

Board Packet

Woodbury Leadership Academy Board of Directors Special Meeting

Thursday, August 2, 2018

3:00 P.M.

Woodbury Leadership Academy

8089 Globe Dr. Woodbury, Mn 55125
Conference Room

**PLEASE LEAVE THIS BINDER ON THE BACK SIGN-IN TABLE AND DO NOT
REMOVE ANY DOCUMENTS.**

THANK YOU.

Property of: Woodbury Leadership Academy Board of Directors

Meeting: Board of Directors Regular Meeting

Date: Thursday, August 2, 2018

Time: 3:00 P.M.

Location: Woodbury Leadership Academy 8089 Globe Dr. Woodbury Mn 55125 - Conference Room

AGENDA

1. **Meeting Call to Order and Roll Call**
 - 1.1. Meeting Call to Order (Mandi Folks, Board Chair)
 - 1.2. Roll Call (Mandi Folks, Board Chair & Nancy Baumann, Board Clerk)

2. **WLA Mission & Vision** (Presenter: Jolene Skordahl)

The mission of WLA is to utilize leadership based programs and strategies grounded in solid research, combined with the demonstrated success of Core Knowledge curriculum as a basis of a rigorous overall educational program that builds strong skills in math, reading, literature, writing, music, science, and technology.

The vision of WLA is to be a school where students and graduates become exceptional leaders, and are prepared to take on the academic and leadership challenges they will face as they transition into high school.

3. **Approval of Agenda/Meeting Minutes** (Presenter: Mandi Folks, Board Chair)
 - 3.1. Approval of Meeting Agenda
Motion: _____ 2nd: _____ Vote: _____

4. **Conflict of Interest Declaration** (Presenter: Mandi Folks, Board Chair)
 - 4.1. Conflict of Interest Declaration

5. **Public Comment** (Presenter: Mandi Folks, Board Chair)

6. **Board and Administration Reports**
 - 6.1. Governance Committee (Presenter: Ro Krejci, Governance Chair)
 - 6.1.1. Accept 2018 - 2019 Employee Handbook
Motion: _____ 2nd: _____ Vote: _____

7. **Board Training/Discussion and Business** (Presenter: Mandi Folks, Board Chair)
 - 7.1. Discuss additional hiring based on increased projected enrollment
 - 7.2. 2018-2019 health/dental plan changes
 - 7.3. Employment agreement(s)
 - 7.4. Playground budget
 - 7.5. Revise 2018-2019 school calendar
 - 7.6. 2018-2019 board calendar review
 - 7.7. Annual designations
 - 7.8. PTA
 - 7.9. 2018-2019 board officer positions (board chair, secretary and treasurer)
 - 7.10. Board training - review Robert's rules of order, roles/responsibilities, trust and efficiency, board training calendar and public relations at the board level

8. **Board Communication & Future Items** (Presenter: Mandi Folks, Board Chair)
 - 8.1. Board Communication/Future Agenda Items - Reflection

9. **Housekeeping** (Presenter: Mandi Folks, Board Chair)
 - 9.1. Next Regularly Scheduled WLA Board of Directors Meeting and Training
Date:
Time:
Location:
 - 9.2. Delegation of Public Comment Items (if necessary)

10. **Adjournment** (Presenter: Mandi Folks, Board Chair)
 - 10.1. Adjournment
Motion: _____ 2nd: _____ Vote: _____

WOODBURY LEADERSHIP ACADEMY
2018-2019 SCHOOL YEAR
172 STUDENT CONTACT DAYS

(Board approved on _____, 2018)

SCHOOL CALENDAR

- Aug. 23-24 New Teacher Workshop
- Aug. 27-31 All Staff Workshop
- Aug. 29 Back to School 4-7 p.m.
- Sept. 3 Labor Day Holiday
- Sept. 4 First Day of School Gr 1-8
- Sept. 4-5 Kindergarten Conferences
- Sept. 6 First Day of School Gr K
- Oct. 5 All Staff Workshop, No School
- Oct. 16 Evening Conferences
- Oct. 17 Morning Conferences, No School
- Oct. 18-19 EM-No School or Staff
- Oct. 24-Nov. 2 NWEA MAP Fall Assessments
- Nov. 22 Thanksgiving Holiday
- Nov. 23 No School
- Nov. 29 End of Trimester I (57 days)
- Nov. 30 Teacher Grading Day, No School
- Dec. 10 Teacher Workshop Day, No School
- Dec. 24-31 Winter Break
- Jan. 1 New Year's Day Holiday
- Jan. 21 Martin Luther King Holiday
- Feb. 1 Teacher Workshop Day, No School
- Feb. 18 President's Day Holiday
- Feb. 28 Evening Conferences
- Mar. 1 Students Dismissed at 1:00, Afternoon Conferences
- Mar. 7 End of Trimester II (58 days)
- Mar. 8 Teacher Grading Day, No School
- Mar. 11-15 Spring Break
- Mar. 26-Apr. 5 NWEA MAP Spring Assessments
- Apr. 8 Teacher Workshop Day, No School
- Apr. 15-May 3 MN Comprehensive Assessments
- May 27 Memorial Day Holiday
- June 6 End of Trimester III (57 days)
- June 7 Teacher Grading Day

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**Organizational Meeting Annual Designations – Woodbury Leadership Academy
July 2018**

1. MDE Designations
 - Title Grant Authorized Representative (Kathy Mortensen)
 - MDE Identified Official With Authority (IOWA) (Kathy Mortensen)
 - Special Education Director (Mary Kelly)
2. Designation of Depositories
 - Old National Bank
3. Authorized signers at banks
 - Board Chair
 - Director
4. Authorize individuals to approve collateral Changes (Director, Finance Manager)
5. Delegation of Authority to Make Electronic Funds Transfers by the Board Chair, Executive Director, or Financial Manager
6. Granting of Administrative Authority: Judith Darling (Finance Manager) , Kathy Mortensen (Director), and Mandi Folks (Board Chair) are granted Administrative authority to execute and update any and all Cash Management Agreements with Old National Bank and to further grant authority to certain BerganKDV employees to perform activities necessary to carry out bank account-related functions and electronic transfers including, but not limited to:
 - Payment of: employee payroll; federal, state, and unemployment taxes (deductions and/or benefits); and other payroll related deductions and benefits (when appropriate)
 - Payment of contributions to the Teachers Retirement Associations (TRA) and to the Public Employee Retirement Association (PERA) for deductions and benefits.
 - Payments, including, but not limited to: building lease payments, credit card payments, and other vendor payments (when appropriate).
 - Other payments authorized by the board of directors
 - Monitoring, reconciliation, and management of bank transactional activity
 - Investment of excess funds
 - Execution and release of pledge agreements
 - Temporary and permanent ACH Limit changes
 - Management of Positive Pay system
7. Debit Card Authorization – Employees authorized to have school issued card and credit limits.
 - Nancy Baumann : \$1,000 per transaction, \$2,000 per day
8. Designation of Official Newspaper (required for posting of public notices)
 - Woodbury Bulletin

MSBA

Phase I

MINNESOTA SCHOOL  BOARDS ASSOCIATION

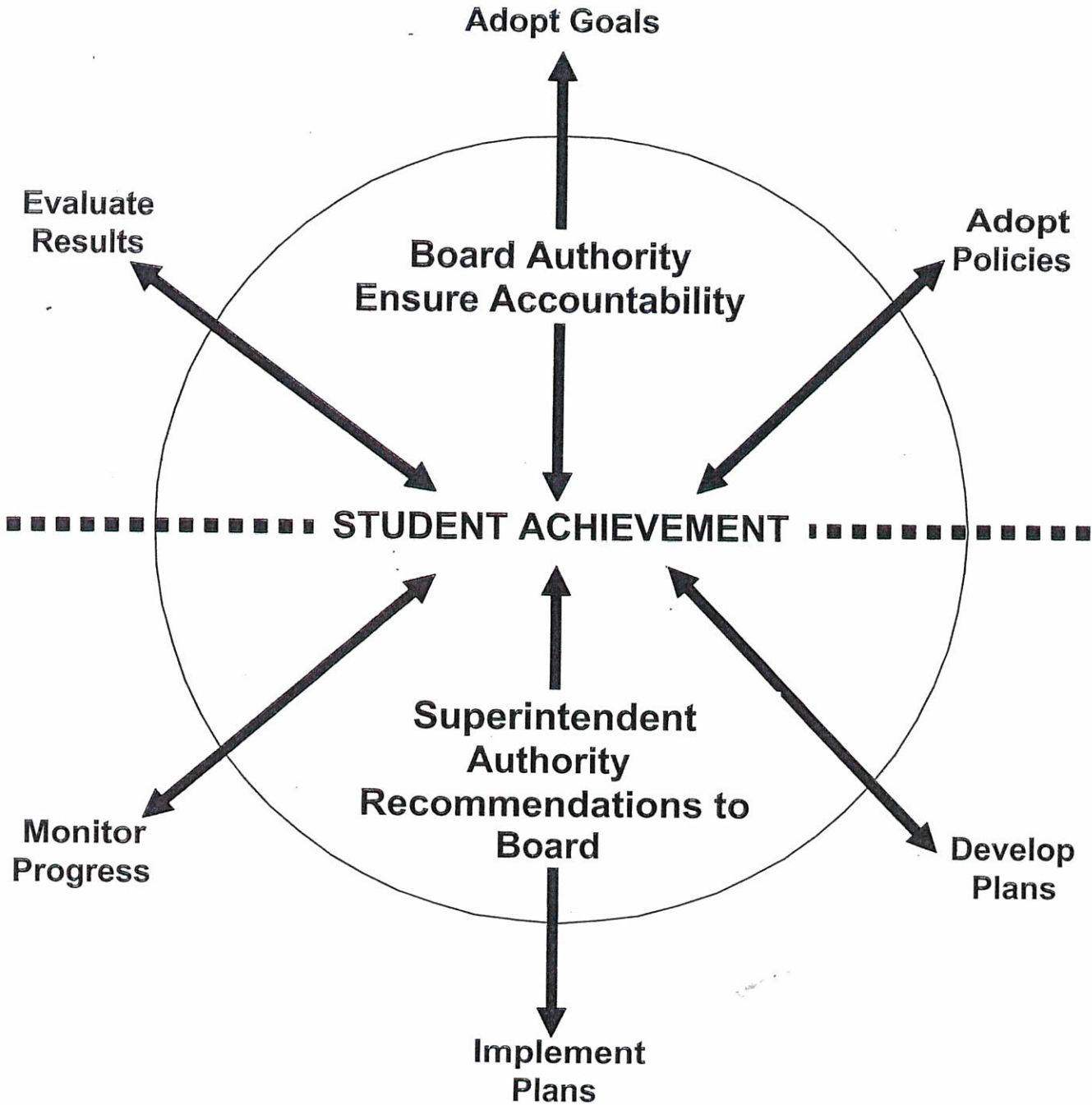
Fundamentals of School Board Membership

A Guide for Newly Elected School Board Members

Presented by:
Minnesota School Boards Association

BOARD GOVERNANCE MODEL

THE BOARD GOVERNS
Sets expectations and parameters



THE SUPERINTENDENT MANAGES
Provides leadership and supervision

16 Tenets Of The Effective Board-Administrative Leadership Team

Board members should:	Superintendents should:
1. Recognize their function as being legislative and judicial, and respect the executive function of the superintendent.	1. Recognize his/her function as being executive and respect the legislative and judicial functions of the board.
2. Attend all board meetings.	2. Attend all board meetings.
3. Recognize that authority to act rests with the entire board or a legally constituted quorum of the board and that business may be transacted only in official meetings. Refrain from making commitments to individuals or groups as an individual board member.	3. Interpret official actions of the board to school employees and community groups in a faithful, accurate, and objective manner and not make any commitments to individuals or organizations outside the context of adopted school policy.
4. Support the superintendent as the executor of board policies.	4. Faithfully and objectively administer the policies of the district.
5. Listen courteously to parents with questions and complaints, referring them to an appropriate member of the school staff in accordance with policies of the school.	5. Establish a program of school-community relations leading to open, two-way communications between the district and all parties.
6. Refer personal requests and criticism by school staff directly to the appropriate administrative officer in accordance with board policies.	6. Provide written grievance procedures for school staff and assure an effective means of communication among staff, board, and superintendent.
7. Keep the superintendent and fellow members of the board advised of community reaction to school policies.	7. Keep the board continuously, adequately, and objectively informed concerning the school program, curriculum, and problems – current and anticipated.
8. Submit items to be placed on the board meeting agenda in ample time so the superintendent may assemble information bearing upon the subject and according to locally adopted policy.	8. Accept items to be placed on the board meeting agenda from members of the board and others, and gather pertinent information relative to the items on the agenda.
9. Encourage and support the superintendent to consult with staff and community to seek opinions and recommendations for board consideration.	9. Formulate, when appropriate, with members of the school staff, board, and community, recommendations to be made to the board.

Board members should:	Superintendent should:
10. Require that meetings of the board be conducted on the basis of a planned agenda prepared by the superintendent in accordance with board policies and be made available to board members prior to the board meetings.	10. Prepare for all board meetings, in cooperation with appropriate board officers, an agenda and supporting materials to be distributed to board members in ample time prior to board meetings.
11. Develop a clear set of policies regarding such items as size of school, class size, assigned responsibilities, budget preparation, staffing, suspension, or dismissal, etc.	11. Carry out board policies and be held accountable for them. Assist the board in maintaining focus on policy matters and recommend and evaluate policy at all times.
12. Require that the administrative rules and regulations be in harmony with school policy.	12. Present to the board for its advice, counsel, and approval, administrative rules and regulations implementing the policies of the board.
13. Delegate full executive responsibility to the superintendent to make recommendations which establish and operate a total school program of acceptable standards.	13. Accept full executive responsibility for establishing and operating a total school program of acceptable standards.
14. Assume responsibility for adopting fiscal policies that will allow the superintendent to operate a total school program of acceptable standards.	14. Assume responsibility for presenting to the board responsible and detailed fiscal plans to assure the smooth operation of the school program.
15. Adopt policies that will allow the superintendent, staff and board to keep abreast of contemporary developments in education through conference attendance, in-service workshops, and consultant services.	15. Advise the board of programs designed to keep the superintendent and staff abreast of contemporary developments in education through conference attendance, in-service workshops, and consultant services.
16. Act on the selection, promotion, demotion, or dismissal of school personnel only after submission of a specific recommendation by the superintendent. Confidentiality is maintained regarding all private data.	16. Present to the board recommendations for selection, promotion, demotion, or dismissal of school personnel. Private data is clearly identified as such and confidentiality is maintained.

Board/Superintendent Roles

<u>Board</u>	<u>Superintendent</u>
Vision	Action Plans
Goals	Regulations
Policies	Procedures/Operations
Evaluation	Progress Reports
<u>End Results</u>	<u>Means</u>
What?	How?
Why?	When?
How Much?	Where?
	By Whom?
Action: Vote	Action: Recommend; Implement

School Board Meeting Roles and Responsibilities: A Checklist

Note:

Z = Has responsibility

A = May assist

Prior to the Meeting:

	Board Member	Board Chair	Superintendent	Admin. Staff
1. Publish date, time, and location of meeting.			Z	A
2. Prepare agenda and send to board members prior to meeting (2-3 days).		A	Z	A
3. Seek outside advice from MSBA and other organizations as needed.	Z	Z	Z	Z
4. Prepare supplementary materials to the agenda, explaining issues, concerns, and/or recommendations.			Z	A
5. Send agenda to school personnel, interested citizens, and media.			Z	
6. Read and study board materials.	Z	Z		
7. Secure legal advice, if needed.		Z	Z	
8. Draft written resolutions and motions on technical issues; i.e., call for levy/bond election.		A	Z	A
9. Prepare financial statement and list of bills to be paid.			Z	A
10. Prepare minutes of previous meeting.			Z	A
11. Arrange meeting room that is neat, attractive, well ventilated, and has adequate space for visitors.			Z	A
12. Prepare a visitors' agenda and/or brochure giving information about the board and its activities.	A	A	Z	
13. Arrange seating appropriately. Include name plates, board policy books, other necessary materials.		A	Z	

Note:

- Z = Has responsibility
- A = May assist

At the Meeting:

	Board Member	Board Chair	Superintendent	Admin. Staff
14. Start meeting on time.	A	Z	A	
15. Project a positive image – open and friendly.	A	Z	Z	A
16. Ensure that mutual respect is shown between board members and superintendent.	A	Z	Z	A
17. Set a business-like tone for the meeting – keep to the agenda	A	Z	A	A
18. Welcome citizens. Allow them to speak at appropriate time.	A	Z	A	
19. Provide opportunities for members of the teaching and administrative staffs to discuss instructional programs.		A	Z	A
20. Establish ground rules and limits for board discussion and citizen involvement at meetings.	A	Z	A	
21. Take action only after all sides of an issue have been thoroughly examined.	A	Z	A	
22. View divergent opinions as helpful and useful in understanding complex issues and problems.	A	Z	Z	A
23. Hold closed meetings to a minimum and follow state statutes.		Z	A	
24. Create an atmosphere in which conflicts are not avoided and each person is given a hearing in order that a solution may be found.	A	Z	Z	A
25. Encourage the board to be self-conscious about its own operation and examine often how it may improve itself.	Z	Z	A	

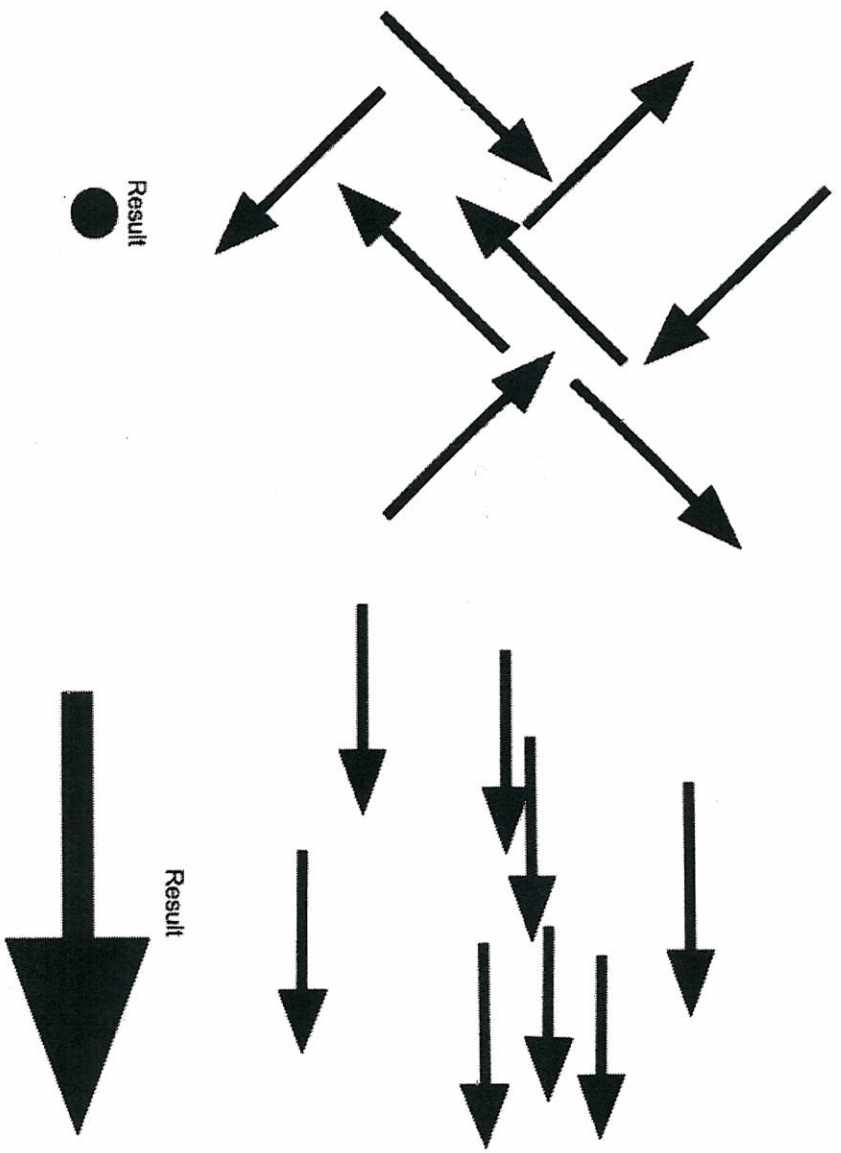
After the Meeting:

26. Support decisions by the majority of the board.	Z	Z	Z	Z
27. Communicate board actions regarding staff members as early as possible.	A	A	Z	A
28. Prepare news releases regarding board actions.	A	A	Z	A
29. Write complete and accurate minutes.		A	Z	A
30. Initiate follow-up action on board meeting, including delegating responsibility and timelines.			Z	A
31. Begin planning for the next board meeting.		A	Z	A

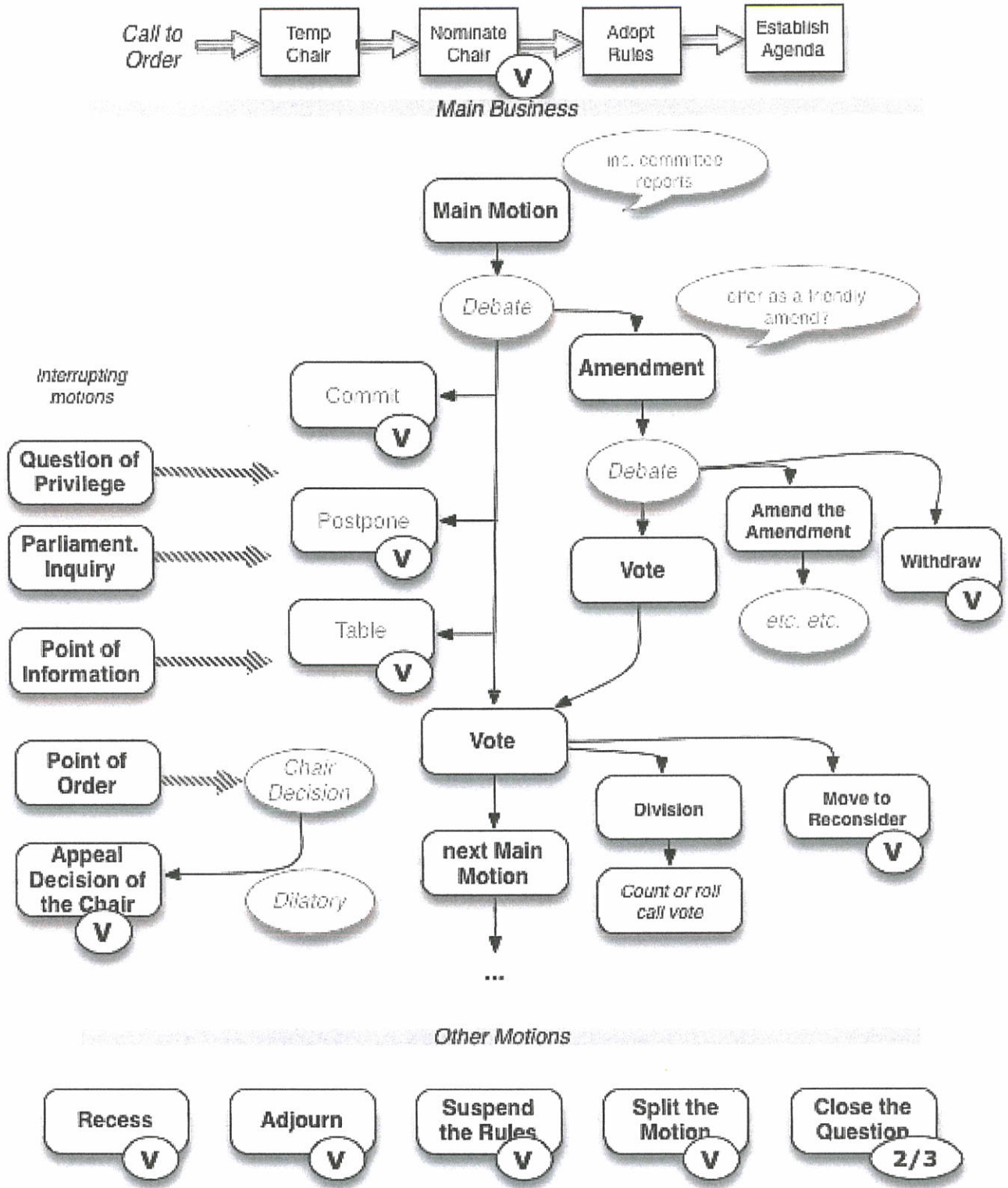
4 Considerations...

1. Organizational Effectiveness & Need for Consistency/Stability (arrow chart)
2. Demonstration of the Behaviors Related to Board Governance & Board Member Roles
3. Board Member Training & Board Member Experience (training chart)
4. Leadership & Belief in WLA Mission/Vision

Organizational Effectiveness



Robert's Rules Diagrammed by Kevin Lacobie



Robert's Rules of Order Motions Chart

RobertsRules.org

Based on *Robert's Rules of Order Newly Revised (10th Edition)*

Part 1, Main Motions. These motions are listed in order of precedence. A motion can be introduced if it is higher on the chart than the pending motion.

§ indicates the section from Robert's Rules.

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§21	Close meeting	I move to adjourn	No	Yes	No	No	Majority
§20	Take break	I move to recess for ...	No	Yes	No	Yes	Majority
§19	Register complaint	I rise to a question of privilege	Yes	No	No	No	None
§18	Make follow agenda	I call for the orders of the day	Yes	No	No	No	None
§17	Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
§16	Close debate	I move the previous question	No	Yes	No	No	2/3
§15	Limit or extend debate	I move that debate be limited to ...	No	Yes	No	Yes	2/3
§14	Postpone to a certain time	I move to postpone the motion to ...	No	Yes	Yes	Yes	Majority
§13	Refer to committee	I move to refer the motion to ...	No	Yes	Yes	Yes	Majority
§12	Modify wording of motion	I move to amend the motion by ...	No	Yes	Yes	Yes	Majority
§11	Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
§10	Bring business before assembly (a main motion)	I move that [or "to"] ...	No	Yes	Yes	Yes	Majority

Part 2, Incidental Motions. No order of precedence. These motions arise incidentally and are decided immediately.

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§23	Enforce rules	Point of Order	Yes	No	No	No	None
§24	Submit matter to assembly	I appeal from the decision of the chair	Yes	Yes	Varies	No	Majority
§25	Suspend rules	I move to suspend the rules	No	Yes	No	No	2/3
§26	Avoid main motion altogether	I object to the consideration of the question	Yes	No	No	No	2/3
§27	Divide motion	I move to divide the question	No	Yes	No	Yes	Majority
§29	Demand a rising vote	I move for a rising vote	Yes	No	No	No	None
§33	Parliamentary law question	Parliamentary inquiry	Yes	No	No	No	None
§33	Request for information	Point of information	Yes	No	No	No	None

Part 3, Motions That Bring a Question Again Before the Assembly.
No order of precedence. Introduce only when nothing else is pending.

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§34	Take matter from table	I move to take from the table ...	No	Yes	No	No	Majority
§35	Cancel previous action	I move to rescind ...	No	Yes	Yes	Yes	2/3 or Majority with notice
§37	Reconsider motion	I move to reconsider ...	No	Yes	Varies	No	Majority

Woodbury Leadership Academy

EMPLOYEE HANDBOOK

Issued 08/23—01/1865

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Introduction

Handbook Purpose

This handbook and the policies are established and recorded to:

- Provide guidelines, policies and procedures for all employees
- Provide guidelines for managers to consider in their decision making regarding employment practices
- Ensure compliance with applicable local, state, and federal law

Every employee is provided with a copy of this handbook. These guidelines may be revised from time to time with or without notice.

Nature of Employment

This handbook is intended to provide employees with guidelines and expectations in order to assist them to better perform their job duties. Employees are encouraged to familiarize themselves with the contents of this handbook, as it will answer many common questions concerning employment with Woodbury Leadership Academy (hereinafter “WLA”).

Interpretation of and Revisions to the Handbook

In order to retain necessary flexibility in the administration of policies and procedures, WLA reserves the right to interpret, change, revise, or eliminate any of the policies and/or benefits described in the handbook from time to time as it deems appropriate, in its sole discretion with or without notice. Employees will be notified of such changes to the handbook as they occur.

Employment

Equal Employment Opportunity (Refer to Policy #401)

It is a goal of WLA to be a diverse and multicultural organization within the community it serves. WLA's policy is to provide equal employment opportunity to all employees and applicants for employment in WLA in accordance with all applicable Equal Employment Opportunity laws, directives and regulations of Federal, State, and Local governing bodies and agencies thereof. Decisions about recruiting, hiring, training, promotions, compensation, benefits, and all similar employment decisions ~~will~~**must** be made without regard to race, creed, color, religion, ethnic origin, national origin, age, gender, marital status, familial status, sexual orientation, disability, status with regard to public assistance, veteran status membership or activity in a local commission, or any other protected class status defined by applicable law.

WLA will make reasonable accommodations for qualified individuals with known disabilities unless doing so ~~will~~**could** result in an undue hardship. WLA will not request or require a genetic test of any employee or applicant nor will it collect or use any protected genetic information in connection with any employment-related decisions. All employees are expected to perform their job responsibilities in a manner that supports equal employment opportunity for all.

If any employee believes he or she has been treated in a way that violates this policy, they should contact their supervisor or the Executive Director. WLA will investigate allegations of discrimination as confidentially and promptly as possible, and will take appropriate action in response to these investigations.

Employment-at-Will

Employment with WLA is **at-will** and all at-will employees may be terminated for any reason or no reason at all, with or without cause or notice, at any time. The employee may also terminate his/her employment for any reason, or no reason, with or without cause or notice at any time. This policy of at-will employment is the sole and entire agreement between ~~you and~~ WLA and all of its employees as to the duration of the employment and the circumstances under which employment may be terminated. No implied contract concerning any employment related decision or term or condition of employment can be established by any other statement, conduct, policy or practice in this handbook or any other document provided to employees. Nothing in this Employee Handbook shall be interpreted to be in conflict with or to eliminate or modify in any way the employment-at-will relationship with WLA.

Employment Categories

It is the intent of WLA to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time.

Each employee will belong to one of the following employment categories:

- “**Regular full-time employees**” are those who are not in a temporary ~~or introductory~~-status and who are regularly scheduled to work WLA's full-time schedule. Generally, they are eligible for WLA's benefit package, subject to the terms, conditions, and limitations of each benefit program. Full-time employees work at least 30 hours per week on a regular basis.
- “**Full-time employees scheduled to work 10 months**” are those who are not in a temporary ~~or~~

~~introductory~~ status and who are regularly scheduled to work WLA's full-time schedule on a 10-month basis (school-year). Generally, they are eligible for WLA's benefit package, subject to the terms, conditions, and limitations of each benefit program.

- **"Part-time employees"** are those who are not assigned to a temporary ~~or introductory~~ status and who are regularly scheduled to work less than 30 hours per week. While they do receive all legally mandated benefits, they are not eligible for all of WLA's other benefit programs.
- **"Temporary employees"** are those who are hired to work full time or part time with the understanding that their employment will be terminated no later than completion of the specific assignment for which they were hired ~~for~~. Employment assignments in this category are of a specific and limited duration. These employees remain at-will employees. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status until notified of a change. While temporary employees receive all legally mandated benefits, they are not eligible for all of WLA's other benefit programs.

Additionally, employees are classified as "exempt" or "nonexempt" under the Fair Labor Standards Act (FLSA).

- **Exempt Employee:** An exempt employee is engaged in a professional position as defined by FLSA such as teaching, social work, supervisory/management or administrative work with specifically defined responsibilities. Exempt positions are paid on a salaried basis in an amount that complies with the law regardless of the number of hours worked. Exempt employees do not receive additional compensation for hours worked over a forty hour (40) work week.
- **Non-exempt Employee:** A non-exempt employee generally works in an area(s) defined by FLSA as more routine with set standards and guideless such as technician and clerical. A non-exempt employee will be paid overtime at the rate of one and one-half (1 ½) times the employee's regular hourly rate for all hours worked in excess of forty (40) hours in a work week.

Recruiting

Job Posting and Employee Referrals

WLA provides employees an opportunity to indicate their interest in open positions to advance within the organization according to their skills and experience. In general, notices of all regular, full-time job openings are posted, although WLA reserves the right to not post a particular opening.

If a job opening is posted, it will be posted on the WLA website, and local and/or regional job posting venues, employee bulletin board and in the e-mail system. Each job posting notice will include the job title, job summary, and qualifications required.

Employees who have a written warning on file, or are on probation or suspension are not eligible to apply for posted jobs. Eligible employees can only apply for those posted jobs for which they possess the required skills, competencies, and qualifications.

To apply for an internal open position, employees should submit their resume and letter of interest to the Executive Director. It should include a description of how their current experience with WLA and prior work experience and/or education qualifies them for the position.

WLA also encourages employees to identify friends or acquaintances who are interested in employment opportunities and refer qualified outside applicants for posted jobs. Employees should obtain permission from the individual before making a referral, share their knowledge of the organization, ~~but~~ not make commitments or oral promises of employment.

An employee should submit the referral's resume and/or completed application form to the Executive Director for a posted job. If the referral is interviewed, the referring employee will be notified of the initial interview and the final selection decision.

Employment Applications

WLA relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in WLA's exclusion of the individual from further consideration for employment or, if the person has already been hired, termination of employment.

Immigration Law Compliance

WLA employs only United States citizens and those non-U.S. citizens authorized to work in the United States in compliance with the Immigration Reform and Control Act of 1986. Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with WLA within the past three years or if their previous I-9 is no longer retained or valid. If an individual cannot verify his/her right to work within three days of hire, WLA must terminate employment.

Access to Personnel Files (Refer to Policies #406 and #101)

WLA maintains a personnel file for each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of WLA, and access to the information they contain is restricted to individuals other than the employee who is the subject of the personnel data. Generally, only supervisors or management of WLA who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the ~~Human Resources Consultant or Executive Director~~ Associate. With written advance notice, employees may review their own personnel files within ~~five~~ seven working days of the WLA receipt of the written notice. The files may be reviewed in WLA's offices and in the presence of the ~~Human Resources Consultant or Executive Director~~ Associate.

If an employee disputes any of the specific information contained in his or her personnel file, there are two different courses of action that may be taken: (1) the employee may seek management's agreement to revise or remove the disputed information, which may or may not be granted; or (2) if no agreement is reached to revise or remove the disputed information, the employee may submit a written statement specifically listing the disputed information and explaining his or her position on the information in question. This statement will be included within the personnel file.

In the state of Minnesota, employees have various legal rights and remedies related to the contents of their personnel files. As an employee these rights extend to you and include the opportunity to:

- Review the contents of your personnel file, upon written request to the Executive Director Human Resources, once every six months as an active employee and once each year after termination of your employment for as long as the record(s) are maintained. Requests will be honored within five (5) business days.
- Receive a copy of the contents of your personnel file, upon written request to the Executive Director Human Resources and,
- Dispute information that is contained in your file and request that the information be removed. If WLA we does not agree with your request to have the information removed, you have the opportunity to include a statement that outlines your position.

WLA also has obligations associated with this law and may not:

- Use information from your personnel file that was intentionally omitted during your review in a civil or administrative proceeding and,
- Retaliate against you for exercising your rights with respect to your personnel file.
- Disclose ing personnel data not in compliance with the Minnesota Government Data Practices Act.
- The Minnesota Department of Labor and Industry enforces this law. If it is determined that the Organization has not acted in good faith in complying with the provisions of this law, various remedies for violations and retaliation may be available to you.
-

Employment Reference Checks (Refer to Policy #101)

To ensure that individuals who join WLA are well qualified and have a strong potential to be productive and successful, it is the policy of WLA to check the employment references of all applicants.

The Office Manager Payroll Consultant will respond to all reference check inquiries from other employers. Responses to such inquiries will provide public data on employees as defined by the Minnesota Government Data Practices Act which may include, but not be limited to, confirm only dates of employment, wage rates, and position(s) held. Employees should must not respond to reference check inquiries from other employers themselves; all such inquiries should be referred to the Office Manager Payroll Consultant.

Personnel Data Changes

It is the responsibility of each employee to promptly notify WLA of any changes in personnel data. Personal mailing addresses, telephone numbers, individuals to be contacted in the event of an emergency, educational accomplishment, and other such status reports should be accurate and current at all times. If any personnel data has changed notify the Executive Director Office Manager.

Workplace Disability (Refer to Policy #402)

WLA makes every effort to ensure that qualified individuals with a physical or mental disability are not discriminated against in any terms, conditions, or privileges of employment. The American with Disabilities Act and the Minnesota Human Rights Act requires employers to provide reasonable a accommodations to qualified individuals with known disabilities in all aspects of employment, unless the a accommodation would cause an undue hardship to the Organization WLA.

WLA is committed to providing equal opportunity to qualified individuals with disabilities. Employees or job applicants in need of a accommodation should make a request to Human Resources the Executive Director, who and the department will consult with you concerning the type of

aAccommodation you required. To determine the appropriate aAccommodation, WLAwe may need to obtain additional information from your physician or other medical professional. WLA ~~is~~ ~~are~~ committed to providing a reasonable aAccommodation to such individuals so they can perform the essential functions of a job, unless the aAccommodation would create undue hardship to WLA.

Pregnancy and Nursing Accommodation

WLA makes every effort to accommodate female employees for health conditions related to pregnancy and childbirth if requested and upon the advice of her health care provider. Employees are encouraged to talk to their supervisor, or the Executive Director~~HR Consultant~~, regarding requested aAccommodation.

Following the birth of a child, WLA will ~~make efforts to comply with the law in regard to~~ providing reasonable, unpaid break times and privacy to nursing mothers.

Outside Employment

Employees may hold ~~outside~~ jobs outside of WLA as long as they meet the performance standards of their job with WLA, and as long as the job outside of WLA does not constitute a conflict of interest under this policy. All employees will be judged by the same performance standards and will be subject to WLA's scheduling demands, regardless of any existing outside work requirements.

If WLA determines that an employee's outside work interferes with performance for WLA or the ability to meet the requirements of WLA as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with WLA.

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

Attendance and Punctuality

Regular attendance and punctuality are very important at WLA. WLA expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on regular daily routines. In the instances when employees cannot avoid being late to work or are unable to work as scheduled, they are required to notify their supervisor as soon as possible in advance of the anticipated tardiness or absence.

If an employee is absent for a prolonged period of time due to illness, a statement from a physician may be required before the employee is permitted to return to work. Employees who are absent from work for three consecutive days without giving proper notices to their supervisor will be considered to have voluntarily resigned.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

Performance Evaluation

The Executive Director and employees are strongly encouraged to discuss job performance and goals regularly on an informal basis. Additional performance evaluations are conducted to provide both the Executive Director and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals. Formal reviews ~~for teachers will be~~ ~~are~~ conducted in compliance with law. Reviews for staff other than teacher will be conducted on an annual basis.

Employee Relations

WLA believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in this area and in this industry. If employees have concerns about work conditions or compensation, they are encouraged to voice these concerns openly and directly to their supervisor.

~~Our~~ experience has shown that when employees deal openly and directly with supervisors, communications can be clear and attitudes can be positive. We believe that WLA amply demonstrates its commitment to employees by responding effectively to employee concerns.

Corrective Action

Each and every employee contributes to the success or failure of WLA. If one employee allows his or her performance to slip then all ~~of us~~ suffer. ~~WLA~~ expects everyone to perform to the highest level possible. Poor job performance can lead to corrective action up to and including termination of employment.

WLA holds each of its employees to certain work rules and standards of conduct. When an employee deviates from these rules and standards, WLA expects the employee's supervisor to take corrective action.

~~Corrective action at~~ WLA will attempt to engage in corrective action that is progressive. That is, the action taken in response to a rule infraction or violation of standards typically follows a pattern increasing in seriousness until the infraction or violation is corrected. This progressive corrective action does not, nor is it intended to abrogate the at-will employment relationship between WLA and its employees.

The usual sequence of corrective actions includes an oral warning, a written warning, probation, and finally termination of employment. However ~~WLS~~we reserves the right to alter the order described above, to skip corrective steps, to eliminate corrective steps or to create new or additional corrective steps depending on the facts and circumstances of each individual case.

In choosing the appropriate corrective action ~~WLA~~we may consider any number of factors including, the seriousness of ~~your~~ conduct, ~~your~~ history of misconduct, ~~your~~ employment record, ~~your~~ length of employment, the strength of evidence against ~~the employee~~you, ~~your~~ ability to correct the conduct, ~~your~~ attitude about the conduct, actions ~~we've~~WLA has taken for similar conduct by other employees, how ~~they~~your conducts affects ~~WLA~~ this company, its ~~customers~~students, families and ~~your~~ ~~employees~~staff, and other circumstances related to the nature of the misconduct, to your employment with this ~~company~~WLA and the effect of the misconduct on ~~the business of~~ WLA.

Though committed to a progressive approach to corrective action, WLA considers certain rule infractions and violations of standards as grounds for immediate termination of employment. These include but are not limited to: theft ~~in any form~~, insubordinate behavior, vandalism or destruction of ~~company~~WLA property, being on ~~company~~WLA property during non-business hours without authorization, the use of ~~WLA~~company equipment and/or ~~company~~WLA vehicles without prior authorization ~~by Executive Staff~~, untruthfulness about personal work history, skills, or training, divulging non-public data about CompanyWLA students, families, staff, business practices, and misrepresentations of WLA to the general public, or an employee.

~~You should~~ Employees must remember that ~~your employment with WLA is at-will and~~ is at the mutual consent of ~~the employee~~ you and WLA. ~~This policy does not change this fact. This means that you or WLA can terminate the employment relationship at will at any time, with or without cause and with or without advanced notice.~~ As a result, WLA reserves its right to terminate your employment at any time, for any lawful reason including reasons not listed above. You will also have the right to end your employment at any time.

Termination of Employment

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- Resignation - voluntary employment termination initiated by an employee.
- Discharge - involuntary employment termination initiated by the organization.
- Layoff - involuntary employment termination initiated by the organization for non-disciplinary reasons.

Since employment with WLA is ~~based on~~ “at will” ~~employment~~, both the employee and WLA have the right to terminate employment at will, with or without cause, at any time. Employees will receive their final pay in accordance with applicable state law.

Resignation

Resignation is a voluntary act initiated by the employee to terminate employment with WLA. Although advance notice is not required, WLA requests four (4) weeks’ notice from ~~t~~Teachers and at least two (2) weeks’ written notice of resignation from all other employees. Accrued Paid Time Off (PTO) is only payable to those employees that provide at minimum a two-week written notice. WLA reserves the right to pay an employee for the notice period and not require the employee to provide any further services.

Prior to an employee’s departure, an exit interview will be scheduled to discuss the reasons for resignation and the effect of the resignation on benefits.

Compensation and Payroll

Timekeeping

Accurately recording time worked is the responsibility of every non-exempt employee. Federal and state laws require WLA to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

WLA practices “exception reporting” which means that non-exempt employees will be paid based on their normally scheduled work hours unless the employee records an exception on their time sheet. Each non-exempt employee is required to record every exception to their normal work schedule on a time sheet, and their submission of the time sheet is deemed confirmation of its accuracy. Employees must immediately report any mistakes or problems regarding their time sheets to their supervisor.

Altering, falsifying, tampering with time records, or recording time on another employee’s time record may result in disciplinary action, up to and including termination of employment.

Pay Procedures

All employees are paid semi-monthly on the 15th and last day of the month. In the event that a regularly scheduled payday falls on a weekend or federal banking holiday, employees will receive pay on the previous business day before the regularly scheduled payday.

Employees may have pay directly deposited into their bank accounts if they provide advance written authorization to WLA. Employees can access an itemized statement of wages online on the pay date. All checks are mailed to the current address on file for the employee. If a check does not reach the employee, WLA reserves the right to wait one week to see if that check is returned in the mail. If it is not returned, a new check will be issued ~~at that time~~.

Administrative Pay Corrections

WLA takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday. In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the ~~Executive Director-Human Resources Manager~~ so that corrections can be made as quickly as possible.

If the error is due to time not being submitted properly by the employee, the correction will be made on the next payroll check.

Pay Setoffs

The law requires that WLA make certain deductions from every employee’s compensation. Among these are applicable federal, state, and local income taxes. WLA also must deduct Social Security taxes on each employee’s earnings up to a specified limit that is called the Social Security “wage base.” WLA matches the amount of Social Security taxes paid by each employee.

WLA offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs.

~~Pay setoffs are pay deductions taken by WLA, usually to help pay off a debt or obligation to WLA (authorized by you) or others.~~

If you have questions concerning why deductions were made from your paycheck or how they were calculated, the Executive Director Payroll Consultant can assist in having your questions answered.

Work Schedules

Work schedules for employees vary throughout our organization. The Executive Director will advise employees of their individual work schedules. However, the school's building hours are generally from 6:00 a.m. to 6:00 p.m.

Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

If a non-exempt employee is going to start their shift early, stay after their regular shift is completed or intends to work from home outside of regularly assigned working hours, prior approval must be received from the Executive Director. For safety purposes, no staff member should be alone in the building. If you are going to stay after your regular work day is complete, make sure that there is someone else in the building along with you.

Meal Periods

All full-time employees are provided with one meal period each workday. Supervisors will schedule meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time. Part time employees generally do not receive a meal break.

Overtime

When operating requirements or other needs cannot be met during regular working hours, non-exempt employees may be scheduled to work overtime hours. When possible, advance notification of these mandatory assignments will be provided. All overtime work must receive the supervisor's prior authorization.

Overtime compensation is only paid to non-exempt employees in accordance with federal and state wage and hour restrictions. Non-exempt employees shall be paid overtime at one and one-half of their regular rate for all hours in excess of 40 hours.

Overtime pay is based on hours worked. Hours worked means actual time on the job. This does not include hours away from work due to vacation, sickness, or holiday. Any time off will not be considered hours worked for purposes of performing overtime calculations.

Employees who work overtime without receiving prior authorization from the supervisor may be subject to disciplinary action, up to and including possible termination of employment.

General Employment Policies

Employee Conduct and Work Rules

WLA is committed to providing a positive environment for its students and employees. To ensure orderly operations and provide the best possible educational environment, WLA expects employees to conduct themselves in a professional manner, reflecting positively in the school, with staff, and customers.

It is not possible to list all the forms of behavior that are considered acceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Fighting or threatening violence in the workplace
- Inappropriate or unprofessional conduct. For teaching staff, this includes, but is not limited to violation of any provision of the Minnesota Code of Ethics for Teachers.
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- Insubordination
- Excessive absenteeism or any absence without notice
- Unauthorized absence from work area during the workday
- Violation of personnel policies
- Dishonesty in matters related to employment at WLA
- Failure to maintain confidentiality of school or student information

~~This list does not nor is it intended to abrogate the at-will employment relationship between WLA and its employees. Employment with WLA is at the mutual consent of WLA and the employee, and either WLA or the employee party may terminate that relationship at any time, with or without cause, and with or without advance notice.~~

Employee Concerns and Suggestions

WLA is committed to providing the best possible working environment for its employees and the best possible learning environment for its students. To achieve this goal, WLA realizes that effective communication must take place between employees and management.

Employees are encouraged to discuss their ideas and suggestions about how WLA can better serve both its employees and students. Employees should discuss these ideas and suggestions with their supervisor or submit their suggestions in writing to the Executive Director.

~~Concerns that are expressed only to co-workers or to persons outside the school are not likely to be given the attention that they deserve and may violate confidentiality considerations.~~

In addition, recognizing that on-the-job work experience is the best source of suggestions for improvement in the workplace, management welcomes and solicits ideas from all employees.

Grievance Policy (Refer to Policy #103)

WLA is committed to providing the best possible working conditions for its employees and the best

possible learning environment for its students. Part of this commitment is encouraging an open atmosphere in which any problem, complaint, suggestion, or question receives a timely response from the Executive Director.

WLA strives to ensure fair and honest treatment of all employees. Employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism.

If employees disagree with established rules of conduct, policies, or practices, they can express their concern through the grievance policies and procedures. No employee will be penalized, formally or informally, for voicing a complaint with WLA in a reasonable, business-like manner, or for using the problem resolution procedure.

If a situation occurs where ~~an~~ employees believes that a condition of employment or a decision affecting them is unjust or inequitable, the ~~employee isy~~ are encouraged to bring that to the attention of his/her supervisor, by following the protocol in Policy #103. ~~make use of the following steps. The employee may discontinue the procedure at any step.~~

- ~~1. Employee presents problem to the Director within 7 calendar days, after incident occurs. If employee believes it would be inappropriate to contact that person, employee may skip to step 3 and present problem to the Human Resources Consultant.~~
- ~~2. The Director responds to problem during discussion or within 7 calendar days, after consulting with appropriate management, when necessary. Director documents discussion.~~
- ~~3. Employee presents problem to the Human Resources Consultant within 7 calendar days, if problem is unresolved.~~
- ~~4. The Human Resources Manager reviews and considers problem and discusses with appropriate personnel, when necessary. The Human Resources Consultant informs employee of decision within 7 calendar days, and forwards copy of written response to the employee's file. The Director has full authority to make any adjustment deemed appropriate to resolve the problem.~~

~~Not every problem can be resolved to everyone's total satisfaction, but only thorough understanding and discussion of mutual problems can employees and management develop confidence and trust in each other.~~

To the extent that there exist any conflicting procedures under applicable law or other WLA policies including but not limited to employee discrimination, harassment, maltreatment or discipline procedures, this Grievance Policy may be inapplicable. This Grievance Policy is not, nor is it intended to limit an employee's legal right to submit complaints regarding alleged violations of law or policy to any appropriate government agency.

Employee Concerns and Suggestions

~~WLA is committed to providing the best possible working environment for its employees and the best possible learning environment for its students. Employees are encouraged to discuss their ideas and suggestions about how WLA can better serve both its employees and students. Employees should discuss these ideas and suggestions with the Director.~~

~~Concerns that are expressed only to co-workers or to persons outside the school are not likely to be given the attention that they deserve and may violate confidentiality considerations. In addition, recognizing that on-the-job work experience is the best source of suggestions for~~

~~improvement in the workplace, the Director welcomes ideas from all employees.~~

Conflicts of Interest

~~Employees must avoid activities or relationships that conflict with WLA's interests or adversely affect the school's reputation.~~—No policy can describe every situation that may constitute a conflict of interest. The purpose of these guidelines is to provide general direction so that you can seek further clarification on issues related to conflicts of interest. Contact the ~~Principal or~~ Executive Director if you have any questions about conflicts of interest.

A conflict of interest can generally be described as a situation in which your loyalty is, or may appear to be, divided between self-interest or the interests of a third-party and the interests of WLA. The types of activities and relationships you must avoid include, but are not limited to:

- Accepting, agreeing to accept, or soliciting money or other tangible or intangible benefits in exchange for favorable decisions or actions in the performance of your job or that might appear to influence your decision-making or professional conduct;
- Accepting employment or compensation or engaging in any business or professional activity that might require disclosure of confidential information or trade secrets;
- Accepting employment or compensation that could reasonably be expected to impair your independent judgment in the performance of your duties;
- Accepting a kickback, bribe, substantial gift, or special consideration as a result of any business dealings involving Woodbury Leadership Academy;
- Giving preferential treatment to any person or company in which you, a relative, or a friend has a significant ownership interest or relationship.

You must disclose actual or potential conflicts or any relationships that may create the appearance of a conflict of interest to your supervisor, in writing, as soon as you become aware of them so that safeguards can be established to protect all parties. Failure to make required disclosures or resolve conflicts of interest satisfactorily can result in discipline up to and including termination of employment.

Confidentiality

The protection of confidential information is vital to the interests and the success of ~~Woodbury Leadership Academy~~ and its students, families and employees. Confidential or otherwise non-public ~~This~~ information may only be shared or disclosed in compliance with the Minnesota Government Data Practices Act and the Family Educational Rights and Privacy Act (FERPA) and the Protection of Pupil Rights Amendment (PPRA). Questions regarding sharing information about employees or students with staff, students, or the public ~~should~~ must be addressed to the Executive Director.

~~The name of a student or staff member is not confidential under law, but the following information is considered confidential:~~

- ~~Address~~
- ~~Home Phone Number~~
- ~~E-mail Address~~
- ~~Education records~~
- ~~Financial information~~
- ~~Personnel issues (discipline, investigations, internal matters, etc.)~~

- ~~Student matters (discipline, test scores, personal matters, etc.)~~

~~Confidential or otherwise non-public~~ This information about students and staff cannot be shared with any third party or outside vendor. Employees who improperly use or disclose confidential information will be subject to disciplinary action, up to and including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

Nepotism Policy (Refer to Policy #425)

To avoid a variety of personnel problems (the perception of favoritism, awkward workplace situations, difficult work environments, employee morale and job satisfaction, and poorer job performance by other employees) charter schools are required to have a nepotism policy regarding employment and employment benefits. See Policy #425 for definitions and policy statements.

~~A nepotism policy is simply good governance and management that should assist schools in avoiding real or perceived conflicts of interest while promoting transparency and aiding in the integrity of individual schools and the entire charter school movement.~~

DEFINITIONS:

~~**Nepotism**— Nepotism is favoritism shown to relatives by those with power or influence, especially in hiring, or favoring the relative in scheduling, promotions, salary or compensation, disciplinary issues, etc.~~

~~“**Relative**” means an individual who is related to an employee as a father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, grandchild, grandparent, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, or legal guardian. It also includes individuals of the same sex or the opposite sex living together in a committed relationship whether married or not.~~

POLICY STATEMENT:

~~A relative of a current employee will not be employed by the school under any of the following circumstances:~~

- ~~1. Where one of the parties will have authority, or practical power, to supervise, appoint, remove, or discipline the other;~~
- ~~2. Where one party would be responsible for auditing the work of the other; or~~
- ~~3. Where other circumstances exist which would place the parties in a situation of actual or reasonably foreseeable conflict between the interest of one or both parties and the best interest of the school.~~

~~If two employees marry, or begin living together as domestic partners, and as a result, the circumstances prohibited exist, either the reporting relationship will be changed or one employee will be moved to a different position if feasible.~~

~~In considering the employment of a relative the school must ensure that the individual has:~~

- * ~~The appropriate education and/or credential for the job~~

- * ~~Outside work experience related to the position, and that,~~
- * ~~The position is an existing and vital position with a published job description, determined pay and performance expectations.~~

~~The position opening must be posted and the potential candidates vetted in WLA accordance with the human resource policies and procedures of the school.~~

~~A potential employee has the responsibility to notify the hiring agent of any relationship to current employees.~~

Sexual and Other Unlawful Harassment (Refer to Policy #413)

WLA is committed to trying to provide a work environment that is free of discrimination and unlawful harassment. WLA prohibits discrimination and harassment based on race, color, creed, religion, national origin, sex, mental or physical disability, age, sexual orientation, marital status, familial status, public assistance, or any other class protected under applicable state or federal law.

This policy applies to all employees, whether related to conduct engaged in by fellow employees, supervisors, or someone not directly connected to WLA (e.g., outside vendors, consultants, clients, etc.). WLA will make every reasonable effort to prevent violations of this policy and to ensure that its entire population is familiar with this policy and ~~is aware~~ that every complaint received will be investigated and resolved appropriately. WLA encourages reporting of all perceived incidents of harassment, regardless of who the offender may be. Every employee is encouraged to raise any questions or concerns with their Supervisor or ~~the Executive Director~~ Human Resources.

Any employee who engages in harassment, who permits employees under his/her supervision to engage in such harassment, or who retaliates or permits retaliation against an employee who reports such harassment ~~is guilty of~~ will be deemed to have engaged in misconduct and shall be subject to remedial action which may include discipline or termination of employment.

Definition of Harassment

Harassment is offensive verbal or physical conduct regarding or because of another person's membership in a class protected by ~~the Minnesota Human Rights Act~~ federal, state or local law if that conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment or educational environment or unreasonably interferes with an individual's work or educational performance or opportunities or otherwise affects the terms and conditions of employment.

Definition of Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact and other verbal or physical conduct of sexual nature when:

1. Submission to the conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual; or
3. The conduct has the purpose or effect of unreasonably interfering with an individual's work performance; or
4. The conduct has the purpose or effect of creating an intimidating, hostile or offensive working

environment.

Examples of Harassment

Examples of harassment include, but are not limited to:

- Displaying or circulating offensive objects, pictures, cartoons, e-mails or posters based on a legally protected characteristic such as race, religion or sexual orientation.
- Making or using derogatory comments, racial epithets, ethnic slurs, or jokes.
- Graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
- Unwelcome physical conduct including touching, assaulting, or impeding or blocking movements.
- Name calling, letters, or graffiti of a sexual nature
- Other conducts which are aimed at or is unwelcome to those who are members of a class protected by federal, state or local law ~~the Minnesota Human Rights~~.

Enforcement/Reporting Procedures

If you experience or witness sexual or other unlawful harassment or discrimination in the workplace, whether by employees, students, or non-employees, it must be reported immediately. Employees should report harassment to their supervisor. If your supervisor is unavailable, or you believe it would be inappropriate or uncomfortable to contact that person, you should immediately contact a member of the Executive ~~Team (Executive Director, Executive Associate, Principal, or Family and Community Director)~~.

Any supervisor who becomes aware of possible sexual or other unlawful harassment must immediately report the harassment to the Executive Director so it can be investigated in a timely manner. Any complaints against the Executive Director should be submitted to the Board.

All charges of harassment will be thoroughly investigated by WLA. Corrective action will be taken consistent with the results of WLA's investigation. A violation of this harassment policy will subject an employee to disciplinary action, up to and including discharge. Employees may also be subject to personal legal liability for violation of this policy.

All complaints will be handled as discreetly as possible within the necessary boundaries of the fact finding process, although WLA cannot guarantee absolute confidentiality. Strict confidentiality is not possible, since the alleged harasser is entitled to answer the charges, particularly if discipline is a possible outcome. However, reasonable efforts will be made to respect the confidentiality of the individuals involved.

All employees are expected to cooperate with harassment investigations. An employee who refuses to participate in the investigation, provides untruthful statements to the investigator, or otherwise obstructs the investigation process will be subject to discipline. WLA will not tolerate any retaliation against an employee for making any complaints under this policy or participating in any investigation. ↴

No Retaliation

WLA will not tolerate retaliation against anyone who, in good faith, reports alleged discrimination or harassment. If you make a good faith report of discrimination or harassment, you will not be adversely affected in the terms and conditions of your employment, based on the fact that you made such a report.

Bullying Prohibition (Refer to Policy #514)

Purpose

The purpose of this policy is to assist WLA in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior and to maintain a safe learning environment. This safe environment is ~~needed~~ required for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. ~~Woodbury Leadership Academy (WLA)~~ cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of WLA and the rights and welfare of its students and is within the control of WLA in its normal operations, it is WLA's intent to prevent bullying and to take action to investigate, respond, remediate, and discipline those acts of bullying which have not been successfully prevented.

A. General Statement of Policy

1. An act of bullying, by either an individual student or a group of students, is expressly prohibited on WLA property or at school-related functions. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission or operations of WLA or the safety or welfare of the student, other students, or employees. "Bullying" also applies to behavior directed towards a student because of that student's actual or perceived sexual orientation as further defined below. The misuse of technology including, but not limited to, teasing, intimidating, defaming, threatening, or terrorizing another student, instructional staff, monitor, administrator, volunteer, contractor, or other employee of WLA by sending or posting e-mail messages, instant messages, text messages, digital pictures or images, or Web site postings, including blogs, also may constitute an act of bullying regardless of whether such acts are committed on or off WLA property and/or with or without the use of WLA resources.
2. No teacher, administrator, volunteer, contractor, or other employee of WLA shall permit, condone, or tolerate bullying.
3. Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.
4. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
5. False accusations or reports of bullying against another student are prohibited.

6. A person who engages in an act of bullying, reprisal, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline for that act in accordance with WLA's policies and procedures. WLA may take into account the following factors:

1. The developmental and maturity levels of the parties involved;
2. The levels of harm, surrounding circumstances, and nature of the behavior;
3. Past incidences or past or continuing patterns of behavior;
4. The relationship between the parties involved; and
5. The context in which the alleged incidents occurred

Consequences for students who commit prohibited acts of bullying may range from positive behavioral interventions up to and including suspension and/or expulsion. Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination ~~of employment or discharge~~. Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from WLA property and events and/or termination of services and/or contracts.

7. WLA will act to investigate all complaints of bullying and will discipline or take appropriate action against any student, instructional staff, monitor, administrator, volunteer, contractor, or other employee of WLA who is found to have violated this policy.

[See Bullying Prevention Policy #514 for definitions, reporting procedures and WLA actions, reprisals, and training.](#)

B. Definitions

~~For purposes of this policy, the definitions included in this section apply.~~

~~1. "Bullying" means any written, verbal or electronic expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to one or more students and which substantially interferes with another student's or students' educational benefits, opportunities, or performance. Bullying includes, but is not limited to, conduct by a student against another student that a reasonable person under the circumstances knows or should know has the effect of:~~

- ~~1. harming a student;~~
- ~~2. damaging a student's property;~~
- ~~3. placing a student in reasonable fear of harm to his or her person or property;~~
- ~~4. creating a hostile educational environment for a student through teasing, intimidation, or threats.~~
- ~~5. This policy is specifically intended to cover bullying based on an individual's sexual orientation as that term is defined in Minnesota Statutes section 363A.03 subd. 44.~~

~~2. "Immediately" means as soon as possible but in no event longer than twenty four (24) hours.~~

~~3. "On WLA property or at school related functions" means all leased WLA school buildings, school grounds, and school property or property directly adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for WLA school purposes, the area of entrance or departure from school grounds, premises, or events, and all school related functions, school sponsored activities, events, or trips. WLA school property also may mean a student's walking route to or from school for purposes of attending school or school related functions, activities, or events. While prohibiting bullying at these locations and events, WLA does not represent that it will provide supervision or assume liability at these locations and events.~~

C. Reporting Procedure

- ~~1. Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to an appropriate WLA Principal, Prevention Specialist or other WLA School Administration designated by this policy. A student may report bullying anonymously. However, WLA's ability to take action against an alleged perpetrator based solely on an anonymous report may be limited.~~
- ~~2. WLA encourages the reporting party or complainant to use the report form available from the Principal or available from the Executive Office, but oral reports shall be considered complaints as well.~~
- ~~3. WLA's Principal or the Principal's designee is the person responsible for receiving reports of bullying at the building level. Any person may report bullying directly to the Principal or the Prevention Specialist or other WLA School Administration.~~
- ~~4. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who receives a report of, observes, or has other knowledge or belief of conduct that may constitute bullying shall inform the WLA Principal immediately.~~
- ~~5. Reports of bullying are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.~~
- ~~6. Submission of a good faith complaint or report of bullying will not affect the complainant's or reporter's future employment, grades, or work assignments, or educational or work environment.~~
- ~~7. WLA will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the WLA's schools obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.~~

D. WLA's Actions

- ~~1. Upon receipt of a complaint or report of bullying, WLA shall undertake or authorize an investigation by WLA officials or a third party designated by WLA.~~
- ~~2. WLA may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of bullying, consistent with applicable law.~~
- ~~3. Upon completion of the investigation, WLA will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. WLA's action taken for violation of this policy will be consistent with the requirements of applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; WLA policies; and regulations.~~
- ~~4. WLA is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of WLA. School officials will notify the parent(s) or guardian(s) of students involved in a bullying incident and the remedial action taken, to the extent~~

~~permitted by law, based on a confirmed report.~~

~~E. Reprisal~~

~~WLA will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school who retaliates against any person who makes a good faith report of alleged bullying or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying. Retaliation includes, but is not limited to, any form of intimidation, harassment, or intentional disparate treatment.~~

~~F. Training and Education~~

~~1. WLA annually will provide a copy of WLA's Bullying Prohibition Policy to WLA staff and this policy appears in Employee Handbook.~~

~~2. WLA annually will provide a copy of WLA's Bullying Prohibition Policy to students and parents or guardians and this policy shall appear in the Family Handbook.~~

~~3. The administration of WLA is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the victim, and to make resources or referrals to resources available to victims of bullying.~~

Transportation of Students (Refer to Policy #709)

It is the policy of the Board that transporting students is not a part of an employee's job duties and that employees may not transport students in privately owned vehicles at any time.

The Executive Director may make exceptions to this policy only in emergency situations. Any such exceptions shall be documented in writing by the Executive Director.

If an employee violates this policy, he or she may be subject to discipline up to and including termination.

Technology and Equipment Policies

Return of Property

Employees are responsible for items issued to them by WLA or in their possession or control, including, but not limited to, such as the following:

- Equipment
- Keys/keycards
- Identification badges
- Laptops, Ipads and/or cell phones
- Written materials specifically developed for WLA

This is not an all- inclusive list of items that may be property of WLA. Employees who borrow company property are personally liable to cover the cost of replacing such property if it is lost or stolen. They are also liable to pay for any repair if the property is damaged.

All WLA property must be returned by employees to their supervisor on or before their last day of

employment with WLA work. If all WLA property is not returned, WLA reserves its right to pursue any and all remedies to seek return of its property or to be reimbursed for the replacement value of the unreturned WLA property. ~~employees will not receive their final paycheck until the property is returned.~~

Use of Equipment, Machines and Tools

WLA is committed to providing a safe environment for its students and employees. All employees who are driving for school related business must provide a copy of their driver's license to their supervisor.

Additionally, equipment, machines and tools are also expensive and may be difficult to repair or replace. When using WLA property, employees ~~are expected to~~must exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify a supervisor if any WLA equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs ~~can help~~can prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of WLA equipment can result in disciplinary action, up to and including termination of employment.

Use of Phone Systems

Personal use of cell phones and telephones for outgoing calls is not permitted except during breaks. Employees ~~must~~should not use ~~school-WLA~~ phones for personal long-distance and toll calls. Employees will be required to reimburse WLA for any charges resulting from their personal use of a WLA ~~the~~ telephone.

To ensure effective telephone communications, employees ~~must~~should always use the approved greeting and speak in a courteous and professional manner. Please confirm information received from the caller, and hang up only after the caller has done so.

Computer and E-mail Usage (Refer to Policy #101)

Computers, computer files, WLA's ~~the~~ e-mail system, and software furnished to employees are the property of WLA and are intended for business and educational purposes. Employees ~~should~~must not use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer use and e-mail messages on WLA's email system ~~usage~~ may be monitored.

WLA strives to maintain a workplace free of harassment and sensitive to the diversity of its employees and students. Therefore, WLA prohibits the use of computers and the e-mail system in ways that are disruptive, offensive to others, harmful to morale, or in any way that would set a bad example for its students.

A. Personal Use

While computer usage (including [WLA](#) e-mail and Internet access) is intended for job and education related activities, incidental and occasional brief personal use is permitted within reasonable limits. Personal use of e-mail and Internet should occur only on break periods.

B. Prohibited Communications

WLA strives to maintain a workplace free of harassment and sensitive to the diversity of its employees and students. Therefore, WLA prohibits the use of computers, the Internet and the e-mail system in ways that are disruptive, offensive to others, discriminatory, obscene, threatening, harassing, or intimidating. For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, gender-specific comments, off-color jokes, or anything that may be construed as harassment. E-mail may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters.

C. Copyrights

WLA purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, WLA does not have the right to reproduce such software for use on more than one computer. Employees may only use software on local area networks or on multiple machines according to the software license agreement. WLA prohibits the illegal duplication of software and its related documentation.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if an employee did not create material, does not own the rights to it, or has not gotten authorization for its use, it should not be put on the Internet or transmitted through the e-mail system.

D. Anti-Virus Precautions

Employees should take all anti-virus precautions available to them and prescribed by WLA. Employees should not attempt to bypass or disable any anti-virus precautions installed on WLA computers. Questions about anti-virus precautions can be directed to the employee's supervisor.

E. Other Prohibited Conduct

The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action up to and including termination:

- Sending or posting discriminatory, harassing, or threatening messages or images
- Using the organization's computers for personal gain
- Using, or disclosing someone else's code or password without authorization
- Sending or posting confidential material, trade secrets, or proprietary information outside of the organization
- Failing to observe licensing agreements

- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions
- Sending or posting messages or material that could damage the organization's image or reputation
- Viewing or exchanging pornography or obscene materials
- Sending or posting messages that defame or slander other individuals
- Attempting to break into the computer system of another organization or person
- Refusing to cooperate with a security investigation or obstructing a security investigation
- Sending or posting chain letters or advertisements not related to business purposes or activities
- Using the computer for gambling of any sort
- Jeopardizing the security of the organization's electronic communications systems
- Sending or posting messages that disparage another organizations
- Passing off personal views as representing those of the organization
- Sending anonymous e-mail messages
- Using the computer for purposes of seeking other employment or preparing or posting a resume
- Loading personal software without permission
- Engaging in any other illegal activities
- Engaging in any other computer related activity determined by WLA to be inappropriate or unacceptable.

This list is not all inclusive.

F. Consequences for Policy Violations

Abuse of the computer, Internet and e-mail system access provided by WLA will result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy. Employees should notify their immediate supervisor upon learning of violations of this policy.

The equipment and technology provided to WLA employees remain at all times the property of WLA. To ensure compliance with this policy, computer, Internet and e-mail usage may be monitored by WLA. As such, WLA reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through our computers and stored in our computer systems. All data that is composed, transmitted, or received via our computer system is considered to be part of the official records of WLA and, as such, is subject to disclosure to law enforcement or other third parties.

Social Media

At WLA, we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

- Staff should not “connect” socially with current students through Twitter, Facebook, or other social networking sites. These sites should only be used for academic purposes. Staff should use discretion and good judgment connecting with parents and past students.
- Employees are expected to protect the privacy of our employees, students and others, and are prohibited from disclosing personal employee and non-employee information and any other

proprietary and nonpublic information to which employees have access. Such information includes, but is not limited to, student information, confidential business or financial information and business plans.

- WLA respects the right of employees to use blogs and social networking sites as a medium of self-expression and public conversation and does not discriminate against employees who use these media for personal interests and affiliations or other lawful purposes. Please note that bloggers and commenters can be held personally liable for commentary that is considered defamatory, obscene, proprietary or libelous by any offended party, not just WLA.

Three basic beliefs apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow employees or otherwise adversely affects students, families, staff or others with WLA's suppliers, people who work on behalf of WLA may result in disciplinary action up to and including termination.

1. Know and follow the rules

Carefully read these guidelines, the Electronic Information Systems Policy and the Harassment Prevention Policy, and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

2. Be Fair and Courteous

Always be fair and courteous to fellow staff, supervisors, board members, students, families and others involved with WLA. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or by utilizing our Open Door Policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage customers, members, employees or suppliers, 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 on the basis of race, sex, disability, religion or any other status protected by law or company policy.

3. Be honest and accurate

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about WLA, students, families, staff or other people working on behalf of ~~WLA[Company]~~ or competitors.

Using social media at work

Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by your manager or consistent with the Company Internet Policy. Do not use WLA email addresses to register on social networks, blogs or other online tools utilized for personal use.

Retaliation is prohibited

WLA prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another

employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Media contacts

Employees should not speak to the media on WLA’s behalf without contacting the Executive Director. All media inquiries should be directed to him/her.

For more information

If you have questions or need further guidance, please contact the Executive Director, ~~or Human Resources Consultant.~~

Business Travel Expenses (Refer to Policy #412)

WLA will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be approved in advance by your supervisor. Employees should contact their supervisor or the Executive Director with questions.

~~Expenses that generally will be reimbursed include the following:~~

~~Mileage: Mileage will be reimbursed at the federal regulated rate.~~

~~Meals: Meal reimbursement will be determined when the employee begins and ends travel status.~~

~~Meals (not including liquor) are reimbursed at the following rates:~~

<u>Meals</u>	<u>Regular Cities</u>	<u>High Cost Cities</u>
Breakfast	\$8.00	\$10.00
Lunch	\$10.00	\$15.00
Dinner	\$23.00	\$30.00

~~Tips: Tips are reimbursed at \$4.00 per night stay (i.e. taxi, hotel, airport, etc).~~

~~Phone Calls: Phone calls are not reimbursed.~~

~~Transportation: Submit receipts for taxi, shuttle, bus, etc.~~

~~Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor. Vehicles owned, leased, or rented by WLA may not be used for personal use without prior approval.~~

~~When travel is completed, employees should must submit completed travel expense reports within seven (7) days. Reports should be accompanied by receipts for all individual expenses.~~

~~Employees should contact their supervisor for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other business travel issues.~~

~~Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.~~

Drug and Alcohol Free Workplace (Refer to Policy #418)

WLA is committed to providing a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition in order to perform their jobs in a satisfactory manner.

While on WLA premises and while conducting business-related activities off WLA premises, ~~no~~ employees are prohibited from ~~may~~ using, possessing, distributing, selling, or being under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner ~~that and/or~~ does not endanger other individuals in the workplace.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

Depending on the circumstances, other action, including notification of the appropriate law enforcement agency may be taken with respect to violation of this policy. Any illegal substance found in the workplace will be confiscated and turned over to the appropriate law enforcement agency.

Smoke and Tobacco Free Workplace

Consistent with WLA's commitment to setting a good example for its students, and for promoting a healthy environment, smoking and tobacco usage, including e-cigarettes, is absolutely prohibited anywhere on school grounds or anywhere in the vicinity of students. Any employee violating this policy will be subject to disciplinary action, up to and including termination of employment.

This policy applies equally to all employees, students, and visitors. Any employee who witnesses a student, employee, visitor, or anyone else smoking or using tobacco anywhere on school grounds or who witnesses an employee smoking or using tobacco in the vicinity of students must immediately report ~~it~~ immediately-such conduct to their supervisor.

Personal Appearance

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees, set a good example for students, and ~~affect-reflects upon~~ the business image WLA presents to ~~customers-students, families, WLA staff, the public~~ and visitors.

During business hours or when representing WLA, ~~employees~~you are expected to present a clean, neat, and tasteful appearance. ~~You should~~Employees must dress and groom ~~themselves~~yourself according to the requirements of ~~their~~your position. This is particularly true if ~~an employee's~~your job involves dealing with students, parents, or visitors.

Unacceptable workplace attire includes, but is not limited to:

1. T-shirts, tank tops, halter tops, muscle shirts, cutoffs and flip-flops;
2. Torn or stained clothing;
3. Sweat suits, tracksuits, other "workout" attire or beachwear;
4. Sheer to transparent clothing, plunging necklines, or excessively short hemlines.

If ~~an employee's~~your supervisor ~~feels-has a reasonable belief that an employee's~~your personal

appearance is inappropriate, an employee may be asked to leave the workplace until the employee is properly dressed or groomed. Under such circumstance, the employee will not be compensated for the time away from work. Employees should Consult their supervisor if you they have questions as to what constitutes appropriate appearance. When necessary, reasonable accommodation will be made to a person with a disability unless such accommodation causes undue hardship to WLA.

WLA makes reasonable accommodations for dress and /or grooming requirements related to an employee's religion, ethnicity, disability or medical condition, or any other protected class status. Questions or issues regarding a reasonable accommodation should be directed to an employee's supervisor.

Solicitation

In an effort to ensure a productive and harmonious environment for both employees and students, persons not employed by WLA may not solicit or distribute literature in the workplace at any time for any purpose.

WLA recognizes that employees may have interests in events and organizations outside the workplace. However, employees may never solicit or distribute literature concerning these activities or organizations to students, and may not distribute these activities to other employees during working time. Working time does not include lunch periods, work breaks, or any other periods in which employees are not on duty.

If employees have a message of interest to the workplace, they may submit it to the Executive Director for approval. All approved messages will be posted by the Executive Director.

Employee Insurance Benefits

Eligible employees at WLA are provided a wide range of benefits. A number of the programs (such as Social Security, workers' compensation, and unemployment insurance) cover all employees in the manner prescribed by law.

WLA offers a benefits program for its employees eligible for such benefits. However, unless required by statute, the existence of these benefits programs does not constitute an entitlement to such benefits and does not signify that an employee will necessarily be employed for the required time necessary to qualify for the benefits included in and administered through these programs. WLA reserves the right and maintains the discretion to add, revise, drop and interpret the benefits program.

This handbook does not contain the complete terms and/or conditions of any of WLA's current benefit plans. It is intended only to provide general explanations. If there is any conflict between the handbook and any documents issued by one of WLA's insurance carriers, the carriers' guideline regulations will be regarded as authoritative.

Benefits eligibility is dependent upon a variety of factors, including employee classification. Your supervisor can identify the programs for which you are eligible. Employees can refer to plan documents for eligibility and specific plan provisions concerning individual benefits programs.

The following benefit programs are available to eligible employees:

- Medical Insurance
- Dental Insurance
- Life Insurance
- Long-Term Disability
- AD&D Insurance
- Supplemental Insurance

Some benefit programs require contributions from the employee which are deducted from payroll checks.

~~These programs are subject to change at any time in the sole discretion of WLA.~~

Workers' Compensation Insurance

WLA provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses ~~must~~should inform their supervisor immediately or no later than twenty four (24) hours after the occurrence of the injury-~~occurred~~. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for workers' compensation coverage as quickly as possible.

Neither WLA nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by WLA.

Benefits Continuation (COBRA)

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under WLA's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; ~~and~~ a dependent child no longer meeting eligibility requirements. Employees and/or their dependents are required to notify WLA Human Resources Manager within sixty (60) days of a divorce or a dependent child ceasing to be a dependent child in order to preserve the dependents COBRA rights in these

circumstances.

Under COBRA, the employee or beneficiary pays the full cost of coverage at WLA's group rates plus an administration fee. WLA provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under WLA's health insurance plan. The notice contains important information about the employee's rights and obligations.

To the extent WLA provide group dental or group life insurance benefits, an employee may be eligible for continuing coverage for those benefits as allowed by state law.

Time Away From Work

Paid Time Off Benefits

Paid Time Off (PTO) is available to eligible employees to be used as vacation time, sick days or as the employee wishes. Employees in the following employment classification(s) are eligible to earn and use PTO as described in this policy:

- Regular full-time employees
- Full-time employees scheduled to work ten (10) months

Regular full-time employees' PTO allotment ~~of one hundred twenty (120) hours~~ will be allocated on July 1st, and must be used by ~~the last day of~~ June 30th of the following year. Regular full-time employees starting after July 1st will receive a prorated amount of PTO.

Full-time employees scheduled to work ten (10)-months ~~will be allocated~~ ~~are entitled to eighty (80)-hours of PTO, to be allocated~~ on the first day of the school year. Full-time employees scheduled to work ten (10)-months starting after the first day of the school year will receive a prorated amount of PTO.

To use PTO, employees must provide a written request in advance for approval from their immediate supervisor. For staff members whose position requires a substitute, PTO should be requested at least two (2) weeks prior to the days that are used. PTO request forms are currently available in the main office. Requests will be reviewed based on a number of factors, including business needs of WLA and staffing requirements. WLA reserves the right to deny or grant any request for PTO. WLA encourages instructional staff to take PTO throughout the year for the period of October through—April.

In the event that the PTO time is used for time off due to illness, a PTO form must be completed upon returning to work. A signature ~~needs to~~must be obtained from the employee's supervisor and turned into the appropriate WLA staff member for tracking purposes.

PTO is paid at the employee's base pay rate at the time of time off. PTO payment# does not include overtime or any other special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

Upon termination of employment, employees will be paid the prorated amount of their annual allotment through their last day of work, less any PTO days already used. The maximum amount of any PTO payout is 40 hours. WLA may, in its sole discretion, decide that an employee has forfeited his or her unused PTO. For example, forfeiture of unused PTO may result if an employee fails to provide proper notice of resignation as defined later in this Handbook.

All licensed instructional staff that remain employed through the end of school year, will be eligible for an attendance incentive. This incentive will be paid out at the end of the fiscal year which ends on June 30. Instructional staff with available PTO at the end of the fiscal year will be paid out up to five (5) PTO days at a rate of one hundred dollars (\$100.00) per day. Normally, this incentive will be paid out at the end of the fiscal year. Any deviations from this payment schedule will be determined by the Board of Directors. PTO above the cap of five (5) days will be forfeited. All applicable taxes and deductions will be used in calculating the PTO payout.

For all other staff, any PTO remaining at the end of the fiscal year will be forfeited.

In cases of severe hardship, staff may donate PTO to other staff members. If a need is made known, it must be brought to the attention of the supervisor of the staff member needing PTO. The supervisor along with the Executive Director will either approve or deny the request to donate PTO. The supervisor will then communicate the need to staff. The PTO hours must be used for the hardship reason only after all of the employee's own PTO is ~~all~~ used. Donated PTO cannot be saved for a later date and used as regular PTO. Donated PTO;~~it~~ must be used for the time off during the hardship.

Holidays

WLA provides paid time off to ~~regular full-time~~ employees on the following holidays, per what is written into their individual employment agreements. Those holidays may include some or all of the following:

- New Year's Day
- Martin Luther King, Jr. Day
- Presidents' Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- December 24
- December 25
- New Year's Eve

~~Full-time employees scheduled to work ten (10) months will not receive payment for the Independence Day holiday.~~

WLA will grant paid holiday time off to all eligible employees immediately upon assignment to an eligible employment classification. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day. ~~Eligible~~ employee classification(s) eligible for paid holidays are:

- Regular full-time employees
- Full-time employees scheduled to work 10 months

If the holiday falls on a weekend, the paid holiday will be recognized on the closest business day to that holiday. If a recognized holiday falls during an eligible employee's paid absence (such as vacation or sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

If eligible nonexempt employees work on a recognized holiday, they will receive holiday pay plus wages at their straight-time rate for the hours worked on the holiday.

Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime.

In order to be eligible to receive holiday pay employees are required to work the regularly scheduled hours the work day preceding and following the holiday unless vacation or absence is approved.

Leaves of Absence

In general, leaves of absence may be requested by eligible employees for the reasons set forth below. All leaves of absence and extensions of leaves of absence must be requested in writing by an employee with at least thirty (30) days' notice where practicable, or as soon as practicable under the circumstances. Leaves of absence and extensions of leave should have a specified duration and return to work date in place at the time the leave is requested (where practicable) and is submitted for approval to the supervisor.

Leaves of absences are generally unpaid. However, eligible employees may be allowed or required to use paid time off according to the terms of the applicable policies.

Accrued benefits will not be forfeited as a result of a leave. However, additional benefits will not accrue during the leave. Employees failing to return to work on their return to work date (and who have not obtained an extension) will be considered to have voluntarily quit. In addition, ~~the Organization~~ WLA generally may recover any premiums for health benefits which are paid during the period of the leave.

Reinstatement rights of an employee will vary, depending on the type of leave taken. While on a leave of absence, an employee generally may not be employed elsewhere.

If applicable local, state or federal laws require a leave of absence under circumstances other than those provided in this policy, those laws shall govern.

Unpaid Personal Leaves of Absence

Unpaid personal leaves of absence for an ~~employee-person~~ of up to thirty (30) days may be requested by full-time regular and part-time employees who have completed six (6) months of continuous service. Personal leave may be granted for justifiable reasons in the sole discretion of WLA, provided the leave does not seriously disrupt the operation of the school. Personal leaves are not granted until all accrued unused ~~personal~~ PTO days are used. The employee will not be paid for holidays during a leave of absence.

Reinstatement will not be guaranteed to employees returning from personal leave. However, WLA ~~will try~~ tries to place employees returning from personal leave in their former position (or in the comparable position) subject to budgetary restrictions, WLA's need to fill the vacancy, and other factors within the sole discretion of ~~the school~~ WLA.

~~Bereavement~~ Funeral Leave

~~WLA provides three (3) days of funeral bereavement leave for the death of an immediate family member and one (1) day of funeral bereavement leave in the event of the death of a non-immediate family member. Bereavement/Funeral leave days are paid days of leave and will not be counted against an employee's Paid Time Off (PTO).~~

~~Immediate family members include spouse, children, siblings, nieces, nephews, parents, grandparents, grandchildren including parents in law, brothers in law, sisters in law, step siblings and step children.~~

~~If an employee requires an extended period of time due to a death in the family, PTO may be used or an unpaid leave of absence may be granted at the sole discretion of WLA.~~

Time Off to Vote

WLA encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees are able to find time to vote either before or after their regular work schedule. If employees are unable to vote in an election during their nonworking hours, WLA will grant one hour of paid time off the morning of an election day in order to vote.

Employees should request time off to vote from their supervisor at least two (2) working days prior to the ~~e~~Election ~~d~~Day. Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift, whichever provides the least disruption to the normal work schedule.

Parental Leave

WLA provides parental leaves of absence without pay to eligible employees who wish to take time off from work duties to fulfill family obligations relating directly to the birth or adoption of a child in accordance with the Minnesota Parental Leave Act provided the employee is not eligible for or utilizes leave under the federal Family Medical Leave Act (FMLA).

Regular full-time employees and regular part-time employees who have been employed by the Organization for at least twelve (12) months (with or without a break in service) and who have worked for an average number of hours per week equal to one-half the full-time equivalent position in the employee's job classification, are eligible for an unpaid leave of absence of up to twelve (12) weeks.

Employees should request a parental leave from the Director at least thirty (30) days ~~prior to~~before the start of the leave or as soon as the employee become aware of the need for a leave. Parental leave must begin no more than six (6) weeks after the birth or adoption of a child, except that, in the case where the child must remain in the hospital longer than the mother, the leave may not begin more than six (6) weeks after the child leaves the hospital.

Parental leave is unpaid. However, employees may use any available ~~paid time off~~PTO during parental leave. Note that ~~paid time off~~PTO is taken as part of the ~~six~~twelve (12) weeks of parental leave, not in addition to it.

Subject to the terms, conditions, and limitations of the applicable plans, health insurance benefits will be provided by WLA until the end of the first full month of approved parental leave. ~~After~~ that time, employees will become responsible for the full costs of these benefits if they wish coverage to continue. When the employee returns from parental leave, benefits will again be provided by WLA according to the applicable plans.

Benefit accruals, such as Paid Time Off, will be suspended during the leave and will resume upon return to active employment.

When a parental leave ends, the employee will be able to return to the same position, if it is available, or to a similar available position, at the same rate of pay, for which the employee is qualified. If an employee fails to report to work promptly at the end of the approved leave period, WLA will assume that the employee has resigned.

Female employees may also use ~~this time~~parental for prenatal care or incapacity due to pregnancy, childbirth or related health conditions.

~~Subject to the terms, conditions, and limitations of the applicable plans, health insurance benefits will be provided by WLA until the end of the first full month of approved parental leave. At that time, employees will become responsible for the full costs of these benefits if they wish coverage to continue. When the employee returns from parental leave, benefits will again be provided by WLA according to the applicable plans.~~

~~Benefit accruals, Paid Time Off, will be suspended during the leave and will resume upon return to active employment.~~

~~When a parental leave ends, the employee will be able to return to the same position, if it is available, or to a similar available position, at the same rate of pay, for which the employee is qualified. If an employee fails to report to work promptly at the end of the approved leave period, WLA will assume that the employee has resigned.~~

Nursing Mothers

~~The Company~~WLA will comply with state law allowing employees who need to express breast milk for infant children reasonable unpaid break time. If possible, the employee's break time will run concurrently with any other break time already provided to the employee. WLA will make reasonable efforts to provide a room or other location for the employee to express ~~her~~ milk in privacy.

School Conferences and Activity Leave

An employee has leave of up to a total of sixteen (16) hours within a twelve (12) month period to attend school conferences or school-related activities related to the employee's child, provided the conferences or school-related activities cannot be scheduled during nonwork hours. If the employee's child receives child care services or attends a pre-kindergarten regular or special education program, the employee may use the leave time to attend a conference or activity related to the employee's child or to observe and monitor the services or program, provided the conference, activity or observation cannot be scheduled during non-work hours. When the leave cannot be scheduled during non-work hours and the need for the leave is foreseeable, the employee must provide the supervisor with reasonable prior notice of the leave and make a reasonable effort to schedule the leave so as not to disrupt unduly the operations of WLA. This leave is not paid; however, an employee may substitute any accrued ~~Paid Time Off~~PTO for any part of the leave.

Jury Duty

WLA encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Either WLA or the employee may request that the employee be excused from jury duty if, in WLA's judgment, the employee's absence would create serious operational difficulties. Employees are expected to report for work whenever the court schedule permits during the jury duty.

Eligible employees may request up to two (2) weeks of paid jury duty leave over any one (1)-year period. Employee classifications that qualify for paid jury duty leave are:

- Regular full-time employees
- Full-time employees scheduled to work 10 months

Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence. Employees receiving paid jury duty

leave from WLA must promptly turn over their juror compensation fee to WLA. If employees are required to serve jury duty beyond the period of paid jury duty leave, they may use any available ~~paid time off~~ PTO or may request an unpaid jury duty leave of absence. As required by law, exempt employees who perform any work during any week in which they are on jury duty will receive their full salary for that week.

Employees serving on jury duty will be required to pay their normal share of the cost of insurance premiums up to the end of the first full month of unpaid jury duty leave. Employees receiving jury duty pay from WLA will have their share of insurance premiums withheld from their pay as normal. Employees who are not receiving jury duty pay from WLA, or whose jury duty pay has ceased, must make suitable arrangements with WLA to pay their share of the insurance premiums in order to maintain their insurance coverage while on jury duty leave.

WLA will continue to provide health insurance benefits until the end of the first full month of unpaid jury duty leave. At that time, employees will be removed from WLA's insurance plans, and if they wish to maintain their insurance coverage for the duration of their jury service may elect to continue coverage under COBRA and pay the full cost of premiums. When the employee returns from jury duty, benefits will again be provided by WLA according to the applicable plans.

Paid Time Off benefits will continue to accrue during both paid and unpaid jury duty leave.

Witness Duty

WLA encourages employees to appear in court for witness duty when subpoenaed to do so.

If employees have been subpoenaed or otherwise requested to testify as witnesses by WLA, they will receive paid time off for the entire period of witness duty.

Employees will be granted unpaid time off to appear in court as a witness when requested by a party other than WLA. Employees are free to use any Paid Time Off to receive compensation for the period of this absence.

The subpoena should be shown to the employee's supervisor immediately after it is received so that operating requirements can be adjusted, where necessary, to accommodate the employee's absence. The employee is expected to report for work whenever the court schedule permits.

~~Bone Marrow Donation~~

~~Employees who seek to undergo a medical procedure to donate bone marrow are allowed a paid leave of absence of up to forty (40) work hours. A doctor's statement verifying the purpose and length of the leave is required. If there is a medical determination that the employee does not qualify as a bone marrow donor, paid leave granted prior to the medical determination is not forfeited.~~

Family and Medical Leave (Refer to Policy #410)

~~A~~ General Provisions

It is the policy of WLA to grant up to twelve (12) weeks (or twenty six (26) weeks, if leave is taken to provide care for qualifying family member injured during active military service) of family and medical leave during any twelve (12)-month period to eligible employees, in accordance with the Family and Medical Leave Act (FMLA).

~~B. Eligibility~~

~~In order to qualify to take family and medical leave under this policy, the employee must meet all of the following conditions:-~~

- ~~1. The employee must have worked for WLA at least twelve (12) months (these 12 months need not have been consecutive);~~
- ~~2. The employee must have worked at least one thousand two hundred fifty (1250) hours during the twelve (12) month period immediately before the date when the leave is scheduled to begin (this calculation includes only actual hours worked, and will not include any holiday, PTO, or other forms of paid leave that may occur during the relevant twelve (12) month review period, regardless of whether such time is counted as hours worked for over time purposes); and~~
- ~~3. The employee must work in an office or worksite where fifty (50) or more employees are employed within seventy five (75) miles of that office or worksite. Remote employees with no fixed office or who work out of their home, will be treated as though they are in the office to which they report.~~

~~C. Husband & Wife Spouses~~

~~A Spouses married to each other husband and wife who both work for WLA are limited to a combined total of twelve (12) weeks of leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent with a serious health condition. Similarly, a husband and wife spouses who both work for WLA are limited to a combined total of twenty six (26) weeks of leave to care for a covered member of the military who is injured in the line of duty.~~

~~D. Reason for Leave~~

~~In order to qualify as FMLA leave under this policy, the employee must be taking the leave for one of the reasons listed below:-~~

- ~~1. The birth of a child;-~~
- ~~2. The adoption of a child, or the placement of a child with the employee for foster care;~~
- ~~3. The employee's own serious health condition (a "serious health condition" is an illness, injury, impairment or physical or mental condition that requires either an overnight stay at a hospital, hospice, or residential medical care facility, or a condition that requires continuing care by a licensed health care provider as defined in applicable Department of Labor regulations, and in the case of an employee, makes the employee unable to perform the functions of the employee's position;-~~
- ~~4. To care for a spouse, child or parent with a serious health condition; or~~
- ~~5. Due to a "qualifying exigency" for the spouse, children, or parents of individuals who are on, or are about to be on, "covered active duty";~~

~~A "qualifying exigency" includes attending certain military events, arranging for alternative child care, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post deployment reintegration briefings as defined in applicable Department of Labor regulations.~~

~~“Covered active duty” means members of either the regular or reserve components of the Armed Forces who have been deployed to a foreign country.~~

- ~~6. To provide care for a “covered service member” with a serious injury or illness incurred or exacerbated in the line of duty while on active duty (employees eligible to take military caregiver leave include the spouse, children, parents and next of kin of military personnel).~~

~~Employees with questions about whether their leave needs may be covered under the FMLA policy are encouraged to consult with the Human Resources Manager.~~

~~E. Duration of Leave~~

~~For all FMLA covered leaves other than leave taken to provide care for wounded military personnel, eligible employees can take up to twelve (12) weeks of leave under this policy during any twelve (12) month period. WLA will use a rolling twelve (12) month period measured backward from the date an employee uses any leave under this policy to determine whether an employee has exhausted his or her twelve (12) weeks of leave. Each time an employee takes leave, WLA will compute the amount of leave the employee has taken under this policy for any form of FMLA leave in the last twelve (12) months and subtract that amount from the employee’s twelve (12) weeks of available leave; the balance remaining is the amount the employee is entitled to take at that time.~~

~~For all FMLA covered leaves taken to provide care for wounded military personnel, eligible employees can take up to twenty six (26) weeks of leave under this policy during any single twelve (12) month period. This single twelve (12) month period begins on the first day the employee takes FMLA leave to provide care for wounded military personnel. Any FMLA time taken for any other reason listed in paragraph C, during this single 12 month period shall count against the 26 weeks of leave available to care for wounded military personnel. Similarly, any FMLA time taken to care for wounded military personnel shall count against the twelve (12) weeks of leave applicable to the employee for any other reason under paragraph DC.~~

~~F. Employee Benefits during Leave~~

~~While an employee is on leave WLA will continue the employee’s medical, dental, vision, and life insurance benefits during the leave period at the same level and under the same conditions as if the employee had continued to work. While on a paid leave, WLA will continue to make payroll deductions as normal to collect the employee’s share of the premium.~~

~~While on unpaid leave, employees will continue to be responsible for their share of the insurance premiums either by prepaying their share of health premiums before the leave starts (either by payroll deduction or lump sum payment) or making monthly payments while out on leave. The payment must be received in the WLA accounting Department by the 1st day of each month. If the payment is more than thirty (30) days late, the employee’s health care coverage may be dropped for the duration of the leave.~~

~~If the employee chooses not to return to work, for reasons other than a continued serious health condition, WLA may require the employee to reimburse WLA the amount it paid for the employee’s health insurance premium during the leave period.~~

~~G. Use and Accrual of Paid and Unpaid Leave~~

~~FMLA leave is unpaid. However, WLA requires that employees use all Paid Time Off accrued but unused PTO during any FMLA leave. Leave that qualifies for workers' compensation, short term disability, or other wage replacement benefits may still be covered by the FMLA (even though the leave is paid), and will count against the employee's overall FMLA balance.~~

~~Benefit accruals, such as Paid Time Off/PTO, will be suspended during the leave, and will resume upon return to active employment.~~

~~H. Intermittent Leave or a Reduced Work Schedule~~

~~In addition to taking leave in consecutive blocks of time, eligible employees may be allowed to take time off intermittently (i.e. reduced works weeks or reduced workdays) if needing leave for one of the following reasons:~~

- ~~1. The employee's serious health condition;~~
- ~~2. The serious health condition of a spouse, parent, or child;~~
- ~~3. To provide care for a "covered service member" with a serious injury or illness incurred or exacerbated in the line of duty while on active duty; or~~
- ~~4. Due to a "qualifying exigency" for the spouses, children, or parents of individuals who are on, or about to be on, covered active duty.~~

~~To qualify for intermittent leave, the employee must show that the intermittent leave is medically necessary or, in the case of Item Number#4 above, related to a "qualifying exigency". If leave is taken on an intermittent or reduced leave schedule due to the foreseeable leave needs (other than qualifying exigencies), WLA may temporarily transfer an employee to an alternative position with equivalent pay and benefits if position is available.~~

~~I. Certification of the Need for Leave~~

~~WLA may ask for certification to verify the need for leave for the reason requested by the employee. The employee must respond to such a request within fifteen (15) days of the request, or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of the leave. WLA may also require recertification during the leave to verify the status of the need for leave.~~

~~WLA may directly contact the health care provider or other third party to verify and clarify information contained in the certification. Employees are responsible for signing or obtaining any authorization necessary to permit the health care provider or other third party to provide WLA with the required information.~~

~~WLA has the right to ask for a second opinion of a certification of a serious health condition. Should WLAwe choose to do so, WLAwe will pay for the employee to get a certification from a second health care provider, which WLAwe will select. If it is necessary to resolve a conflict between the original certification and the second opinion, WLAwe will require the opinion of a third health care provider. WLA and the employee will jointly select the third doctor, and we will pay for the opinion. This third opinion will be considered final.~~

~~J. Returning From Leave~~

~~Employees taking leave under this FMLA policy may be returned to the same jobs they held when their leaves began. If this is not feasible, employees will be returned to a position that entails substantially equivalent skill, effort, responsibility and authority as the position they had previously~~

~~held. The only exceptions to this rule will be in circumstances of layoffs or reorganizations, where the employees' positions would have been eliminated even if they had not been on leave. Employees returning from a leave of absence for their own serious health condition may be required to provide a fitness for duty assessment.~~

~~K. Procedure for Requesting Leave~~

~~When an employee plans to take leave under this FMLA policy, the employee should give WLA at least thirty (30) days' notice. If it is not possible to give a thirty (30) day notice, the employee must give as much notice as is practicable. An employee undergoing planned medical treatment is required to make a reasonable effort to schedule the treatment to minimize disruptions to WLA's operations. If an employee fails to provide a thirty (30) day notice of foreseeable leave, the leave request may be denied until at least thirty (30) days from the date we received notice.~~

~~All employees requesting leave under this policy must submit the request in writing to their immediate supervisor. Where the need for leave is not foreseeable, employees must verbally notify their supervisor of the need for leave as soon possible, and follow WLA's normal call-in procedures for unexpected absences. Failure to follow WLA's normal call-in procedures under such circumstances will be treated like any other violation of WLA's normal call-in procedures, and may result in discipline or termination, even though the leave itself may be covered by the FMLA. Employees may be required to confirm their need for FMLA in writing after giving verbal notice.~~

~~While on leave, employees may be required to periodically report to WLA regarding the status of their intent to return to work.~~

~~L. Rights, Remedies, and Additional Information~~

~~WLA will fully comply with the provisions of the FMLA. Accordingly, any employee who has questions regarding this policy is encouraged to contact the Human Resources Manager. Further information on your rights and remedies under the FMLA can be located on our FMLA poster (which can be found in the company WLA break area) or online at the Department of Labor's website at: <http://www.dol.gov/esa/whd/fmla> or <http://www.dol.gov/esa/whd/fmla/>.~~

Military-Related Leaves of Absence

WLA will grant Military Leave to employees who are absent from work because they are serving in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). ~~Employees~~ You are required to ~~give your~~ provide their supervisor advance notice of upcoming military service, unless military necessity prevents advance notice or it is otherwise impossible or unreasonable.

Employees serving in the reserve or National Guard may take unpaid military leave, as needed, to enable them to fulfill their obligations as reservists or Guard members. Employees may use PTO for this purpose.

Employees will receive up to two (2) weeks of partial pay military leave. Upon presentation of satisfactory military pay verification data, employees will be paid the difference between their normal base compensation with WLA and the pay (excluding expense pay) received while on military duty. The portion of any military leaves of absence in excess of two (2) weeks will be unpaid. However, employees may use any available ~~vacation~~ PTO for the absence.

When ~~you return~~ returning from Military Leave, ~~an employee~~ you will be reinstated to ~~their~~ your previous position or a position of like seniority, status and pay ~~the employee~~ you would have attained ~~if you had~~ the employee remained continuously employed. For the purpose of determining benefits that are based on length of service, ~~employee~~ you will be treated as if ~~they~~ you ~~had~~ been continuously employed.

If ~~there are~~ you have questions about Military Leave, contact the Human Resources Consultant for more information.

WLA will continue to provide health insurance benefits until the end of the first full month of military leave. At that time, employees will be removed from WLA's insurance plans, and may elect a COBRA-like continuation of health insurance benefits through USERRA in which the employee will have to pay the full cost of their premiums. When the employee returns from military leave, benefits will again be provided by WLA According to the applicable plans.

Employees on military leave will be required to pay their normal share of the cost of insurance premiums up to the end of the first full month of military leave. When applicable, WLA will withhold insurance premiums from employee pay as normal. Employees who are no longer receiving pay from WLA due to extended military leave or are receiving insufficient pay, must make suitable arrangements with WLA to pay their share of the insurance premiums in order to maintain their insurance coverage while on military leave

Benefit ~~a~~ Accruals; including PTO ~~Paid Time Off~~, will continue to accrue during the leave.

Employees on military leave for up to thirty (30) days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws.

Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

Family Military Leave

WLA will grant an unpaid leave of absence of up to ten (10) working days to qualified employees under the following conditions:

- The employee's immediate family member must be a member of the armed forces and has been injured or killed while engaged in active service, or
- The employee's immediate family member has been ordered into active service in support of a war or other national emergency.
- Immediate family member includes parent, child, grandparents, spouse or siblings.

The employee should give as much notice as practicable in order to take a leave under this policy.

Health and Safety

WLA is committed to providing a safe environment for its students and employees in accordance with the Occupational Safety and Health Act of 1970 and relevant state regulations. To meet this goal, WLA has established a workplace safety program. This program is a top priority for WLA. Its success depends on the alertness and personal commitment of all.

WLA provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, or other written communications.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who allow students to violate safety standards, who cause hazardous or dangerous situations, or who fail to report or remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

Work-Related Injuries

If ~~an employee~~you suffers from an illness or injury that is related to ~~your~~ work, ~~the employee~~you may be eligible for ~~w~~Workers' ~~c~~Compensation benefits. ~~w~~Workers' ~~c~~Compensation will pay for medical care and lost wages resulting from job related illnesses or injuries. If ~~an employee is~~you are injured or becomes ill through work ~~please the employee must~~ inform ~~their~~your supervisor immediately, regardless of how minor the injury or illness might be.

Workers compensation is intended to cover only work-related injuries and illnesses. Because of this, neither WLA nor our insurance carrier will be liable for the payment of ~~w~~Workers' ~~c~~Compensation benefits for injuries that might occur during employee's voluntary participation in off-duty recreational, social or athletic activities that we may sponsor.

Emergency Closings

At times, emergencies such as severe weather, fires, or power failures, can disrupt school operations. In extreme cases, these circumstances may require the closing of a work facility. In the event that such an emergency occurs during nonworking hours, local radio and/or television stations (~~for example,~~ WCCO, KSTP, KARE) will be asked to broadcast notification of the closing. In the event of a school closing, late start, or early dismissal, employees are expected to work their full shift, or use PTO time, or non-pay for the hours that they cannot report to work.

~~When operations are officially closed due to emergency conditions, the time off from scheduled work will be paid for all full time and part time regular employees. Hourly staff will be paid for their scheduled time that they were to work on the day the school is closed. Temporary employees and substitutes will not be paid on these days.~~

~~In cases where an emergency closing is not authorized, employees who fail to report for work will not be paid for the time off, or will be required to use Paid Time Off (PTO). Employees in essential~~

~~operations may be asked to work on a day when operations are officially closed. In these circumstances, employees who work will receive regular pay.~~

~~In the event that WLA would needs to be closed for an extended period of time, the school board will make the decision on how to handle the additional days off with regards to pay for staff.~~

Visitors in the Workplace

To provide for the safety and security of students, employees, and the facilities at WLA, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards student welfare, and avoids potential violence.

All visitors ~~should~~must enter WLA at the reception area. Authorized visitors will be directed to their destination. Employees are responsible for the conduct and safety of their visitors.

If an unauthorized individual is observed on WLA's premises, employees ~~should~~must immediately notify their supervisor or escort the person to the reception area, or if the employee deems necessary, immediately contact the police, and then notify their supervisor.

Workplace Violence Prohibition

WLA is committed to preventing workplace violence and to maintaining a safe work environment. All employees, clients, students and others should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay" or other conduct that may be dangerous to others. Physical, verbal and emotional threats will not be tolerated.

Indirect or direct threats of violence, incidents of actual violence and suspicious individuals or activities ~~should~~must be reported as soon as possible to a supervisor, a member of senior management or Human Resources. When reporting a threat or incident of violence, the employee should be as specific and detailed as possible. Employees should not place themselves in peril, nor should they attempt to intercede during an incident.

Anyone found to be responsible for threats of or actual violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

Weapons Policy

WLA is committed to providing a work environment that is free of hazardous or potentially dangerous situations. ~~In Non-parking areas:~~ ~~s~~Storing, keeping, carrying and/or possessing handguns or other weapons in the workplace, by any employee, will not be tolerated unless one of the exceptions contained in Minn. Stat. § 624.714 , Minn. Stat. 97B.045, 624.715 applies.

For purposes of ~~this~~our policy, employees are not allowed to keep, store, carry and/or possess handguns, BB guns, firearms of any kind (including but not limited to replica firearms), knives or other weapons (all referred to as "weapons" in this policy, unless a specific type of weapon is referenced) at any time while on ~~School~~WLA premises. "Premises" is defined as the physical places controlled by ~~the School~~WLA and can include privately-owned or leased property:

- buildings
- grounds, including but not limited to playgrounds

- driveways
- streets
- sidewalks or walkways

Any employee who violates the above will be subject to immediate disciplinary action, up to and including termination.

~~School~~ WLA also prohibits persons other than employees from keeping, storing, carrying and/or possessing handguns or other weapons on ~~School~~ WLA premises (excluding “parking areas” as defined below).

These “other persons” include students, parents, vendors, and visitors to ~~the School~~ WLA, excluding law enforcement officers. Employees must promptly report any information relating to any persons known to or reasonably suspected of keeping, storing, carrying and/or possessing handguns or other weapons on WLA premises.

An employee who believes that any employee or person is violating this ~~weapons e-above~~ policy ~~should~~ must immediately report the suspected violation to a supervisor or the Executive Director. If a supervisor or the Executive Director is not available, the employee ~~should~~ must contact law enforcement. All reports of violations will be investigated and if the investigation indicates that a violation of this policy ~~may have~~ has occurred, timely and appropriate action will be taken. WLA will not tolerate retaliation against any employee because he or she reports a suspected violation of this policy.

Exception for permit holders in parking areas: It shall not be a violation of this policy if an employee or non-student adult with a lawful permit carries or possesses a firearm within the limited exceptions described in Minn. Stat. § 624.714, Minn. Stat. 97B.045, 624.715 in school parking areas. A “parking area” means the immediate vicinity of the employee/permit holder’s vehicle.

Company Property

Employees do not have a right to privacy in their workspaces or in any other property belonging to WLA. WLA reserves the right to monitor and search school property at any time without warning to ensure compliance with ~~WLA~~ our policies including those that cover employee safety, workplace violence, harassment, theft, drug and alcohol use, and possession of prohibited items. WLA property includes but is not limited to lockers, desks, file cabinets, storage areas and work spaces.

Security Inspections

WLA wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. WLA prohibits the possession, transfer, sale, or use of such materials on its premises. ~~Woodbury Leadership Academy~~ WLA requires the cooperation of all employees in administering this policy.

Employees are required to immediately notify their supervisor or the Executive Director of any illegal drugs, alcohol, firearms, explosives, or other inappropriate or improper materials which they observe or have reason to believe are on school grounds.

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

includes property in a company vehicle.

WLA likewise will not tolerate theft or unauthorized possession of the property of employees, WLA, visitors, and students. To facilitate enforcement of this policy, WLA or its representative may inspect desks and lockers. Any employee who wishes to avoid inspection of any articles or materials should not bring such items onto WLA's premises.

Individuals who refuse to cooperate will not be permitted to enter the premises of WLA.

EMPLOYEE ACKNOWLEDGEMENT FORM

The employee handbook describes important information about Woodbury Leadership Academy, and I understand that I should consult my supervisor regarding any questions not answered in the handbook. I have entered into my employment relationship with Woodbury Leadership Academy voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or Woodbury Leadership Academy can terminate the relationship at will, with or without cause, at any time, in accordance with state and federal law.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur, except to Woodbury Leadership Academy's policy of employment-at-will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Executive Director of Woodbury Leadership Academy has the ability to adopt any revisions to the policies in this handbook. Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document.

I acknowledge the receipt of the employee handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it. I understand that this signed acknowledgement form will be placed in my personnel file.

Employee's Signature

Date

Employee's Name (printed)