

Summerfield

WALDORF SCHOOL AND FARM

Employee Handbook

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

Contents

INTRODUCTION	1
RIGHT TO REVISE	1
MANDATED POLICIES	1
AT-WILL EMPLOYMENT STATUS	1
EQUAL OPPORTUNITY EMPLOYER	2
HARASSMENT PREVENTION	2
Non-Discrimination	3
Anti-Retaliation.....	3
Complaint Process	3
Whistleblower Retaliation is Prohibited	4
EMPLOYEES	5
EMPLOYEE CLASSIFICATIONS	5
Full-Time Employees	5
Part-Time Employees	5
Administrative Levels	5
Regular Employees.....	5
Temporary Employees	5
Casual Employees	6
Inactive Employees.....	6
HIRING	6
New Hires.....	6
PROVISIONAL STATUS.....	6
Faculty	6
Administrative Staff	6
Job Responsibilities and Performance Standards	6
OPERATIONAL PROCEDURES AND CONSIDERATIONS	7
ATTENDANCE AND PUNCTUALITY.....	7
Work Hours for Administrative Staff.....	7
Work Hours for Faculty.....	7
ATTENDANCE AT MEETINGS, WORKSHOPS, & WHEN SCHOOL IS NOT IN SESSION.....	7
Back-to-School Meetings	7
Section and All-School Meetings.....	8
February Conference Meetings.....	8
Other	8
TIME KEEPING REQUIREMENTS	8
MEAL & REST PERIODS	9
OVERTIME.....	9
PAYMENT OF WAGES	9
REGULAR EMPLOYMENT REVIEW.....	10
Administrative Staff	10
Faculty	10
PERSONNEL FILE.....	10
TERMINATION.....	10
Involuntary Termination and Progressive Discipline	10
Reductions in Force	10
Voluntary Resignation	11
EMPLOYEE CONDUCT	11
Respect towards Colleagues	11
Prohibited Conduct.....	11
Working Teacher-Student Boundary Guidelines.....	12
Off-Duty Conduct	14
Dress Standards	14
Parent Relations.....	14
Confidentiality.....	14
Conflicts of Interest.....	14
LEGAL ISSUES	15

DRUG AND ALCOHOL ABUSE.....	15
SMOKING POLICY.....	16
EMPLOYEES WHO ARE REQUIRED TO DRIVE.....	17
TECHNOLOGY POLICY.....	17
BUSINESS GIFTS.....	18
BENEFITS.....	18
HOLIDAYS.....	18
TUITION REMISSION.....	19
VACATION.....	19
Administrative Staff.....	19
Faculty.....	20
SICK LEAVE.....	20
Hourly Employees.....	20
Salaried Employees.....	20
Qualifying Reasons for Paid Sick Leave.....	21
Use of Paid Sick Leave.....	21
INSURANCE BENEFITS.....	21
MEDICAL AND DENTAL INSURANCE.....	22
DISABILITY INSURANCE.....	22
RETIREMENT.....	22
RETIREMENT TRANSITIONAL EMPLOYEES.....	22
TEACHER RENEWAL PROGRAM.....	22
LEAVES OF ABSENCE.....	23
FAMILY CARE AND MEDICAL LEAVE.....	23
Eligibility.....	23
Procedure for Requesting Leave.....	23
Certification.....	24
Effect on Health and Benefit Plans.....	24
PARENTAL LEAVE.....	27
LACTATION ACCOMMODATION.....	28
MILITARY FAMILY LEAVE ENTITLEMENTS UNDER FMLA/CFRA.....	28
OTHER DISABILITY OR MEDICAL LEAVES.....	28
WORKERS' COMPENSATION.....	29
SWSF Medical Provider Network.....	30
OTHER LEAVES OF ABSENCE.....	30
Personal Leave.....	30
Military Service.....	30
Violence, Sexual Assault or Stalking Safety Accommodation.....	30
Domestic Violence, Sexual Assault or Stalking Leave for Treatment.....	31
Leave for Victims of Certain Serious Crimes.....	31
School Activities & Childcare Leave.....	31
Funeral (Bereavement) Leave.....	32
Jury and Witness Duty; Other Court Appearances.....	32
Organ Donor & Bone Marrow Leave Of Absence.....	32
Time off to Vote.....	33
General Leave.....	33
SAFETY AND HEALTH.....	34
FIRST AID AND CPR.....	34
INJURY AND ILLNESS PREVENTION.....	34
EMERGENCY PLAN.....	34

Introduction

Welcome to Summerfield Waldorf School and Farm (“SWSF,” “Summerfield,” or “the school”). The purpose of this Employee Handbook is to set forth the policies, procedures and expectations of SWSF. The Office and/or Business 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 Governance Council (GC) and/or Business Manager. Your meeting with the GC 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 the 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 Governance Council; 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 or 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.

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 SWSF. Nothing in this Handbook shall limit the right to terminate at-will employment. No manager, 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 Governance Council by the Board of Directors. Only the Board of Directors of SWSF 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, 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, physical or mental disability, medical condition, genetic information, marital status, registered domestic partner status, age, sexual orientation, military and veteran status or any other basis protected by federal, state or local law or ordinance 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.

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

All such conduct violates Summerfield policy.

Harassment Prevention

Summerfield's policy prohibiting harassment applies to all persons involved in SWSF operations. SWSF prohibits harassment, disrespectful or unprofessional conduct by any of its employees, including supervisors, managers and co-workers. Summerfield'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 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; and
- 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 his/her 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.

Non-Discrimination

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

Discrimination can also include failing to reasonably accommodate religious practices or qualified individuals with disabilities 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 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 unpaid 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.

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

Anti-Retaliation

Summerfield 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 Department of Fair Employment and Housing 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.dfeh.ca.gov and www.eeoc.gov. For convenience, the EEOC can be reached at 1-800-669-4000, and the DFEH 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 Summerfield can investigate and take any necessary corrective action.

When Summerfield receives allegations of misconduct, it will immediately undertake a fair, timely, thorough and objective investigation of the allegations in accordance with all legal requirements. Summerfield 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 Summerfield 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 believe 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 employee is protected from retaliation for making such report.

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.

Comment [SP1]: Add to TOC

Employees

Employee Classifications

Full-Time Employees

Regular full-time employees are those who are scheduled for and do work 30 hours or more per week.

Regular full-time employees are eligible for most employee benefits described in this handbook. Benefit eligibility may depend on length of continuous service. 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 do work less than 30 hours per week.

Regular part-time employees are only eligible for employee benefits as required by law.

Administrative Levels

Hourly

No advanced training required; reports to Level 2 or 3 position.

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.

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 assignment with the understanding that such work will be completed within a specified period of time, usually not to exceed three 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 and any 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.

Hiring

New Hires

Recommendations for administrative staff are made by the Governance Council, Business Manager, Development Director and/or the Board of Directors. Recommendations for hiring faculty members are made by the respective Core Groups. The Governance Council must ratify all hiring decisions.

Provisional Status

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 his/her employment will not be renewed for the following school year. This may be done at the discretion of the Governance Council with or without cause.

Administrative Staff

Administrative Staff are also hired on a six-month provisional status. Generally, at the conclusion of approximately six-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.

Job Responsibilities and Performance Standards

Your Core Group and/or mentor will explain your job responsibilities and the performance standards expected of you. 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.

Operational Procedures and Considerations

Attendance and Punctuality

Employees are expected to be punctual and regular in attendance. Tardiness and absence causes 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.

You are expected to report 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 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 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 respective secretary or coordinator.

If you are unable to report to work on any particular day, you must notify your Section Coordinator or Section Secretary as soon as you become aware of the need, and at least one 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.

Work Hours for Administrative Staff

The Main Office and the High School Office are normally open for business between the hours of 8 am and 3:30 pm, Monday through Friday. During holidays, when classes are not scheduled but the office is scheduled to be open, the office hours are usually 9 am-1 pm. Depending on your FTE, your schedule can be arranged with your Supervisor. Office hours in the summer are usually 9 am-1 pm. However, each employee is still responsible for completing their workload in an effective manner, which may necessitate working longer than 9 am-1 pm.

Work Hours for Faculty

Individual schedules are created and maintained by your Section.

Attendance at Meetings, Workshops, & when School is not in 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 .5 FTE and above, and administrative staff, unless otherwise specified.

Section and All-School Meetings

All faculty members are required to attend weekly faculty meetings. Time spent in meetings is considered regular 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 administrative staff might be paid.

In addition to weekly section meetings, all faculty and administrative staff who are .5 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

In addition, ECE faculty members (.5 and above) are required to attend the November ECE conference pending available funds. LS and HS faculty (.5 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 Groups.

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 or Business Manager. 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 Business Manager in advance. While SWSF generally encourages all employees to improve their job skills, such activities will not be subject to the policy above 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 the SWSF, which will transfer them to the substitute.

Time Keeping Requirements

All hourly, non-exempt employees are required to record time worked on a time card for payroll purposes. Errors on your time card should be reported to the HR Manager as soon as possible for correction. Time cards are due for processing on-time, according to the Payroll Schedule available by August 1st of every school year. Time cards will not be processed unless signed by the appropriate Supervisor. An exempt employee who take more than 4 hours off from a work day must use sick or vacation pay.

Meal & Rest Periods

Non-exempt employees who work more than five hours a day are provided with a un-paid 30 minute meal break, to be taken in the first five hours of work, preferably near the middle of your shift. Employees scheduled to work no more than six hours in a day, may complete a form requesting to waive this meal period. Some positions require the employee to work alone, and as such, are unable to take an off-duty meal period. 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 one ten-minute break period every four hours of work or major portion thereof, with two rest periods if an employee is scheduled to work between six and eight hours. Please notify your supervisor when you leave for a meal or rest period.

It is each employee's responsibility to ensure his or her meal and rest periods are taken, as we do not have uniform meal or rest periods. Under California law, meal breaks must be recorded on a non-exempt employee's time sheet. If you fail to record a meal period on your timesheet, or record less than a full meal period, SWSF will assume that you knowingly and voluntarily chose not to take your full meal period. If this is not true, and you were unable to take your meal or rest periods 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 periods. SWSF does not provide any incentives and does not encourage any employee to miss their meal or rest periods.

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 are paid either a salary or on an hourly basis and receive overtime pay for time in excess of eight (8) hours per day or forty (40) hours per work week.

You 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, or more than forty (40) hours in a single work week, or for the first eight 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 times their regular hourly rate for excess hours.

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

Payment of Wages

Employees are paid in advance on the 1st and 15th of the month. A pay-date calendar will be provided in the beginning of every new school year. SWSF will reimburse employees for approved business expenses.

Employees who have incurred business expenses must submit required receipts to the office administrator on an expense reimbursement form.

Regular Employment Review

Administrative Staff

Job reviews for administrative staff will be conducted by a Review Committee chaired by the Business Manager. The criteria used for your review will be discussed with you before the process begins. The Business Manager and Development Director may be reviewed by the Board of Directors. Regular employment reviews occur usually every other year.

Faculty

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

Personnel File

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 Governance Council.

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 request from authorized law enforcement or local, state, or federal agencies conducting official investigations and as otherwise legally required.

Termination

Involuntary Termination and Progressive Discipline

Violation of SWSF policies and rules may warrant disciplinary action. SWSF typically practices progressive discipline which may include verbal warnings, written warnings, and suspension. The system is not formal, and SWSF may, in its sole discretion, utilize whatever form of discipline is deemed appropriate under the circumstances, up to, and including, immediate termination of employment. Summerfield's policy of progressive discipline in no way limits or alters the at-will employment relationship.

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 take into account, 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 consecutively scheduled workdays without notice to, or approval by, his or her Core Group. All Summerfield-owned property, including but not limited to, vehicles, keys, uniforms, identification badges, computers and credit cards, must be returned immediately upon termination of 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.

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 Governance Council, and an investigation may be conducted. Results of the investigation may include, but not be limited to, a report in your personnel file, warning or 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 also may be prohibited and will result in disciplinary action up to and including termination.

- Violating the Teacher-Student Boundary Guidelines;
- Falsifying employment records, employment information, or other Summerfield records;
- Inefficient or careless performance of job responsibilities or inability to perform job duties satisfactorily;
- Recording the work time of another employee or allowing any other employee to record your work time, or falsifying any time card, either your own or another employee's;
- Theft and deliberate or careless damage or destruction of any SWSF property, or the property of any employee or other community member;
- Removing or borrowing Summerfield property without prior authorization;
- Unauthorized use or misuse of Summerfield 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 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 Summerfield's drug and alcohol policy;
- Committing a fraudulent act or a breach of trust under any circumstances;
- Violating the Summerfield's anti-harassment or equal employment opportunity policies; and
- Failing to promptly report work-related injury or illness.

This statement of prohibited conduct does not alter Summerfield's policy of at-will employment. Either you or Summerfield remain free to terminate the employment relationship at any time, with or without reason or advance notice.

Working Teacher-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, nor should they reveal to students details of their own sexual lives or romantic relationships.
- Avoid sharing other inappropriate details about their personal lives to students.
- Always remember they are the students' teacher or advisor and therefore should not engage in peer-like behavior with the students, including over familiar peer-like behavior on electronic social media, such as texting, Facebook, Twitter or other similar social media.
- 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, his/her 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's 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 indeed 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 Governance Council or Core Group member 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 or Governance Council 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 in which it would not be inappropriate to cross one of the boundary lines set out above. For example, a situation can be imagined arising in a guidance counselor-student relationship. A student might be particularly troubled about something and ask to speak to their guidance counselor outside the school at some private location. 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, he or she must bring the situation to the attention of the Governance Council and obtain permission before deviating from the boundary guidelines set out above. The Governance Council will document the meeting and the exception.

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 interferes or conflicts with Summerfield's essential interests, reputation, and/or disrupts business operations will not be tolerated.

Dress Standards

You are expected to come to work properly groomed and wearing appropriate clothing. Employees are expected to dress neatly and in a manner consistent with the nature of working (teaching or administrative) at SWSF. Employees who come to work inappropriately dressed may be asked to leave and return in acceptable attire. All clothing should be neat, clean and tasteful.

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 and/or the Business Manager should be called immediately.

Confidentiality

Each employee is responsible for safeguarding confidential information obtained in connection with his or her employment.

In the course of your work, you may have access to trade secrets or similarly protected proprietary or confidential information regarding SWSF's 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 Governance Council or Executive Committee of the Board 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, administrative 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.

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 Governance Council 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 Business Manager, who is designated to handle legal affairs and be in touch with 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 all its employees and trustees in such matters, 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 not provide favorable or unfavorable written or verbal judgment regarding one parent over another.

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. Employees who are suspected of reporting to work under the influence of intoxicating beverages and/or drugs (including marijuana), illegal or abused drugs, or narcotics will be subject to a drug/alcohol test for cause. Furthermore, the use of prescription drugs and/or over-the-counter drugs also may affect an employee's job performance and may seriously impair the employee's performance and create a safety risk to those at SWSF.

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

- Reporting to work under the influence of alcohol and/or marijuana (SWSF may provide alcohol for consumption at certain events. The consumption of alcohol at these events does not violate this policy);
- Possession or use of an illegal or controlled substance, or being under the influence of an illegal or controlled substance while on the job;
- Driving a vehicle while under the influence of drugs or alcohol; and

- Distribution, sale, or purchase of an illegal or controlled substance while on the job.

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.

In order to enforce this policy, SWSF reserves the right to conduct searches of the school's property or employees and/or their personal property, and to implement other measures necessary to deter and detect abuse of this policy. This may include a voluntary consent to the collection of blood, breath, and/or urine specimens for testing for alcohol, drugs, or any combination thereof, and to conduct other necessary medical, physical, or sobriety tests for this same purpose. SWSF will require drug and/or alcohol testing in the following circumstances:

- When, in SWSF's sole discretion, a reasonable suspicion exists that an employee is under the influence of any controlled substance, drug or alcohol while on the job, or is otherwise in violation of this policy. Reasonable suspicion means suspicion based on information regarding the appearance, behavior, speech, attitude, mood, and/or breath odor of the employee.
- When an employee is found in possession of any controlled substance, drug or alcohol in violation of this policy, or when such an item is found in an area controlled or used by the employee, such as an employee's desk.
- When an accident, near-miss, or incident occurs in which safety precautions are violated or careless acts are performed, and a reasonable suspicion exists that an employee is under the influence of a controlled substance, drug or alcohol.
- After an employee has participated in a rehabilitation program.

Refusing to cooperate with these procedures may be cause for disciplinary action, including termination. An employee's conviction on a charge of illegal sale or possession of any controlled substance while off school property will not be tolerated because such conduct, even though off duty, reflects adversely on SWSF. In addition, SWSF must keep people who sell or possess controlled substances off school premises in order to keep the controlled substances themselves off the premises.

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 a member of their Core Group, Governance Council, or the Business Manager of such use immediately 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 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. If changes occur during the course of your employment, it is your responsibility to advise SWSF and update the form. Cellular phones should not be used while driving on SWSF business unless a "hands free" device is being used and driving conditions safely permit such use. Texting, or similar electronic device usage is prohibited while driving on SWSF business. Traffic violations, parking tickets, and accidents will not be paid by SWSF.

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 or sexual preference 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 he/she places on our machines or sends over SWSF's internet and email system.
- Email and other information on SWSF computers is 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 Manager or an employee approved by the IT

Manager. Employees do not have software installation permission without first contacting the IT Manager. 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 he or she is 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 Business Manager in advance. Small gifts from students, parents or colleagues do not come under this category, although large gifts should be avoided if an improper appearance of influence, coercion or a conflict of interests might arise from such a gift.

Benefits

Holidays

SWSF observes the following thirteen holidays when the offices will be closed:

- September/October:** Labor Day/Native Peoples (Columbus) Day
- November:** Veterans' Day, & the week of Thanksgiving
- December:** Christmas
- January:** New Year's Day & Martin Luther King Jr's Birthday
- February:** Presidents' Day
- March/April:** Good Friday & the Monday after Easter
- May/July:** Memorial Day/Independence Day

There are two-week school breaks at Christmas and Easter, and a one-week school break the week of Thanksgiving. Administrative staff will be granted one week off at Christmas and at Easter, and the entire week off at Thanksgiving, to be arranged by the HR Manager. 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.

Hourly employees receive holidays off, unpaid. If an hourly employee is requested to work on a holiday, or chooses to work on a holiday, they will receive their regular rate of pay.

Tuition Remission

Regular, three-quarter to full-time, salaried employees are eligible to receive 90% tuition remission for their first two eldest dependent children only. Employees are responsible for paying 10% of total tuition for up to two children. If the employee has two children, the sibling discount will also apply. Employees are eligible to receive financial aid through the financial aid process for additional children over two. 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 in 2019-2020 school year by the SWSF Board of Directors and any other time in future at the Board of Director's 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

Administrative Staff

Starting on your first day of employment, Admin Staff begin to accrue up to three weeks of vacation, (5 hours per pay period) per year. Vacation time for part-time employees is accrued proportionate to their part-time status, based on full-time equivalency.

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 s/he uses one or more vacation days, at which point s/he 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 year are carried over to the next year, subject, however, to the vacation maximum applying to all vacation days.

Vacation schedules must be coordinated and cleared by the Business Manager and/or Governance Council. In some cases, the school's needs may be found to supersede a desired vacation time, necessitating its deferral until the following year.

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 generally may not take vacation time off before sufficient vacation has been accrued. If an employee's employment ends prior to her/his having earned vacation time taken, vacation taken and paid for which had not been earned up to the last day of employment will, to the extent permitted by law, be

deducted from the employee's paycheck, including her/his final paycheck if necessary.

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 two weeks during Christmas and for two 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 your Core Group.

For one 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 another conference during the year. Permission to be absent is only granted by the Section Coordinator. 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"). The following paid sick leave policy is intended to comply with the requirements of the Act. Employees cannot be discriminated or retaliated against for requesting or using accrued 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 Summerfield for 30 or more days within a 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 Summerfield for at least 90 days from their date of hire. Sick days will be paid based on the average hours worked per week by the employee, based on a 5-day work week.

On their first day of employment and on August 1 of every year thereafter, Summerfield will provide all hourly employees with three days of paid sick time. The full amount will be placed into your leave bank at that time. Employees will need to meet the 90-day employment requirement before taking any leave.

Unused paid sick time will not carry over from year to year and is not paid out upon termination. However, SWSF will place three days of paid sick time into an employee's leave bank on August 1 of each year. Employees will be able to access all three days of paid sick time at the beginning of each 12-month period.

Salaried Employees

On August 1 of every year, Summerfield will provide eligible, salaried employees with ten days of paid sick time. The full amount will be placed into their leave bank at that time. Paid Sick Days will be pro-rated for those who are hired after August 1. 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 ten days of paid sick time at the beginning of each 12-month period. Employees needing time off other than paid sick time should make their request in writing to their respective Core Groups, 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 or stalking.

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 he or she is not your legal child
- A "parent" defined as a biological, foster or adoptive parent; a stepparent; 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 he or she is not your legal parent
- A spouse or registered domestic partner
- A grandparent or grandchild
- A sibling

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, in 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. If you fail to report for work without any notification, and your absence continues for a period of three 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.

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. An additional tax funds the state's Paid Family Leave program, and provides partial wage replacement for absences related to care of a family member, or bonding with a new child.

Retirement

SWSF participates in a 401K plan where the school may make retirement contributions on the employee's behalf, the percentage rate to be determined by the Board of Directors on an annual basis.

Regular, salaried employees who work at least 1000 hours (half-time) per plan year are eligible to participate in the elective employee contribution AND the profit sharing portion (school contribution) of the Plan. Regular, hourly employees are eligible to participate in the elective employee contribution of the plan only.

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 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 (.5) time, and
- Currently eligible for early retirement with Social Security

Teacher Renewal Program

In addition to the various workshops and trainings that teachers attend, long-standing faculty members may wish to engage in studies or activities that support their professional and/or personal renewal and that benefit their continued work at Summerfield. The school would like to support its veteran teachers in these endeavors by providing financial support. Grants up to \$5,000 may be awarded. More than one teacher may receive this contribution in any given fiscal year.

The following criteria applies: a teacher must have taught for at least eight years in a full-time, lead-teacher

capacity at SWSF; the teacher must be in good standing; and the teacher must intend to continue working at SWSF during the year following the request.

Procedure for applying for Teacher Renewal Program: Teachers who have met the criteria may submit their written proposal for renewal to their Core Group. If the Core Group supports the request, the Governance Council will consider that request along with any other faculty requests for Teacher Renewal Funds and make a final decision regarding approval and funding.

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 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; and
- Leave for other legally required absences as set forth below.

Family Care and Medical Leave

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:

- have more than 12 months of service at SWSF; and
- have worked at least 1250 hours in the twelve (12) months preceding the leave.

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

- To care for the employee's spouse, child, or parent, domestic partner or parent-in-law who has a serious health condition;
- For a serious health condition that makes the employee unable to perform his or her job.

Procedure for Requesting Leave

Please contact your 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 Summerfield at least 30 days before leave is to begin. The employee must consult

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with his or her 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, Summerfield 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 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; and
- Confirmation that the serious health condition warrants the participation of the employee.

If an employee cites his/her 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; and
- Inability of the employee to work at all or perform any one or more of the essential functions of his/her 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 his or her 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 he/she was enrolled before the first day of the leave (for a maximum of 12 workweeks, or 26 workweeks 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 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 Summerfield'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 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.

Reinstatement

Under most circumstances, upon return from family/medical leave, an employee will be reinstated to his or her 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 he or she had been continuously employed rather than on leave. For example, if an employee on family/medical leave would have been laid off had he or she 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-workweek entitlement (26-workweek 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 Disability Leave (PDL)

Eligibility

Employees who have a medical condition related to pregnancy or childbirth, are entitled to leave under the

Fair Employment and Housing Act.

Duration of pregnancy disability leave will be determined by the advice of the employee's physician, but employees disabled by pregnancy 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 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.

SWSF will also reasonably accommodate medical 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. 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 Leave

Any employee planning to take pregnancy disability leave ("PDL") should advise their section coordinator as early as possible. The individual should make an appointment with the HR Manager to discuss the terms of the leave. 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 yourself 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 need of 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 leave, 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. SWSF requires employees to use accrued sick time, and employees may elect to use accrued vacation time while taking PDL leave. In order to use paid leave, employees must comply with Summerfield'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 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 she was enrolled before the first day of the leave for a maximum of four 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 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 accrued paid leave (such as vacation, sick or holidays) during an unpaid PDL leave.

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 her 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 (male and female) 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 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 1250 hours in the twelve (12) months preceding the leave.

Procedure for Requesting Leave

Any employee planning to take Parental Leave should advise their 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 weeks. However, SWSF will grant a request for a CFRA leave (for birth/placement of a child) of less than two weeks' duration on any two occasions. Any leave taken must be concluded within one 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 workweeks family/medical leave for this reason.

Lactation Accommodation

SWSF will provide lactation accommodations upon request. The accommodation will be a private room that is not a bathroom, reasonably near the employee's worksite, in which she can express breastmilk. The employee may take a reasonable amount of time for this purpose, to run concurrently with her scheduled lunch and rest periods. SWSF reserves the right to deduct time taken from hourly employees who take more than a reasonable amount of time for this purpose. Please notify your section coordinator as to your need for accommodation. SWSF will engage in a good faith process to clarify what accommodations can be provided.

Military Family Leave Entitlements Under FMLA/CFRA

Comment [SP3]: Add to TOC

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-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 workweeks 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 Summerfield'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.

A 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.

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 his or her 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 he or she not gone on leave, or if the employee's position has been eliminated or filled in order to avoid undermining Summerfield'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, Summerfield'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.

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 Summerfield's use of the MPN is available from the HR Manager.

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.

Administrative employees who work more than 20 hours per week (or Faculty who work more than 10 hours per week) and have a spouse in the 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 Governance Council within two 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.

Violence, Sexual Assault or Stalking Safety Accommodation

Employees who are victims of domestic violence, sexual assault or stalking 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 such 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, Summerfield will also require certification demonstrating that you are the victim of domestic violence, sexual assault or stalking. Summerfield may request recertification every six months from the date of the previous certification. You should notify the HR Manager if an approved accommodation is no longer needed.

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

Summerfield 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.

Domestic Violence, Sexual Assault or Stalking Leave for Treatment

Employees who are victims of domestic violence, sexual assault and stalking 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 of the need for leave unless advance notice is not feasible. Contact the HR Manager. You may request leave for any of the following purposes:

- To seek medical attention for injuries caused by domestic violence, sexual assault or stalking;
- To obtain services from a domestic violence shelter, program or rape crisis center as a result of domestic violence, sexual assault or stalking;
- To obtain psychological counseling related to experiencing domestic violence, sexual assault or stalking ;
- To participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault or stalking, including temporary or permanent relocation.
- To participate in a judicial action, such as obtaining restraining orders, or appearing in court to obtain relief to ensure your health, safety, or welfare, or that of your child

Please provide reasonable advance notice of the need for leave unless advance notice is not feasible.

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 time can be used if available.

Leave for Victims of Certain Serious Crimes

If an employee, or an employee's family member, becomes a victim of direct or threatened physical, psychological, or financial harm as a result of the commission or attempted commission of certain serious crimes, they may request time off from work to attend proceedings related to that crime.

The employee should provide reasonable advance notice to their supervisor/manager of their intent to take time off, unless reasonable notice is not feasible. The Company may request the employee to provide documentation such as a police report, court order or other documentation. The Company will maintain the employee's privacy and confidentiality. The time off is unpaid unless the employee chooses to use any available sick or vacation time available.

School Activities & Childcare Leave

Time may be taken off from work, up to 40 hours each year, not exceeding eight (8) hours in any calendar month (unless prior approval for more is obtained from an employee's Core Group or the Business Manager) for the following: 1) to participate in the school or licensed child care provider activities for your child; 2) to attend a meeting at your child's school or licensed child care facility to discuss possible suspension; 3) to find a school or a licensed child care provider; 4) to enroll or re-enroll a child; and/or 5) 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, 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 5 consecutive scheduled workdays off with pay with the approval of the appropriate Core Group. The Core Group may also approve additional unpaid time off.

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. Administrative staff should notify their Supervisor, and Faculty should notify their Core Group, of the need for time off for jury duty as soon as a notice or summons from the court is received. You may be requested to provide written verification from the court clerk of having 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 and employee choose 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 in any one-year period to an employee who is donating his or her organ to another person.
- A paid leave of absence of up to five continuous business days in any one-year period to an employee who is donating his or her bone marrow to another person.

The one-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 days of accrued vacation for bone marrow donation and 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 for up to 30 days.

Return to Work

Upon expiration of ODL, the employee will be restored to the position held by him or her when the leave began or to an equivalent position as if he/she had not taken the ODL. Any period of time during which an employee is required to be absent from his or her position by reason of being an organ or bone marrow donor is not a break in his or her continuous service for the purpose of his or her 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 when the leave expires. Failure to do so will result in job abandonment.

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 hours combined. Under these circumstances, an employee will be allowed a maximum of two hours of time off during an election day without loss of pay. When possible, an employee requesting time off to vote shall give his or her supervisor at least two days' notice.

General Leave

After at least three years of full-time service at SWSF, employees are eligible to apply to the Governance Council for an unpaid leave of absence. There must be four years between applications for leave, and the requisite three years must be accrued. The Governance Council 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 Governance Council'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 semesters. Generally, only one leave will be granted during each semester and never more than two 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 Governance Council 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 Governance Council and/or appropriate Core Group and/or Business Manager. If an employee on leave has not contacted the Governance Council 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.

Safety and Health

First Aid and CPR

First Aid certification is mandatory for all faculty who hold an active class; this includes part-time specialty teachers. CPR certification is mandatory for all Class Teachers, PE/Movement teachers, full-time Administration and the Aftercare Director. It is strongly encouraged for all other employees. Both First Aid and CPR are required for all ECE employees. A yearly refresher course in both First Aid and CPR may be provided by the school for all faculty and administrative staff. Only the Main Office or the High School Office is to call an ambulance. Office emergency accident procedure then directs office staff to call parents.

Injury and Illness Prevention

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. The Injury and Illness Prevention Program is available for review by employees in the HR Manager's office. 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

Should it be necessary to cancel school due to a natural disaster such as lack of heat or electricity, flooding, severe storm, earthquake, etc., the Emergency School Closure Procedure will be used to notify school personnel, parents and students. This procedure is updated and distributed each school year.

The Business Manager, in consultation with delegated faculty and staff, is responsible for making a decision as to the closing of the school in an emergency situation and will decide the course of action to be taken. Local radio channels will be notified and the Faculty/Staff telephone tree, distributed in the beginning of the school year, will be used to notify all faculty, staff and parents of the 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. No single individual, teacher, coach or parent has the authority to hold any practice, performance, game, etc., in opposition to this decision.

In the case of a severe emergency, the official Emergency 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 days. Refer to the school's Emergency Plan (distributed in August of every year) for the specific emergency-team protocol.