

## **EMPLOYEE HANDBOOK - ACKNOWLEDGEMENT OF RECEIPT**

I hereby acknowledge that I have received a copy of, and/or know how to access, ReNEW Schools' staff handbook ("handbook").

I understand that it is my responsibility to read the handbook and adhere to the policies and practices described within it. I understand that this handbook replaces any and all prior handbooks, policies and practices of the School. If I have any questions concerning the information, application or interpretation of the policies or procedures in the handbook, I will bring them to the attention of a school leader or human resources.

I have read and understand ReNEW Schools' non-discrimination policies and non-harassment policies, agree to comply with these policies, and understand the mechanisms in place for the reporting of incidents of workplace discrimination, harassment and retaliation. I understand that ReNEW Schools does not tolerate discrimination, harassment or retaliation of any type, including but not limited to sexual harassment. I certify that I understand that if I violate these or other policies, I may be subject to discipline up to and including termination.

I have read and agree to abide by ReNEW Schools' policy regarding a drug and alcohol free workplace and policies regarding confidentiality and use of company property.

I understand that ReNEW Schools reserves the right to change, modify, revoke, suspend, or terminate any of the policies at any time. I further understand that the statements contained in the handbook constitute guidelines only, and are not a contract between ReNEW Schools and any of its staff members. I understand that ReNEW Schools abides by an employment "at-will" policy and that, absent a written agreement setting forth a definite term of employment, both ReNEW Schools and its staff members reserve the right to terminate the employment relationship at any time, with or without cause or notice, for any reason not otherwise prohibited by law. I understand that no representative of ReNEW Schools has any authority to enter into or authorize any agreement, contract, or guarantee of employment either verbally or in writing, whether express or implied. At-will employment status can only be changed by a written agreement setting forth a definite term of employment signed by the Chief Executive Officer and employee.

STAFF MEMBER'S NAME (printed):

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STAFF MEMBER'S SIGNATURE:

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DATE: \_\_\_\_\_

**Please complete and return this form to Human Resources or your School Operations Manager as soon as possible.**

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2023-2024  
**ReNEW Schools**  
STAFF HANDBOOK



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## **ABOUT THIS HANDBOOK**

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This staff handbook outlines the basic policies and procedures at ReNEW Schools. It is not meant to cover the specific operating procedures of an individual staff member's school or team. Where appropriate and necessary, School Leaders (SLs) will explain additional procedures to staff members.

This handbook, except where specifically provided, also applies to all Charter Management Organization (CMO) employees, and the term "staff" shall also apply to CMO employees.

This handbook, including all of the policies contained herein, supersedes all existing staff member policies and practices and may not be amended or added to without the express written approval of the Chief Executive Officer. This handbook also briefly describes the current benefit plans maintained by ReNEW Schools. In the event of any conflict between the terms and conditions contained in this handbook and the official plan documents pertaining to any benefit, the provisions of the official documents govern and shall be given full force and effect.

Employment at ReNEW Schools is "at-will," permitting a staff member or ReNEW Schools to end the relationship at any time, with or without notice, and for any reason not otherwise prohibited by law. The language that appears in this handbook is not intended to alter the employment at-will relationship in any way or to alter the terms of any employment agreements. This handbook is not a contract and does not guarantee any rights or benefits to staff members. No representative of ReNEW Schools has any authority to enter into or authorize any agreement, contract, or guarantee of employment either verbally or in writing, whether express or implied. At-will employment status can only be changed by a written agreement setting forth a definite term of employment signed by the Chief Executive Officer and employee.

Staff members are required to read, understand, and comply with all provisions of the handbook. All staff members are also required to comply with state and federal laws at all times. If a staff member has any questions as to the interpretation or application of any information in this handbook, s/he is encouraged to discuss them with his or her SL or the Chief Talent Officer.

This handbook and the information contained in this handbook are confidential and proprietary to ReNEW Schools. ReNEW Schools reserves the right to change, modify, revoke, suspend, or terminate any policies or portion of the handbook at any time as it deems appropriate, in its sole and absolute discretion. ReNEW Schools will endeavor to notify staff members in writing of any such changes in a timely fashion. However, it is a staff member's responsibility to keep abreast of the updated information.

**MISSION**

At ReNEW, we transform underperforming schools into academically rigorous schools that prepare students for the next level of achievement, including high school, college, and career. .



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## **STAFF EXPECTATIONS**

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### **NON-DISCRIMINATION AND NON-HARASSMENT**

ReNEW Schools is committed to providing a professional work environment free from all forms of unlawful discrimination and harassment, including but not limited to sexual harassment, whether on ReNEW Schools' premises or in a ReNEW Schools-related setting. ReNEW Schools strictly prohibits discrimination and harassment based on race, color, sex, pregnancy, religion, national origin, citizenship, age, sexual orientation, gender identity and expression, physical or mental disability, marital status, veteran status, creed, arrest and/or conviction records (except as provided by law), genetic predisposition or carrier status, or any other classification protected by applicable federal, state, or local law.

In general, ethnic or racial slurs and other verbal or physical conduct relating to a person's race, color, sex, pregnancy, religion, national origin, citizenship, age, sexual orientation, gender identity and expression, physical or mental disability, marital status, veteran status, creed, arrest and/or conviction records (except as provided by law), genetic predisposition or carrier status, or any other protected characteristic constitute harassment when they unreasonably interfere with a person's work performance or create an intimidating, hostile, or offensive work environment.

#### **Sexual Harassment**

Sexual harassment has been defined by federal and state law to include: Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include many forms of offensive behavior and gender-based harassment of a person of the same or different sex as the harasser, whether committed by another staff member, a superior, or other third parties. Examples of prohibited conduct include but are not limited to the following:

- unwanted sexual advances;
- verbal conduct such as epithets, derogatory jokes or comments, slurs, invitations or comments;
- displaying of sexually suggestive objects, such as posters, photography, cartoons, or drawings;
- explicitly or implicitly offering preferential treatment with regard to an individual's employment status in exchange for sexual favors or sexual activity;
- deliberate, repeated or unsolicited leering, sexual gesturing or teasing;
- graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, emails or invitations;
- physical conduct such as assault, unwanted touching, blocking or impeding movements; and
- unsolicited verbal or physical conduct that has the purpose or effect of unreasonably interfering with work performance or creating an intimidating, hostile, or offensive work

environment.

Anyone in violation of ReNEW Schools' policy regarding harassment (including sexual harassment) or unlawful discrimination will be subject to disciplinary action up to and including termination.

### **Notification and Investigation Procedures**

If a staff member experiences any unlawful harassment (including sexual harassment), or discrimination, s/he must report such incident(s) to the SL/HR immediately. If, for any reason, a staff member is uncomfortable discussing the matter with the SL/HR and/or if the complaint involves the SL/HR, s/he may contact the President of the Board of Directors. All allegations of harassment or discrimination will be promptly and thoroughly investigated. To the extent possible, a staff member's confidentiality and the confidentiality of any witnesses and the alleged harasser will be protected against unnecessary disclosure.

Any staff member who becomes aware of possible sexual or other unlawful harassment or discrimination or retaliatory conduct should advise the SL/HR or the President of the Board of Directors so the conduct can be investigated in a timely and confidential manner.

***It is a violation of ReNEW Schools' policy to retaliate against a staff member or applicant for making a good-faith complaint of harassment or discrimination.*** Retaliation against anyone participating in good faith in the investigation of a complaint is also a violation of this policy. If a staff member believes that s/he has been retaliated against for making or assisting in the investigation of a complaint, s/he should contact the SL/HR and/or President of the Board of Directors immediately. Similarly, anyone falsely accusing someone of unlawful harassment in bad faith is subject to discipline.

### **STANDARDS OF CONDUCT**

ReNEW Schools expects its staff members to conduct themselves in a mature and responsible manner. While it is impossible to list all the specific forms of behavior which are considered unacceptable, the following is a non-exhaustive list of behavior and conduct which are prohibited and considered inappropriate by ReNEW Schools:

- theft or unauthorized removal or possession of property belonging to another or to ReNEW Schools;
- working under the influence of alcohol or illegal drugs;
- fighting or threatening violence in the workplace;
- negligence or improper conduct leading to damage of ReNEW Schools' property;
- insubordination;
- violation of safety or health rules;
- smoking in prohibited areas;
- violation of the non-discrimination non-harassment policy or any other workplace policy;
- possession of dangerous or unauthorized materials in the workplace;
- excessive tardiness and absenteeism or any absence without notice;
- unauthorized or excessive absence from the workplace during the workday;
- inappropriate dress and/or lack

- of professionalism;
- unauthorized use of telephones, mail system, or other ReNEW Schools' equipment;
- unauthorized disclosure of confidential information;
- unsatisfactory performance or conduct;
- providing false or misleading information;
- engaging in inappropriate, harassing and/or threatening communication with staff, students, or parents/guardians;
- knowingly, carrying or possessing a firearm on the premises of a school property;
- engaging in commercial activity, including outside employment, that conflicts with the interests of ReNEW Schools; and,
- inappropriate touching, handling or harming of a student, even if there is a familial relation

Violation of these standards may result in disciplinary action, up to and including termination.

### **COMMUNICATION WITH STUDENTS/ALUMNI**

ReNEW Schools' staff members must behave in a professional manner that sets an example for students. All communications with students/alumni and families must be appropriate in tone, language, and subject matter, and must be consistent with the teacher-to-student relationship. This includes text messages, phone calls, written notes, instant messages, and emails to students, alumni, and families of students and alumni.

- Staff members must use their ReNEW Schools' email account for all email exchanges with students, alumni, and families of students and alumni.
- If for some reason the use of a personal email account is necessary, advance approval must be obtained from the School Leader and the SL must be copied on all email exchanges with students, alumni, and families of students and alumni.
- If ReNEW Schools has reason to believe that inappropriate communication with a student, alum, or parent has taken place, staff members may be required to turn over phone and/or email records.
- Text messaging with students, alumni, and families must be used only for school-related purposes and only if absolutely necessary in the case of an emergency. If text messages absolutely must be exchanged, staff members should explain the circumstances to the School Leader and get permission. Text messaging should not be used for on-going communication.
- Because staff members are expected to maintain the teacher-student relationship outside of the classroom as well as inside, and because the appearance of special relationships or preferences must be avoided, ReNEW Schools' staff members may not employ current ReNEW Schools' students and should get permission from their SL/HR before employing ReNEW Schools' alumni. Employment includes any regular, part time or occasional work such as babysitting or moving.
- Money or gifts in excess of \$50 in value should not be given to students or alumni, except in the context of a group gift or with advance permission from the SL/HR.

Violation of this policy may result in disciplinary action, up to and including termination.

## **Physical Contact**

Staff members are responsible for assuring the appropriateness of any physical contact. In order to maintain a safe environment for students, the following is a non-exhaustive list of forms of physical contact or demonstrations of affection that are strictly prohibited: lengthy embraces; holding students on the lap; showing affection in isolated areas; sleeping in a bed with a student/alumni; tickling students; and compliments that relate to physique or body development and any physical interaction that could cause harm to a student.

## **Mandatory Reporting of Child Abuse and Neglect Policy**

All ReNEW staff members are considered Mandated Reporters under the Louisiana Children's Code and required by law to immediately report child abuse/neglect if they have a *cause to believe* that child abuse/neglect exists. The cause to believe that child abuse/neglect exists includes but is not limited to a child disclosing abuse/neglect to a staff member, a staff member observing the abuse of a child, or awareness that the child may be a victim of abuse/neglect. All staff are required to complete an online Mandated Reporter training course provided by the Louisiana Department of Children and Family Services (DCFS) between June 1st and August 31st annually. Additionally, all new and returning school based staff are required to participate in an in-person Mandated Reporter training before the start of *each* school year.

If a staff member has a cause to believe that a student is the victim of abuse/neglect, they must do the following:

1. **Report immediately** to the appropriate place:
  - a. **DCFS online report** or call **1-855-4LA-KIDS (1-855-452-5437)** *if the abuser is a parent or caretaker*
    - i. For reports requiring immediate assistance (sexual abuse with access to the perpetrator in the home, child fatality, drug exposed newborn, human trafficking, life threatening injury, or safe haven), you cannot report online and **MUST** call
    - ii. Oral reports made by calling must also be followed up by an online report within 5 days
  - b. **Local Law Enforcement NOPD 504-821-2222** *if the abuser is not a parent or caretaker* - a unit will be sent out to take the official report
2. **Turn in Report** to the school based mental health professional
  - a. Print your online report or complete a Mandated Reporter Written Form if calling DCFS or Local Law Enforcement
  - b. School based mental health professionals will keep reports in confidential files
3. **Notify your School Leader/Principal that you need to make or made a report**
  - a. For reports involving the alleged abuse/neglect by a staff member, the School Leader/Principal must be notified immediately
4. **Cooperate with the investigation** if asked to by DCFS or local law enforcement

It is not up to the staff member's discretion to determine the level of seriousness or threat. Staff members are reporters not investigators. In instances when there is a cause to believe that abuse/neglect exists, it is **mandatory** that staff report immediately. No one in the workplace,

even a supervisor, is permitted to suppress, change, or edit a report of abuse or neglect. In addition to being a violation of School/Program policy, which may result in immediate termination, a mandated reporter who willfully fails to report suspected instances of child abuse/neglect or delays reporting for any reason may be found to have committed a misdemeanor or felony according to state law.

### **OVERNIGHT STAYS/SLEEPOVERS**

Under no circumstances should a student have an overnight stay or sleepover at a staff member's home and/or with a staff member (outside of a school-related event/field trip) unless there is an explicit request or authorization, in **writing**, by the student's parent or guardian. Policies regarding school-related events/field trips and home visits are set forth on by school leaders. Violations of this policy may result in disciplinary action, up to and including termination.

### **CONFIDENTIALITY**

While at ReNEW Schools, staff members will learn, have access to, or work with and be entrusted with Confidential Information. It is against ReNEW Schools' policy for staff members to use or disclose the School's/Program's "Confidential Information" to third parties without prior authorization. "Confidential Information" means any information that has been or which may be disclosed to, created by, or obtained by ReNEW Schools' staff members in the course of employment, either orally or otherwise. The following is a non-exhaustive list of examples of Confidential Information:

- Student records
- Proprietary information
- Trade secrets
- Financial information
- Personnel records
- Payroll records
- Computer programs, processes and passwords
- Personal information concerning students and/or staff
- Processes and data collection and/or results
- Personal information regarding staff members, parents and students

Disclosing Confidential Information to outsiders or using it for anything other than conducting the School's/Program's business is prohibited. This prohibition continues even after termination of employment.

All Confidential Information, whether created or prepared by the staff member, or otherwise coming into his/her possession, is the exclusive property of ReNEW Schools both during the staff member's employment and after his or her termination. All outside requests for information should be sent directly to the School Leader and ReNEW's Chief Talent Officer. Staff members shall not, without the prior written consent of the School/Program, use or disclose to any third party any of the Confidential Information described herein, directly or indirectly, either during the staff member's employment with the School/Program or at any time following the termination of staff member's employment with the School/Program.

## **PROFESSIONAL APPEARANCE**

In order to model professionalism for our students, staff members are expected to present a neat, professional appearance at all times. The following are generally regarded as inappropriate dress while schools are in session: athletic wear, spandex or leggings, open-toe shoes, flip flops or beach sandals, tank tops/midriff tops/halter tops/low cut shirts, or mini-skirts. From time to time, the SL may notify staff members in advance of a casual dress day. Wearing a ReNEW Schools' shirt is encouraged during casual dress days. If dress is considered inappropriate, staff member may be asked to change attire and is not meeting ReNEW's standards of conduct.

Please note that some staff members may be required to wear closed-toed and rubber-soled shoes at all times based upon the nature of work being done. All staff members must wear closed-toed shoes while at or visiting school-sites that are under construction. Managers will have more specific information as this applies to staff members.

## **DISCIPLINARY POLICY**

Although employment with ReNEW Schools is based on mutual consent and both the employee and ReNEW Schools has the right to terminate employment at will, with or without cause or advance notice, ReNEW Schools may use progressive discipline to address performance and behavior issues. By using progressive discipline many issues can be corrected at an early stage benefiting both the employee and ReNEW Schools.

Depending on the circumstances and severity of the infraction, disciplinary action may involve verbal or written warnings, counseling sessions, probation, suspension or termination. The seriousness of the infraction will determine the action taken in any given circumstance, and an employee's overall work and attendance records may be considered. ReNEW Schools will take the action believed to be most appropriate in each situation.

Instances that may require immediate termination include, but are not limited to:

1. Corporal punishment or verbal abuse of students (including physical/sexual abuse and any use of physical action in disciplining a student as well as verbal abuse and the use of profanity or other language that is intended to belittle or degrade a student)
2. Failure to report child abuse
3. Breach of trust or dishonesty
4. Conviction of a felony
5. Willful violation of an established policy or rule
6. Gross negligence
7. Insubordination
8. Violation of the Anti-Harassment, Anti-Discrimination and/or Equal Employment Opportunity Policies
9. Undue and unauthorized absence from duty during regularly scheduled work hours
10. Deliberate non-performance of work
11. Larceny or unauthorized possession of, or the use of, property belonging to any co-

worker or visitor of ReNEW Schools

12. Excessive absenteeism or tardiness or other serious breaches in professionalism
13. Marring, defacing or other willful destruction of any supplies, equipment or property of ReNEW Schools
14. Failure to call or directly contact a supervisor when an employee will be late or absent from work, in the absence of extenuating circumstances
15. Fighting or serious breach of acceptable behavior
16. Knowingly, carrying or possessing a firearm on the premises of a school property
17. Theft
18. Violation of ReNew Schools' Personal Relationships in the Workplace Policy
19. Leaving the work premises without authorization during work hours
20. Sleeping on duty
21. Any other conduct deemed inappropriate by the School Leader

This list is intended to be representative of the types of activities that may result in disciplinary action or immediate dismissal. It is not exhaustive, and is not intended to be comprehensive and does not change the employment-at-will relationship between the employee and ReNEW Schools.

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## **EMPLOYMENT POLICIES AND PRACTICES**

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### **EQUAL OPPORTUNITY EMPLOYMENT**

ReNEW Schools is an Equal Opportunity Employer. It is the responsibility of every member of the ReNEW Schools' community to observe and uphold the principles of equal employment opportunity for all staff members and applicants for employment. All policies and procedures including, but not limited to recruitment, hiring, assignment, conditions of employment, compensation, benefits, training, promotion, transfer, and termination are administered for all staff members and job applicants without unlawful discrimination based on race, color, sex, pregnancy, religion, national origin, citizenship, age, sexual orientation, gender identity and expression, physical or mental disability, marital status, veteran status, creed, arrest and/or conviction records (except as provided by law), genetic predisposition or carrier status, or any other classification protected by applicable federal, state, or local law.

ReNEW Schools is committed to complying with the American with Disabilities Act (ADA) and other applicable statutes protecting staff members with disabilities. In accordance with the ADA, ReNEW Schools will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. If a staff member is disabled and needs an accommodation to perform his or her essential job functions, staff members should make a request to the Director of Human Resources. ReNEW Schools will work with them to determine whether reasonable accommodations are available.

### **WORKPLACE VIOLENCE**

ReNEW Schools is committed to providing a safe workplace for all staff members. The purpose of this policy is to minimize the risk of personal injury to staff members and damage to personal and School/Program property. It is the policy of ReNEW Schools to expressly prohibit any acts or threats of violence by any staff member or former staff member against any other staff member in or about its facilities or elsewhere at any time. ReNEW Schools will not tolerate any acts or threats of violence against its staff members or visitors by any individual on its premises at any time or while such individual is engaged in business with or on behalf of ReNEW Schools, on or off its premises. Staff members, former staff members and visitors are prohibited from bringing unauthorized firearms or other weapons onto School premises.

ReNEW Schools will take prompt remedial action, up to and including immediate discharge, against any staff member who engages in threatening behavior or acts of violence or who use any obscene, abusive or threatening language or gestures.

#### Procedures for Reporting a Threat

In furtherance of this policy, staff members have a duty to warn the SL, security personnel, the HR Team, or any other member of the management team with whom the staff member feels comfortable, of any suspicious workplace activity involving a staff member, a former staff member, or visitors. This includes, but is not limited to, threats or acts of violence, display of weapons, extreme agitation, stalking, aggressive behavior, offensive acts and any other injurious or destructive action or remark made for the purpose of domination or intimidation.

Staff member's reports made pursuant to this policy will be held in confidence, to the extent possible. ReNEW Schools will promptly and thoroughly investigate all reports of violence, threats of violence or suspicious individuals or activities. No staff member will be subjected to



retaliation, intimidation or disciplinary action as a result of reporting a threat in good faith under this policy.

Staff members who violate this policy will be subject to disciplinary action up to and including termination of employment.

### **WORKPLACE HEALTH AND SAFETY**

ReNEW Schools is committed to providing a safe workplace for all staff members and students. The School/Program complies with all applicable health and safety laws with the goal of minimizing exposure to health and safety risks. ReNEW Schools are tobacco-free facilities and tobacco use is prohibited on school premises, both inside and outside. Staff members are expected to maintain safe and healthy working conditions and adhere to practices and procedures designed to prevent injury and illness. Staff members are required to immediately report any unsafe condition to the SL. Participation in this regard includes:

- Exercising maximum care and good judgment at all times to prevent accidents and injuries;
- Reporting to a SL or seeking first aid for all injuries, regardless of how minor;
- Immediately reporting any risk to the health and safety of staff members, students, visitors on ReNEW School's premises and any unsafe conditions, equipment or practices to the SL;
- Conscientiously observing all safety rules and regulations at all times;
- Refraining from smoking/using tobacco within 200 yards from school premises; and
- Complying with safety drills conducted by the School;
- Not bringing children or non-ReNEW employees to work without permission

For more information about Worker's Compensation and reporting workplace incidents, please see the Worker's Compensation section on page 21.

### **SUBSTANCE FREE WORKPLACE**

ReNEW Schools is committed to maintaining an environment free of illegal drugs and alcohol. Staff members are strictly prohibited from the illegal or unauthorized use of drugs or other controlled substances or alcohol in the workplace, or during work hours. Staff members are also prohibited from engaging in the unlawful or unauthorized manufacture, possession, consumption, trade, sale, or distribution of illegal drugs and/or alcohol in the workplace. However, nothing in this policy precludes the appropriate use of legally prescribed medications.

The SL/CEO may grant advanced approval for the consumption of alcohol on School premises for events where no students are present and at which consumption of alcohol by individuals under the legal drinking age is strictly prohibited.

Violations of this policy may result in disciplinary action, up to and including termination. Staff members with questions regarding this policy or issues related to drug or alcohol use in the workplace should raise their concerns with the SL/HR. Staff members may do so without fear of reprisal by ReNEW Schools.

### **RIGHT-TO-KNOW LAW**

ReNEW Schools complies with Louisiana's Right-to-Know law. Please contact the SL/HR with

any questions about this policy or to submit a request for information regarding toxic substances.

## **TERMS OF EMPLOYMENT**

Employment with ReNEW Schools is “at-will”; ReNEW Schools and its staff members mutually retain the right to terminate the staff member’s employment at any time with or without reason and with or without notice. Employment is for no specific period of time. At-will employment status may only be modified in writing and signed by the Chief Executive Officer and employee.

### **Staff Verification**

ReNEW Schools will take all appropriate steps to verify the information provided on an employment application. These steps may take place before or after commencement of employment. Any misrepresentation, falsifications or omissions of any information on an employment application may result in exclusion from further consideration for employment and/or termination of employment.

Like all charter schools, all prospective ReNEW Schools’ staff members must be fingerprinted for the purpose of determining whether or not the prospective staff member has a criminal history. In addition, Federal law requires all employers to verify each new staff member’s identity and legal authority to work in the United States via the USCIS I-9 Form. All offers of employment are conditional upon the receipt of satisfactory evidence of an applicant’s authorization to work in the United States, and a satisfactory criminal background check. All employees are required to report any conviction(s) or guilty plea(s) (excluding traffic violations) to the School Leader or CEO within 48 hours of said conviction(s) or guilty plea(s).

### **Termination**

Employment at ReNEW Schools is “at will” and may be terminated at any time by the staff member or the School/Program with or without cause or notice. This applies to all staff members whether within the initial employment period or beyond such period.

Should a staff member decide to leave his or her employment with ReNEW Schools, ReNEW Schools requests that s/he should provide the SL/HR with at least two (2) weeks' advance notice.

All staff members must complete a brief exit survey and/or interview prior to leaving in order to review insurance conversion rights, retirement accounts, return of ReNEW Schools’ property, and other miscellaneous matters as may be necessary. All ReNEW Schools’ property must be returned upon termination.

## **VOLUNTEERS AND PART-TIME STAFF/INTERNS**

Volunteers, part-time staff members, alumni and interns should always be supervised by a full-time staff member and never be alone with a group of students. Anyone working with students on a regular basis must be fingerprinted prior to starting work.

## **STAFF FILES**

It is important that the personal data of all staff members, such as address, telephone numbers, name changes, number of dependents, beneficiaries, and tax withholding information be kept accurate and up-to-date. Each staff member is requested to report any changes to ReNEW’s

Director of Human Resources as soon as possible. All staff members should keep their personal information up-to-date in ADP.

### **SALARY SCHEDULE**

As of July 1, 2016, school-based employees pay will be pro-rated based off of the amount of days worked during the school year. The pay during the summer break is considered to be earned by working throughout the school year.

Employees that started working after the first day of the school year will see that their salary per pay period has been prorated to reflect summer pay earned. If you were to leave ReNEW prior to the end of school year, your salary will be prorated based on the number of summer hours earned.

### **PAYROLL DATES**

Paydays occur on a semi-monthly basis on the 15th and final day of each month, except when those days fall on a holiday or a weekend, in which case the pay day occurs on the prior work day. All professional development days are treated as regular work days. Direct deposit is mandatory as of August 30, 2014. Employees that do not have access to a bank account that participates in direct deposit will be issued an ADP Total Pay Card to receive direct deposited funds.

In the event an employee tenders his/her notice of resignation within two weeks' of an upcoming holiday break lasting five days or more and continues to work during the entire two-week notice period, the employee will be paid through said holiday break. If an employee resigns within two weeks' of an upcoming holiday break lasting five days or more without providing notice to ReNEW Schools, the employee will not be paid through said holiday break. Rather, the employee will be paid through the date of resignation and/or last day worked.

Upon initial employment with ReNEW or when changing bank accounts or direct deposit method, employees will receive a paper voucher check until the direct deposit bank account is verified. Typically, the account is verified within one payroll cycle whereas the employee will receive his or her first payment via paper voucher check. For employee's final pay period with the organization, the employee will receive a paper check.

### **PAYROLL DEDUCTIONS**

ReNEW Schools is required by law to make certain deductions from staff members' paychecks, including deductions for federal, state, and local taxes, Social Security contributions, garnishments, and wage attachments. The President of the Board and the Chief Executive Officer of ReNEW Reinventing Education, Inc. recognize that ReNEW Schools is responsible for establishing and maintaining effective policies and procedures related to employees' retirement benefits. Employees at all ReNEW Schools will be given the option to participate in the organization's existing 401k program. Any deductions, and the amount of each deduction, are listed on staff members' pay stubs and totaled each year on his or her Form W-2 Wage and Tax Statement.

If any employee believes that wages have been subject to an improper calculation and/or deduction, the employee should immediately notify the Chief Talent Officer and Finance and

request in writing that the Payroll Department reassess the questionable calculation and/or deduction. The Director of Human Resources will assist in correcting the error if necessary. If any improper deduction is determined to have been made, ReNEW Schools will reimburse the employee and will take steps to prevent future occurrences.

## **DISPUTE RESOLUTION POLICY AND PROCEDURES**

Differences of opinion occasionally arise between individuals in an organization. It is ReNEW Schools' intention to resolve these differences promptly within the organization. To that end, ReNEW Schools uses the following procedure to resolve staff members' complaints:

1. Any staff member with a concern about policies, procedures, practices, or any issue arising in the workplace should express such concern to his or her SL/HR.
2. If, after discussing the matter with the SL/HR, the staff member feels that the issue has not been resolved, s/he is encouraged to submit a written statement explaining the concern to the Chief Talent Officer. The CTO will consider the concern and will respond in writing to the staff member.
3. If the staff member still feels that no satisfactory conclusion has been offered, s/he may submit a written statement giving the reason for his or her disagreement to and/or request a meeting with the President of the Board of Directors. The President will consider the concern and respond in writing to the staff member regarding resolution and/or schedule a meeting to resolve the concern.
4. ReNEW Schools will not permit any form of retaliation against any staff member who in good faith avails him or herself of the benefits of this procedure or participating in this dispute resolution process.

This Dispute Resolution Process is not applicable to discipline issues involving a staff member and is not the forum for resolution of employment related disciplinary measures taken against a staff member.

## **PERSONAL PROPERTY**

Loss of, or damage to, personal property is not the responsibility of ReNEW Schools, even if the damage or loss occurs on ReNEW Schools' grounds.

## **PERSONAL RELATIONSHIPS IN THE WORKPLACE**

### **Objective**

ReNEW Schools strongly believes that a work environment where employees maintain clear boundaries between employee personal and business interactions is most effective for conducting business and enhancing productivity. Although this policy does not prevent the development of friendships or romantic relationships between co-workers, it does establish boundaries as to how relationships are conducted during working hours and within the working environment.

Individuals in supervisory or managerial roles, and those with authority over others' terms and conditions of employment, are subject to more stringent requirements under this policy due to their status as role models, their access to sensitive information, and their ability to affect the

terms and conditions of employment of individuals in subordinate positions.

Any and all forms of sexual harassment are prohibited. Co-workers engaged in personal relationships in the workplace recognize and agree that ReNEW Schools does not tolerate sexual harassment, a form of unlawful discrimination. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made, explicitly or implicitly, a condition of an individual's employment or advancement;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- Such unreasonable conduct interferes with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

Co-workers engaged in personal relationships in the workplace agree and are expected to read and understand ReNEW School's Non-Discrimination and Non- Harassment Policy set forth herein and agree to adhere to all of its terms.

This policy does not preclude or interfere with the rights of employees protected by the National Labor Relations Act or any other applicable statute concerning the employment relationship.

### **Procedures**

- During work hours and/or while on school premises, employees are expected to conduct themselves in an appropriate workplace manner that does not interfere with others or with overall productivity.
- Employees are strictly prohibited from engaging in physical or verbal contact that would in any way be deemed inappropriate by a reasonable person while anywhere on school premises, whether during working hours or not.
- Employees who allow personal relationships with co-workers to adversely affect the work environment will be subject to the appropriate provisions of ReNEW Schools' disciplinary policy, including counseling for minor problems. Failure to change behavior and maintain expected work responsibilities is viewed as a serious disciplinary matter.
- Employee off-duty conduct is generally regarded as private, as long as such conduct does not create problems within the workplace. An exception to this principle, however, is romantic or sexual relationships between supervisors and subordinates.
- Any supervisor, manager, executive or other company official in a sensitive or influential position with ReNEW Schools must disclose the existence of a romantic or sexual relationship with another co-worker to the Director of Human Resources. This disclosure

will enable ReNEW Schools to determine whether any conflict of interest exists because of the relative positions of the individuals involved.

- In the event a conflict-of-interest problem or potential risk is identified, ReNEW Schools will work with the parties involved to consider options for resolving any potential conflict. If one or both parties refuse to accept a reasonable solution, such refusal will be deemed a voluntary resignation.
- Failure to cooperate with ReNEW Schools to resolve a conflict or problem caused by a romantic or sexual relationship between co-workers or among managers, supervisors or others in positions of authority over another employee in a mutually agreeable fashion may be deemed insubordination and cause for immediate termination.
- The provisions of this policy apply regardless of the sexual orientation of the parties involved.
- Any concerns about the administration of this policy should be addressed to the Chief Talent Officer.

### **ANTI-NEPOTISM POLICY**

Members of an employee's immediate family will be considered for employment on the basis of qualifications. However, a member of an employee's immediate family may not be hired if such employment would cause any of the following conditions:

- Result in an supervisor/subordinate relationship with the family member;
- Cause, or have the potential for causing, an adverse impact on work performance;
- Create a conflict of interest or the appearance of a conflict of interest; or
- Result in both family members working at the same worksite.

For purposes of this policy, immediate family members includes: spouse, parent, child, sibling, in-law, aunt, uncle, niece, nephew, grandparent, grandchild or any other member of the employee's household.

This policy will be considered when assigning, transferring, or promoting an employee.

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## **STAFF BENEFITS AND LEAVES OF ABSENCE**

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### **SCHOOL YEAR AND SCHEDULE / VACATIONS / HOLIDAYS**

Staff members are paid on a twelve-month basis, although school-based employees (including school nurses), other than school-based operations employees and the Network Support Team, only work during the school year. During the school year, school-based staff members are only paid for days worked on days that the school is open unless this policy specifically provides for paid time off. School-based staff members are not eligible for paid vacation during the school year. Please consult your school's site calendar for variations in breaks and intersessions during the school year. NeST employees work a full calendar year schedule and are eligible for paid vacation days pursuant to policies promulgated outside of this handbook. Paid vacation is a gratuity and a gift from ReNEW Schools. It is not an earned wage. Any unused vacation days will be lost at the end of the fiscal year and are not paid out upon employee separation. For the 2023-24 school year, all ReNEW Schools will be closed on the following days, which are paid holidays for all ReNEW Schools' employees:

- September 4: Labor Day
- November 22, 23 and 24: Thanksgiving
- December 22, 25, 29, and January 1: Winter Break
- January 15: Martin Luther King, Jr. Day
- February 12, 13, and 14: Mardi Gras Break
- March 29 and April 1 : Spring Break
- May 27: Memorial Day
- June 19: Juneteenth
- July 4 and 5: Independence Day

Please note that the ReNEW Schools' holiday calendar is subject to change annually. School-based staff members including school nurses, with the exception of school-based operations employees, have no paid vacation other than paid holidays and sick days. Employees who observe religious holidays not listed above shall communicate the need for additional days off with his or her School Leader or manager.

### **RENEW YOURSELF DAYS**

We're thrilled to announce the implementation of additional days off for all ReNEW staff members for the 2024-2024 school year! As a sign of appreciation for all the hard work our team puts in every day, we are scheduling ReNEW Yourself Days on the following dates:

- September 1st
- April 2nd

### **OFFICE HOURS AND ATTENDANCE**

At ReNEW Schools we believe that anything is possible and work hard every day to prove that for all of our community members. The regular workday for ReNEW Schools' staff members shall be determined by the academic schedule and any extracurricular activities for which staff members have responsibilities. The regular office hours of any ReNEW Schools' are set at the school level. These hours reflect the minimum expected hours for staff members and a different

schedule may be required in some positions. Hours may be set and adjusted by the SL, and staff members will receive notice of any change.

A staff member who will be late to work must inform his or her SL or the SOM for school-based operations staff prior to his or her regular start time. A staff member who must be absent for any reason during work hours must inform his or her SL/SOM in advance.

Planned absences must be scheduled and approved in advance by the SL or the SOM for school-based operations staff. A staff member that is unable to attend work due to illness or a serious personal reason, must contact the SL at least one (1) hour before s/he is scheduled to begin work. A staff member must report in each day that s/he will be absent and a doctor's note may be required before s/he is permitted to return to work.

If a staff member fails to report in on a morning s/he is absent, that individual will be deemed to have taken an unauthorized absence and will be subject to discipline, up to and including termination. Staff members who fail to report in on 3 consecutive days without authorization may be deemed to have abandoned their jobs.

Frequent lateness or absenteeism will affect performance and may affect the ability of others to perform their work. For this reason, excessive lateness and absenteeism will result in disciplinary action, up to and including termination. Documentation for reason of absence may be requested by the SL/HR.

Employees may engage in other employment and/or provide services to third parties only when: (1) said work is performed outside the employee's regularly scheduled work hours with ReNew; OR (2) work is performed on the employee's personal time; (3) work does not interfere with the employee's work for ReNew; and (4) work does not create a conflict of interest or the appearance of a conflict of interest. Any work or services performed by an Employee outside his/her employment with ReNew must be disclosed to the Director of Human Resources and his/her supervisor so that the organization can determine whether a conflict of interest, or the potential for a conflict of interests, exists.

## **SICK LEAVE**

All full-time regular ReNEW Schools' staff members qualify for **64 hours (8 days) of sick leave per year**. Staff members who started after the beginning of the school year will receive sick leave prorated based on their employment date. Sick leave is a gratuity and does not accrue. **Staff members will not be paid for unused sick leave upon separation of employment.** If a staff member needs more than 64 hours of sick leave, s/he must seek administrative approval from the SL/HR. **Staff members that exceed their allotted sick leave will not be paid for all subsequent absences.** Documentation may be requested by the SL/HR for absences.

## **CRITICAL DAYS**

Critical Days (also known as blackout days) are defined as periods of school operations where it is critical that all staff be in attendance. **All days immediately before or after a school holiday, during PD, state testing, and benchmark testing are designated critical days and absences and/or requests for time off will not be approved.** Testing days and professional development days are also designated as critical days. Staff members that are ill must provide documentation from a doctor if s/he must be absent during a critical day. Critical periods will be outlined by the School Leader and this handbook. **If a staff member misses a critical day, no**



matter the balance of sick leave, the staff member will not be paid for that day or days.

**Critical Days are as follows:**

**Critical Days:**

<b>PK-8</b>	<b>ECC</b>
MAP Testing Days (K-8)	
Benchmark Testing Days (3-8)	
7/24 - 7/31	
8/01 - 8/07, 8/31	7/10, 7/11, 7/12, 7/13, 7, 14, 7/21, 7/24
9/05	8/31
10/06, 10/16	9/05
11/17, 11/27	10/06, 10/16
12/21	11/17, 11/27
1/08, 1/12, 1/16	12/21
2/08, 2/19	1/08, 1/12, 1/16
3/28	2/08, 2/19
4/29-4/30 (LEAP)	
5/1-5/10 (LEAP), 5/16, 5/17	

7/13-7/21; 5/20-5/31 Leadership Teams Only

## **ATTENDANCE INCENTIVES**

There are two options for attendance incentives for employees. Incentive pay will be \$1500 for 4 days or more remaining at the end of the year, or ½ the days remaining for those who started late or working in Tech or Ops. Perfect attendance is \$3,000. A person must be employed with ReNEW on the last day of school to be eligible for either incentive. This begins on the first day of PD for all school-based staff. If a person started after the first day, they are eligible for the \$1500, but they are not eligible for the \$3000 (perfect attendance). Perfect attendance means **perfect attendance**, no leave whatsoever - no matter the reason (bereavement, military, etc.). Attendance is perfect if a person has come to work all day, every day.

## **BEREAVEMENT LEAVE**

Staff members are entitled to up to 3 consecutive days of paid leave in the event of the death of an immediate family member. For the purposes of this policy only, immediate family member shall include a spouse, child, parent/step-parent/legal guardian, grandparent, grandchild, aunt, uncle or sibling. A staff member who wishes to take bereavement leave should notify his or her SL and HR immediately by requesting the leave in the ADP portal. Additionally, proof of the staff member's relationship to the deceased family member and/or proof of death may be requested.

## **FAMILY AND MEDICAL LEAVE ACT**

It is the policy of ReNEW Schools to comply with the provisions of the federal Family and Medical Leave Act (FMLA) and all applicable state and local law regarding staff members' leave. Eligible staff members may take up to twelve weeks of unpaid, job-protected leave during any period of twelve consecutive months for specified family and medical reasons.

### **Eligibility**

To be eligible for family and medical leave, staff members must:

- Have been employed at ReNEW Schools for at least twelve (12) months; and,
- Have worked at least 1,250 hours for the School/Program over the previous twelve (12) months counted back from the date the leave commences.

### **Conditions Triggering Leave**

Eligible staff members may take leave for the following reasons:

- Caring for a newborn child or placement of a child with the staff member for adoption or foster care;
- Caring for an immediate family member (spouse, child or parent) with a serious health condition as defined by FMLA;
- A serious health condition that makes the staff member unable to perform the functions of his/her job; or
- Because a parent, spouse, or child is called up for active duty in the Armed Forces and the staff member's circumstances justify the need for leave.

Eligible staff members can take up to 26 weeks of FMLA leave in a single 12-month period because their spouse, child, parent, or next of kin (nearest blood relative) is seriously ill or injured as a result of serving on active duty in the armed forces ("FMLA Service Member

Leave”).

### **Duration Of Leave**

For all FMLA leaves other than FMLA Service Member Leave, a staff member may take a maximum of twelve weeks of leave during a twelve-month period, rolling backward from the commencement of the leave. Military caregiver leave is for a maximum of 26 weeks of leave during a 12-month period measured from the date the staff member first takes the leave, and is limited to one 26-week period per covered service member per illness or injury. FMLA leave may be taken in blocks of time or, under certain circumstances, on an intermittent basis. Spouses who are both employed by ReNEW are jointly entitled to a combined total of twelve work-weeks of leave for the birth and care of a child, the placement of a child for adoption or foster care, or the care of a parent with a serious health condition. Other FMLA reasons permit a full 12-week or 26-week leave per spouse. Family and medical leave involving the birth or placement of a child for adoption or foster care must be completed within twelve (12) months of the birth or placement.

Eligible staff members may take family medical leave intermittently – which means taking leave in blocks of time, or by reducing their normal weekly or daily work schedule – whenever it is necessary to care for a seriously ill family member or because the staff member is seriously ill and unable to work. The total leave is still limited to twelve (12) weeks per year. FMLA leave (including FMLA Service Member Leave) will run concurrent with short-term disability leave, which means that any leave taken under the short-term disability policy will be attributed to allowable leave under the FMLA.

Staff members who remain away from work for more than the period of time allowed above will be considered terminated from employment unless an extended leave for a staff member’s own serious health condition is found to be a reasonable accommodation under the ADA after an interactive process regarding the extended leave between the staff member and ReNEW.

### **Notice and Certification**

To be eligible for family and medical leave, a staff member must submit an application to his or her SL/HR stating the reason for leave, the duration of the leave, and the starting and ending dates of the leave. In the event of a foreseeable leave of absence, staff members must submit an application thirty (30) days prior to the day they want to start their leave. ReNEW Schools may delay leave to staff members who do not provide proper advance notice of the foreseeable need for leave. If the staff member’s need is not foreseeable, the staff member should give as much notice as is practical. When leave is needed to care for an immediate family member or for the staff members’ own illness and is for planned medical treatment, the staff member must try to schedule treatment in order to prevent disruptions of the School’s operations.

Staff members will be required to provide a certification of a health care provider if requesting leave to care for a seriously ill family member or for leave because the staff member is unable to perform his or her job due to a serious health condition. The certification must state the date on which the health conditions commenced, the probable duration of the conditions, and the appropriate medical facts regarding the condition. A certification form is available from HR. A similar certification will be required for a reduced-hours leave or an intermittent leave due to the staff member’s health condition or that of a family member. For a reduced-hours leave or intermittent leave, the certification must be completed to state that such a leave is medically

necessary, provide the expected duration, and include a schedule of the leave.

ReNEW Schools may require a second certification at its own expense to confirm the first medical opinion and may designate or select a physician or practitioner for the second certification. ReNEW Schools may also require a third certification by a physician or practitioner jointly approved by the staff member and ReNEW Schools, again at ReNEW Schools' expense, if the first two opinions conflict. This third opinion is considered binding and exclusive.

Recertification may be required by ReNEW Schools not more often than every thirty (30) days, upon a request for an extension from the staff member, or when ReNEW Schools has reason to question the validity of the original certification. In addition, ReNEW Schools may require staff members to obtain a fitness for duty report from his or her physician before returning to work.

ReNEW Schools may delay or deny approval of leave for lack of proper medical certification.

### **Benefits and Returning from Leave**

If a staff member qualifies for approved family and medical leave, continued health benefits coverage for the staff member and (if applicable) his or her family is available during the family and medical leave. This coverage will be provided if the staff member and his or her family was covered under the plan before the leave was taken and on the same terms as if the staff member had continued to work. The staff member is responsible for paying his or her share of premiums for the health coverage during the FMLA leave and must submit his/her share of premiums to Human Resources by the last day of each month during which the employee is on FMLA leave. Failure to timely submit the employee's share of premiums may result in the loss of coverage. The staff member may alternatively elect to drop the health coverage during the leave. The School/Program may recover premiums paid to maintain health coverage for staff members and his or her family if s/he ultimately chooses not to return to work as scheduled.

Upon returning from a family and medical leave, a staff member will generally be restored to his or her original job or to an equivalent job with equivalent pay, benefits, employment terms and conditions. Staff members' family medical leave generally will not result in the loss of any employment benefit that staff members earned or was entitled to before the family medical leave. However, these benefits will not accrue during an unpaid leave.

Some key staff members (generally, those compensated in the top ten percent) may not be eligible for reinstatement. If the return of a key staff member would cause substantial and grievous economic injury to the School/Program, based on factors such as workplace disruption, ReNEW Schools may deny his or her reinstatement. For more information about the rules relating to key staff members, please ask the SL/HR for details. Staff members will be notified after applying for a leave whether or not s/he is a "key staff," and if s/he is, that staff member may not be eligible for reinstatement.

If, at any time during an FMLA leave, a staff member decides not to return to work, or learns that s/he will not be able to return at the end of the leave, the staff member must notify ReNEW Schools immediately and the FMLA leave will end. If a staff member does not return to work following FMLA leave for a reason other than the continuation, recurrence or onset of an FMLA serious health condition, the staff member will be required to reimburse ReNEW Schools for its share of health insurance premiums paid on his or her behalf during the FMLA leave.

### **Maternity Leave**

Full-time employees (defined as employees working more than 30 hours per week) who have been employed by ReNEW Schools for at least twelve (12) months are eligible for 12 weeks paid maternity leave. Maternity leave is medical leave that is provided in connection with a pregnancy-related disability and/or recovery, either before or after the birth of a baby and also includes (2) weeks to care for the newborn child. Paid leave begins on the commencement of the maternity leave and ends 12 weeks from that date, inclusive of weekends and paid time off.

Eligible employees must apply for short-term disability benefits. Eligible employees will be compensated by ReNEW Schools for 12 weeks of paid maternity leave at their full-time salary until the employee becomes eligible for short-term disability payments. Once the employee becomes eligible for short-term disability payments, ReNEW Schools will pay the difference between the amount of short-term disability payments awarded and the employee's full salary. At no time shall the payment by ReNEW Schools in conjunction with short-term disability payments exceed 100% of the employee's weekly compensation. Maternity leave cannot be used in conjunction with parental leave. Additional leave beyond 12 weeks must be approved by the SL and will not be compensated by ReNEW Schools.

**Maternity leave beginning on or after July 1, 2021, percentages of salary will be determined by the length of time you have worked at ReNEW Schools.**

- less than one year at ReNEW - 60% salary for 6 weeks
- 1-3 years at ReNEW - 60% salary for 12 weeks
- 3-5 years at ReNEW - 80% salary for 12 weeks
- 5 or more years at ReNEW - 100% salary for 12 weeks

**Employees are required to use 50% of any available vacation and/or sick days during any paid leave.** Employees will be returned to the same or equivalent job with equivalent pay and benefits after the 12 weeks of maternity leave. While on leave for up to 12 weeks, employees will continue to receive health benefits at the same level and under the same conditions as if the employee had continued to work. For any leave requested beyond 12 weeks, benefits will be suspended or covered entirely at the employee's expense.

Female employees who are not eligible for FMLA or paid maternity leave, will be eligible for a reasonable period of leave, generally not to exceed a period of 6 weeks, for a normal pregnancy, childbirth, and any related medical conditions. If there is a medical complication as a result of the pregnancy, a female employee may be entitled to a reasonable period of leave for pregnancy, childbirth and any related medical conditions, generally not to exceed 4 months, which runs concurrently with, and not in addition to, the amount of leave designated for a normal pregnancy. Employees will be returned to the same or equivalent job with equivalent pay and benefits after the approved maternity leave ends. Employees are required to use all unused personal time at the beginning of the unpaid leave.

Employees who are already on ReNEW Schools' medical plan may add their new child to ReNEW Schools' benefit policies as long as change forms are submitted to the insurance carrier within 30 days of the child's birth. Please note that employees may be required to pay additional premium costs with the addition of a child to their benefits.

Employees' raises, bonuses, and/or stipends are not earned during any time an employee is on leave. Employees must be engaged in active employment for any raises, bonuses and/or

stipends to be earned.

Any employee who plans to take non-FMLA maternity leave must provide management with reasonable notice, generally at least 30 days in advance or as soon as practicable, of the date such leave shall commence and the estimated duration of such leave. If an employee believes that continuation of leave beyond the applicable maternity leave period will be required, she may request an extension of the leave and provide documentation regarding the reason for the requested extension and the anticipated date of return.

Maternity leave is concurrent with, not in addition to, leave taken pursuant to the Family and Medical Leave Act.

ReNEW Schools will not discriminate against any employee on the basis of pregnancy, childbirth, or related medical conditions, and ReNEW Schools will provide reasonable accommodation in accordance with all applicable laws.

### **Parental Leave**

Full-time employees (defined as employees working more than 30 hours per week) who have been employed by ReNEW Schools for at least twelve (12) months are eligible for 2 weeks of paid parental leave. In contrast to maternity leave, parental leave is leave to care for a child and applies to children placed with the employee in connection with adoption or foster care as well as natural-born children. Parental leave cannot be used in conjunction with maternity leave.

Employees will be eligible to take parental leave no more than once in a 12 month period. Extenuating circumstances may be considered and employees should discuss the specifics of their situation with the SL.

Employees who will be taking parental leave will receive two (2) workweeks (10 days) of full pay. Parental leave for eligible employees will run concurrently with any FMLA leave taken; however, only the first two weeks of leave will be paid.

**Employees are required to use 50% of any available vacation and/or sick days at the beginning of the unpaid leave.**

Employees who are already on ReNEW Schools' medical plan may add their new child to ReNEW Schools' benefit policies provided the terms and procedures for adding a new child are followed. Please note that employees may be required to pay additional premium costs with the addition of a child to their benefits.

Employees' raises that are scheduled to occur during the leave will not become effective until the employee returns to active employment and then only if the employee is returned to the same or equivalent job with equivalent pay.

Employees should complete the Leave Request Form at least two months prior to date of leave to ensure a smooth transition.

Parental leave is concurrent with, not additional to, leave taken pursuant to the Family and Medical Leave Act.

It is the policy of ReNEW Schools to provide equal treatment to all employees in regard to parental leave without regard to race, color, religion, sex, sexual orientation, gender identity and expression, national origin, ethnicity, age, disability, marital status, military service status, or any other protected classification.

### **LACTATION ACCOMMODATION**

ReNEW Schools is committed to providing reasonable and necessary accommodations for lactating mothers. For up to one year after an employee gives birth, an employee who is breastfeeding her child will be provided reasonable break times as needed to express breast milk for her baby. Each school site will provide an appropriate space for private expression of breast milk. Lactating mothers should work with their main office staff to ensure reasonable accommodations are made for breast milk expression needs.

### **UNIFORMED SERVICES LEAVE**

ReNEW Schools grants uniformed services leave in accordance with the requirements of Uniformed Services Employment and Re-employment Rights Act (USERRA) and any applicable state or local laws. Staff members requiring a leave of absence under this policy are required to submit copies of relevant military orders to their SL/HR as soon as possible. For further information on eligibility for leave, staff members should contact their SL/HR. This uniformed services leave is **unpaid** but does not impact PTO leave balance.

### **JURY DUTY**

ReNEW Schools encourages staff members to fulfill their civic responsibilities by performing jury duty when required. If a staff member is called to serve for jury duty, s/he must bring his or her notice to the SL/HR immediately upon receipt of the notice. Depending on the operational needs of the School, ReNEW Schools may request that staff members attempt to reschedule or be excused from jury duty.

Staff members are expected to report to work whenever the court schedule permits, such as if they are released early from jury duty on any day(s). ReNEW Schools will continue to provide health insurance for the full term of the jury duty absence while the staff member remains employed by ReNEW. Staff members will not be terminated or penalized for an absence due to jury duty and staff members also may accept any fees paid to jurors by the court.

### **DISCRETIONARY LEAVE OF ABSENCE**

In the sole discretion of the Chief Executive Officer, which discretion shall not be exercised in an unlawfully discriminatory or in an arbitrary and capricious way, a staff member may apply for unpaid leave of absence for the reasons set forth in the Family and Medical Leave Act policy above although the staff member does not yet qualify for FMLA leave. In addition, the Chief Executive Officer has the discretion to approve other unpaid leaves of absence if the CEO believes that such leave will not cause undue hardship to ReNEW Schools' or the Schools' operations.

### **WORKER'S COMPENSATION**

If a staff member sustains an injury arising out of or in the course of performing work for the

School, medical expenses and income benefits may be provided to him or her as specified under applicable workers' compensation law. Any staff member who sustains a work-related injury or illness, no matter how minor it may appear, must immediately inform the SOM/HR. Failure to timely report an injury may affect a staff member's claim to workers' compensation benefits. ReNEW Schools will not take any adverse action in retaliation for a good faith filing of a workers' compensation claim. For more information about workers' compensation benefits, please contact the HR Team.

### **CONTINUATION OF INSURANCE (COBRA)**

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives staff members and their qualified beneficiaries the opportunity to continue health insurance coverage under ReNEW Schools' health plan when a "qualifying event" causes the loss of eligibility. Some common qualifying events are resignation, termination of employment under certain circumstances, the death of the covered staff member, a reduction in a staff member's hours, a staff member's divorce or legal separation, and a dependent child no longer meeting eligibility requirements. The period of time for which coverage is available depends on the specific qualifying event triggering eligibility.

Under COBRA, the staff member or beneficiary pays the full cost of coverage at ReNEW Schools' group rates. In addition, the School reserves the right to charge an administration fee. ReNEW Schools provides each eligible staff member with a written notice describing rights granted under COBRA upon a qualifying event. The notice contains important information about the staff member's rights and obligations. Please contact the HR Team for more information about COBRA benefits.

### **BENEFITS**

ReNEW intends to offer all full-time employees with medical, dental and vision insurance; however ReNEW retains the right to terminate or amend such coverage at any time. The eligibility requirements for the specific coverage, eligibility periods and benefits payable under the plans offered by ReNEW are described in insurance brochures, which may be obtained from the Human Resources department. Coverage and cost to employees may change from time to time. Employees may be required to pay for coverage for themselves and/or their family members via payroll deductions.

### **SOCIAL SECURITY**

During employment, staff members and the School both contribute funds to the Federal government to support the Social Security Program. A staff member's support is automatically deducted from his or her paycheck. This program is intended to provide staff members with monthly checks and medical coverage once s/he reaches retirement age.

### **DISABILITY INSURANCE**

ReNEW Schools intends to offer staff members the ability to subscribe to disability benefits to eligible staff members who become disabled by off-the-job injuries or illnesses, in accordance



with applicable state and local law and the terms of the applicable disability plans and policies; however ReNEW reserves the right to amend or terminate the disability coverage at any time. Please contact the HR Team for more information about these benefits. If an employee is on approved disability, they must give updates on their return-to-work date to their manager or HR on a bi-weekly basis when requested.

## **STAFF MEALS**

ReNEW staff may participate in the lunch programs available at our schools. All staff members may purchase a lunch from the cafeteria during serving hours. Staff members will be assigned a unique identification number that must be provided to cafeteria staff each time a meal is purchased. The cost of each meal is \$4.00. ReNEW will be performing a monthly payroll deduction for the cost of all lunches purchased during the previous month. The funds will be deducted from the payroll that occurs on the 15th of each month. By participating in the school lunch program, you are authorizing the monthly payroll deduction in the amount purchased on your cafeteria account.

## **NUT AND SHELLFISH NOTICE**

Because of the potential of severe allergic reactions, shellfish and nuts may not be present on a campus when students are required to be there. No staff member should bring in any shellfish or nuts at a time when school is in session with students present. This includes any time school is in normal operational circumstances. Additionally, foods containing shellfish (such as shrimp fried rice, shrimp remoulade) or nuts (such as candy bars, trail mix, and peanut butter) are also prohibited while students are required to be on campus. Examples of nuts include, but are not limited to: peanuts, cashews, almonds, walnuts, pistachios, pecans and pralines. Examples of shellfish include, but are not limited to: crawfish, shrimp, crab, lobster, mussels, scallops, oysters, clams, and prawns.

Special events, outside of normal school operations or when students are not required to be present, where students and families make an active choice to be on campus are an exception. If you have any questions, please reach out to your SL/Manager or HR.

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## **OPERATIONAL POLICIES AND PROCEDURES**

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### **PURCHASING**

Staff members must follow the Purchasing Policy set forth below as well as the ReNEW Financial and Accounting Policies, set forth after the Purchasing Policy:

## **Purchase Requests**

All purchase requests must be pre-approved. Requests should be submitted in writing, even if a verbal request is also made. Once written approval is received, the staff member may submit a purchase request on the appropriate finance form. The School Operations Manager is responsible for submitting purchase requests for office supplies and program supplies. Requests should be made in writing on the appropriate form.

## **Getting Reimbursed**

1. *Remember to get an itemized receipt. EVERY EXPENSE NEEDS A RECEIPT.* The following items are not sufficient documentation: packing slips, online shopping cart print outs, and other items that do not state the amount of the purchase and confirm that the purchase was made.

Original receipts, a copy of the receipts, a packing slip for shipped goods, should be stapled to the reimbursement form. Multiple receipts from multiple vendors may be attached to a single Reimbursement Request form. Please keep a copy of the receipt and the reimbursement form for your records. This will protect staff members in case paperwork is misplaced at any point during the process.

2. *Fill out a Reimbursement Request Form.* Forms are available from the SOM, the Finance Office, or on the Finance Portal. When describing the purchase on the form, staff members should complete the form thoroughly, including the description line, and avoid use of the term "miscellaneous." The person submitting the form must sign the reimbursement form. Reimbursement Forms should be submitted within one week of purchase to your SOM, after obtaining school leader or manager approval.

Please note: ReNEW Schools does not distribute petty cash or cash advances. If a vendor will accept a check, staff members may also request a check through their SOM (using the Check Request form) for the vendor in advance and thus avoid making an out of pocket purchase, after obtaining school leader or manager approval.

## **BUDGET AND EXPENSE POLICIES AND PROCEDURES**

It is the policy of ReNEW to reimburse individuals for necessary and reasonable travel and business expenses incurred while conducting official ReNEW business. As good stewards of our money, this policy has been created to ensure sound business practices along with timely and accurate reporting of travel and business expenses. Please direct any questions regarding this policy to the Finance Office.

## **Expense Policies and Procedures for Employees**

### Expense Reporting by Employee

Receipts for reimbursement of approved travel and business expenses must be received, accompanied by a completed reimbursement form, by the Finance Office or SOM preferably within fifteen (15), but no later than thirty (30) days after completion of a trip, the date of an event or the incurrence of a business expense.

Any claim for reimbursement submitted more than thirty (30) days after the completion of the trip or event may not be reimbursed, unless an approved reasonable exception has been obtained. A reasonable exception will be decided on a case-by-case basis depending on the facts and circumstances of the situation.

The organization reserves the right to withhold reimbursement while it investigates expense report items.

The Reimbursement Request Form can be obtained by contacting the Finance Office or SOM.

### Mileage

Mileage for approved travel will be reimbursed at the IRS standard mileage rate for any meetings or trainings outside of the city of New Orleans. Mileage may be reimbursed for travel to meetings or schools for ReNEW business. When traveling outside of the city of New Orleans (ex. Baton Rouge), please carpool with other ReNEW employees when possible. Mileage will not be reimbursed for commute from home to work or personal errands in conjunction with ReNEW business.

A Google Maps printout, or other appropriate documentation, must be submitted for reimbursement. The mileage log can be obtained from the SOM or Finance Office. For current IRS standard mileage rates please visit [www.irs.gov](http://www.irs.gov), keyword "mileage".

### Airfare

Business travel by air should be planned at least 14 days in advance. Travelers are expected to book the lowest cost coach class fare available. In the event airfare must be purchased less than 14 days prior to travel, written approval must be obtained by the Chief Talent Officer. Employees are expected to select flights based on low-price coupled with timing requirements; they may not take more expensive flights because they personally prefer a specific carrier. Employees using their frequent flyer mileage program are not expected to use their miles for business purposes. Employees are not allowed to use miles to book a flight and turn in reimbursement for the cost of the flight.

### Meal Daily Limits

ReNEW maintains a table which shows the breakdown for breakfast, lunch, and dinner per diem rates. These rates apply during travel as well as local business meals. Please keep these per diems in mind when making restaurant decisions. The per diem rates differ by location. View the per diem rate chart for your location or primary destination to determine which rates apply. Please see the SOM or Financial Controller for any questions related to the per diem chart. Also, please note that the New Orleans daily limit, as well as most US cities is \$66. Staff members may not be reimbursed for meals that are classified solely as entertainment.

## Lodging

Lodging prices vary for each destination. Please use the ReNEW Per Diem Rate Chart for your primary destination to determine which rates apply.

## Rental Car

Travelers may rent a car at their destination if:

- It is less expensive than other modes of transportation such as taxis and airport shuttle.
- Traveler will need transportation on a daily basis to multiple locations.

Travelers will be reimbursed for rental expense of economy size vehicle; unless more than 2 people are traveling together. Car must be booked from the least expensive on-site retailer. Reimbursable costs include rental fee, mileage fee, gasoline, tolls, parking fees and insurance charges. Non-reimbursable costs include car repairs, traffic and/or parking fines or violations.

## Non-reimbursable Expenses

The following are not reimbursable since they are primarily for personal use.

- Alcohol
- Car repair
- Credit card interest charges
- Day-care for children or pets
- Fees for upgrades of air, hotel or auto
- Golfing or green fees
- Golfing cart rental
- Grooming, Nail or Hair Salon expenses
- Headphones on airlines
- Health Club fees
- Laundry (unless out of town 5 nights or more)
- Massage
- Medicines
- Movies (either in room or at the theater)
- Personal bar bills
- Personal books, magazines or other entertainment
- Personal travel portion during business trip
- Pet hotel stays or transportation
- Political or charitable contributions
- Sporting events
- Spouses expenses if accompanying ReNEW employee on business trip
- Toiletries
- Theater, cinema or opera tickets
- Traffic citations (parking tickets or fines)

## **CONFLICT OF INTEREST AND GIFT POLICY**

### **Acceptance of Gifts and Favors**

Staff members are prohibited from:

- Soliciting for themselves or for a third party (other than ReNEW itself) anything of value from anyone in return for any business, service, or confidential information of ReNEW or its students.
- Accepting anything of value (other than bona fide salary, wages, and fees) from anyone in connection with ReNEW business either before or after a transaction is discussed or consummated other than occasional nominal parent or student gifts.

All gifts received or offered, other than the exceptions listed below, should be disclosed in writing immediately to the Chief Talent Officer. The exceptions are:

- Benefits that are available to the general public on the same conditions;
- Acceptance of gifts, gratuities, amenities, or favors that are based on family or personal relationships, independent of any school business (such as those with parents, children, and spouses) when the circumstances make clear that it is those relationships, and not the business of the school, that are the motivating factors;
- Meals, refreshments, travel arrangements, accommodations, recreational trips, attendance at sporting events or entertainment of reasonable value in the course of a meeting or other occasion, the purpose of which is for a bona fide business discussion or part of an effort to foster better school operations, provided the provider is not a parent of a student and the expense would be one ReNEW would pay as a reasonable business expense if not being paid by another party;
- Acceptance of gifts not to exceed \$25.00 in value that are related to commonly recognized events or occasions, such as a promotion, wedding, graduation, or Christmas;
- Acceptance of civic, charitable, educational, or religious organizational awards for recognition of service and accomplishment. The monetary value of such awards should not exceed \$25.00 in value.

Violation of these rules will result in appropriate disciplinary action. Depending upon the severity and circumstances of the violation, such action could range from requiring reimbursement to termination of the staff member involved in the violation.

### **MANDATORY ETHICS TRAINING**

Each ReNEW Schools employee shall attend 60-minutes of Ethics Training, which shall be conducted online, annually. Notice of mandatory Ethics Training will be sent to you by the HR department. Failure to participate in mandatory Ethics Training may lead to disciplinary action up to and including termination.

### **INVOLVEMENT IN CIVIC, TRADE, EDUCATIONAL, CHARITABLE, AND FRATERNAL AFFAIRS**

ReNEW encourages staff members to participate in civic and charitable activities. Staff members choosing to participate in civic, charitable, political, and professional association activities are responsible for seeing that such participation does not result in any actual or apparent conflict of interest.

### **Whistleblowing**

Should any staff member know or have a reasonable belief that persons associated with ReNEW plan to engage or have engaged in unlawful conduct, including, but not limited to, illegal conduct in connection with improper accounting, accounting controls or auditing, bribery,

conflicts of interest, theft or fraud, discrimination, harassment, workplace violence, safety, health or environmental issues, and/or concerns regarding test administration, that person should immediately file a complaint with the Chief Talent Officer ([michael@renewschools.org](mailto:michael@renewschools.org)), Executive Director of Data and Assessment ([katie@renewschools.org](mailto:katie@renewschools.org)), and/or President of the Board of Directors. Staff members may submit complaints on a confidential, anonymous basis. If the complaint concerns the Chief Talent Officer, Director of Data and Assessment, and/or President of the Board of Directors or the complainant is not comfortable reporting to them, then the complainant should notify the Board of Directors instead. The Board of Directors' contact information is on ReNEW's website. Additionally, staff members may contact, In Touch, a third party organization to file a concern or issue, either confidentially or by leaving a name and phone number. In Touch, can be reached at 1-844-306-2496 or via the web by visiting [www.intouchwebsite.com/ReNEWSchools](http://www.intouchwebsite.com/ReNEWSchools). There will be no punishment or other retaliation for filing a complaint in good faith, or otherwise participating or assisting in a proceeding filed or about to be filed regarding any complaint. An individual who deliberately or maliciously provides false information may be subject to disciplinary action up to and including termination.

### **ADMINISTERING MEDICINE**

Except as otherwise set forth in writing by a parent or guardian for emergencies during a field trip, ReNEW Schools' staff members must never give a student medicine of any sort. If a student becomes ill, the student should be sent to the School's nurse. If a student needs medication during school hours, parents must submit a written request to the school nurse indicating the type of medication, dosage, and time of administration along with the medication in its original sealed container. \*Note: additional select staff members are trained in administering medicine.

### **TRANSPORTATION OF STUDENTS/ALUMNI**

Staff members may occasionally be in a position to provide transportation for students. With the exception of emergency situations or for medical need, students should never be transported without prior written permission from a parent. Students should be transported directly to their destination. Staff members must avoid unnecessary and/or inappropriate physical contact with students while in vehicles. In the event of any incident in a staff member's car while on ReNEW Schools' business, the staff member's personal coverage will be the primary insurance. ReNEW Schools' insurance will serve solely as secondary insurance.

### **FIELD LESSONS/PERMISSION SLIPS**

All staff members must obtain a signed permission slip from a parent or guardian for any off-site outing regardless of the number of students/alumni (under the age of 18) involved and the date/time of the outing. This includes but is not limited to individual school off-site events and small group outings like rewards trips. Permission slips should be kept on file for at least one year following the field trip/event. All schools/programs must use the standard ReNEW Schools' permission slip for each and every field trip/event. ("Universal" or "blanket" permission slips or verbal consent is not considered sufficient for student participation in a field lesson/event.). Staff members should bring along a first aid kit on any group outing/event.

If a student/alum is going to stay at school later than 6:00 p.m. on a consistent basis, a signed permission slip from a parent must be maintained on file in the school.

## **OVERNIGHT FIELD LESSONS**

On any overnight field trips, staff members and students of the opposite gender may never share a room. Staff members may not sleep in the same beds, sleeping bags or small tents with students and should never be alone with one student in the room. Similarly, students should never be in a room without a chaperone. All non-ReNEW Schools' staff chaperones must sign a chaperone agreement in advance of the trip.

## **HOME VISITS**

While home visits are an integral part of the work of ReNEW Schools, staff members should never be in a home alone with a student or alumni without their parent/guardian or another appropriate adult present.

## **CRISIS MANAGEMENT**

*Fights:* Staff members are expected to use their best judgment to protect both students and themselves should there be a student fight. Staff members should never use excessive force in disarming conflicts.

*Fire:* If staff members notice smoke or a fire, the staff members will follow the protocol developed for fire drills and evacuate the building in an orderly fashion. This protocol is distributed to all staff members and is available from the School Operations Manager. The police and fire department will be notified.

*Medical Emergencies:* If at all possible, the staff member who is made aware of the medical emergency will handle it or alert another staff member known to be qualified to handle it. In the case of any medical emergency, the child's parent, guardian, or emergency contact will be called and, if need be, an ambulance will be called as soon as possible.

## **EMERGENCY CLOSINGS**

If the Orleans Parish School Board public schools close due to bad weather, then ReNEW Schools' schools will also close. In the event that weather conditions become hazardous during the school day, ReNEW Schools' schools will follow the early dismissal policies of the Orleans Parish School Board.

## **BATHROOMS**

All ReNEW Schools' staff members must use staff bathrooms rather than student bathrooms.

## **STAFF TRAVEL**

Staff members are eligible for reimbursement for certain expenses incurred while traveling on official ReNEW Schools' business. To be eligible for travel reimbursement, staff members must have transportation, lodging, and meal spending limits approved in advance by the SL/Manager. All requests for travel reimbursement must be made in accordance with the reimbursement policy in this handbook and be accompanied by proof of expenditures and payments. The final decision on whether to reimburse staff members for any such expenses will be made the SL/Manager, in his or her sole discretion. In every case, the means of transportation which is least expensive to ReNEW Schools and which is in the interest of efficiency, with proper consideration of circumstances, should be used. For car rentals, ReNEW Schools will not reimburse for liability coverage because it carries liability coverage through its insurance policy.

Staff members must purchase the physical damage/loss damage waiver coverage for physical damage coverage to the vehicle itself.

## **EMPLOYMENT REFERENCES**

All outside inquiries regarding employment references for current or former ReNEW Schools' staff members must be directed to the SL or Human Resources. Staff members are strictly prohibited from responding to such inquiries.

## **MEDIA INQUIRIES**

ReNEW Schools has designated spokespersons for dealing with the media. All media inquiries regarding ReNEW Schools should be referred to the Director of Communications to ensure accurate information is portrayed.

## **Social Media Policy**

Electronic social networking sites, personal web sites, virtual reality sites, and blogs ("social media") have become prevalent methods of self-expression in our culture. ReNEW Schools respects the rights of employees to use social media for personal reasons during personal time. But because use of social media may impact fellow employees or our business, we have adopted the following ground rules.

*Respect Working Time.* Working time is for work. Employees must not use or access personal social media during working time, whether by using the ReNEW Schools' electronic media or personal electronic devices.

*Follow ReNEW Schools Rules Online.* Employees who participate in the use of social media must follow the ReNEW Schools' rules when the content involves the ReNEW Schools' business, our students, vendors, or co-workers. Employees must not use social media for purposes that are inconsistent with our Non-Discrimination and Non-Harassment Policy or other policies or work rules, such as rules relating to confidentiality of information relating to our business and/or students. For example, while employees may use social media to discuss terms and conditions of employment with co-workers, it would be inappropriate to post or disclose another employee's salary or wages without that employee's permission. Additionally, inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated. Put simply, employees must be courteous and professional towards the ReNEW Schools management, fellow employees, business relationships, and students. We may take disciplinary action up to and including termination if an employee's posting or other online social networking activities are inconsistent with this policy.

*Exercise Transparency & Adopt Disclaimers.* Employees who use social media must be honest about identity. If an employee chooses to communicate in any public forum or post or blog about the ReNEW Schools on personal time, the employee must identify himself or herself as an employee of the ReNEW Schools and fully disclose the employee's connection with and role at the ReNEW Schools. An employee must never hide the fact of employment with the ReNEW Schools for any purpose and particularly for the purpose of promoting ReNEW Schools through



social media. Just as an employee must not use ReNEW Schools letterhead to write a letter to a newspaper with personal views, employees must not use any ReNEW Schools-provided email address for personal social media sites or for the statement of personal views. When an employee's connection to the ReNEW Schools is apparent, the employee must make it clear he or she is stating personal views and is not speaking on behalf of the ReNEW Schools. Employees should include a disclaimer along the lines of, "The views expressed on this (blog, website, etc.) are my own and do not reflect the views of my employer" and should consider adding such a disclaimer to any "About Me" section of the social networking site.

*Use Good Judgment.* At all times, employees should be accurate and exercise good ethical judgment in online communications. There is no such thing as a "private" social media site. Employees should remember all content contributed on all platforms becomes immediately searchable and can be immediately shared. This content immediately leaves the contributing person's control forever. Search engines can turn up posts years after the publication date. Comments can be forwarded or copied and archival systems save information even if the originator deletes a post. If a person feels angry or passionate about a subject, it is wise to delay posting until one is calm and clearheaded. If a person wouldn't want his or her manager or others at the ReNEW Schools to see his or her comments, it is unwise to post them to the Internet. If any employee has any questions about what is appropriate to include in any comment or social media profile which may affect the ReNEW Schools or potentially violate our expectations, the employee should ask management.

## **VISITORS**

All visitors must report to the office before visiting any classrooms and must show identification and sign-in. If a teacher intends to have a special activity and would prefer to restrict visitors during that time, the staff member should notify the School Leader and SOM in advance.

## **ReNEW SCHOOLS' PROPERTY**

ReNEW Schools' Property (including but not limited to computers, cellular telephones, photocopiers, and other equipment, machines or tools) is essential in accomplishing job duties and often is expensive and may be difficult to replace. When using ReNEW Schools' Property, staff members are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards and guidelines.

Staff members must notify their SL/Manager if any School/Program Property appears to be damaged, defective or needs repair. Prompt reporting of loss, damages, defects and the need for repairs could prevent deterioration of equipment and possible injury to staff members or others.

Staff members also are prohibited from any unauthorized use of ReNEW Schools' intellectual property, such as audio and video tapes, print materials and software. Staff members who practice improper, careless, negligent, destructive, or unsafe use or operation of equipment will be subject to discipline, up to and including discharge.

The School/Program is not responsible for any damage to staff member's personal belongings.

The deletion of any electronic information belonging to ReNew and/or theft of any property

belonging to ReNew will be reported to the police and appropriate legal action may be taken.

Employees who lose, damage, or destroy any property belonging to ReNew will be responsible for the actual cost of said property.

### **ReNEW School's Policy on Cellular and Wireless Devices in the Workplace**

#### **PURPOSE**

This policy outlines the use of personal cellular/wireless devices at work, the personal use of business cellular/wireless devices, and the safe use of cellular devices by employees while driving.

#### **POLICY**

It is ReNEW's policy that use of personal cellular/wireless devices shall be limited during the work day and ReNEW issued cellular/wireless devices shall be utilized for business purposes during the work day and that personal use shall be limited during work hours.

#### **PROCEDURES**

- 1. Personal Cellular and/or Wireless Devices:** Excessive use of cellular/wireless devices during the work day, regardless of the phone or device used, can interfere with employee productivity and be distracting to others. During paid work time, employees are expected to exercise the same discretion in using personal cellular/wireless devices as is expected for the use of any ReNEW telephone or computer.
  - a. Telephone Calls/Text Messaging:** A reasonable standard that ReNEW encourages is to limit personal calls during work time to an average of no more than two or three short-duration calls per day as needed. Employees are expected to make personal calls on non-work time when possible and to ensure that friends and family members are aware of the ReNEW's policy. Flexibility will be provided in circumstances demanding immediate personal phone use, but this immediate need should be communicated to an employee's supervisor.
  - b. Prohibited Activities:** In order to ensure a productive work day, the following use of a personal cellular/wireless device are prohibited during working hours:
    - i.** Accessing the internet for non-work related purposes;
    - ii.** Playing games;
    - iii.** Watching movies, television, sports, etc.;
    - iv.** Any activity that violates ReNEW's policy, including accessing and/or distributing pornographic or harassing material.
- 2. ReNEW – Provided Cellular/Wireless Devices:**
  - a. Cellular Phones:** Where job or business needs demand immediate access to an employee, ReNEW may issue an employee owned cell phone for work-related communications. Phone invoices will be audited by the technology team to ensure that no unauthorized use has occurred.
    - i. Personal Use:** Personal use is allowed but should be limited during

- work hours.
- ii. Text Messaging: Unlimited texting is included however any personal messages that incur charges must be reimbursed by the employee.
  - iii. Directory Assistance: Users are NOT allowed to incur charges to directory assistance.
- b. Reimbursement for Personal Use: If an employee's personal use of the ReNEW's cellular phone results in a charge to ReNEW, the user will be responsible for reimbursing ReNEW. This includes charges for text messaging, long distance and/or roaming charges, overage charges, multimedia charges, charges for use in foreign countries, and charges for directory assistance.
3. **No Expectation of Privacy:** Employees who are issued cellular phones and/or wireless devices understand that there is no expectation of privacy when using ReNEW provided cellular phones and/or wireless devices. With cause, ReNEW has the right to review all records related to cellular and/or wireless devices including but not limited to phone logs, text messages, and internet usage logs. Users should further be aware that all records are subject to discovery under the Public Records Act.
4. **Safety Issues for Use of Cellular Devices:** Employees whose job responsibilities include regular or occasional driving are encouraged to refrain from using a cellular device while driving. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are strongly encouraged to pull off to a reasonably safe location and safely stop the vehicle before placing or accepting a call. If acceptance of a call is unavoidable and pulling over is not an option, employees are required to use hands-free options and are expected to keep the call short, refrain from discussion of complicated or emotional issues, and keep their eyes on the road. Special care should be taken in situations where there is traffic, inclement weather or the employee is driving in an unfamiliar area. Under no circumstances are employees allowed to place themselves at risk to fulfill business needs. Text messaging, reading emails, writing emails, or accessing the internet while driving is not allowable under any circumstance. Employees who are charged with traffic violations resulting from the use of a cellular phone while driving while at work may be subject to disciplinary action and personal liability resulting from such traffic violations and are responsible for paying the cost of the citation. Violations of this policy will be subject to discipline, up to and including dismissal.

### **ReNEW Schools' Systems, Electronic Mail, Telephone, Voice Mail, Facsimile, and Internet**

The School/Program maintains its computer, electronic mail ("email"), telephone, voice mail, facsimile, and internet systems to assist in the conduct of its business. The following policy sets forth specific guidelines concerning the proper use of these systems. Any staff members found to have violated this policy will be subject to disciplinary action, up to and including discharge. Any non-staff members utilizing the School's/Program's systems, including independent contractors, temporary agency staff, business and trading partners, and any other individuals, also must comply with this policy.

### **Proper Use of ReNEW Schools' Systems**

The hardware, software, proprietary models, term sheets, and investment processes for the

School's/Program's computer, email, telephone, voice mail, facsimile and internet systems, etc. (collectively "Systems") are School/Program property. The School's/Program's Systems are provided for the use and benefit of ReNEW Schools, and are intended to assist staff members in performing their job duties and responsibilities. Accordingly, use of these Systems should be limited to School/Program-related business purposes, and the Systems should be used in a professional manner. Occasional personal use of these Systems is permitted, but such use should be minimized and should not interfere with staff member's work or the business of the School/Program.

Staff members may not use the School's/Program's Systems to gain unauthorized access to remote computers or other systems; damage, alter or disrupt remote computers or other systems; use or disclose another staff member's password without authorization; enable unauthorized third parties to gain access to or use ReNEW Schools' information or property; jeopardize the security of the School's/Program's Systems; knowingly open or review another staff member's email or voice mail; solicit other staff members; enable unauthorized duplication of copyrighted computer software; or use the School's/Program's Systems for illegal or unethical activities. Furthermore, use of School/Program Property for solicitation is prohibited.

## **TECHNOLOGY RESPONSIBILITIES AND EXPECTATIONS**

### **Securing Equipment In and Out of the Classroom**

When securing both teacher issued equipment, and equipment designated for student use, please observe the following protocols:

- Do not share, or allow a student to see, a lock combination when retrieving or returning laptops to a mobile cart.
- Always scramble the combination when the lock is not in use.
- Always lock mobile cart when exiting classroom.
- Over weekends and holidays, in addition to securing laptops, ELMOs and free-standing projectors are to be secured in a locking cabinet or drawer within the classroom. If you do not have a secure area in your classroom, or if this area becomes compromised at any point, notify the technology team immediately.
- Staff-issued laptops should be taken with you at the end of the day, or secured in a locked cabinet before leaving campus.
- If loss does occur, and it is determined that any of the above protocols were not followed at the time of the loss, the responsible staff member may be required to compensate ReNEW for the value of the lost equipment.

### **Maintaining Electronic Equipment in Your Classroom**

The electronic equipment provided to you by ReNEW is costly, and its proper upkeep is important.

Promethean Projector: If your classroom has a Promethean Board with an orange Sanyo projector, there are 2 intake filters that require cleaning once a week. This process will be reviewed during orientation, but if you are unable to clean the filters or do not remember, please contact a member of the technology team.

Laptops: Refrain from downloading any 3<sup>rd</sup> Party Application from social networking sites, as

these lead to a large number of computer viruses and hard drive failures. When you are able, transport your teacher-issued laptop using the bag ReNEW has provided.

TurningPoint Technology: If you were provided with TurningPoint student responders, ensure that these are kept in the case provided when not in use.

### **The Limits of Staff Member Responsibility**

Staff members will not be held responsible for any hardware defect that occurs at no fault of the user, or if that hardware is under warranty.

In addition, virus and wireless issues that arise are expected and will be fixed by the technology team.

Any misplaced or stolen electronic equipment, that cannot be located within a reasonable period of time, may become the responsibility of the staff member if it is determined that protocol was not followed. If this is the case, that staff member may be required to compensate ReNEW for the value of the lost or stolen equipment.

### **Monitoring Student Laptop Use In the Classroom**

It is expected that while students are engaged in online learning in the classroom, that any staff member in the room make every reasonable attempt to ensure students are not being exposed to material inconsistent with the assigned online task. This requires consistent circulation and/or positioning within the room so as to always have each laptop screen within view.

If students attempt to shield their screen from an adult in the classroom, it is assumed that material inconsistent with the assigned activity is displayed, and laptop use privileges should be restricted.

If it is determined that a teacher has intentionally given a student a restricted password, or access to restricted sites, that teacher may have their set of laptops removed from their possession for an indefinite period of time.

### **Online Communication with Students**

Many of our students communicate via social networking sites, instant messenger clients, and email. If there is a need for a staff member to communicate online with a student, they are to do so through one of the online instructional programs ReNEW has purchased. Achieve3000, PLATO, and Study Island all include a messaging feature where students are able to send messages to staff members, and staff members are able to send messages to students. In addition, these programs contain a filter to ensure that the content of the messages sent are appropriate.

### **Procedures for Resolving Technology Issues**

If you experience technical difficulty with any of the ReNEW issued hardware or software assigned to you, your students, or your classroom, it is required that you fill out a Zendesk Request online.

This form can be accessed by visiting: <http://renewschools.zendesk.com>

When issues are communicated to ReNEW's technology department via Zendesk, issues are addressed within 48 hours. If your issue is one that prohibits you from getting online to fill out

the form, call or text message a member of the technology department with your request.

## **EMPLOYEE TRANSFER POLICY**

At ReNEW Schools, we value our staff and their commitment to our students. In an effort to ensure fair and equitable hiring within the network, and provide promotional opportunities for staff, employees wanting to transfer to another ReNEW Schools site may do so by following the organization's transfer policy.

### **Lateral Transfers:** (similar position at a different school)

- May occur for the next school year;
- Employee may indicate a transfer on the intent to return form given in December.
- Employee must communicate intent to transfer to their current school leader/director and the Director of Talent prior to reaching out to another school leader.
- Employee must indicate intent to transfer by the last day of the current school year.

### **Promotional Transfers:**

- Employee may apply for a promotional transfer at any time by completing the online application in the job posting.
- If the position has yet to be posted, the employee may indicate intent to transfer to the Director of Talent.
- The employee must also share their intent to apply for a promotion with the direct manager and their school leader/director, prior to submitting an application.

### **Important Exceptions and Exclusions:**

- Indicating an intent to transfer is not a guarantee for a position. The final hiring decision is made between the hiring manager and HR.
- If an employee requests a transfer and one is not secured by 6/30, the hiring manager can fill the employee's current position.
- In the event that the employee's position significantly changes or is eliminated due to a reduction in force, the school leader may request an internal transfer on behalf of the employee by contacting the Director of Talent.
- Transfers within schools may take place at any time in the school year if agreed upon by the employee and their manager.
- School leaders can facilitate a transfer conversation with HR on behalf of an employee.

### **Hiring Manager Expectations:**

- Managers will not take any retaliatory action against the employees who request a transfer
- If an employee from another site contacts you about an open position, you must direct that employee to talk to their manager prior to discussing any positions with the staff member
- Hiring managers should not reach out to current staff members from other sites regarding open positions, without first talking to the employee's manager/school leader.



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**ACKNOWLEDGEMENT OF RECEIPT**

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***Employee Copy***

I hereby acknowledge that I have received a copy of, and/or know how to access, ReNEW Schools' staff handbook ("handbook").

I understand that it is my responsibility to read the handbook and adhere to the policies and practices described within it. I understand that this handbook replaces any and all prior handbooks, policies and practices of the School. If I have any questions concerning the information, application or interpretation of the policies or procedures in the handbook, I will bring them to the attention of a school leader or human resources.

I have read and understand ReNEW Schools' non-discrimination policies and non-harassment policies, agree to comply with these policies, and understand the mechanisms in place for the reporting of incidents of workplace discrimination, harassment and retaliation. I understand that ReNEW Schools does not tolerate discrimination, harassment or retaliation of any type, including but not limited to sexual harassment. I certify that I understand that if I violate these or other policies, I may be subject to discipline up to and including termination.

I have read and agree to abide by ReNEW Schools' policy regarding a drug and alcohol free workplace and policies regarding confidentiality and use of company property.

I understand that ReNEW Schools reserves the right to change, modify, revoke, suspend, or terminate any of the policies at any time. I further understand that the statements contained in the handbook constitute guidelines only, and are not a contract between ReNEW Schools and any of its staff members.

I understand that ReNEW Schools abides by an employment "at-will" policy and that, absent a written agreement setting forth a definite term of employment, both ReNEW Schools and its staff members reserve the right to terminate the employment relationship at any time, with or without cause or notice, for any reason not otherwise prohibited by law. No representative of ReNEW Schools has any authority to enter into or authorize any agreement, contract, or guarantee of employment either verbally or in writing, whether express or implied, with the sole exception of a written agreement setting forth a definite term of employment signed by the Chief Executive Officer.

STAFF MEMBER'S NAME (printed):

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STAFF MEMBER'S SIGNATURE:

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DATE: \_\_\_\_\_



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**PAYDATES**

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**For staff starting July 17th** (new hires)/**24th** (returning staff)

1. Monday, July 31, 2023
2. Tuesday, August 15, 2023
3. Thursday, August 31, 2023
4. Friday, September 15, 2023
5. Friday, September 29, 2023
6. Friday, October 13, 2023
7. Tuesday, October 31, 2023
8. Wednesday, November 15, 2023
9. Thursday, November 30, 2023
10. Friday, December 15, 2023
11. Friday, December 29, 2023
12. Monday, January 15, 2024
13. Wednesday, January 31, 2024
14. Thursday, February 15, 2024
15. Thursday, February 29, 2024
16. Friday, March 15, 2024
17. Friday, March 29, 2024
18. Monday, April 15, 2024
19. Tuesday, April 30, 2024
20. Wednesday, May 15, 2024
21. Friday, May 31, 2024
22. Friday, June 14, 2024
23. Friday, June 28, 2024
24. Monday, July 15, 2024