropriate resources to create a risk-free environment.

You and your supervisor will assess the ergonomic layout of where you are to perform your job responsibilities during your Introductory Period. The height and distance of one's chair, desk, computer, monitor, mouse, keyboard, and telephone, as well as lighting, temperature, air temperature, and humidity will be considered, and appropriate adjustments will be made or requested. In the event of any discomfort, employees are encouraged to notify their supervisor immediately.

If you have any questions about ergonomics, please contact your supervisor or the HR Manager.

Visitors

To provide for the safety and security of our employees and the facilities, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

All visitors should enter SWSF at the Main Office during school hours. You are responsible for the conduct and safety of your visitors. If an unauthorized individual is observed on SWSF premises, you should immediately notify your supervisor or section coordinator or, if necessary, direct the individual to the Main Office.

Outside Employment

Employees may hold outside jobs so long as they meet the performance standards of their job with SWSF. All employees will be judged by the same performance standards and will be subject to scheduling demands, regardless of any existing outside work requirements.

If it is determined that an employee's outside work conflicts or interferes with performance, safety, or the ability to meet the requirements of SWSF as they are modified from time to time, the employee may be asked to terminate the outside employment if they desire to remain with SWSF. If an employee uses SWSF time to perform other duties or solicit SWSF-related business partners, vendors, or employees on behalf of outside employment, this may result in disciplinary action or immediate termination.

Outside employment that constitutes a conflict of interest is prohibited. Employees also may not receive any income or material gain from individuals outside SWSF for materials produced or services rendered while performing their jobs with SWSF.

Legal and Ethical Behavior

Employees are expected to act ethically, honestly, and with the highest standard of personal integrity at all times in the performance of their job responsibilities. Employees must comply fully with federal, state and local laws and regulations governing our operations, and must conduct their business affairs according to the highest legal and ethical standards. Violation of this policy may subject an employee to discipline, up to and including immediate termination.

You must report any actual or potential violations of applicable laws or regulations and any unethical, dishonest, or improper conduct to your supervisor, section coordinator or the HR Manager. If you are uncertain as to the applicability of a law or this policy to your work, you are responsible for seeking guidance from your supervisor, section coordinator or the HR Manager. No reprisal or detrimental action of any kind shall be taken against an employee who reports a violation of law or of this policy.

Personal Phone Calls, Device Use, and Personal Business

During business hours, you are requested to keep personal calls (including personal cell phone calls) to an absolute minimum, and should not take or place calls in the classroom or around students. No long-distance or toll calls such as directory assistance, other than SWSF business calls, are to be made from SWSF telephones. Telephone records are subject to periodic review by management.

SWSF recognizes that occasional use of the employee's own computers (including handheld devices) and electronic communications may occur during working time. SWSF allows such occasional personal use as long as the usage does not interfere with the employee's work performance, take away from work time, or violate any SWSF policy. An employee who accesses personal information/resources on SWSF devices will have no expectation of privacy if that information is retained on the device. All other SWSF policies, including SWSF's no tolerance for discrimination, harassment, or retaliation in the workplace apply. SWSF reserves the right to adjust this policy on a case-by-case basis, as deemed appropriate.

BENEFITS

Holidays

SWSF observes the following holidays when the offices will be closed to the public. Only year-round staff are paid for these days off.

September:	Labor Day
October:	Native Peoples (Columbus) Day
November:	Thanksgiving Day
December:	Christmas
January:	New Year's Day / Martin Luther King Jr's Birthday
February:	Presidents' Day
March/April:	Easter

May:	Memorial Day
June:	Juneteenth
July	Independence Day

There is a one (1) week school break the week of Thanksgiving and two (2) week school breaks in the Winter and Spring. Administrative staff will be granted an entire paid week off at Thanksgiving and one paid week off during the Winter and Spring Breaks. Non-administrative staff will be granted the paid national holidays listed above.

A holiday falling on a Saturday or Sunday is usually observed on the following Monday. However, SWSF may choose to close on another day. Holiday observance will be announced in advance.

Tuition Remission

Regular, three-quarter to full-time, salaried employees are eligible to receive 90% tuition remission for eligible classes for their first two (2) eldest dependent children (natural or legally-adopted) only. Employees are responsible for paying 10% of total tuition for up to two (2) children. Employees are eligible to receive financial aid through the financial aid process for any additional children. Employees who end their employment with SWSF (either voluntarily or involuntarily) after the policy's approval and return to employment in good status do so under the new policy's terms. This tuition remission policy is subject to change and will be reviewed each school year by the SWSF Board of Directors, as subject to review at any other time at the Board of Directors sole discretion.

All fees must be paid by the employee for all children.

All other employees are not eligible for tuition remission but are eligible to receive financial aid through the financial aid process.

Vacation

Staff

Starting on the first day of employment, year-round staff begin to accrue up to three (3) weeks of vacation per year (earned at a rate of up to five (5) hours per pay period), proportionate to their part-time status, based on full-time equivalency. Vacation balances are updated each pay period and are printed on employee pay stubs.

Employees will be allowed to accumulate no more than 1.5 times their annual accrual of unused vacation (180 hours). After accruing 180 hours of vacation, an employee will no longer accrue vacation until they use one or more vacation days, at which point they will resume vacation accrual, again subject to the 1.5 times vacation maximum. Vacation days which otherwise would have not been earned during the period after the maximum accrual will not be restored when the employee uses one or more vacation days. Unused vacation days accrued in one (1) calendar year are carried over to the next year, subject to the vacation maximum applying to all vacation days.

Vacation schedules must be coordinated and cleared by the Director. In some cases, the school's needs may be found to supersede a desired vacation time, necessitating its deferral.

In no event will the school pay an employee's wage or salary in lieu of vacation time, except upon termination, as required by law. Vacation pay will be calculated in final compensation in the case of resignation or termination. Employees may not take vacation time off before sufficient vacation has been accrued.

Faculty

Faculty do not accrue vacation time. The school calendar lists the holidays through a given school year. These are generally days off work for faculty. The school is closed for one (1) week the week of Thanksgiving and two (2) weeks during Christmas and for two (2) weeks in the spring.

All faculty members are required to be available through the week following the last day of school and beginning August 1 of the next school year, unless there has been a prearranged agreement made with the respective Core Group.

For one (1) week in February, the students do not attend classes so that the faculty may attend the annual West Coast Waldorf Teachers' Conference. All faculty are expected to attend this conference, or an alternative conference, during the school year. Permission to be absent is only granted by the respective Core Group and Director. When the conference ends on Thursday, unless school business calls for committee or other faculty meetings, the time left in the week is considered vacation.

Sick Leave

California law provides for mandatory paid sick leave under the Healthy Workplaces, Healthy Families Act (the "Act") as amended. The following paid sick leave policy is intended to comply with the requirements of the Act. Employees will not be discriminated or retaliated against for requesting or using paid sick time. If you have any questions about paid sick leave, please contact the HR Manager.

Hourly Employees

All hourly employees who have worked for SWSF for 30 or more days within one (1) year from the start of their employment will be entitled to paid sick time. However, employees are not eligible to take paid sick time until they have worked for SWSF for at least 90 days from their date of hire. Sick days will be paid based on the regular, non-over-time rate(s) of pay in the same week, divided by the non-overtime hours worked in that week.

On their first day of employment, hourly employees, including part-time and temporary employees, will begin to accrue sick leave (0.0385 per hour worked), up to 10 work days (or 80 hours) off per year. The total hours accrued will be proportionate to the hours the employee works. Accrued hours will roll over from year to year but will be capped at the annual maximum. Paid sick leave is not paid out upon termination. Employees will need to meet the 90-day employment requirement before taking any leave.

Salaried Employees

On August 1 of every year, SWSF will provide eligible salaried employees with up to 10 days of paid sick time (or 80 hours), proportionate to their part-time status, based on a 40-hour work week. The full amount will be placed into their leave bank at that time. Paid sick days will be prorated for those who are hired after August 1, with a minimum of at least 5 days or 40 hours of leave available per 12-month period. For salaried employees, unused paid sick time will not carry over from year to year and is not paid out upon

termination. Employees will be able to access all days of paid sick time at the beginning of each 12-month period. Sick leave balances are updated each pay period and are printed on your paystub.

Employees needing time off other than paid sick time should make their request in writing to their respective core group, who will consider the request based on the types of leave granted by SWSF as described in this handbook under the section Leaves of Absence.

Qualifying Reasons for Paid Sick Leave

Paid sick time can be used for the following reasons:

- Diagnosis, care or treatment of an existing health condition for an employee or covered family member, as defined below.
- Preventive care for an employee or an employee's covered family member.
- For certain, specified purposes when the employee is a victim of domestic violence, sexual assault, stalking, or other qualifying act of violence, or the family member of such a victim.

For purposes of paid sick leave, a covered family member includes:

- A child defined as a biological, foster or adopted child; a stepchild; or a legal ward, regardless of the age or dependency status of the child. A "child" also may be someone for whom you have accepted the duties and responsibilities of raising, even if they are not your legal child.
- A "parent" defined as a biological, foster, parent-in-law, or adoptive parent; a step-parent; or a legal guardian of an employee or the employee's spouse or registered domestic partner. A parent may also be someone who accepted the duties and responsibilities of raising you when you were a minor child, even if they are not your legal parent.
- A spouse or registered domestic partner.
- A grandparent or grandchild.
- A sibling.
- A designated person. A designated person can be any person designated by the employee. Designations can be made at the time of the request or at any other time, but once a designation is made, it cannot be changed for at least twelve (12) months.

Use of Paid Sick Leave

If the need for paid sick leave is foreseeable, employees shall provide advance oral or written notification to the HR Manager. If the need for paid sick leave is not foreseeable, employees shall provide notice to their section coordinator or supervisor as soon as practicable.

SWSF retains the right to request verification from a licensed health care provider for all absences due to illness or disability. Sick pay may be withheld if a satisfactory verification is not provided by the employee.

In addition, in cases of serious illness, as assessed in the school's discretion based on available medical provider information, the school may pay a salary supplement equal to the difference between disability benefits and the employee's regular salary for the duration of accumulated sick leave. Subsequently, at the school's discretion, the disability benefit may be supplemented in the amount equal to the difference between substitute costs and the employee's salary for up to two months.

Excessive absenteeism (excused or not) is unacceptable as it disrupts class rhythm and may put an undue burden on co-workers. Excessive absenteeism or tardiness shall be evaluated on a case-by-case basis, however, even one unexcused absence may be considered excessive, depending on the circumstances. Similarly, frequent excused absences can be considered excessive depending on the circumstances. Employees who need time off for purposes that are protected by law should discuss their needs with the Human Resources department and accommodations can be discussed. If you fail to report for work without any notification, and your absence continues for a period of three (3) days, SWSF will consider that you have abandoned your employment and have voluntarily resigned.

INSURANCE BENEFITS

Medical and Dental Insurance

SWSF currently provides employees who qualify comprehensive medical and dental insurance. All regular, three-quarter time to full-time employees are eligible for medical and dental coverage for themselves and their dependents, at a cost shared by the school and the employee. In the event of an increase in insurance premium rates, all employees may be required to contribute to the cost of increased premiums to retain coverage. Details about insurance coverage are available in a separate publication distributed by the HR Manager.

Workers' Compensation

SWSF, in accordance with state law, provides insurance coverage for employees in case of work-related injury. The workers' compensation benefits provided to injured employees may include: medical care; cash benefits, tax free, to replace lost wages; and assistance to help qualified injured employees return to suitable employment.

To ensure that you receive any workers' compensation benefits to which you may be entitled, you will need to: Immediately report any work-related injury to your supervisor; seek medical treatment and follow-up care if required; complete a written Employee's Claim for Workers' Compensation Benefits (DWC Form 1) and return it to the HR Manager; and provide SWSF with a certification from your health care provider regarding the need for workers' compensation disability leave, as well as your eventual ability to return to work from the leave.

Upon submission of a medical certification that an employee is able to return to work after a workers' compensation leave, the employee under most circumstances will be reinstated to their same position held at the time the leave began, or to an equivalent position, if available. An employee returning from a workers' compensation leave has no greater right to reinstatement than if the employee had been continuously employed rather than on leave. For example, if the employee on workers' compensation leave would have been laid off had they not gone on leave, or if the employee's position has been eliminated or filled in order to avoid undermining SWSF's ability to operate safely and efficiently during the leave, and no equivalent or comparable positions are available, then the employee would not be entitled to reinstatement.

Benefits will be paid by SWSF for up to 12 weeks, running concurrently with FMLA leave, on the same terms and conditions that existed prior to the injury. If employees have a co-pay or dependent coverage, they are responsible for getting the necessary premiums to the school by the 15th of each month. Failure to do so will cause SWSF to discontinue coverage and the employee will receive a COBRA notice from the

provider. An employee's return depends on his or her qualifications for any existing openings. If, after returning from a workers' compensation disability leave, an employee is unable to perform the essential functions of his or her job because of a physical or mental disability, SWSF's obligations to the employee may include reasonable accommodation, as governed by the Americans with Disabilities Act.

The law requires SWSF to notify the workers' compensation insurance SWSF of any concerns of false or fraudulent claims. Any person who makes or causes to be made any knowingly false or fraudulent material statement or material misrepresentation for the purpose of obtaining or denying workers' compensation benefits or payments is guilty of a felony. A violation of this law is punishable by imprisonment for one to five years, or by a fine not exceeding \$50,000.00 or double the value of the fraud, whichever is greater, or both. Additional civil penalties may also be assessed.

SWSF Medical Provider Network

SWSF provides medical treatment for work-related injuries through a medical provider network (MPN), information for which is distributed annually with this Handbook. For immediate medical care after a work-related injury, SWSF contracts with Concentra Urgent Care in Santa Rosa. More information on SWSF's use of the MPN is available from the HR Manager.

Disability Insurance

Each employee contributes through payroll tax to California's state disability insurance programs. Disability insurance is mandated by the California Unemployment Insurance Code and administered by the Employment Development Department. Disability insurance is payable when you cannot work because of illness or injury not caused by employment at SWSF.

If you have questions on State Disability Insurance, please contact the EDD or visit its website at www.edd.ca.gov.

Retirement

SWSF participates in a 401(k) retirement plan to support our employees in reaching their retirement goals. All hourly and salaried employees are eligible to make elective deferral contributions on their first day of service, and may change their designated contribution amount at any time up to the amount legally allowed. Elective Deferral Accounts are always fully vested (funds are available upon separation of employment).

SWSF may make a profit sharing contribution to the retirement plan on the employee's behalf. The SWSF Board of Directors determines the percentage rate on an annual basis. Employees who have completed at least 1,000 hours of service in a plan year become eligible to participate in the employer contribution portion of the plan. The profit sharing component of an employee's plan is fully vested after three years of service.

Retirement Transitional Employees

SWSF employees who have 15 or more dedicated years working full-time at SWSF, and are in a retirement transition, will be eligible for continued medical and dental coverage during their transitional period, so long as they are working at least half-time, and meet the other criteria set forth below. Employees may be enrolled in Retirement Transitional medical and dental insurance coverage for up to two (2) years.

Eligible Retirement Transitional employees must meet the following criteria:

- Employed by SWSF for at least 15 years.
- Currently enrolled in the SWSF medical/dental plan.
- Scheduled to work at least a minimum of half (0.50) time.
- Currently eligible for early retirement with Social Security.

LEAVES OF ABSENCE

Employees having any questions regarding this policy should contact the HR Manager. SWSF provides Leaves of Absence mandated under state and federal law. They include:

- Family care and medical leave for up to 12 weeks per year in accordance with the California Family Rights Act (CFRA) and the federal Family/Medical Leave Act of 1993 (FMLA).
- Pregnancy Disability Leave for up to four (4) months in accordance with the California Fair Employment and Housing Act (FEHA).
- Disability leave as required to reasonably accommodate employees with a workplace injury or a qualified disability under the Americans with Disabilities Act (ADA) or the FEHA.
- Leave for other legally required absences as set forth below.

CFRA and FMLA Leave Policy

Employees who meet all of the following criteria are eligible under the federal Family and Medical Leave Act (FMLA) and the California Family Rights Act (CFRA) to take a maximum of 12 weeks per 12-month period of unpaid family/medical leave for the serious health condition of the employee, or to care for the employee's parent, spouse, domestic partner or child with a serious health condition.

Eligibility

To be eligible for FMLA and CFRA, an employee must meet all of the following requirements:

- Have more than 12 months of service at SWSF in the past seven (7) years; and
- Have worked at least 1,250 hours in the 12 months preceding the leave.
- FMLA only: currently work at a location where there are at least 50 employees within (75) miles.

Leave may be taken for one or more of the following reasons:

- To care for the employee's close family member who has a serious health condition. Close family member means employee's spouse/registered domestic partner, parent, parent of a spouse or registered domestic partner, child or registered domestic partner's child, grandparent, grandchild, sibling, or other designated person with a serious health condition. A designated person can be any person related by blood or whose association with an employee is the equivalent of a family relationship at the time of the requested leave. Designations can be made at the time of the request or at any other time, but once a designation is made, it cannot be changed for at least 12 months.
- For a serious health condition that makes the employee unable to perform his or her job.

Procedure for Requesting Leave

Please contact your supervisor or section coordinator as soon as you realize the need for family/medical leave. If the leave is based on the planned medical treatment for a serious health condition of the employee or a family member, the employee must notify SWSF at least 30 days before leave is to begin. The employee must consult with their supervisor or section coordinator regarding scheduling of any planned medical treatment or supervision in order to minimize disruption to school operations. Any such scheduling is subject to the approval of the health care provider of the employee or the health care provider of the employee's child, parent, or spouse.

If the employee cannot provide 30 days' notice, SWSF must be informed as soon as is practical.

Certification

SWSF may require the employee to provide certification within 15 days of any request for family/medical leave under state and federal law, unless it is not practicable to do so. SWSF may require recertification from the health care provider if additional leave is required. (For example, if an employee needs two weeks of family/medical leave, but following the two (2) weeks needs intermittent leave, a new medical certification will be requested and required.) If the employee does not provide medical certification in a timely manner to substantiate the need for family/medical leave as requested by SWSF, SWSF may delay approval of the leave, or continuation thereof, until certification is received. If certification is never received, the leave may not be considered family/medical leave.

If the FMLA/CFRA request is made because of the employee's own serious health condition, SWSF may require, at its expense, a second opinion from a health care provider that SWSF chooses. The health care provider designated to give a second opinion will not be one who is employed on a regular basis by SWSF.

If the leave is needed to care for a sick child, spouse, or parent, the employee must provide a certification from the health care provider stating:

- Date of commencement of the serious health condition.
- Probable duration of the condition.
- Estimated amount of time for care by the health care provider.
- Confirmation that the serious health condition warrants the participation of the employee.

If an employee cites their own serious health condition as a reason for leave, the employee must provide a certification from the health care provider stating:

- Date of commencement of the serious health condition.
- Probable duration of the condition.
- Inability of the employee to work at all or perform any one or more of the essential functions of their position because of the serious health condition.

SWSF may require certification by the employee's health care provider that the employee is fit to return to their job. Failure to provide certification by the health care provider of the employee's fitness to return to work will result in denial of reinstatement for the employee until the certificate is obtained.

Effect on Health and Benefit Plans

An employee taking family/medical leave will be allowed to continue participating in any health and welfare benefit plans in which they were enrolled before the first day of the leave (for a maximum of 12 work weeks, or 26 work weeks if the leave is to care for a covered service-member) at the level and under the conditions of coverage as if the employee had continued in employment for the duration of such leave. SWSF will continue to make the same premium contribution as if the employee had continued working. The continued participation in health benefits begins on the date leave first begins. In some instances, SWSF may recover from an employee's premiums paid to maintain health coverage, if the employee fails to return to work following family/medical leave. If employees have a co-pay or dependent coverage, they are responsible for getting the necessary premiums to the school by the 15th of each month. Failure to do so will cause SWSF to discontinue coverage and the employee will receive a COBRA notice from the provider.

Use of Accrued Sick & Vacation Time

Generally, FMLA/CFRA leave is unpaid. SWSF requires employees to use accrued sick time, and employees may elect to use accrued vacation time while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with SWSF's normal paid leave policies. For more information on those specific circumstances requiring or allowing the substitution of paid leave contact the HR Manager.

Employees may also be entitled to apply for State Disability Insurance benefits, see <https://www.edd.ca.gov/disability/> for more information.

Calculating the 12-month Period

For purposes of calculating the 12-month period during which 12 weeks of FMLA/CFRA or qualifying exigency leaves may be taken, the 12-month period begins on the date on which the leave begins. Under most circumstances, leave under federal and state law will run at the same time and the eligible employee will be entitled to a total of 12 weeks of family/medical leave in the designated 12-month period.

Employer Responsibilities

To the extent required by law, SWSF will inform employees whether they are eligible for leave under the FMLA/CFRA. Should employees be eligible for FMLA/CFRA leave, SWSF will provide eligible employees with a notice that specifies any additional information required, as well as their rights and responsibilities. SWSF will also inform employees if leave will be designated as FMLA/CFRA-protected and, to the extent possible, note the amount of leave counted against employees' leave entitlement. If employees are not eligible for FMLA/CFRA leave, SWSF will provide a reason for the ineligibility.

Reinstatement

Under most circumstances, upon return from family/medical leave, an employee will be reinstated to their original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. However, an employee has no greater right to reinstatement than if they had been continuously employed rather than on leave. For example, if an employee on family/medical leave would have been laid off had they not gone on leave, or if the employee's job is eliminated during the leave and no equivalent or comparable job is available, then the employee would not be entitled to reinstatement. In addition, an employee's use of family/medical leave will not result in the loss of any employment benefit that the employee earned before using family/medical leave.

Time Accrual

Employees do not continue to accrue paid leave (such as vacation, sick or holidays) during an unpaid FMLA/CFRA leave.

Carryover

Leave granted under any of the reasons provided by state and federal law will be counted as family/medical leave and will be considered as part of the 12-work week entitlement (26-work week entitlement if leave is to care for a service member) in any 12-month period. No carryover of unused leave from one 12-month period to the next 12-month period is permitted.

Intermittent Leave

Employees may take Family and Medical Leave Act/California Family Rights Act leave intermittently (in blocks of time, or by reducing their normal weekly or daily work schedule) if the leave is for the serious health condition of the employee or a qualifying family member and the reduced leave schedule is medically necessary as determined by the health care provider of the person with the serious health condition. The smallest increment of time that can be used for such leave is one hour.

Pregnancy Accommodation and Disability Leave (PDL)

Eligibility

Employees who have a medical condition related to pregnancy or childbirth, are entitled to accommodations under the Pregnant Worker Fairness Act and leave under the Fair Employment and Housing Act.

SWSF will reasonably accommodate needs related to pregnancy, childbirth, or related conditions or temporarily transfer you to a less strenuous or hazardous position (where one is available) or duties if medically needed because of your pregnancy. Some examples of accommodations that do not create an undue hardship are extra bathroom breaks, keeping water or food available, adjusting uniforms to fit properly, etc. Other accommodations are available and should be requested.

Should an employee need disability leave, the amount of leave will be determined by the advice of the employee's physician, but employees disabled by pregnancy or related medical conditions, may take up to four months of leave per pregnancy (the working days you normally would work in one-third of a year (or 17-1/3 weeks)). Part-time employees are entitled to leave on a pro rata basis. The four (4) months of leave includes any period of time for actual disability caused by the employee's pregnancy, childbirth, or related medical condition. This includes leave for severe morning sickness and for prenatal care, doctor-ordered bed rest, as well as other reasons. Your healthcare provider determines how much time you need for your disability. Leave does not need to be taken in one continuous period of time and may be taken intermittently, as needed. Leave may be taken in increments of one hour.

Procedure for Requesting Accommodation and Leave

Any employee needing an accommodation or planning to take pregnancy disability leave ("PDL") should advise their supervisor or section coordinator as early as possible. The individual should make an appointment with the HR Manager to discuss the terms of the request. Employees who need to take

pregnancy disability must inform SWSF when a leave is expected to begin and how long it will likely last. If the need for a leave, reasonable accommodation, or transfer is foreseeable (such as the expected birth of a child or a planned medical treatment for you related to the pregnancy or childbirth), employees must provide at least 30 days advance notice before the PDL or transfer is to begin. For emergencies or events that are unforeseeable, we need you to notify SWSF, at least verbally, as soon as practical after you learn of the need for the leave. Failure to comply with these notice requirements may result in delay of leave, reasonable accommodation, or transfer.

Certification

PDL usually begins when ordered by the employee's physician. The employee must provide SWSF with a written certification from a health care provider for PDL, reasonable accommodation or transfer. The certification must be returned no later than 15 calendar days after it is requested by SWSF. Failure to do so may, in some circumstances, delay PDL, reasonable accommodation or transfer. Please see the HR Manager for a medical certification form to give to your health provider. Leave returns will be allowed only when the employee's physician sends a release.

Use of Accrued Sick & Vacation Time

PDL leave is unpaid. During the period in which the employee is waiting for state disability benefits, SWSF requires employees to use accrued sick time, and employees may elect to use accrued vacation time until such benefits begin to pay out. In order to use paid leave, employees must comply with SWSF's normal paid leave policies. For more information on those specific circumstances requiring or allowing the substitution of paid leave contact the HR Manager.

Employees may also be eligible for State Disability Insurance benefits. For more information, go to <https://www.edd.ca.gov/disability/>.

Effect on Health and Benefit Plans

An employee taking PDL leave will be allowed to continue participating in any health and welfare benefit plans in which they were enrolled before the first day of the leave for a maximum of four (4) months at the level and under the conditions of coverage as if the employee had continued in employment for the duration of such leave. SWSF will continue to make the same premium contribution as if the employee had continued working. The continued participation in health benefits begins on the date leave first begins. In some instances, SWSF may recover from an employee's premiums paid to maintain health coverage if the employee fails to return to work following family/medical leave.

If employees have a co-pay or dependent coverage, they are responsible for getting the necessary premiums to the school by the 15th of each month. Failure to do so will cause SWSF to discontinue coverage and the employee will receive a COBRA notice from the provider.

Time Accrual

Employees do not continue to accrue paid leave (such as vacation, sick, or holidays) during an unpaid PDL.

Reinstatement

Upon submission of a medical certification that an employee is able to return to work from a pregnancy disability leave, an employee will be reinstated to their same position held at the time the leave began or, in certain instances, to a comparable position, if available. There are limited exceptions to this policy. An employee returning from a pregnancy disability leave has no greater right to reinstatement than if the employee had been continuously employed.

Parental Leave

Employees who meet all of the following criteria are eligible under the California Family Rights Act (CFRA) to take 12 weeks of unpaid leave, within one year after birth, foster care or adoption placement. This leave is in addition to the Pregnancy Disability Leave period.

Eligibility

To qualify for parental leave, the employee must:

- Have more than 12 months of service at SWSF; and
- Have worked at least 1,250 hours in the 12 months preceding the leave.

Procedure for Requesting Leave

Any employee planning to take Parental Leave should advise their supervisor or section coordinator as early as possible. The individual should make an appointment with the HR Manager to discuss the terms of the leave.

Parental leave is available to bond with a new child, and therefore, no certifications or documentation is required. However, SWSF needs to know when an employee has been cleared from PDL after giving birth to know when the parental leave will begin and end.

Intermittent Leave

Any leave taken for the birth, adoption, or foster care placement of a child does not have to be taken in one continuous period of time. CFRA leave taken for the birth or placement of a child will be granted in minimum amounts of two (2) weeks. However, SWSF will grant a request for a CFRA leave (for birth/placement of a child) of less than two (2) weeks' duration on any two (2) occasions. Any leave taken must be concluded within one (1) year of the birth or placement of the child with the employee.

When both parents are employed by SWSF and request simultaneous leave for the birth or placement for adoption or foster care of a child, SWSF reserves the right not to grant more than a total of 12 work weeks of family/medical leave for this reason.

PAID FAMILY LEAVE

An employee who is off work to care for a child, spouse, parent, or registered domestic partner with a serious health condition, or to bond with a new child, may be eligible to receive benefits through the California Paid Family Leave (PFL) program, which is administered by the Employment Development Department (EDD).

These benefits solely are financed through employee contributions to the PFL program. That program is solely responsible for determining if an employee is eligible for such benefits.

The EDD mandates a seven (7) day waiting period before an eligible employee may receive PFL benefits. Accrued sick leave may be used during the waiting period to the extent permitted by law. If sick leave is unavailable, or the available accrual is less than a full week, employees may use accrued vacation.

The EDD does not mandate a seven (7) day waiting period before an eligible employee receives PFL benefits for the purpose of bonding with a newborn child if the employee applies for PFL benefits immediately after recovering from a pregnancy-related disability and SDI benefits have ended. The EDD can provide additional information about any applicable waiting period.

If you need to take time off work to care for a child, spouse, parent, or registered domestic partner with a serious health condition or to bond with a new child please inform the HR Manager, and you will be given information about the EDD's PFL program and how to apply for benefits. Employees also may contact their local EDD office for further information. You must maintain regular contact with the HR Manager and your supervisor or section coordinator during the time you are off work so we may monitor your return-to-work status. In addition, you must contact the HR Manager and your supervisor or section coordinator when you are ready to return to work so we may determine what positions, if any, are open to you.

When an employee applies for PFL benefits, the HR Manager will determine if the employee has any accrued but unused vacation time available. If the employee has accrued but unused vacation time available, then the employee will be required to use up to two (2) weeks of such time before becoming eligible for PFL benefits.

Please note, employees taking time off work to care for a child, spouse, parent, or domestic partner with a serious health condition or to bond with a new child are not guaranteed job reinstatement unless they qualify for such reinstatement under federal or state family and medical leave laws. Any time off for Paid Family Leave purposes will run concurrently with other leaves of absence, if applicable.

Military Family Leave Entitlements Under FMLA/CFRA

Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

Eligible employees may also take a special leave entitlement of up to 26 weeks of leave to care for a covered service-member during a single 12-month period. A covered service-member is either:

- A current member of the armed forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or
- A veteran who was discharged or released under conditions other than dishonorable at any time during the five (5) year period prior to the first date the eligible employee takes FMLA leave to care for

the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

*The FMLA definitions of “serious injury or illness” for current service members and veterans are distinct from the FMLA definition of “serious health condition.”

For leave to care for a covered service-member, the 12-month period begins on the first day of the leave, regardless of how the 12-month period is calculated for other leaves. Leave to care for a covered service-member is for a maximum of 26 work weeks during a 12-month period.

Other Disability or Medical Leaves

A medical leave of absence may be granted for non-work-related medical disabilities (other than pregnancy, childbirth, and related medical conditions) with a doctor’s written certificate of disability. Extended disability leaves will also be considered on a case-by-case basis, consistent with SWSF’s obligations under federal and state disability laws.

Employees should request any leave in writing as far in advance as possible. If you are granted a medical leave, you must use all accumulated vacation and sick time. Once your accrued time is exhausted, the remaining leave is unpaid and without benefits. The employee will be issued a COBRA notice in order to continue benefits at their own cost.

Medical leave begins on the first day your doctor certifies that you are unable to work, and ends when your doctor certifies that you are able to return to work. Your supervisor will supply you with a form for your doctor to complete, showing the date you were disabled and the estimated date you will be able to return to work. An employee returning from a medical disability leave must present a doctor’s certificate declaring fitness to return to work.

If returning from a non work-related medical leave, you will be offered the same position you held at the time your leave began, if available. If your former position is not available, a comparable position will be offered if available. If neither the same nor a comparable position is available, your return to work will depend on job openings existing at the time of your scheduled return. SWSF makes no guarantees of reinstatement, and your return will depend on your qualifications for existing openings.

An employee that needs reasonable accommodations should contact the HR Manager with day-to-day personnel responsibilities and discuss the need for an accommodation.

Other Leaves of Absence

Personal Leave

A personal leave of absence with or without pay or benefits may be granted at the discretion of SWSF. Requests for personal leave should be limited to unusual circumstances requiring an absence of longer than two weeks. Approved personal absences of shorter duration are not normally treated as leaves, but rather as excused absences without pay.

Any leave taken under this provision that qualifies as leave under the state and/or federal FMLA's will be counted as family/medical leave and charged to your entitlement of 12 work weeks of family/medical leave in a 12-month period.

Military Service

Employees who wish to serve in the military and take military leave should contact the HR Manager for information about their rights before and after such leave. You are entitled to reinstatement upon completion of service, provided you return or apply for reinstatement within the time allowed by law.

Staff who work more than 20 hours per week (or faculty who work more than 10 hours per week) and have a spouse in the US Armed Forces, National Guard or Reserves who have been deployed during a period of military conflict are eligible for up to 10 unpaid days off when their spouse is on leave from (not returning from) military deployment.

Employees must request this leave in writing to the Director within two (2) business days of receiving official notice that their spouse will be on leave. Employees requesting this leave are required to attach to the leave request written documentation certifying the spouse will be on leave from deployment.

Safety Accommodation Relating to Qualifying Act of Violence

Employees who are victims of domestic violence, sexual assault, stalking or other qualifying acts of violence, or are the family member of such a victim, and need a reasonable accommodation for their safety at work should contact the HR Manager with day-to-day personnel responsibilities and discuss the need for an accommodation. If you are requesting a reasonable accommodation, you will need to submit a written statement signed by you, or by an individual acting on your behalf, certifying that the accommodation is for the purpose of your safety at work.

For reasonable accommodation requests, SWSF will also require certification demonstrating that you are the victim of domestic violence, sexual assault, stalking, or other qualifying act of violence, or are the family member of such a victim and your safety is at issue. SWSF may request recertification every six (6) months from the date of the previous certification. You should notify the HR Manager if an approved accommodation is no longer needed.

SWSF will engage in an interactive process with the employee to identify possible accommodations, if any, and will make reasonable accommodations unless an undue hardship will result.

SWSF will, to the extent allowed by law, maintain the confidentiality of an employee requesting leave or accommodation under these provisions, and will not retaliate against an employee due to their need for this accommodation.

Leave Relating to Qualifying Act of Violence

Employees who are victims of domestic violence, sexual assault, stalking, or other certain crimes, as defined by law, or whose immediate family member is such a victim, are eligible for certain types of leave. While the leave is generally unpaid, employees can use their paid sick time under California's Healthy Workplaces, Healthy Families Act for the purposes described below.

Please provide reasonable advance notice to the HR Manager of the need for leave unless advance notice is not feasible. You may request leave for any of the following purposes:

- To appear in court to comply with a subpoena or other court order as a witness.
- For a victim or their family member to obtain relief, such as a temporary restraining order, to help ensure the health, safety or welfare of the victim or their child.
- To seek, obtain, or assist a family member to seek or obtain medical attention for or to recover from injuries caused by a qualifying act of violence.
- To seek, obtain, or assist a family member to seek or obtain services from a domestic violence shelter, program, rape crisis center, or victim services organization or agency as a result of a qualifying act of violence.
- To seek, obtain, or assist a family member to seek or obtain psychological counseling or mental health services related to an experience of a qualifying act of violence.
- To participate in safety planning or take other actions to increase safety from future qualifying acts of violence.
- To relocate or engage in the process of securing a new residence due to the qualifying act of violence, including, but not limited to, securing temporary or permanent housing or enrolling children in a new school or childcare. For family members who are not the victim, and the employee's family member is not deceased due to the qualifying act of violence, the school limits the total amount of time taken for this purpose to five (5) days.
- To provide care to a family member who is recovering from injuries caused by a qualifying act of violence.
- To seek, obtain, or assist a family member to seek or obtain civil or criminal legal services in relation to the qualifying act of violence.
- To prepare for, participate in, or attend any civil, administrative, or criminal legal proceeding related to the qualifying act of violence.
- To seek, obtain, or provide childcare or care to a care-dependent adult if the childcare or care is necessary to ensure the safety of the child or dependent adult as a result of the qualifying act of violence.

For family members who are not the victim, and the employee's family member is not deceased due to the qualifying act of violence, the school limits the total amount of time taken for any of these reasons to ten (10) days, unless otherwise stated.

SWSF will, to the extent allowed by law, maintain the confidentiality of an employee requesting leave under this provision and will not retaliate against an employee for needing this leave. FMLA/CFRA time can be used if available.

School Activities & Childcare Leave

Employees may take up to 40 hours per year (not to exceed eight (8) hours in a calendar month) for the following school activities or childcare needs for your child:

- To participate in the school or licensed child care provider activities for your child.
- To attend a meeting at your child's school or licensed child care facility to discuss possible suspension.
- To find a school or a licensed childcare provider.
- To enroll or re-enroll a child.

- To address school or child care provider emergencies.

Employees must provide as much advance notice as possible to their supervisor. Where possible, time off for these activities must be scheduled to provide adequate coverage of job responsibilities and staffing requirements. Employees must use vacation leave in order to receive compensation for this time off. Employees who do not have paid time off available can take the time off without pay. You may be required to provide documentation verifying the need for time off. No discriminatory action will be taken against the employee for taking time off for these purposes.

Funeral (Bereavement) Leave

SWSF grants leave of absence to employees in the event of the death of the employee's current spouse, registered domestic partner, child, parent (including parent-in-law, parent of registered domestic partner, or step-parent), legal guardian, brother, sister, grandparent, or grandchild; or mother-, father-, sister-, brother-, son-, or daughter-in-law. An employee with such a death in the family may take up to five (5) work days off with pay, with the approval of the appropriate Core Group. The Core Group may also approve additional unpaid time off.

Bereavement leave need not be taken in consecutive days but must be completed within three (3) months of the death. SWSF reserves the right to request documentation for the reason for the leave. SWSF will maintain confidentiality regarding the need for leave and supporting documentation to the extent possible. Please give as much advance notice as possible when this leave is needed.

Reproductive Loss Leave

All employees who have worked for SWSF for at least 30 days are eligible for up to five (5) days of reproductive loss leave following a reproductive loss event, which includes a unsuccessful adoption, unsuccessful surrogacy, miscarriage, stillbirth, or an unsuccessful assisted reproduction. The leave does not have to be taken consecutively; however, the leave must be completed within three (3) months of the reproductive loss event. If an employee is already on another leave of absence at the time of the reproductive loss event, such as PDL or CFRA/FMLA leave, the reproductive loss leave must be taken within three (3) months from the end of the other leave.

Employees who experience more than one reproductive loss event in a 12-month period may take more than one reproductive loss leave, however, the maximum amount of leave under this policy is twenty (20) days within a 12-month period.

Reproductive loss leave is unpaid. Employees may substitute any accrued and available paid sick leave or vacation time during their leave. SWSF will not retaliate against an employee for requesting or taking reproductive loss leave. SWSF will maintain the employee's confidentiality when requesting leave under this policy.

Jury and Witness Duty; Other Court Appearances

SWSF will provide regular employees time off to serve, as required by law, on a jury or grand jury if the employee provides reasonable advance notice. SWSF will also provide employees with time off to appear in court or other judicial proceedings as a witness to comply with a valid subpoena or other court order. Employees should notify their supervisor or Core Group as soon a notice or summons from the court is received. You may be requested to provide written verification from the court clerk of having been served.

If work time remains after any day of jury selection or jury duty, you will be expected to return to work for the remainder of your work schedule. Any fee, etc., paid by the court for jury services may be retained by you. SWSF will pay up to five days of leave under this section. Any further time off will be unpaid, unless an employee chooses to use accrued vacation time.

Organ Donor & Bone Marrow Leave of Absence

SWSF will grant the following paid leaves of absence to employees who are donating an organ or bone marrow, hereinafter referred to as "ODL".

- A paid leave of absence of up to 30 continuous business days plus an additional 30 days of unpaid leave if necessary, in any one (1) year period to an employee who is donating their organ to another person.
- A paid leave of absence of up to five continuous business days in any one (1) year period to an employee who is donating their bone marrow to another person.

The one (1) year period is a "rolling" year, commencing on the first day of ODL.

Verification

In order for such leave to be designated as ODL, the employee must provide written verification specifying that the employee is an organ or bone marrow donor, and that the donation is medically necessary. Such leave will apply only to those employees who are viable donors and cannot be used to cover absences for preliminary tests conducted on a "potential" donor.

Use of Accrued Time

As a condition of leave, employees must use five (5) days of accrued vacation for bone marrow donation and ten (10) days of accrued vacation for organ donation. The balance of time off, if any, will be paid for by SWSF to the extent required by law.

Insurance

SWSF will continue to pay the employee's insurance premiums as required by law.

Return to Work

Upon expiration of ODL, the employee will be restored to the position held by them when the leave began or to an equivalent position as if they had not taken the ODL. Any period of time during which an employee is required to be absent from their position by reason of being an organ or bone marrow donor is not a break in their continuous service for the purpose of their right to salary adjustments, vacation, annual leave, or seniority. Employees are required to keep SWSF apprised of their status while on leave and to return to work after exhausting their leave. Failure to do so will result in job abandonment.

Volunteer Civil Service Personnel

Non-exempt employees will be granted time off to perform emergency duties as a volunteer firefighter, peace officer, or emergency rescue personnel. Exempt employees who work any portion of a work week in which they also perform emergency duties will receive their full salary for that work week. Otherwise, exempt employees will be granted time off without pay. Employees may substitute vacation pay for any unpaid portion of leave to perform emergency duties as a volunteer firefighter.

Civil Air Patrol

No employee will be disciplined for taking time off to perform emergency duty as a volunteer in the California Civil Air Patrol. If you are a Civil Air Patrol volunteer, please alert your supervisor that you may have to take time off for emergency duty. When taking time off for emergency duty, please alert your supervisor before doing so, giving as much advance notice as possible.

Up to ten (10) days of leave for duty may be taken each year. However, leave for a single emergency mission cannot exceed three (3) days, unless the emergency is extended by the entity in charge of the operation and the extension of leave is approved by SWSF.

Time off to Vote

If an employee does not have sufficient time outside of working hours to vote in an official state-sanctioned election, the employee may take off enough working time to vote. Such time off shall be taken at the beginning or the end of the regular working shift, whichever allows for more free time, and the time taken off shall be combined with the voting time available outside of working hours to a maximum of two (2) hours combined. Under these circumstances, an employee will be allowed a maximum of two (2) hours of time off during an election day without loss of pay. When possible, an employee requesting time off to vote shall give their supervisor at least two (2) days' notice.

General Leave

After at least three (3) years of full-time service at SWSF, employees are eligible to apply to the Director for an unpaid leave of absence. There must be four (4) years between applications for leave, and the requisite three (3) years must be accrued. The Director will conduct a full review of any employee applying for leave prior to the granting of the leave. The leave will be granted only upon satisfactory review and at the Director's discretion (a satisfactory review will not alter one's at-will employment status.)

A general leave of absence will be granted without pay for a minimum of one quarter and a maximum of two (2) semesters. Generally, only one (1) leave will be granted during each semester, and never more than two (2) leaves at one time. Requests for a leave must be submitted in writing no later than January 15th for the fall semester, and no later than August 15th for the spring semester.

Absent unforeseen circumstances, such as the need for a lay-off or position elimination, the same or comparable position will be assured to a returning employee, provided the employee on leave informs the Director of their intention to return, in writing, by January 15th of the year of the leave. The assignment of the returning employee will be determined by the Director and/or appropriate Core Group. If an employee on leave has not contacted the Director in writing before the above date concerning his or her intended return, it will be assumed that his or her employment has been abandoned by resignation. Thus, failure to respond by the above date relieves the school of any obligation to rehire the employee at the end of the leave period.

An employee on leave will not be eligible for tuition remission, retirement, or health benefits while on leave. Those wishing to continue medical and dental coverage may elect to do so by paying their premiums, under the provisions of COBRA if they otherwise qualify, directly to the HR Manager, who will give you additional information on this subject. Upon return from a leave of absence, the employee will be credited

with their benefit status which existed prior to the start of the leave. Years of service salary credit will not be accrued for the year or partial year in which a leave of absence occurs.

Rights During Emergency Conditions

Employees may (1) take unpaid time off during emergency conditions, (2) use their cell phone for purposes of communicating about seeking assistance or safety or communicating their safety to others (with some exceptions) during emergency conditions. Emergency conditions are those in which an employee has a reasonable belief that the workplace or site is unsafe, due to conditions of disaster or extreme peril or during an order to evacuate a workplace, worksite, an employee's home, or the school of an employee's child, due to a natural disaster or criminal act.

Employees who exercise their rights under this policy will not be retaliated against by the school. Employees must communicate the circumstances leading to using the leave to the school either before the leave, or as soon thereafter as is possible. Some employees may not qualify for this leave, depending on their job duties or the circumstances relating to the emergency conditions. Please see the HR Manager for more information.

SAFETY AND SECURITY PLANS

SWSF has developed the following safety and security plans to proactively protect the health and safety of all SWSF employees who find themselves or others in particular circumstances.

Any employee having mobility, visual, hearing, or other conditions that may hinder them from becoming aware of an emergency or evacuation, should disclose their condition to SWSF at the time of hire or upon self-discovery, so that special assistance can be rendered at time of emergency.

General Guidelines in any Emergency

Stay calm and think through your actions. Know important emergency numbers:

- Fire/Police/Ambulance: 9-1-1; (9) 9-1-1 if dialing from a school phone

Be aware of your surroundings. Do not hesitate to call/alert others if you believe that an emergency is taking place. Better to be overly-cautious and safe.

Fire Alarm

Employees are notified of a fire by either the fire alarm system or announcement.

Upon hearing the alarm, immediately evacuate the building. Do not delay evacuation to get your coat, personal belongings, or finish a phone call.

Teachers should be the last person to leave their classroom. Administrative staff will check classrooms, lavatories, and offices to be sure all employees and students have evacuated. All doors should be closed when an area is cleared..

Upon exiting the building, teachers should take a headcount of their student and report the results to an administrative staff member for headcount confirmation.

If any student, employee or known guest/visitor is missing, immediately report the missing person's name to an administrative staff member, who will in turn report it to the proper SWSF and civil authorities.

All students and employees should stay together in the designated emergency response locations. No employee or student should go home, wait in a car, return to a building, or go to another building or location unless directed to do so by the emergency response team.

Fire Discovery

If you discover a fire, you may be able to take immediate action to minimize the hazard. First, alert other persons in the hazard area. Next, activate the nearest fire alarm, and call 911 and the receptionist. Never feel that using a fire extinguisher is required. If the fire is too hot, too smoky, or you are frightened, evacuate immediately. If after assessing the fire, you deem it safe to use a fire extinguisher, always stay between the fire and an exit and follow these instructions:

- Pull the safety pin.
- Aim the nozzle at the base of the fire, and squeeze the operating lever.
- Sweep side-to-side, covering the base of the fire.

Medical Emergency

Upon discovering a medical emergency, call 9-1-1; (9) 9-1-1 if dialing from a school phone. Next, call the receptionist.

Stay with the ill/injured person. Be careful not to come into contact with any bodily fluids unless properly trained and protected.

Employees in the immediate vicinity of the emergency (but not involved in the emergency effort) should leave the area.

First Aid and CPR

First Aid certification is mandatory for all faculty who hold a class, including part-time specialty teachers. CPR certification is mandatory for all class teachers, PE/movement teachers, full-time staff and the Aftercare Director. It is strongly encouraged for all other employees. Both first aid and CPR are required for all Early Childhood Education (ECE) employees. A refresher course in both First Aid and CPR is provided by the school for all faculty and staff every two years.

Severe Weather or Natural Disaster

In the event that severe weather conditions occur at a time when you have not yet reported to work (or are not at work), you should report to work unless otherwise notified, if able to do so safely.

The Director will monitor the weather during the school day. If a severe weather warning is issued, the Director will make an announcement and decide if conditions warrant the closing of the school. A text and email communication will be sent to all faculty, staff and parents notifying them of an adjustment to the normal school schedule, drop-off and/or pick-up plan, or of a school closure. No single individual has the authority to decide on cancellation of any part of a regularly scheduled school day for any part of the school.

When a decision to close the school is made, all functions and activities of the whole school are canceled, with the exception of essential facilities personnel if conditions allow and are safe. No single individual, teacher, coach, or parent has the authority to hold any activity (practice, performance, game, etc.) in opposition to this decision.

Safe and Secure Workplace

SWSF strives to maintain a work environment that is free of illegal drugs (under federal and/or state law), firearms, explosives, or other improper materials. To this end, SWSF prohibits the possession, transfer, sale, or use of such materials on its premises. SWSF requires your cooperation in administering this policy.

Desks, lockers, and other storage devices may be provided for your convenience, but remain the sole property of SWSF. Accordingly, they, as well as any articles found within them, can be inspected by any agent or representative of SWSF at any time, either with or without prior notice or consent.

Immediately report any suspicious persons or activities to the Main Office and/or High School Office. Close and lock all windows and doors at the end of the day. Do not leave valuable and/or personal articles that may be accessible in your classroom or around your workstation.

Safety is everyone's responsibility. Employee Responsibilities Include:

- Obeying the safety rules.
- Following safe job procedures - do not take shortcuts.
- Keeping work areas clean and free from slipping or tripping hazards.
- Using prescribed personal protective equipment (PPE).
- Immediately reporting all malfunctions to a manager.
- Using care when lifting and carrying objects.
- Observing restricted areas and all warning signs.
- Knowing emergency procedures.
- Reporting unsafe conditions to section coordinators and/or the Facilities Manager & Safety Officer.
- Promptly reporting every accident and injury to your respective supervisor or section coordinator.
- Following the care prescribed by your attending physician when treated for an injury or illness.

Failure to observe these guidelines may result in disciplinary action, up to and including termination of your employment.

Workplace Accidents

All accidents, injuries, potential safety hazards, safety suggestions and health and safety related issues must be reported immediately to your supervisor and/or the HR Manager.

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

job. Should you have any questions or concerns, contact your section coordinator or the HR Manager for more information.

No matter how insignificant an injury may seem at the time of occurrence, you must notify your supervisor or section coordinator immediately of any workplace accident or injury.

Workplace Violence

SWSF is committed to providing a safe, violence-free workplace. In this regard, SWSF strictly prohibits employees, consultants, customers, visitors, or anyone else on SWSF premises or engaging in SWSF-related activity from behaving in a violent or threatening manner. Moreover, as part of this policy, SWSF seeks to prevent workplace violence before it begins and reserves the right to deal with behavior that suggests a propensity towards violence even prior to any violent behavior occurring.

SWSF believes that prevention of workplace violence begins with recognition and awareness of potential early warning signs and has established procedures for responding to any situation that presents the possibility of violence.

Workplace Violence Defined

Workplace violence includes, but is not limited to, the following:

- Threats of any kind.
- Threatening, physically aggressive, or violent behavior, such as intimidation of or attempts to instill fear in others.
- Other behavior that suggests a propensity towards violence, which can include belligerent speech, excessive arguing or swearing, sabotage, or threats of sabotage of SWSF property, or a demonstrated pattern of refusal to follow SWSF policies and procedures.
- Defacing SWSF property or causing physical damage to the facilities.
- Bringing weapons or firearms of any kind on SWSF premises, in SWSF parking lots, or while conducting SWSF business.

Reporting

If any employee observes or becomes aware of any of the above-listed actions or behavior by an employee, customer, consultant, visitor, or anyone else, they should notify their supervisor, a Core Group member, the Director, or the HR Manager.

Investigation

All reports of workplace violence will be taken seriously and will be investigated promptly and thoroughly. In appropriate circumstances, SWSF will inform the reporting individual of the results of the investigation. To the extent possible, SWSF will maintain the confidentiality of the reporting employee and of the investigation but may need to disclose results in appropriate circumstances, for example, in order to protect individual safety. SWSF strictly prohibits retaliation against any employee who reports workplace violence.

Corrective Action and Discipline

If SWSF determines that workplace violence has occurred, SWSF will take appropriate corrective action and will impose discipline on offending employees. The appropriate discipline will depend on the particular facts but may include written or oral warnings, probation, reassignment of responsibilities, suspension, or termination. If the violent behavior is that of a non-employee, SWSF will take appropriate corrective action in an attempt to ensure that such behavior is not repeated.

Injury and Illness Prevention Program

Every employee is responsible for the safety of themselves as well as others in the workplace. To achieve our goal of maintaining a safe workplace, everyone must be safety conscious at all times. In compliance with California law, and to promote the concept of a safe workplace, SWSF maintains an Injury and Illness Prevention Program, which was updated to incorporate a COVID-19 Prevention Program in 2020. In compliance with Proposition 65, SWSF will inform employees of any known exposure to a chemical known to cause cancer or reproductive toxicity.

Emergency Plan

In the case of a severe emergency, the official Emergency Preparedness Plan will be put into action. The school has supplies that will enable the entire employee and student body to be self-sufficient on campus for up to three (3) days. Refer to the school's emergency plan (distributed in August of every school year) for the specific emergency-team protocol.

ACKNOWLEDGEMENT OF RECEIPT

I, the undersigned, acknowledge receipt of a copy of the SWSF Employee Handbook (dated _____) from my employer, SWSF. I understand it is my responsibility to read and understand the policies listed in the Employee Handbook, and raise any questions I may have about these policies to SWSF.

I have read the SWSF Employee Handbook—or have had it read to me—understand it and agree to abide by the provisions therein.

I understand that, except for employment at-will status, SWSF reserves the exclusive right in its sole discretion, to change, rescind, or add to any of the policies, benefits, or practices described within the Employee Handbook. SWSF reserves the right to change my hours, wages, and working conditions at any time without notice. I understand and agree that no supervisor or other representative of SWSF has any authority to enter into any agreement, express or implied, for employment for any specified period of time or to make any agreement for employment other than at-will. Only the SWSF Board of Directors has the authority to make any such agreement, and then only in writing signed by a Board member with express authority to do so.

I understand and agree that nothing in the Employee Handbook creates, or is intended to create, a promise or representation of continued employment and that employment at SWSF is employment at-will, which may be terminated at the will of either the SWSF or me. I understand and agree that employment and compensation may be terminated with or without cause, and with or without written notice, at any time by me or by SWSF.

I understand and acknowledge that the Employee Handbook contains SWSF's prohibitions against workplace discrimination, sexual harassment, bullying, and violence. Furthermore, I acknowledge that it contains the complaint procedure I am to follow in the event I witness or experience workplace discrimination, sexual harassment, bullying, and/or violence.

My signature below certifies that I understand that the foregoing agreement on at-will status is the sole and entire agreement between SWSF and me concerning the duration of my employment, and the circumstances under which my employment may be terminated and supersedes all prior agreements, understandings, and representations concerning my employment with SWSF.

Employee's Signature: _____ Date: _____

Employee's Name (printed): _____

A copy of this acknowledgment will be kept in SWSF's records, as well as in the above-referenced employee's personnel file.