



ARIZONA EMPLOYEE HANDBOOK

Revised: June 27, 2017

The following information is for general employee use. As laws vary from state to state, certain issues need to be addressed based on state law. For additional, information please contact Human Resources.



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Welcome

Welcome to Great Hearts Academies! We are delighted that you have chosen to join our organization and hope that you will enjoy a long and successful career with us. As you become familiar with our Core Purpose and Core Values, we hope you will take advantage of opportunities to enhance your career.

You are joining an organization that is dedicated to improving education nationwide through classical preparatory K-12 academies. With a servant's heart, passionate commitment, and team player mentality we endeavor to cultivate the minds and hearts of students through the pursuit of truth, goodness, and beauty.

This handbook was developed to describe some of the guidelines, programs, and benefits for employees. Please take time to review the guidelines and policies contained in this handbook. All employees should familiarize themselves with the contents of the employee handbook as soon as possible for it may answer many questions about employment with our Organization. If you have questions, feel free to ask your supervisor or contact Human Resources.



Employment At-Will

At Great Hearts Academies (GHA), neither the employee nor the company is committed to an employment agreement for a fixed period of time. Employment with GHA is at-will. Both the employee and management has the right to terminate the employment relationship at any time, for any reason.

The language used in this handbook and any verbal statements by management are not intended to constitute a contract of employment, either express or implied, nor is there a guarantee of employment for any specific duration. No representative of GHA, other than the President/Chief Executive Officer, has authority to enter into an agreement of employment for any specified period and such agreement must be in writing, signed by the President/Chief Executive Officer and the employee.

The contents of this handbook are summary guidelines for employees and therefore are not all inclusive. This handbook supersedes all previously issued editions. Except for the at-will nature of the employment, the company reserves the right to suspend, terminate, interpret, or change any or all of the guidelines mentioned, along with any other procedures, practices, benefits, or other programs of Great Hearts Academies. These changes may occur at any time, with or without notice.

There is no concept or practice of tenure at GHA. GHA will use fair and non-discriminatory procedures in determining which employees will be offered an employment agreement for the following year.



Fingerprinting and Background Clearance

Fingerprinting

Great Hearts Academies (GHA) requires that all Academy Instructional, Lead Office Staff, School Board Members, Nurses/Health Assistants, After School Program Staff, and Athletic and other Coaches (voluntary or paid) who interact directly with students maintain a valid Arizona State Fingerprint Clearance Card (most commonly an Arizona State Fingerprint Clearance Identity-Verified Prints Card). Volunteers are required to complete an Arizona State Fingerprint Clearance Check.

It is the responsibility of the employees (with the exception of those without instructional responsibility listed above) of Great Hearts Academies to:

- Obtain (through completion of the fingerprinting process with Great Hearts Human Resources) and maintain a current Fingerprint Clearance Card, a copy of which will be included in the employees' personnel files, and in designated binders for first year Charters as required by state law, available to the public in the academy front offices.
- Immediately report an arrest for or charge that may affect their Fingerprint Clearance Card status (examples include but are not limited to: sexual abuse, assault, exploitation; first/second degree murder; drug offenses and DUI).
- Ensure timely follow through with the Human Resources process to complete a Fingerprint Clearance Card renewal application (generally valid for six years).

Employees who fail to timely notify Great Hearts of

- An arrest or charge impacting Fingerprint Clearance Card status
- The employee's Fingerprint Clearance Card being revoked or becoming invalid
- The renewal application being denied by the Arizona Department of Public Safety

Will be subject to immediate dismissal and not be entitled to any wages or benefits past the date of termination.



Background Check

In addition to the background check, which is completed by the Arizona Department of Public Safety and the FBI (to include a search of State of Arizona and FBI national criminal records) in order to obtain the Fingerprint Clearance Card, Great Hearts also conducts its own background and reference check prior to the hire of the individuals listed above, which includes but is not limited to, a county court criminal background check in counties of residence, a check against publicly available databases of criminal offenders, sex offenders, and phone/verbal reference checks with former employers in addition to collecting required application materials.

Equal Employment Opportunity (EEO)/Unlawful Harassment

GHA is dedicated to the principles of Equal Employment Opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of age (over 40), race sex, color, religion, national origin, disability, military status, genetic information (including results of genetic testing), or any other status protected by applicable state or local law.

This prohibition includes unlawful harassment based on any type of these protected classes. Unlawful harassment includes verbal or physical conduct which has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. This policy applies to all employees, including managers, supervisors, co-workers, and non-employees such as customers, clients, vendors, consultants, etc.

Americans with Disabilities Act (ADA) and Religious Accommodation

GHA will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship to the organization or cause a direct threat to health or safety.

GHA will make reasonable accommodation for employees whose work requirements interfere with a religious belief unless doing so poses undue hardship on the organization.

Employees needing such an accommodation are instructed to contact their supervisor or Human Resources immediately.



Sexual Harassment

GHA strongly opposes sexual harassment and inappropriate sexual conduct. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

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

All employees are expected to conduct themselves in a professional and businesslike manner at all times. Conduct which may violate this policy includes, but is not limited to, sexually implicit or explicit communications whether in:

- Written form such as cartoons, posters, calendars, notes, letters, emails
- Verbal form such as comments, jokes, four or obscene language of a sexual nature, gossiping, or repeated unwanted requests for dates
- Physical gestures and other nonverbal behavior such as unwanted touching, grabbing, fondling, kissing, massaging, and brushing up against another's body

Complaint Procedure

If you believe there has been a violation of the EEO policy or harassment based on the protected classes outlines above, including sexual harassment, please use the following complaint procedure. GHA expects employees to make a timely complaint to enable the organization to investigate and correct any behavior that may be in violation of this policy.

Report the incident to your immediate supervisor and the Employee Relations Specialist who will investigate the matter and take any necessary corrective action. Your complaint will be kept as confidential as practical. If you prefer not to go to either of these individuals with your complaint you should report the incident to the Human Resources Director. You also may, but are not required to, address the concern with the person you feel is discriminating or harassing you or another employee.

No employee who reports harassment or discrimination or participates in an investigation of such a report will be subjected to any discipline or retaliation for lodging the report or participating in the investigation.



Employee Grievance

Great Hearts Academies wishes to provide a comfortable, productive, legal and ethical work environment. If you feel that there is inappropriate conduct or activity on the part of the organization, leadership, employees, vendors, customers, or any other persons or entities related to the organization we request that you bring this concern to the immediate attention of your supervisor where appropriate. When possible, this discussion should be held in a timely manner (within three to five days of the occurrence). Discussions held in a timely manner will enhance our ability to resolve concerns while it is fresh in everyone's mind. The majority of misunderstandings can be resolved at this level.

If you do not receive a sufficient response or if your supervisor is your concern, you should contact the Human Resources Employee Relations Specialist within seven days of the occurrence for the necessary forms to initiate the Grievance Process.

Whistleblower policy

Great Hearts Academies (GHA) requires its directors, officers, and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of GHA, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that GHA can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, employees and volunteers to report concerns about violations of GHAs code of ethics or suspected violations of law or regulations that govern GHAs operations.

No Retaliation

It is contrary to the policies of GHA for anyone to retaliate against any board member, officer, employee, or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of GHA. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.



Reporting Procedure

GHA has an open-door policy and suggests that employees share their questions, concerns, suggestions or complaints with their supervisor where appropriate. If you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with the GHA Human Resources Director. Supervisors and managers are required to report complaints or concerns about suspected ethical and legal violations in writing to the GHA Human Resources Director, who has the responsibility to investigate all reported complaints. Employees with concerns or complaints may also submit their concerns in writing directly to their supervisor or the Executive Director or the organization's Human Resources Director.

Accounting and Auditing Matters

The GHA Human Resources Director shall immediately notify the Finance Committee of any concerns or complaint regarding corporate accounting practices, internal controls, or auditing and work with the committee until the matter is resolved.



Conflict of Interest

Our Conflict of Interest Policy exists to protect the Great Hearts network of schools, and to assist the Board Members, Great Hearts Lead Office, Faculty, and Staff in making ethical decisions that benefit the academies as a whole.

A conflict of interest arises when someone associated with our institution places their own interests or the interests of a third party above the institution's interests. Everyone associated with Great Hearts should place the well-being, reputation, and health of our academies and community above other interests.

GHA requires that employees protect organizational information and avoid outside activities or relationships which do or could adversely influence their decisions or actions on the job. Each employee shall avoid any activity, business interest, or relationship that would create, or might appear to create, a conflict of interest with Great Hearts.

The Great Hearts Conflict of Interest policy applies to everyone associated with our Academies, including, but not limited to:

- Board Members, including Committee and Sub-Committee Members
- Administration
- Faculty
- Staff Members (including contractors)
- Coaches

As a person associated with Great Hearts, you are required to disclose, on an annual basis or as a situation arises, other obligations that might prevent you from acting in the best interest of Great Hearts. Reports of potential conflicts of interest should be reported to your manager, the Great Hearts Human Resources Director, or the Great Hearts CEO, as appropriate to the situation. The appropriate parties will investigate the circumstances, and make a determination. Depending upon the determination, you may be asked to remove yourself and refrain from participation in discussions, decisions, actions, votes, or other activities related to the conflict or potential conflict.

Examples of potential conflicts:

- A relative's company, or another business that benefits you personally, bids on a contract from Great Hearts or otherwise gains financially from Great Hearts.
- An opportunity exists to further the interests of or give preference to another institution over our institution.



- An action in which you stand to personally gain, directly or indirectly from the results.

These are just a few examples – please seek guidance from the Great Hearts Lead Office Staff should you need clarification or are unsure whether a conflict exists. Board members of the Academies are subject to additional specific State statutes regarding conflicts of interest. Please refer to A.R.S. §§ 38-501 through 38-511 for more information.

Post-Employment Contact with Great Hearts students, parents, and staff:

Parents, students, and Great Hearts’ staff are advised that once a Great Hearts employee has separated from employment, the separated employee no longer represents Great Hearts in any personal, political, or professional activities or relationships. Great Hearts’ responsibility for monitoring background checks and fingerprint clearances terminates with the employee’s separation from Great Hearts.

Note: The Conflict of Interest Disclosure Form (located at the end of the General Personnel Guidelines and Policies Handbook) must be completed and signed annually when a potential conflict of interest arises or already exists by all members of the GHA community. Additionally, in the absence of the submission of a separate Conflict of Interest Form and by signing the handbook acknowledgement the employee is acknowledging that no current Conflict of Interest exists.

Confidential Information

The protection of confidential business information and trade secrets is vital to the interests and success of GHA. Employees of GHA will have access to confidential information of the organization and our clients. Confidential information includes, but is not limited to, information concerning trade secrets or anything related to Great Hearts’ curriculum, strategy, financials, or products that have not been made public, internal reports, procedures or other internal business-related confidential communications, and similar subjects.

The disclosure of trade secrets or confidential business information will not be tolerated and may subject the employee to legal action, even if he or she did not intend to disclose the information or does not benefit from the disclosure of the information. This non-disclosure applies during and after an employee’s employment. Any copying, reproducing, or distributing of confidential information in any manner must be authorized by management. Confidential information remains the property of GHA and must be returned to the organization on demand. You should, additionally, return any confidential information in your possession at the time of your separation and purge any personal electronic copies from your system.



This provision is not intended to, and should not be interpreted to prohibit employees from discussing wages and other terms and conditions of employment if they so choose.

Response to Media Inquiries

Communication with the media needs to be consistent, timely, and professional. Therefore we require that all official responses to the media be made with authorization from the Director of Strategic Communications. This requirement does not prevent employees from speaking with the media but they should not attempt to speak on behalf of the organization unless they have been specifically authorized to do so by the Director of Strategic Communications.

Intellectual property

Employees frequently create documents and media that are valuable for GHA beyond uses in their specific role. Whether this consists of writing curriculum, writing a new test, or compiling classroom materials, the result may be documents or media in which someone can hold a “copyright.” At GHA, if an employee prepares documents or media as part of his or her general job duties, whether the inception of such was specifically requested or not, GHA retains a copyright on the material. At the same time, as long as the material in question was created by the author for use in GHA business (i.e., as long as it is not an administrative or a GHA-commissioned curriculum document), then the author also retains an equal copyright.

Excluding situations where one party wishes to publish and/or profit from the material in question, both GHA and the author may use the material freely, without conditions and without gaining the permission of, or compensating, the other. Furthermore, GHA retains the right to publish and/or profit from the material in question in and only in situations where the material in question is included as an element of a wider curriculum packet. Teachers retain the right to publish and/or profit from the material in question if and only if it is a “stand-alone” document or excerpt of the overall curriculum, and does not represent the duplication/redistribution of a comprehensive course curriculum.

Constructive Discharge

Employees are encouraged to communicate to Great Hearts Human Resources and/or their manager whenever they believe working conditions have become intolerable to them and may cause them to resign. Under Arizona law (ARS Section 23-1502), an employee may be required to notify an appropriate representative of the employer in writing that a working condition exists that the



employee believes is intolerable, that will compel the employee to resign or that constitutes constructive discharge, if the employee wants to preserve the right to bring a claim against the employer alleging that the working condition forced the employee to resign.

Under the law, an employee may be required to wait for 15 calendar days after providing written notice before the employee may resign if the employee desires to preserve the right to bring a constructive discharge claim against the organization. GHA will typically respond within fifteen (15) days and investigate the conditions brought forth in the employee's complaint. GHA will typically inform the employee, in writing, of the response taken to the employee's complaint. If the employee believes that he/she cannot continue to work for GHA during the fifteen-day response period, the employee has the right to take unpaid leave up to the time GHA provides a written response.

Workplace Guidelines

All GHA employees shall meet acceptable performance standards and otherwise conduct themselves in a lawful and professional manner during the course of their employment.

The policies below are published for your information and to guide your conduct.

Attendance

All employees are expected to arrive on time, ready to work, every day they are scheduled to work. In addition, regular attendance is considered an essential function and is necessary for the efficient operation of the organization.

If unable to arrive at work on time, or if you will be absent for an entire day, you must contact the supervisor within two hours before your scheduled shift or as soon as possible. Voice mail, email, or text messages are not acceptable unless otherwise specified by your supervisor.

Excessive absenteeism or tardiness or failure to show up or call in for a scheduled shift without prior approval will not be tolerated. If an employee fails to report to work or call in to inform the supervisor of the absence for 3 consecutive days or more, the employee will be considered to have voluntarily resigned employment.

Job Performance/Annual At-Will Employment Agreements



Communication between employees and supervisors or managers is very important. Discussions regarding job performance are typically ongoing and often informal. Employees should initiate conversations with their supervisors if they feel additional ongoing feedback is needed.

Generally, formal performance reviews are conducted annually. These reviews include a written performance appraisal and discussion between the employee and the supervisor about job performance and expectations for the coming year.

Annual at-will employment agreements are offered by the Department Manager with final approval of employment agreement determined by the CEO of GHA.

Business Professional Attire, Appearance, and Hygiene Guidelines

GHA believes an employee's dress and grooming should be appropriate to the work situation. Radical departures from what the organization considers conventional dress or personal grooming are not permitted regardless of the nature of the job performed.

GHA has a business professional dress code. As an employee, you are expected to maintain a professional appearance at all times. Here are some guidelines for you to follow to help you dress and groom appropriately for a business environment. Remember, fashionable dress does not always mean appropriate for the office. The only exception to these business professional dress guidelines would be when the Academies are on breaks. These exceptions will be communicated via email.

Appropriate Work Attire	
Dress slacks or nicely pressed khakis	Full length dress pants
Short or long sleeved, button dress shirt and tasteful tie*	Modestly cut dresses or skirts
*If wearing a suit coat or sport jacket, no tie is required	Professional shirts and blouses
Dress shoes or loafers with socks (sandals not permitted)	Closed or open-toe shoes or heeled sandals
	Capri pants (must be no shorter than mid-calf, no denim or stretch material)

As a general rule, skirt/dress length should be no more than two inches above the knee for a professional business environment.

Inappropriate Work Attire



<u>Casual wear</u>	<u>Athletic Wear</u>
Tank tops or spaghetti straps	Sweatshirts, “hoodies”, or sweatpants
Stretch pants of any kind	Casual t-shirts or clothing with graphic images or text
All types of denim material or denim colored pants	Sneakers
Shorts and short ensembles (anything above the calf)	Hiking boots
Beach sandals or similar rubber-soled casual footwear	Baseball caps and all hats

Clothing that is tight fitting, short, revealing, sheer, torn or unkempt is unacceptable.

Grooming

- Hair: All hair must be clean and neatly styled. Extreme hair colors (such as neon or pastel) from dying, bleaching or tinting is not permitted
- Facial Hair: Facial hair must be neatly trimmed and well groomed.
- Jewelry: Jewelry, if worn, should be limited and tasteful. Any other piercings on the face or body must not be visible; this includes but is not limited to tongue, nose and eyebrow rings.
- Tattoos: Tattoos should not be visible.
- Personal Hygiene: Employees are required to ensure they practice daily personal cleanliness/hygiene. The use of deodorant or antiperspirant is required. Only light cologne or perfume use is acceptable.

Summary

This is not meant to be an exhaustive list of examples of inappropriate dress or grooming. Please use good judgment in dressing and grooming for work.

Employees who are inappropriately dressed or groomed will be asked by their supervisors to return home and change into proper attire. Such employees will be required to make up the lost time. If you have questions regarding dress or grooming, please contact your supervisor or feel free to call your HR representative.



Employee Use of Internet and Email

Acceptable Uses

GHA provides Internet and e-mail access for business usage and limited and reasonable personal usage. Every staff member has the responsibility to maintain and enhance GHA's public image and to use GHA email and access to the internet in a responsible and productive manner that reflects well on GHA.

Unacceptable/Prohibited Uses

GHA email and internet access may not be used for display, transmission, retrieval, downloading, or storage of any material or communication of a discriminatory or harassing nature or materials that are in violation of GHA guidelines or otherwise are offensive, pornographic, obscene, profane, discriminatory, harassing, insulting, derogatory, or otherwise unlawful at any time. Harassment of any kind is prohibited. Electronic media may also not be used for any other purpose that is illegal or against GHA policy or contrary to GHA's best interests. Solicitation of non-GHA business, or any use of GHA email or internet for personal gain is prohibited.

Communications

All employees are responsible for the content of all text, audio, or images that they place in or send over GHA's email and internet system. No email or other electronic communications may be sent that hides the identity of the sender or represents the sender as someone else or someone from another organization. All messages communicated on GHA's email and internet system should contain the employee's name. Any messages or information sent by an employee to another individual outside of GHA via an electronic network (e.g., bulletin board, online service, or internet) are statements that reflect on GHA. While some users include personal "disclaimers" in electronic messages, there is still a connection to GHA, and the statement may legally be tied to GHA. Therefore, we require that all communications sent by employees via GHA's email and internet system comply with all GHA policies and not disclose any confidential or proprietary GHA information. Employees should also be aware that their communications may be subject to disclosure under Arizona's Public Records Law.

Security

All messages created, sent, or retrieved over GHA's email and internet are the property of GHA and should be considered public information. GHA reserves the right to access and monitor the content of all messages and files on GHA's email and internet system at any time, with or without notice. Employees should not assume electronic communications are totally private and should transmit highly confidential data in other ways. Email messages regarding sensitive matters should warn that such communications are not intended to be secure or confidential. Employees must understand that messages sent by email are, for the most part, public records and may be released to third parties,



including the press. Do not send any messages by e-mail that you would not want on the front page of a newspaper!

Violations

Abuses of the privilege of GHA-facilitated access to email or the internet will not be tolerated. If necessary, GHA also reserves the right to advise appropriate legal officials of any illegal acts.

Employee Use of Social Media

Personal Use of Social Media Guidelines

Whenever you use social media, use good judgment. We request that you be respectful of the Academy, Great Hearts, our employees, our students, our families, our partners and affiliates, and others.

Personal use of social media is never permitted on GHA working time by means of the Academy/Great Hearts' computers, company-issued mobile devices, networks, and other IT resources and communications systems. Use of personal mobile devices during work time should be kept to a minimum. Great Hearts has developed Use of Social Media Guidelines which define appropriate practices for employees who use social media like blogs, wikis, and social networking sites that may contain postings related to the Academy/Great Hearts, employees of the Great Hearts, and any other affiliates of Great Hearts.

Nothing in this guideline is meant to interfere with employees' right under federal law to engage in protected and concerted activity, including employees' ability to discuss terms and conditions of their employment.

Specific Guidelines:

- Public communications concerning the Academy and Great Hearts; employees, students and families of the Academy and Great Hearts; and any other affiliates of Great Hearts must not violate any guidelines set forth in this handbook, especially as it relates to discrimination, unlawful harassment, confidentiality, and illegal activities.
- Employees and volunteers are to limit any communications with students utilizing your personal or anyone else's blog, wiki, or social networking site to items directly related to academic or business reasons.
- Your personal or anyone else's blog, wiki, or social networking site is not the appropriate forum through which to make a complaint regarding alleged discrimination, unlawful harassment, or safety issues. Complaints to Great Hearts regarding these issues shall be made



consistent with the complaint procedures in this handbook so that management can address them.

- Blogs, wikis, chat rooms, and other forms of social media communications are individual interactions, not corporate communications. All postings on a blog, wiki, chat room, or social networking site on behalf of Great Hearts must be preapproved and sent by authorized employees.
- If you post any comment that promotes or endorses Great Hearts in any way, the law requires that you disclose that you are employed by Great Hearts.
- You must comply with all applicable laws including copyright and fair use laws. You may not disclose any sensitive, proprietary, confidential, or financial information about the Academy or Great Hearts. Confidential information includes trade secrets or anything related to Great Hearts' curriculum, strategy, financials, or products that have not been made public, internal reports, procedures or other internal business-related confidential communications. Further detail is provided in the "Confidentiality" section of the employee handbook.
- When you use social media, use good judgment. We request that you be respectful of the Academy and Great Hearts, our employees, our students, our families, our partners and affiliates, and others. You must not post pictures of students for any reason. Avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparages our employees, our students, our families, partners and affiliates, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment.
- Please consult with your manager or Human Resources if you have any questions about the appropriateness of publishing information relating to the Academy or Great Hearts, its employees, students, families, or any of its affiliates and partners.
- Employees found to have posts or photos that are not in alignment with the Great Hearts core values within their personal blogs or social media sites may be asked to mark the sites "private".
- Employees found to have violated the above policies and guidelines related to social media usage will face disciplinary action up to and including termination of employment.

Employee Use of Equipment

Great Hearts' property, such as equipment, vehicles, telephones, computers, and software, is not for private use. These devices are to be used for organization business, and are not permitted off grounds unless authorized. Organization property must be used in the manner for which it was intended. Upon termination, employees are required to surrender any organization property they possess.



Employment Classification

In order to determine eligibility for benefits and overtime status and to ensure compliance with federal and state laws and regulations, GHA classifies its employees as shown below. GHA may review or change employee classifications at any time, as permitted by law.

- Exempt. Exempt employees are paid on a salaried basis and are not eligible to receive overtime pay.
- Nonexempt. Nonexempt employees are paid on an hourly basis and are eligible to receive overtime pay at one and one-half times their regular rate of pay for all overtime hours worked in excess of 40 hours per work week.
- Full-Time. Employees who are not in a temporary status and work a minimum of 30 hours weekly. Generally, these employees are eligible for the full-time benefits package and are subject to the terms, conditions, and limitations of each benefits program.
- Part-Time. Employees who are not in a temporary status and who are regularly scheduled to work fewer than 30 hours weekly, but at least 20 hours weekly. Part-time employees are eligible for some of the benefits offered by the organization and are subject to the terms, conditions, and limitations of each benefits program.
- Temporary, Full-Time. Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work the organization's full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees are eligible for Paid Sick Leave
- Temporary, Part-Time. Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work fewer than 30 hours weekly for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees are eligible for Paid Sick Leave.

Payroll

Payroll Procedures

GHA's pay period for all employees is biweekly (every two weeks) on Friday. If pay day falls on a federal or organization observed holiday, employees will typically receive their paycheck on the preceding workday. All employees are paid one week in arrears. Stipends are submitted to Payroll by the employee's supervisor via the Stipend Request Form and all additional work hours must be recorded in the Time and Attendance System.



The method of pay may be changed at any time, with or without advanced notice. Employee pay will either be directly deposited into the employee's financial institution of choice (employee must elect direct deposit online in the HR/Payroll system), or delivered to the employee's work location during normal business hours. Pay will not be released to any person other than the employee, without prior authorization, to whom pay is due and employee must present a driver's license or GHA ID Badge.

Pay Deductions and Setoffs

GHA will deduct from an employee's paycheck only that which is allowable under state and federal law. Generally, optional deductions, if any, may only be made from pay as long as the resulting wage does not fall below the FLSA minimum wage. All optional deductions from an employee's paycheck must be authorized by the employee in writing.

Deductions Required by Law

The following deductions are required by law and are withheld from every paycheck; no written authorization is required:

- Social Security/Medicare: The amounts withheld are based upon a tax rate set by law and are applied up to a certain specified amount of annual earnings. GHA is liable for an amount equal to the amount of tax paid by the employee at the time the wages are paid.
- Federal Withholding Income Tax: Federal income tax will be withheld from each employee's paycheck. The amount is shown on the paycheck stub under the heading "Federal Withholding." The Internal Revenue Service ("IRS") requires that deductions be made based on an employee's gross earnings in accordance with established withholding tax tables in effect at the time of withholding. The classification used to determine the amount of tax withheld is taken from the Employee's Withholding Allowance Certificate (Form W-4). Form W-4 elections are only accepted electronically through the HR/Payroll System. The withheld tax is forwarded to the IRS, and the employee is given credit toward payment of their individual income tax.
- Arizona Withholding Income Tax: Arizona state income tax will be withheld from each employee's paycheck. The amount is shown on the paycheck stub under the heading "Arizona Withholding." The Arizona Department of Revenue requires that deductions be made based on an employee's gross earnings in accordance with established withholding tax tables in effect at the time of withholding. The classification used to determine the amount of tax withheld is taken from the Employee's Withholding Allowance Certificate (Form A-4). Form A-4 elections are only accepted electronically through the HR/Payroll System. The withheld



tax is forwarded to the Arizona Department of Revenue, and the employee is given credit toward payment of their individual income tax.

- Involuntary Assignment of Wages: An involuntary assignment of wages – also called a garnishment – requires that GHA deduct certain amounts from an employee’s wages in order to repay the employee’s debts, such as child support and court ordered wage garnishments. GHA will make such deduction from an employee’s paycheck only upon receipt of official notice and/or paperwork from a court or governing body.

If you have questions about deductions made from your paycheck or how they were calculated, please contact the Payroll Department.

Administrative Pay Corrections

In the event of an error in payment, the employee should contact his/her supervisor or the Payroll Department as soon as possible. All efforts will be made to make corrections in the next regular pay cycle.

Overpayments

Employees must immediately inform the Payroll Department of known overpayments on any paychecks received. Corrections to overpayments will typically be made in the next regular pay cycle. GHA will pursue all legal means necessary to recover overpayments.

Lost/Stolen Paychecks

Lost or stolen paychecks should be reported to the Payroll Department immediately. The Payroll Department will typically issue a stop payment on the lost or stolen check. Only after the financial institution has notified the Payroll Department that payment of the check has been stopped can a new check be issued.

Unclaimed Payroll Checks

In the event an employee does not collect their pay within 90 days, GHA will typically secure such pay and the wages will still be recorded. The employee will be required to present proper identification to GHA before pay will be reissued. In the event that the unclaimed pay is not claimed for a period of one year from its date of issuance, the pay amount “escheats” to the State of Arizona pursuant to the Arizona Property Code. After such time, the employee will need to contact the Unclaimed Property Division of the Arizona State Comptroller’s Office for instructions on retrieving deposited wages.



Wage and Tax Statements

All employees will receive a Wage and Tax Statement (Form W-2) showing their annual earnings and the amounts deducted for Social Security, Medicare, state and federal income taxes. Additional earnings and deductions that may be included, if applicable, are social security tips, allocated tips, advance earned income credit, and dependent care benefits. W-2 forms will be prepared by the Payroll Department and distributed electronically via the HR/Payroll System for those employees who opt-in, or will be mailed to the home address on file on or before January 31st of each year.

Timekeeping

Federal and state laws require GHA to keep an accurate record of time worked in order to calculate employee pay and benefits. Employees are not to estimate future hours and include them on their time card.

Non-exempt employees must accurately and completely record the time they begin and end their work, as well as the beginning and ending time of each meal period. They must also record the beginning and ending time of any split shift or departure from work for personal reasons. All non-exempt employees are required to use the time clock in the UltiPro Time and Attendance System to record their time daily. Overtime work must always be approved by an employee's supervisor before it is performed.

Non-exempt employees should take a full 30-minute lunch period. Notify your supervisor immediately if your lunch is shorter than 30-minutes or if your lunch is interrupted by work. Non-exempt employees should report to work no more than 15 minutes before their scheduled starting time nor stay more than 15 minutes after their scheduled stop time without expressed, prior authorization from a supervisor.

Altering, falsifying, tampering with time records, or recording time on another employee's time record will not be tolerated.

Under no circumstances should an employee work "off the clock" or outside of the employee's approved work schedule.

Time records are the only ones used by the organization to calculate employee pay. It is very important that they are accurate and complete. Non-exempt employees are expected to submit accurate and complete time records reflecting all hours worked. Employees who also choose to keep their own personal time records must provide copies of them to the organization if they find a



discrepancy between the organization's records and their records. Employees should contact their supervisors or the Payroll Manager with any questions about how their pay is calculated. Employees must promptly notify their supervisors or the Payroll Manager of any mistakes in their time records or pay. Employees also must notify one of these individuals if they perceive that anyone is interfering with their ability to record their time accurately and completely. All reports will be investigated and appropriate corrective action will be taken. GHA will not tolerate retaliation against employees for making a report or participating in an investigation.

Pay for Exempt Employees

Exempt employees must be paid on a salary basis. This means exempt employees will regularly receive a predetermined amount of compensation each pay period on a weekly basis. GHA is committed to complying with salary basis requirements which allows properly authorized deductions.

If you believe an improper deduction has been made to your salary, you should immediately report this information to Human Resources. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed.

Access to Personnel Files

Employee files are maintained by the Human Resources department and are considered confidential. Managers and supervisors may only have access to personnel file information on a need-to-know basis. Personnel file access by current employees and former employees upon request will generally be permitted within 3 days of the request unless otherwise required under state law. Personnel files are to be reviewed in the Human Resources department. Employee files may not be taken outside the department. Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information.

Employment of Relatives and Domestic Partners

Relatives and domestic partners may be hired by the organization if (1) the persons concerned will not work in a direct supervisory relationship, and (2) the employment will not pose difficulties for supervision, security, safety, or morale. For the purposes of this policy, "relatives" are defined as spouses, children, siblings, parents, or grandparents. A "domestic partnership" is generally defined as a committed relationship between two individuals who are sharing a home or living arrangements.



Current employees who marry each other or become involved in a domestic partnership will be permitted to continue employment with the GHA provided they don't work in a direct supervisory relationship with each other or otherwise pose difficulties as mentioned above. If employees who marry or live together do work in a direct supervisory relationship with each other, GHA will attempt to reassign one of the employees to another position for which he or she is qualified if such a position is available. If no such position is available, one of the employees may be required to end his or her employment with the organization.

Separation from Employment

In all cases of voluntary resignation (one initiated by the employee), employees are asked to provide a written notice to their supervisors at least 10 working days in advance of the last day of work. The 10 days must be actual working days. Holidays and paid time off (PTO) will not be counted toward the 10-day notice. Employees who provide the requested amount of notice will be considered to have resigned in good standing and generally will be eligible for rehire.

In most cases, the supervisor will conduct an exit meeting on or before the last day of employment to collect all GHA property, and to discuss final pay. If applicable, information regarding benefits continuation through the Consolidated Omnibus Budget Reconciliation Act (COBRA) will be sent to the employee's home address.

Should it become necessary because of business conditions to reduce the number of employees or work hours, this will be done at the discretion of the company.

Retirement

Upon retirement, each employee may receive an amount equal to their current rate of pay times the number of unused Paid Time Off (PTO) days remaining in his or her PTO account. Employees who are terminated or who resign shall not be compensated for unused PTO.

An employee may be eligible to receive compensation for unused PTO days when he or she has served 10 consecutive years (of at least ¾- or full-time employment) immediately before retirement and has reached the age of 55.

The employee should communicate his or her intent to retire in writing to their manager and Human Resources as soon as possible when the employee has made the decision to retire.



Please see the section of the handbook entitled Employee Benefits (above) for information on the current GHA 401k retirement investment plan. Access to 401k tax deferred contributions and investments is subject to all state and federal law.

Workplace Safety/Reporting of Injury

Protecting the safety of our employees, students, and visitors is a key aspect of running our business. GHA is committed to a safe work environment for employees.

All employees have the opportunity and responsibility to contribute to a safe work environment by observing commonsense rules and safe practices and by notifying management when any health or safety issues are present. All employees are encouraged to partner with management to ensure maximum safety for all.

In the event of an emergency, notify the appropriate emergency personnel by dialing 9 for an outside line, then dial 911 to activate the medical emergency services.

Drug free workplace

The purpose of this policy is to facilitate a safe environment for students, employees and members of the community that is free from the effects of substance abuse, to facilitate the health and well-being of the employees and to facilitate compliance with the drug free workplace policy mandated by state and federal laws including the Drug Free Workplace Act of 1988. Abuse of alcohol, drugs, and controlled substances impairs employee judgement resulting in increased safety risks, injuries, and faulty decision making. This includes working after the apparent use of marijuana, regardless of marijuana's legal status.

The unlawful manufacture, distribution, dispensation, arrival under the influence, possession, or use of a controlled substance, including drugs or alcohol, on our premises, in our vehicles (owned or leased), or while conducting any GHA business, is strictly prohibited. Violation of this policy will result in disciplinary action, up to and including termination.

GHA includes a drug-free awareness program as part of our employee orientation, in which employees are made aware of the dangers of drugs in the workplace, the GHA policies for maintaining a drug free workplace, available drug counseling/rehabilitation, and the disciplinary action that may be imposed upon employees for drug and alcohol violations.

Compliance with the Drug Free Workplace Act also requires individual support and academic staff to notify GHA of a conviction under any criminal drug statute. The individual must provide notice



within five (5) calendar days of the conviction. In accordance with the Drug Free Workplace Act, GHA will notify the applicable government contract officer about the conviction. After GHA receives notice of such a conviction, your manager and relevant GHA staff shall conduct an appropriate investigation to determine whether the convicted individual should be disciplined, which may include immediate discharge. This policy shall be enforced with all employees of GHA.

Exception may be made, regarding alcohol at work related events, with prior executive leadership approval.

Smoke-Free Workplace

In keeping with GHA's intent to provide a safe and healthful work environment, smoking is not allowed in company buildings, work areas, on school grounds, organization vehicles, or at off-campus school sponsored events. "Smoking" includes the use of any tobacco products, electronic smoking devices, and e-cigarettes containing nicotine cartridges.

Workplace Violence Prevention

GHA is committed to providing a safe, violence-free workplace for our employees. Any action, which in management's opinion, is inappropriate to the workplace will not be tolerated. Such behaviors may include, but are not limited to, physical and/or verbal intimidating, threatening, or violent conduct, vandalism, sabotage, arson, use of weapons, and bullying. Workplace bullying is repeated mistreatment through verbal abuse, offensive conduct/behaviors and work interference. If you feel are subjected to workplace bullying please contact Human Resources.

Due to this commitment, we discourage employees from engaging in any physical confrontation with a violent or potentially violent individual or from behaving in a threatening or violent manner. Threats, threatening language, or any other acts of aggression or violence made toward or by any employee will not be tolerated. A threat may include any verbal or physical harassment or abuse, attempts to intimidate others, menacing gestures, stalking, or any other hostile, aggressive, and/or destructive actions taken for the purposes of intimidation. This policy covers any violent or potentially violent behavior that occurs in the workplace or at GHA sponsored functions.

All GHA employees bear the responsibility of keeping our work environment free from violence or potential violence. Any employee who witnesses or is the recipient of violent behavior should promptly inform their supervisor, manager, or the Human Resources Department. All threats will be promptly investigated. No employee will be subject to retaliation, intimidation, or discipline as a result of reporting a threat or incident in good faith under this guideline.



Any individual found to be engaging in violence against the organization, its employees, patrons, or its property will be reported to the proper authorities and prosecuted to the full extent of the law. All acts will be investigated, and management will determine what appropriate action will be taken. Any such act or threatening behavior may result in disciplinary action up to and including termination. Employees should directly contact law enforcement, security, and/or emergency services if they believe there is an imminent threat to the safety and health of themselves or co-workers. If you are a victim of domestic violence, please contact Human Resources for assistance.

Any employee violating this policy is subject to discipline up to and including dismissal for the first offense.

Weapons

GHA strictly prohibits, regardless of whether the employee possesses a concealed carry permit, the possession of weapons of any type in its facilities and at any organization-sponsored events. This includes visible and concealed weapons, even those for which the owner has obtained the necessary permits. This policy does not include firearms that may be locked in your personal vehicle on GHA property.

Additionally, while on duty, employees may not carry a weapon of any type. Weapons include, but are not limited to, firearms (handguns, rifles, automatic weapons, etc.), and knives that can be used as weapons (excluding pocketknives, utility knives, and other instruments that are used to open packages, cut string, and for other miscellaneous tasks), martial arts paraphernalia, stun guns, tear gas, any explosive materials, and any other objects that could be used to harass, intimidate, or injure another individual. Any employee violating this policy is subject to discipline up to and including dismissal for the first offense. Employees should have no expectation of privacy for any object brought onto or store in GHA facilities. The organization reserves the right at any time and at its discretion to search all vehicles, packages, containers, briefcases, purses, lockers, desks, enclosures, and persons entering its property for the purpose of determining whether any weapon has been brought into its facilities in violation of this policy. Employees who fail or refuse to promptly permit a search under this policy will be subject to discipline up to and including termination.

Inspections

We may conduct searches and inspections of any employee or Company-owned property without notice. Any employee who refuses to submit to a search will be subject to disciplinary action up to and including termination.



Paid Time Off (PTO) and Paid Sick Leave (PSL) Policy

Definition:

Great Hearts Academies recognizes employees have specific needs regarding time off. The Great Hearts Paid Time Off (PTO) and Paid Sick Leave (PSL) Policy is an employee benefit established to meet such needs. In the following PTO and PSL policy, employees are accountable and responsible for managing and requesting their own time off benefits to cover vacation, illness, personal business, or other situations that require time off from work. Great Hearts defines a year as it relates to this policy as the period between July 1 and June 30.

Eligibility:

Lead Office and Academy

Paid Time Off:

Paid Time Off (PTO) allowances as outlined in this policy are currently granted to lead office three-quarter and full-time benefits-eligible employees upon hire or transfer into a benefits-eligible position. Part-Time employees are not eligible for PTO. Employees who move from a three-quarter or full-time benefits-eligible position to a part-time position will retain their time off benefits until the end of the year as defined within this policy. Employees are required to use available PTO when voluntarily taking time off from work, with the exception of an organization-required absence as occasioned by Great Hearts.

Paid Sick Leave:

Paid Sick Leave (PSL) allowances as outlined in this policy are granted to all Great Hearts employees. All lead office and academy employees including three quarter and full-time, part-time, seasonal, and temporary employees are eligible to receive PSL. Existing employees may use earned PSL as it is granted or accrued. Employees hired on or after July 1, 2017 may begin using PSL after their 90th calendar day of employment as it is granted or accrued.

No employee will receive or accrue more than 40 hours of PSL each year. Unused sick leave carries over from year to year. GHA limits your use of accrued or granted PSL to 40 hours per year. Employees must use PSL in one hour increments.



Situations for which an employee may use PSL include:

- An employee's mental or physical illness, injury or health condition; an employee's need for medical diagnosis, care or treatment of a mental or physical illness, injury or health condition; an employee's need for preventive medical care
- Care of a family member with a mental or physical illness, injury or health condition; care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition; care of a family member who needs preventive care.
- Closure of the employee's place of business by order of a public health official or need to care for a child whose school or place of care has been closed by order of a public health official
- Care for oneself or family member when it has been determined by health authorities or a health care provider that the employee's or family member's presence in the community may jeopardize the health of others because of their exposure to a communicable disease
- Absences necessary due to domestic violence, sexual violence, abuse or stalking, provided the leave is to allow the employee to obtain for the employee or the employee's family member:
 - Medical attention needed to recover from injury or disability caused by domestic violence, sexual violence, abuse or stalking
 - Services from a domestic or sexual violence program or victim services organization
 - Psychological or other counseling
 - Relocation or taking steps to secure an existing home due to the domestic violence, sexual violence, abuse or stalking; or
 - Legal services related to the domestic violence, sexual violence, abuse or stalking

A family member is defined as a spouse or legally registered domestic partner, a grandparent, grandchild, sibling, or person who stood in loco parentis of an employee or his or her spouse or domestic partner, a biological child, adopted child, foster child, stepchild, of the employee or the employee's spouse or domestic partner, regardless of age, a child to whom the employee or employee's spouse or domestic partner stands or stood in loco parentis, regardless of age, and any other individual related by blood or affinity whose close relationship is the equivalent of a family relationship.

When unable to report to work due to illness or for one of the reasons listed above, employees must give their supervisor reasonable advance notice of the need to use PSL and shall make a reasonable effort to schedule the use of the PSL in a manner that does not unduly disrupt the GHA's operations. If reasonable advance notice is not possible, contact your supervisor as soon as practically possible and prior to the beginning of your shift, if possible. Notification should include the expected duration of your absence, if known.



PSL will not be used in the calculation of overtime. Accrued, unused PSL is not paid upon separation of employment. If you separate from GHA and are rehired within 9 months, your previously accrued or granted, unused PSL will be reinstated and you will be able to use it immediately upon rehire.

PSL under this policy may run concurrently with leave taken under other applicable policies, including leave taken under the Family and Medical Leave Act (FMLA).

Employees who are denied needed PSL for one of the purposes listed in this section should contact Human Resources for an individualized review.

Allowance:

Paid Time Off (PTO) – The PTO allowance is granted on a per year basis to eligible staff as shown below.

Paid Sick Leave (PSL)

Full-Time:

Upon hire or transfer to a benefits-eligible position, three-quarter and full-time employees are granted 40 hours of PSL. Employees who move from a three-quarter or full-time benefits-eligible position to a part-time position will retain their time off benefits until the end of the year as defined within this policy.

Part-Time:

Upon hire, part-time, temporary, and seasonal employees begin accrual of paid PSL at the rate of one hour of PSL per 30 hours worked up to a maximum of 40 hours per year as defined within this policy.



Academy Staff				
	Paid Sick Leave:	Paid Time Off:	Paid Holidays:	Total
Full-Time Employees (3/4 Time and Above)	5 Days	1 Day	Up to 12 Days (listed below)	Max of 18 Days
Part-Time Employees	Up to 5 Days *			Max of 5 Days
Lead Office Staff				
	Paid Sick Leave:	Paid Time Off:	Paid Holidays:	Total
Full-Time Employees (3/4 Time and Above)	5 Days	20**	Up to 12 (listed below)	Max of 37 Days
Part-Time Employees	Up to 5 Days*			Max of 5 Days

*Accrual at a rate of one hour PSL per 30 hours worked. **Employees whose employment agreement is for fewer than 12 months will receive a prorated PTO allowance as calculated by HR.

The 12 Paid Holidays correspond to the network academy calendars, and include the following:

Labor Day (Sept.)
 Veteran's Day (Nov.)
 Thanksgiving Day and the following Friday
 Christmas Eve Day and Christmas Day
 New Year's Eve Day and New Year's Day
 Martin Luther King Jr. Day (Jan.)
 President's Day (Feb.)
 Memorial Day (May)
 Independence Day (July)

Should a holiday fall on a weekend, the Lead Office will typically observe the day before or following a holiday. If an employee works on a holiday, and wishes to arrange for the substitution of an alternate day off, they should coordinate with their department supervisor. All substitutions/exceptions are subject to the approval of the department supervisor.

Nonexempt hourly academy staff are not eligible for Holiday pay and may not use any PTO or PSL during school breaks and/or holidays under this policy.



Use and Scheduling of Time Off:

Paid Time Off:

PTO must be requested in advance through the UltiPro Time Management System and approved by an employee's direct supervisor when time away from work is planned or alternatively, notification provided as soon as practical when time away from work is not foreseeable.

- Exempt Salaried Employees:
 - PTO may be taken in full-day (eight hour for full-time or six hour for three-quarter employees) or half-day (four hour full-time or three hour three-quarter) increments. Three-quarter time employees must request six hours of PTO for a full-day absence.
- Non-exempt Hourly Employees:
 - PTO may be taken in one hour increments.

Human Resources must be notified of any absence longer than three days due to illness or injury of the employee or a family member.

Paid Sick Leave:

PSL is provided for the reasons stated in this policy and may not be used for other purposes. Documentation such as doctor's note, signed statement, or protective order may be requested for absences longer than three days. The employee may be required to submit a return to work note from the treating health care provider prior to reporting back to the workplace. PSL run concurrently for qualifying events under Family Medical Leave. Human Resources must be notified of any absence longer than three days due to illness of injury of the employee or a family member.

Employees using sick leave are prohibited from working either in the workplace or at any other location, including the employee's home.

An employee is responsible for the appropriate use of sick leave. Sick leave abuse occurs when an employee uses sick leave for unauthorized purposes or misrepresents the actual reason for charging an absence to sick leave. Abuse may also occur when an employee establishes a pattern of sick leave usage over a period of time such as the day before or after a holiday, on Mondays and Fridays, after paydays, any one specific day, half-day.



Extended Time Off:

Employees who were provided a bank of Extended Time Off must exhaust all regular PTO prior to requesting Extended Sick Time or Extended PTO. Extended Time Off must be approved by Human Resources and can only be used for reasons of illness or injury for the employee or an employee's family member.

Bereavement:

Time off with pay may be granted when a death occurs in an employee's immediate family. Immediate family is defined as the employee's spouse, children, father, mother, brother, sister, grandparents, grandchildren, and in-law relationships. Bereavement leave is anticipated to be taken within close proximity to the death of the family member. Generally, a maximum of up to three days may be taken however, with Human Resource approval, additional time off with pay may be granted for circumstances that require out of state travel, not to exceed two additional days. Supporting documentation may be required upon the Employee's return to work.

Jury Duty:

A leave of absence for jury duty will be granted to any full-time or part-time employee who has been notified to respond to jury service summons or subpoenas, attend court for prospective jury service or serve as a juror. Under no circumstances will employees be terminated, threatened, coerced, or penalized because they request or take leave in accordance with this policy.

GHA will pay nonexempt employees for time off for jury duty up to one week of pay. An employee on jury duty is expected to report to work any day they are excused from jury duty. For exempt employees, time spent engaged in attending court for prospective jury service or for serving as a juror will not incur any reduction in pay for a partial week's absence due to jury duty. Employees who are absent from work while participating in the jury selection process or while serving as a juror will not be required to use any PTO during the absence although may be permitted to do so.

An employee on jury duty is expected to report to work any day they are excused from jury duty during regular working hours. Upon receipt of the notice to serve jury duty, the employee must immediately notify their supervisor, as well as Human Resources. Additionally, a copy of the notice to serve jury duty must be sent to Human Resources for filing in the employee personnel file. Upon the employee's return, the employee must notify Human Resources and must submit a signed Certificate of Jury Service indicating the number of days served and/or proof of service.



Unpaid Time Off:

In the event an employee has depleted their annual allotment of PTO, or is ineligible for PTO, the employee must document any time away from work as “unpaid” on their timesheet. All unpaid time off must be pre-approved by the employee’s supervisor.

Unpaid Leave of Absence:

Long-term, Unpaid Leave of Absence (more than five days), for whatever reasons must be requested in writing and submitted to the employees’ supervisor and Human Resources for approval.

Rollover/Carry Over:

PTO:

Unused PTO will not carry over into the next year. Time off balances will be available for use on or around July 1 of each year.

PSL:

Unused sick leave will carry over from year to year in the employee’s sick leave bank. Use of more than 40 hours of paid sick time within a year must be approved by Human Resources and can only be use for the purposes of PSL as defined within this policy. Employees who are rehired within nine months of termination will receive prior paid sick leave balance.

Payment upon Resignation, Separation, or Retirement:

Upon retirement, an employee is currently eligible for the monetary equivalent of unused regular PTO days as of the last fully completed contract year. The maximum unused regular PTO eligible for this monetary reimbursement is 20 days. Employees who resign, separate, or transfer from Great Hearts employment are not eligible for monetary reimbursement of unused PTO or PSL, or Extended Sick Time.

Military Duty:

Employees will be granted an unpaid leave of absence for official military service in accordance with all state and federal law. The employee will be returned to his or work status and paid upon return from military duty leave, as required by state or federal law.



Donation of PTO and PSL:

In the event of a long-term illness that exhausts the employee's PSL other employees may donate days from their current PTO banks to the bank of the ill employee. The ill employee will receive donated PTO only for those days of illness for which they have no PSL left, or until such time as short or long-term disability insurance takes effect. Employees may not donate PSL that was previously rolled over into their PSL or extended sick leave banks.

Academy Specific

Paid Time Off:

Except for emergency circumstances as approved by the Headmaster, PTO must be scheduled five working days in advance.

Academy Rollover:

Employees with multiple paid time off banks should use (as applicable) all available PTO/PSL prior to requesting time from Academy Rollover and/or Extended Sick Time banks.

Professional Leave:

Professional Leave of up to three days annually may be granted at the discretion of the Headmaster to employees wishing to attend academic or professional growth. Requests for Professional Leave must be submitted, in writing, to the Headmaster at least one week in advance of the requested date of leave. Requests for Professional Leave by the Headmaster of more than two days' duration must be approved by the Senior Headmaster/Vice President. Professional Leave is non-accruable.

Academy and Lead Office

- Transferring from Academy to Lead Office: Any PTO granted under the Lead Office PTO policy will be provided at a pro-rated amount based on the month in which the transfer occurs. Any PSL and applicable PSL Extended Sick bank will be carried over. Extended Sick banks can only be requested as outlined in this policy.
- Transferring from Lead Office to Academy: In the event an employee moves from the Lead Office to Academy, he/she will be eligible to carry over a maximum balance of 5 PTO days. Any PSL and applicable Extended PTO bank will be carried over. Extended PTO banks can only be requested as outlined in this policy.



Exceptions:

Any exception to the PTO and PSL policy due to unexpected or extraordinary circumstances will be considered on a case-by-case basis and is subject to approval by the department supervisor or Headmaster as applicable.

Family Medical Leave

GHA provides up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- Incapacity due to pregnancy, prenatal medical care, or childbirth
- To care for the employee's child after birth, or placement for adoption, or foster care
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition
- Serious health condition that makes the employee unable to perform the employee's job

Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on active duty or called to active duty status in the Armed Forces, National Guard, or Reserves 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.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is: (1) 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 (2) 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.

Benefits and Protections

During FMLA leave, the Company maintains the employee's health coverage under any group health plan on the same terms as if the employee had continued to work. Employees must continue to pay



their portion of any insurance premium while on leave. If the employee is able but does not return to work after the expiration of the leave, the employee will be required to reimburse the Company for payment of insurance premiums during leave.

Upon return from FMLA leave, most employees are restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. Certain highly compensated employees (key employees) may have limited reinstatement rights.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave. As with other types of unpaid leaves, paid leave will not accrue during the unpaid leave. Holidays, bereavement leave, or employer's jury duty pay are not granted on unpaid leave.

Eligibility Requirements

Employees are eligible if they have worked for this Company for at least 12 months, for 1,250 hours over the previous 12 months.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents a qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive full calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

The maximum time allowed for FMLA leave is either 12 weeks in the 12-month period as defined by the Company. GHA uses the 12-month period measured forward from the first day of an employee's leave.



An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the Company's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

The Company requires employees to use granted or accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must use any available PTO banks first, PSL banks second, and extended banks (if available) last. If an employee fails to follow the Company's policies, the employee cannot use accrued paid leave, but can take unpaid leave. FMLA leave is without pay when paid leave benefits are exhausted.

Employees taking intermittent or reduced schedule leave based on planned medical treatment and those taking intermittent or reduced schedule family leave with the Company's agreement may be required to temporarily transfer to another job with equivalent pay and benefits that better accommodates that type of leave.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with the Company's normal call-in procedures.

Employees must provide sufficient information for the Company to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the Company if the requested leave is for a reason for which FMLA leave was previously taken or certified.

Employees also may be required to provide a certification and periodic recertification supporting the need for leave. The Company may require second and third medical opinions at the Company's expense. Documentation confirming family relationship, adoption, or foster care may be required. If notification and appropriate certification are not provided in a timely manner, approval for leave may be denied. Continued absence after denial of leave may result in disciplinary action in accordance with the Company's attendance guideline. Employees on leave must contact the Human Resources Department at least two days before their first day of return.



The Company's Responsibilities

The Company will inform employees requesting leave whether they are eligible under FMLA. If they are, the notice will specify any additional information required as well as the employees' rights and responsibilities. The Company will provide a reason for the ineligibility if they are not eligible.

The Company will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the Company determines that the leave is not FMLA-protected, the Company will notify the employee.

Unlawful Acts

FMLA makes it unlawful for the Company to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA
- Discharge or discriminate against any person of opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA

Enforcement

An employee may file a complaint with the U. S. Department of Labor or may bring a private lawsuit against the Company.

FMLA does not affect any federal or state law prohibiting discrimination, or supersede any state or local law or collective bargaining agreement which provides greater family or medical leave rights.

Special Rules for Instructional Employees

Special rules may apply to certain employees of charter schools. These special rules affect leave taken intermittently or on a reduced schedule, or taken near the end of an academic term (semester) by instructional employees.

"Instructional employees" are those whose primary duty is to teach and instruct students in a class, a small group, or an individual setting. This term includes not only teachers, but also athletic coaches,



and special education assistants such as signers for the hearing impaired. It does not include teacher assistants or aides who do not have as their primary job actual teaching or instructing, nor does it include auxiliary personnel such as counselors, psychologists, or curriculum specialists.

When an instructional employee begins leave more than five weeks before the end of a term because of any qualifying reason, the employer may require the employee to continue taking leave until the end of the term if: the leave will last at least three weeks, and the employee would return to work during the three-week period before the end of the term.

If the employee begins leave during the five-week period before the end of a term the employer may require the employee to continue taking leave until the end of the term if: the leave will last more than two weeks, and the employee would return to work during the two-week period before the end of the term.

When the employee begins leave during the three-week period before the end of a term because of the birth of a son or daughter; the placement of a son or daughter for adoption or foster care; to care for a spouse, son, daughter, or parent with a serious health condition; or to care for a covered service member; the employer may require the employee to continue taking leave until the end of the term if the leave will last more than five working days.

In these cases, only the period of leave taken until the employee is ready to return to work may be charged against the instructional employee's twelve weeks (not the additional time the school requires the employee to not work).

Non-FMLA Medical and Personal Leave of Absence

It is the policy of GHA to consider an employee's request for a medical leave where the leave does not qualify for protection under the Family Medical Leave Act (FMLA) or personal leave of absence.

Non-FMLA Medical Leave of Absence

The following conditions must be met for a medical leave to be granted:

- The employee has completed ninety (90) days of employment with GHA
- All available PTO, PSL, and extended banks (if available) are used at the beginning of the leave of absence
- The employee submits to the supervisor a written doctor's note outlining the reason for the leave and estimated time of need
- The immediate supervisor and Human Resources Director approve the leave before it is taken



Medical leaves and any extensions of leaves will generally be limited to no longer than 90 days. GHA currently continues the employee's health benefits up to 90 days at the same level and under the same conditions as if the employee had continued to work as long as the employee pays their portion of the health care premium. Part-time employees are not eligible for a leave of absence under these guidelines except as may be required under ADA.

Personal Leave of Absence

The following conditions must be met to qualify for a Personal Leave of Absence:

- The employee has completed at least 12 months of service
- The employee is in good standing; has not received a Performance Improvement Plan or Corrective Action Statement within the previous six (6) months of employment
- The employee notifies the immediate supervisor at least 30 days prior to the anticipated need for personal leave
- All available PTO banks have been used

Such leave approval or denial is at the discretion of the immediate supervisor and Human Resources. Personal leaves generally will be limited to no longer than 30 days. Personal leaves are not granted for engaging in employment outside of Great Hearts Academies, pursuing an independent business venture or as additional leave after Non-FMLA Medical Leave. Intermittent leave under Personal Leave is not permitted. GHA currently continues the employee's health benefits up to 30 days at the same level and under the same conditions as if the employee had continued to work as long as the employee pays their portion of the health care premium.

For further information please contact the Human Resources Department.

Crime Victim Leave

Certain employees are allowed time off to be present at a court-related proceeding, or to obtain an order of protection, associated with being a victim of a crime or juvenile offense pursuant to state law, unless the time off creates an undue hardship on the Company.

Employees are not eligible for the leave if they are accused of the crime or are in custody for the crime.



To qualify for crime victim leave, you must submit to Human Resources a copy of the form provided to you by the law enforcement agency involved in the proceedings or, if applicable, notice of each scheduled proceeding, each time you request leave.

You will be required to use any paid time off that is available to you in conjunction with the leave. If paid time off is not available, the leave time will be unpaid. Exempt staff members will be paid their normal salary during any workweek in which they use crime victim leave and also perform services for the Company, regardless of the amount of time spent performing those services.

Any questions regarding this leave should be directed to Human Resources.

Voting

Voting is an important responsibility we all assume as citizens. We encourage employees to exercise their voting rights in all municipal, state, and federal elections.

Under most circumstances, it is possible for employees to vote either before or after work. If it is necessary for employees to arrive late or leave work early to vote in any election, employees should arrange with their supervisor/manager no later than the day prior to Election Day.

Employee benefits

Membership in the GHA group health plan is voluntary. Full- and ¾-time employees and their families may be covered on the first day of the month following date of hire. GHA requires that employees share the cost of the plan. For instance, employees may be required to make co-payments to use the plan and will contribute to employee, spousal and dependent coverage, if elected.

The group health plan provides for medical, vision, and dental insurance and group life insurance. There are also optional benefits that the employee can elect and are solely the financial responsibility of the employee, such as long-term disability insurance and the FSA medically related expenses plan. Employees with more than two years of service are qualified for and automatically enrolled in company paid long term disability. These options are subject to change.

After the annual benefit renewal date, each eligible employee is provided with a Summary Plan Description of such programs setting forth details such as levels of coverage, waiting periods, pre-existing condition limitations, deductibles, and co-payments.



It is the responsibility of eligible employees to submit enrollment by the deadline announced each year by the Human Resources Department. GHA assumes no responsibility for non-coverage due to not submitting enrollment by the announced deadline or the partial or incorrect completion of such enrollment. After the close of the enrollment period, employees are not permitted to make changes to the annual coverage they have selected, unless as allowable by state and federal law.

All employees are automatically enrolled in the Great Hearts 401(k) Plan. The default deferral is set at 2% of payroll compensation. Employees whose regularly scheduled service hours are 1000 hours or more per year are eligible to participate. Employees may elect to contribute via pre- and/or post-tax payroll deductions and receive a matching contribution of 50% of their deferral up to 4% of payroll compensation. This is not a Summary Plan Description. If there are any discrepancies between this information and the Plan Document, the Plan Document will control the operation of the benefit.

All employees are covered under Social Security and are subject to F.I.C.A. and Medicare insurance withholding on their checks.

Workers' Compensation

Workers' compensation is a "no-fault" system that provides compensation for medical expenses and wage losses to employees who are injured or who become ill because of employment.

GHA pays the entire cost of workers' compensation insurance. The insurance provides coverage for related medical and rehabilitation expenses and a portion of lost wages to employees who sustain an injury on the job.

The organization abides by all applicable state workers' compensation laws and regulations.

If an employee sustains a job-related injury or illness, it is important to notify the supervisor and Human Resources immediately. The supervisor will typically complete an injury report with input from the employee and return the form to the Human Resources department. Human Resources will file the claim with the insurance company if the employee seeks medical attention. In cases of true medical emergencies, report to the nearest emergency room.

Workers' compensation benefits (paid or unpaid) will run concurrently with FMLA leave, if applicable, where permitted by state and federal law.



Employee Conduct with Students

Charges or allegations of child molestation and/or harassment, sexual or otherwise, are matters which GHA takes most seriously. Therefore, employees, volunteers, and any other persons having contact with Academy students and other children, must observe special practices with children as well as with families.

Classroom/campus conduct:

The GHA policy is that no teacher, staff member, or volunteer shall be alone with any student, regardless of age or gender, behind a closed door or in any other isolated situation. If a situation arises that call for a staff member to be alone with a student, it is the staff member's responsibility to move to an open location or to seat himself or herself and the student where they are completely visible to passersby (such as directly behind a large window). Under no circumstances may a staff member tape up, block, or cover up windows in such a ways as to prevent outsiders from being able to see into a classroom, other than for temporary darkening of room for group educational purposes, such as viewing a video. It is also GHA policy that classroom doors remain unlocked until the close of the day, except when rooms are unoccupied.

Transportation:

Excepting rare situations like the ones noted below, it is GHA policy that faculty and staff members do not transport students in their personal vehicles. Furthermore, faculty and staff may not drive a school vehicle, leased or owned by the school, without a valid driver's license, a good driving record and an unrestricted Fingerprint Clearance Card. Faculty and staff who transport students in school owned or leased vehicles must also notify the school if their driver's license or driving record changes. This policy is not intended to prohibit a teacher from driving his or her own children to and from school or school functions, nor is it intended to prohibit faculty and staff from transporting students when they are acting in some other non-Great Hearts capacity (for example, as a camp counselor or church leader) and parental permission for such transportation is freely and explicitly granted.

General conduct:

All staff and faculty are expected to behave in a professional manner that sets an example for students. Romantic and/or sexual relationships with students, and/or individuals under the age of 18, are illegal, and cause for immediate dismissal and reporting to proper legal authorities. Romantic and/or sexual relationships with students over the age of 18 and first year alumni are also cause for



immediate dismissal. Casual or overly familiar relationships with students are to be avoided. Staff will not engage in inappropriate or sustained physical contact with students.

Many of our teachers and staff live in the same neighborhoods as our students; hence, it is important to note: the same professional rules governing on-campus relationships applies to off-campus relationships. Furthermore, students should not contact or visit teachers off campus unless the teacher or staff member has spoken with the parents and explicitly invited such contact, nor should teachers (or staff) contact students off campus (other than phone calls regarding academics or school-sponsored extra-curricular activities) unless such contact has been approved by the parents.

Student Alumni:

The above directives regarding teacher student relationships extend and apply to first-year alumni. Violation of these policies will be subject to disciplinary action, possible criminal prosecution, and may result in immediate dismissal.

Student harassment, intimidation and bullying

GHA prohibits acts of harassment, intimidation or bullying of students. All employees are expected to know and help govern the relationships between students according to following definitions and policies.

"Harassment, intimidation or bullying" means any gesture or written, verbal, or physical act toward a student that takes place on school property or at a school-sponsored activity and that:

- (1) is motivated by any actual or perceived characteristic of the student, such as race, ethnicity, religion, ancestry, sex or sexual orientation, gender identity, socio-economic status, or disability; and
- (2) (a) harms the student or damages the student's property, or threatens personal harm or damage to his property; or (b) insults, demeans, or intimidates the student or a group of students in such a way as to substantially interfere with the student or students' educational or social activities at school or cause a substantial disruption of the orderly operation of the school.

The school expects students to conduct themselves in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities, and equipment.

The Headmaster is responsible for receiving complaints alleging violations of this policy. All employees are required to report alleged violations of this policy to the Headmaster. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy. While submission of a written report is not required, the reporting party is encouraged to formally document the incident in a letter



or email and submit it to the Headmaster. Oral reports also shall be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

The Headmaster, in consultation with relevant GHA staff, is responsible for determining whether an alleged act constitutes a violation of this policy. In so doing, the Headmaster shall conduct a prompt and thorough investigation of the alleged incident. The Headmaster may conclude that the alleged violation occurred or did not occur, or that the evidence is inconclusive. If the Headmaster concludes that the alleged violation did not occur or that the evidence is inconclusive, no written report of the matter will be maintained in a student's file.

In determining the appropriate response to students who commit one or more acts of harassment, intimidation, or bullying, the Headmaster should consider the following factors: the developmental and maturity levels of the parties involved, the levels of harm, the surrounding circumstances, the nature of the behaviors, past incidences or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. It is only after meaningful consideration of these factors that an appropriate consequence should be determined, consistent with the School's policies and applicable law.

Consequences and appropriate remedial action for students who commit acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion. Some acts of harassment, intimidation or bullying may be isolated incidents requiring that the school respond appropriately to the individuals committing the acts. Other acts may be so serious that they require a response by law enforcement officials. Any act of harassment, intimidation, or bullying that may constitute sexual abuse or any other form of child abuse shall be reported to law enforcement officials as required by state law.

The school prohibits retaliation against any person who reports an act of harassment, intimidation, or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the Headmaster after consideration of the nature and circumstances of the act, in accordance with applicable school policies and the law.

The Headmaster, in consultation with relevant GHA staff, shall develop an annual process for discussing the GHA policy on harassment, intimidation, and bullying with students. The policy shall be disseminated annually to all school and GHA staff, students and parents, along with a statement explaining that it applies to all acts of harassment, intimidation, and bullying that occur on school property, school-sponsored activities or in publications including through electronic means, social media, and public media.



Reporting child abuse

Arizona Revised Statute § 13-3620 (the “Child Abuse Reporting Law”) requires school personnel who reasonably believe that a child has been the victim of child abuse to immediately report the matter to a law enforcement officer and the Department of Child Safety (DCS). GHA is committed to following the Child Abuse Reporting Law in order to protect the families it serves.

The purpose of the section below is to answer some of the most common questions asked about abuse reporting. Question regarding the duty to report child abuse in specific situations can be obtained by calling the DCS child abuse hotline at 1-888-767-2445.

Question: Who must report?

Answer: The Child Abuse Reporting Law places a duty to report on all the persons who are responsible for the care of children. All school personnel, including paid and volunteer staff, have a duty to report child abuse if they form, in the course of their employment or service, a reasonable belief that a child is or was a victim of child abuse.

Question: What offenses fall under the Child Abuse Reporting Law?

Answer: The Child Abuse Reporting Law lists five categories of offenses that must be reported. The reporting duty applies when the victim is a minor, that is, a person younger than 18 years old. The age of the person suspected of inflicting child abuse is not relevant to the reporting obligation, except in the instance of consensual sexual conduct between minors as explained below.

Non-Accidental Physical Injury

The Child Abuse Reporting Law does not define “physical injury,” but this term is defined in § 13-3623 as “the impairment of physical condition and includes any skin bruising, pressure sores, bleeding, failure to thrive, malnutrition, dehydration, burns, fracture of any bone, subdural hematoma, soft tissue swelling, injury to any internal organ or any physical condition that imperils health or welfare.” The descriptive title of the statute indicates that, like neglect, a physical injury is not reportable unless the reporter reasonably believes that the physical injury was “inflicted on the minor by other than accidentally means” or that the physical injury “is not explained by the available medical history as being accidental in nature.”

Abuse

“Abuse” means the “infliction or allowing of physical injury, impairment of bodily function or disfigurement, or the infliction of or allowing another person to cause serious emotional damage as evidenced by severe anxiety, depression, withdrawal or untoward aggressive behavior and which



emotional damage is diagnosed by a medical doctor or psychologist pursuant to section § 8-821 and is caused by the acts or omissions of an individual having care, custody, and control of a child.”

Sexual abuse (§ 13-1404), which is “intentionally or knowingly engaging in sexual contact” (i.e., “any direct or indirect touching, fondling or manipulation of any part of the genitals, anus, or female breast by any part of the body or by any object, or causing a person to engage in such contact”), with any person fifteen or more years of age without the consent of that person or with any person who is under fifteen years of age if the sexual contact involves only the female breast; or

Sexual conduct with a minor (§ 13-1405), which is intentionally or knowingly engaging in “sexual intercourse” (i.e., “penetration into the penis, vulva, or anus by any part of the body or by any object, or masturbatory contact with the penis or vulva”) or “oral sexual contact” (i.e., “oral contact with the penis, vulva, or anus”) with any person who is under 18 years of age. Note: Reporting is not required for sexual abuse or sexual misconduct with a minor (§ 13-1404, § 13-1405) “if the conduct involves only minors age 14, 15, 16, or 17 and there is nothing to indicate that the conduct is other than consensual.”

Sexual assault (§ 13-1406), which is intentionally or knowingly engaging in “sexual intercourse” or “oral sexual contact” with any person without consent of such person.

Molestation of a child (§ 13-1410), which is intentionally or knowingly engaging in our causing a person to engage in “sexual contact” except sexual contact with the female breast, with a child under fifteen years of age.

Commercial sexual exploitation of a minor (§ 13-3552), which is knowingly using, employing, persuading, enticing, inducing or coercing any minor, or permitting a minor under the perpetrator’s custody or control, either (1) to engage in or assist others to engage in “exploitative exhibition” (i.e., “actual or simulated exhibition of the genitals or pubic or rectal areas for the purpose of sexual stimulation of the viewer”) or other “sexual conduct” (i.e., “actual or simulated sexual intercourse, penetration of the vagina or rectum by any object, bestiality, or masturbation, sadomasochistic abuse or defecation or urination for the purpose of sexual stimulation”) for the purpose of producing any visual or print medium or live act depicting such contact, or (2) to expose the genitals or anus or the areola or nipple of the female breast for financial or commercial gain, or transporting or financing the transportation of any minor with the intent that such minor engage in prostitution, exploitative exhibition, or other sexual conduct for the purpose of producing a visual or print medium or live act depicting such conduct.

Sexual exploitation (§ 13-3553), which is knowingly recording, filming, photographing, developing, duplicating, distributing, transporting, exhibiting, receiving, selling, purchasing, possessing, or



exchanging any visual or print medium, in which minors are engaged in “exploitative exhibition” or other “sexual conduct.”

Incest (§ 13-3608), which is knowingly committing fornication or marriage between persons 15 or more years of age who may not legally marry.

Child prostitution (§ 13-3212), which is knowingly causing, using, or permitting a minor to engage in “prostitution” (i.e., “engaging, agreeing, or offering to engage in direct or indirect fondling or manipulation of any part of the genitals, anus, or female breast, penetration into the penis, vulva, or anus, by any part of the body or by any object, oral contact with the penis, vulva or anus, or flagellation or torture by or upon a person who is nude, clad in undergarments or in revealing or bizarre costume or while fettered, bound or otherwise physically restrained”) or receiving any benefit from placing a minor into prostitution, financing, managing, supervising, controlling or owning prostitution activity involving a minor, or transporting a minor with the intent that the minor engage in prostitution.

Child Abuse

Child abuse occurs when a person causes a child “to suffer physical injury or abuse,” or “to cause or permit a child or health of a child to be injured, or to cause or permit a child to be placed in a situation where the child or health of the child is endangered.” The language of the statute that defines “child abuse” (§ 13-3623) indicates that child abuse (as defined in the statute) is a crime only if the actions or the abuser are intentional, reckless, or criminally negligent.

Reportable Offenses

Reportable offenses are any of the following:

- Indecent exposure (§ 13-1402), which is exposures of one’s genitals or anus or the nipple or areola of the female breast when another person is present and a reasonable person would be offended.
- Public sexual indecency (§ 13-1403), which is recklessly engaging in sexual contact, sexual intercourse, or bestiality when another person is present and a reasonable person would be offended or alarmed by such act.
- Sexual abuse (defined above)
- Sexual conduct with a minor (defined above)
- Sexual assault (defined above)
- Molestation of a child (defined above)
- Furnishing to a minor over the internet items that are harmful to a minor (§ 13-3506.01)

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- Surreptitious photographing, videotaping, filming, or digitally recording of a minor (§ 13-3619), which is use of a photography, videotape, film, or digital recording device to secretly view or record a minor, without the minor's consent, under either of the following circumstances: (1) in a restroom, bathroom, locker room, bedroom or other location where the minor has a reasonable expectation of privacy or (2) while the minor is urinating, defecating, dressing, undressing, nude, or involved in sexual intercourse or sexual contact.
- Child prostitution (defined above)
- Incest (defined above)
- Neglect, "Neglect" is not defined in the statute but is limited to "neglect that appears to have been inflicted upon such minor by other than accidental means or which is not explained by the available medical history as being accidental in nature."

Question: How certain must a person be that child abuse has occurred to have a duty to report?"

Answer: The duty to report applies whenever a school employee "reasonably believes that the minor is or has been a victim" of any of the five categories of child abuse. The Law imposes a duty to report possible child abuse, not to investigate it.

"In many cases, an abused child may not tell anyone about the abuse until the child feels brave enough or has established a sense of trust with someone. This may delay the child from seeking help. Consequently, the evidence of abuse may no longer be visible. Current law requires reporting if the mandated reporter's observation or examination reveals evidence of abuse or neglect. [The law] imposes a duty to report upon certain individuals when there is reason to believe that child abuse or neglect has occurred."

School personnel should understand that the reporting threshold is met whenever there is sufficient information—regardless of the source—to form a reasonable belief that a child is a victim of child abuse. Caregivers do not need visual evidence of abuse to meet the reporting threshold.

Question: How should a person report child abuse?

Answer: A report is made by immediately calling DCS or your local law enforcement agency to report the matter. If the suspected abuser is the student's parent(s), DCS must be called as part of the reporting process. (DCS Hotline Number: 1-888-767-2445). In either case, you must then submit a written report within 72 hours.

The written report must include:

- The names and addresses of the minor and the minor's parents or the person or persons having custody of the minor, if known.



- The minor's age and the nature and extent of the minor's injuries or physical neglect, including any evidence of previous injuries or physical neglect.
- Any other information that the person believes might be helpful in establishing the cause of the injury or physical neglect.

Our Academies have established a child abuse reporting protocol:

A staff member who believes that a student may be a victim of child abuse should report the matter to the school Headmaster/Academy Representative or their manager, who then, along with the staff member, should report the incident to DCS and law enforcement. It is the responsibility of the staff member to either make the report or know conclusively that the Headmaster/Academy Representative or their manager has made the report in his or her presence. Failure to ensure that the report is made may expose you to personal, criminal liability. It is good to involve the Headmaster or your manager in the process because he or she may have knowledge of previous instances of abuse to include in the report to DCS or law enforcement. However, the Arizona Attorney General has definitively stated that teachers, staff members, and working volunteers must independently report all abuse if the administration does not immediately act on their awareness of abuse. A staff member's legal obligation is not met simply by reporting to his or her supervisor or Headmaster.

Once the initial call is made to DCS or local law enforcement, the Headmaster/manager and staff member should immediately call Great Hearts' General Counsel. The General Counsel will direct the Headmaster/manager and staff member regarding any further communication.

The Headmaster/manager or any staff member should not contact the student's parents. Additionally, no one at the school should conduct any sort of investigation into the matter. These communications and investigations should be left to law enforcement to develop and preserve evidence appropriately for any future prosecution.

Question: Could a person be sued for making a child abuse report?

Answer: Yes, a reporter could be sued, but the risk of an employee suffering a financial loss is minimal. First, the Child Abuse Reporting Law grants immunity to a reporter unless he or she "acts with malice." The "malice" requirement creates a very difficult evidentiary standard and, thus, acts as significant deterrent to a lawsuit.

Question: What are the penalties for failing to report child abuse?

Answer: An educator who fails to report child abuse in violation of the Child Abuse Reporting Law is guilty of a class 6 felony.



If you are unsure about your responsibilities under the Child Abuse Reporting Law, or believe that others are being instructed to act contrary to the law described above, please contact the GreatHearts' General Counsel for more information.

Confidentiality

Student Records

The Family Education Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student educational records. FERPA generally prohibits schools from releasing student records of any type to an outside party, unless and until the student's parents (or the student, if 18 years or older) provide consent for the release.

The term "record" includes any information recorded in any way, including handwriting, print, computer, media, video or audio tape, film, microfilm, and microfile. An "education record" means a record that is directly related to a student and maintained by the Academy or an entity acting on behalf of the Academy. A record is only maintained if it is kept in the ordinary course of business in the way that such records are normally kept at the school.

There are several common exceptions to the general rule regarding disclosure of student records:

Personally Identifiable Information:

Academy personnel may disclose personally identifiable information from a student record to other Academy officials with a legitimate "need to know."

The Academy may disclose information under the category titled "directory information."

Directory Information:

The primary purpose of directory information is to allow the school to include a student's information from his or her educational records in certain school publications. Examples include:

- A playbill, showing a student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.



Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.¹

Great Hearts has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Dates of attendance
- Electronic mail address
- Photograph
- Date and place of birth
- Grade level
- The most recent educational agency or institution attended
- Degrees, honors, and awards received
- Weight and height of members of athletic teams
- Participation in officially recognized activities and sports

Great Hearts may also disclose student information to authorized representatives of the State. In such cases, Great Hearts will redact records so that no personally identifiable information is released (i.e., birth date, student ID number, social security number, etc.)

If you have any questions or concerns regarding the propriety of disclosing student information, see the Headmaster or Great Hearts General Counsel for guidance. If in doubt, ask first.

Academy Records

Employees shall keep and observe the confidentiality of any matter, report, compilation, analysis, projection, file, form, record, computerized data, process, method, know-how, or formula relating or regarding the Academy, the Board, the Academy's staff and the Academy's students except where:

¹ These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).



- a. Such item is intended, or by law is deemed, to be a matter open to the public;
- b. Such item is generally known within and without the Academy; or
- c. Such item is otherwise exempt by law from being deemed confidential.



Conflict of Interest Disclosure Form

Please complete this form on an annual basis, and return it to Great Hearts Human Resources Department (hr@greatheartsaz.org).

Name _____

Date _____

Position within Great Hearts Academies

I have the following potential Conflict of Interest to report (please describe any relationships, positions or circumstances that you believe could be a potential Conflict of Interest):

In signing below, I certify that

The information listed above is complete to the best of my knowledge.

I have received and reviewed the GHA Conflict of Interest Policy.

Should a potential conflict arise during the year, I will bring it to the attention of the appropriate party.

Signature _____

Date _____



ACKNOWLEDGEMENT AND AGREEMENT

I have received a copy of the Great Hearts Academies (GHA) Employee Handbook. By signing this I understand that I am to become familiar with its contents. Further I understand:

- Employment with Great Hearts Academies is at-will. I have the right to end my work relationship with the organization with or without advance notice for any reason. The organization has the same right.
- The language used in this handbook and any verbal statements of management are not intended to constitute a contract of employment, either express or implied, nor are they a guarantee of employment for a specific duration.
- The handbook is not all inclusive but is intended to provide me with a summary of some of the organization's guidelines.
- This edition replaces all previously issued handbooks. The need may arise to change the guidelines described in the handbook, except for the at-will nature of employment. The organization, therefore, reserves the right to interpret them or to change them without prior notice.
- No representative of Great Hearts Academies, other than the Chief Executive Officer, has the authorization to enter into an agreement of employment for any specified period and such agreement must be in writing signed by the Chief Executive Officer and me. We have not entered into such an agreement.

DocuSigned by:
Victoria Davies
B71F415FE54643C...

Employee Signature

7/1/2017

Date