



PATHLIGHT
PREPARATORY

LIGHTING THE PATH TO YOUR SUCCESS
Learning Smarter. Aiming Higher.
CHANGING LIVES.

PATHLIGHT PREPARATORY
EMPLOYEE HANDBOOK
Policies & Procedures

Pathlight Preparatory
741 Front Street STE: 210
Celebration, FL. 34747
Tel: (844) 244 - 2840

School Email: admin@pathlightpreparatory.org
School Website: www.pathlightpreparatory.org

The policies, rules and regulations contained within this Pathlight Preparatory Employee Handbook are not to be considered exclusive and are subject to change and revision during the school year. Employees are advised to check the school website (www.pathlightpreparatory.org) for the most up-to-date version of the Pathlight Preparatory Employee Handbook.



The Pathlight Preparatory Employee Handbook is to be used only by students, parents and instructors of Pathlight Preparatory

If you have any questions regarding the use of the Pathlight Preparatory Employee Handbook, contact your course instructor, guidance counselor, or administrator.

Every effort has been made to ensure that the information in this document is accurate; however, there may be errors or omissions as this booklet is a work in progress and constantly being updated.

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SECTION: 1.00 Introductory Statements

1.01 Welcome

Welcome to Pathlight Preparatory. We are delighted that you are considering Pathlight Preparatory (PP) and look forward to the opportunity to work with you and your family and establishing a culture of collaboration and teamwork.

Pathlight Preparatory (PP) published assorted material and resources are designed to educate prospective families about the unique advantages of the Pathlight Prep experience and to assist parents in making an informed decision. As a part of our admissions process, PP, we strive to get to know our student-applicants as exceptional individuals with unique characteristics, interests, strengths and talents.

Pathlight Preparatory (PP) seeks students who have the inner drive to benefit most from attending Pathlight Prep, to attain their intellectual and athletic pursuits and who will contribute to the well-being of our school culture. Indeed, shaping a well-rounded and talented student body creates a community where education and athletics does not end at a specified timeframe. At Pathlight Prep, we all collaboratively work each day to ensure that our students develop through a vibrant and dynamic educational and athletic experience.

Selecting Pathlight Preparatory as a viable alternative educational option signifies becoming a part of a dynamic and spirited collaborative community. At Pathlight Prep, we integrate our challenging academic curriculum with a multitude of athletic, sport-specific skill development and training opportunities to discover and nurture individual interests.

On the first day of each school year, students are encouraged to strive to reach their intellectual and athletic potential in order to mature into well-rounded, socially responsible lifelong learners. Through the course of our students' academic and athletic pursuits, Pathlight Prep students shall be guided, engaged, and challenged by instructors, coaches, trainers, and mentors whose primary objective shall be to shape character, elevate learning, and further enhance athletic fitness prowess. It is this dedication to our students' moral, ethical, and inspirational formation that resonates in all aspects of our campus life, and shall differentiate Pathlight Prep from every other local, national, and international educational institution.

We encourage families and students to explore our website to begin learning more about our campus and community. Our website will offer you a glimpse at the depth of our academic and social/emotional wellness programs, however there simply is no better way to get a sense of a school's culture and atmosphere than through a visit and tour of our Pathlight Prep campus.

We hope you will have an opportunity to contact us and schedule a tour of our campus, Please, let us know how we can be of service

We look forward to meeting you and introducing you TEAM PATHLIGHT PREP!

1.02 Letter from School Administration

Each moment of each passing day, I ask myself, what really matters in the grand scheme of things?

I guess as the person responsible for the oversight of our school, one would expect that the importance of obtaining excellent grades would be the dominant theme of this introductory letter, but in truth, the responsibility of this job, the various obstacles that some of our students, families, and faculty have encountered over the years, and the various conversations I have had with one another, have made me ever more aware that in the grand scheme this has always been an aspect of education that has been expected without question. Indeed, achieving academic excellence has always been the standard, by which success has been measured.

But in these unsteady times, I have come to the realization what truly is important is keeping perspective of events in our lives that really make life worthwhile. Certainly, Pathlight Preparatory should not only serve to educate our students, but to transform into a permanent visible fixture in our surrounding community, one that will symbolize and foster encouragement and determination.

I have realized through the course of my life that one of the most effective forces in our lives that allows us to persevere is the experience of encouragement. Encouragement is an integral part towards achieving educational success, because it is life-altering. Not only for our students receiving it, but also for our instructors and parents providing it.

At times, Pathlight Preparatory represent a home away from home to many of our students, and we must embrace encouragement in our own and our students' lives by:

- **Providing encouragement to others:**

Never pass up the opportunity to encourage others. The simplest of words of encouragement can have a profound effect on someone's life. When we encourage our students, we are giving them a reason to pursue their goal or dream. We are saying you "get it". It's not some superficial dream wandering aimlessly in their heads. It's real. It has worth. Then, when the opportunity to shine comes their way, they've got the confidence to move forward and go for it. THEY BECOME INSPIRED. By showing your support to our students, you can be the one to open the door to a child's dream. If you see a student with a unique talent, point it out and lift it up. If you've learned something, share it.

- **Accepting encouragement from others:**

It is important that our students are able to accept and acknowledge encouragement from others. Hence, this will assist our students in building their level of confidence, as they embark on accomplishing their goals and aspirations. As students accept the encouragement from others, there is something in this process that may not be easily realized. For, it is not an "I" against a "Them" mentality. For, it is the power of what "We" can all accomplish together, against all odds. When our students accept encouragement from others, they are showing their commitment to their unique potential. Accepting the encouragement that people offer as an unconditional "gift" that it truly is can have a profound effect on a student's level of compassion and humility.

- **Believing in the potential of becoming the best "I" can be:**

Once our students have truly accepted and absorbed it, and owned it as true, then they are on the way to believing in themselves. Sometimes that's hard to do when any of our students are facing social rejection, encountering academic challenges, and life events aren't perfectly fitting together as hoped... just yet. Students can embrace and accept encouragement and believe in their potential by encouraging students to partner with someone who can hold up a mirror to their thoughts, plans, goals, hopes, and dreams. Indeed, when our students are affirmed, it is empowering. And then, it becomes infectious. It feels great receiving it, so before long each student wants another student to feel the way he or she does: "PAYING IT FORWARD." GOD BLESS

Sincerely,

Pathlight Preparatory Administration

SECTION: 2.00 WHY PATHLIGHT PREPARATORY?

Why Pathlight Prep?

Our teacher-directed classroom discussions and instructions are supported by a collaborative student-centered philosophy and personalized learning and training approach. This remains at the forefront of Pathlight Preparatory (PP) mission which appeals to students who prefer a more holistic personal learning and training experience.

- **Personalized Student Success Plan**

Applying a personalized student success plan that encompasses a holistic approach and which recognizes that a significant amount of learning also occurs during after-school hours

- **Integrated Learning Option**

Flexibility to personalize teacher-directed classroom instructions on campus with technology integration that would improve student learning experiences, processes, and shared outcomes.

- **Small Class Sizes**

Individual attention from a faculty of industry experts

- **Financial Assistance Services and Support**

Grants, scholarships, and financial aid available for students who qualify.

- **Skill-Building Instruction**

Practical learning experiences to prepare for the modern workplace

- **In-Demand Socio-Emotional Training Programs**

Quality-Driven training provided by a united professional mentors, counselors, and instructors.

SECTION: 3.00 ABOUT PATHLIGHT PREPARATORY

3.01 Mission

The Mission of Pathlight Preparatory is to value diversity, inclusion, and embrace life-long collaborative partnerships among students, teachers, and parents by fostering an optimal learning environment where students can access effective instructional modalities that nurture independent critical thinking and intrinsically motivate life-long learning that is both academically challenging and responsive to students' social and emotional needs, thereby promoting and reinforcing core values that prepare students to successfully meet the challenges of a changing world in the Twenty-First Century.

3.02 Vision

The Vision for Pathlight Preparatory is to provide an engaging and relevant curriculum to students. Student individual learning needs are identified through ongoing formative assessments in order to guide appropriate and effective instructional intervention strategies that would reveal students' full potential. Pathlight Preparatory will offer a comprehensive system of supports to parents and students in order to ensure students are on track with satisfying graduation requirements and are college and career ready.

- Pathlight Preparatory Instructors believe that all students have the potential to meet or exceed academic standards. Parents, teachers, staff, and administrators work together as a professional and collaborative learning community to evaluate instructional modalities with the focus on improving student performance.
- Pathlight Preparatory Students are creative and complex thinkers, effective communicators, community/global participants, and empowered independent learners.
- Pathlight Preparatory Families work collaboratively with educators to provide the best instructional practices and strategies for their children. Together, they review student formative assessment results and collaborate on a course of instructional modalities that engages and inspire students to reach their full potential.
- Pathlight Preparatory Community of stakeholders are proactively involved and invested in support of our collaborative instructional intervention strategies to provide the best practices to ensure the success of each student. The strong connections and communication amongst educators, students, families, and the community foster an effective foundation or framework for which our strategies are established.

3.03 Purpose

The purpose of Pathlight Preparatory is to provide an educational environment that equips students to lead fulfilling lives through learning, leadership, service, a commitment to high moral character, and spiritual enlightenment.

3.04 Core Values

Pathlight Preparatory Core Identity is empowered by collaboration, thus our five (5) core values are:

1. **Sustainable Quality** - Our effective collaborative instructional intervention strategies have the flexibility to create a student-centered approach to learning.
2. **Student-Centered Learning** - Students of diverse backgrounds find themselves fully engaged in the learning process, as they are supported and guided by our educators to discover effective instructional intervention strategies that positively enhances their learning experience.
3. **Integrity** - Our collaborative instructional interventions are held to the highest standards of curriculum excellence so that students thrive.
4. **Innovation for Every Student** - The uniqueness of every student is matched by our instructional intervention strategies that are always innovating and advancing for the continuous improvement of the student learning experience.
5. **Collaborative Partners** - We strengthen our collaborative relationships between educators, students, families, and community in order to create an effective learning culture that supports everyone by fostering an actively engaged school community that is aware of and appreciates multiculturalism and the multi-faceted aspects of our unique identity that each of us brings forth.

3.05 Guiding Principles

Pathlight Preparatory Six (6) Guiding Principles are:

1. Students should feel a personal connection to the Pathlight Preparatory learning experience. School guidance programs are important, as are internships and lessons customized to each student's learning style.
2. All students should be held to high academic and personal standards.
3. Students must believe that what they learn is relevant to their lives; students should be able to personalize their learning.
4. Educators should be facilitators, mentors, and coaches in the learning process. Educators **MUST** be proactive **NOT** Reactive in identifying and addressing students' strengths and challenges.
5. Each student's learning style(s) should be assessed, monitored, documented, and enhanced.

SECTION: 4.00 PATHLIGHT PREPARATORY COMMUNITY

4.01 Collaborative Learning Community

Pathlight Preparatory Collaborative Learning Community invites educators to examine what, where and how students should learn in order to thrive in a dynamic world. It invites administrators and community partners to reflect about the purpose of education in the 21st century and envision practical ways to promote relevant, deep and engaging learning for all. When teachers embrace learning for the future, they nurture expert thinking, collaboration, teamwork, and entrepreneurship. They foster intercultural understanding, environmental stewardship and global citizenship. They invite students to understand complex problems, create quality work and express themselves through traditional and new media-ultimately preparing students to live ethical and reflective lives in their rapidly changing communities.

Our Collaborative Learning Community allows a parent and student to have an opportunity to work collaboratively and with an interdisciplinary team comprised of educators, administrators, and student support services personnel to design an individualized instructional delivery plan that is both student-centered and one that complements the student's unique learning style(s). Our goal is to ensure student success by believing in our student's potential, while at the same time fostering a culture that embraces "zero tolerance for failure and mediocrity." This is accomplished by providing our students a learning environment that is rich with opportunities for success. Indeed, "our students' academic failure is our failure."

4.02 Diversity & Inclusion at Pathlight Preparatory

Pathlight Preparatory (PP) encourages and promotes critical thinking, dialogue, understanding and awareness in a collaborative atmosphere which students can exchange ideas. Pathlight Prep is proud of our school culture and of the ways in which we are a diverse and inclusive community. Diversity and inclusion is fundamental to the mission of Pathlight Prep. We reach out to embrace individuals of different races, ethnicities, faiths, socioeconomic circumstances and educational backgrounds. We seek students whose perspectives can contribute and broaden classroom discussions, athletic training and participation experience.

Pathlight Preparatory (PP) is committed to fostering an inclusive and diverse learning environment that continuously encourages values that recognizes our unique individuality to offer positive contributions to our united global community and our potential to achieve "excellence" through adversity.

Continuously guided by our mission as an independent teacher directed and student-centered learning environment and our core cultural principles where humility and respect are placed in the highest regard, Pathlight Preparatory (PP) embodies an environment where individuals from all backgrounds will not only feel a sense of belonging and connection, but thrive and be inspired to overcome life's challenges.

4.03 Diverse Faculty

Pathlight Preparatory (PP) is committed to attracting and retaining a culturally diverse instructional, coaching, and training staff of demonstrated professional excellence with an unwavering commitment to delivering an education of unsurpassed quality and breadth.

4.04 Student Opportunities

Pathlight Preparatory (PP) admits students of any race, gender, color, religion, national or ethnic origin and does not discriminate on the basis of any of these categories or any other category protected by law in the administration of its educational policies, admissions policies, scholarship and financial aid program, athletic and other school-administered programs.

We are all collectively committed to admitting students who demonstrate academic merit, strong character, and great potential, and who contribute to a vibrant, talented, balanced, and diverse student body, reflecting a wide range of backgrounds and experiences.

SECTION: 5.00 GENERAL PERSONNEL POLICIES

The Hiring Policy of “PP” includes the following:

5.01 - Hiring Policy

“PP” hires individuals on the basis of their qualifications and ability to complete the responsibilities and tasks of the job to be filled. Unless otherwise provided in writing, employment with “PP” is considered to be at will, so that either party may terminate the relationship at any time and for any lawful reason.

5.02 - Nature of Employment Policy

“PP” promotes an employment-at-will relationship with all of its employees. Under this relationship, an employee is able to terminate employment with “PP” at any time with or without cause and with or without notice. When possible, “PP” requests a two-week notice from the employee regarding their intent to terminate the employment relationship.

In addition, “PP” may terminate the employee’s employment at any time with or without cause and with or without notice. Under normal circumstances, termination of employment is preceded by verbal and written communication between the employee and appropriate “PP” personnel (e.g. Director/Executive Director, HumanResources, etc.) In cases of egregious behavior by an employee,

“PP” may determine to terminate an employee on a more accelerated timetable. Upon termination, the employee will be paid for all amounts earned up to the termination and will be notified of any benefits, which the employee may continue at the employee’s expense after termination. The employee must return all “PP” owned and provided items or property on or before their final day of employment.

1. At-Will Employment

- a. Employees who do not have a written employment contract with “PP” for a specific, fixed term of employment are employed at the will of “PP” for an indefinite period. Such employees are deemed ***at-will employees***. Nothing in this handbook, any employment-related materials, interviews, or discussions with other employee members should be construed to constitute contractual obligations of any kind or as stating in any way that termination of employment will only occur *for cause*.
- b. At-will employees are subject to termination at any time, for any reason or for no reason whatsoever, with or without cause or notice. At the same time, these employees may terminate their employment at any time and for any reason. No PP Administrator, other than the school principal/academic director with approval of the President/Founding Member(s), is authorized to modify this policy for any employee or to enter into any agreement, oral or written, that changes the at-will employment relationship. If the school principal/academic director, with approval of the board, does enter into an agreement to alter the at-will status, the agreement must be reduced to writing to be of any effect.
- c. Statements of specific grounds for termination or discipline set forth in this Employee Handbook are examples only—not all-inclusive lists—and are not intended to restrict the “PP”’s right to terminate an employee at-will. Of course, unpaid volunteers may be released from service by the “PP” leadership (administration) at any time and for any lawful reason.

2. Amendments or Cancellations.

The provisions of this Employee Handbook have been developed at the discretion of “PP” leadership (administration) and, except for its policy of employment-at-will, may be amended or cancelled at any time at the PP-Administration’s sole discretion. These provisions supersede all existing policies and practices and may not be amended or added to without the express approval of the President/Founding member(s).

5.03 - Equal Employment Opportunity Policy

“PP” provides equal employment opportunities to all qualified employees and applicants for employment. “PP” provides equal opportunities in employment, promotion, wages, benefits and all other privileges, terms and conditions of employment. It is our policy to grant equal employment opportunities to qualified persons without regard to race, religion, color, national origin, gender, sexual orientation, gender identity or expression, pregnancy, age, veterans' or military status or non-job physical or mental handicap or disability or other classification protected by applicable federal, state or local laws, except where there is a bona fide occupational disability.

“PP” does not unlawfully discriminate on the basis of race, color, creed, religion, sexual orientation, national origin, age, disability, genetic information, marital status, status as a covered veteran, familial status, sex, status with regard to public assistance, family care leave status, or membership or activity in a local commission in accordance with applicable federal, state and local laws.

All recruiting, hiring, training, and promoting for all job classifications is done without regard to race, color, religion, gender, sexualorientation, gender identity or expression, age or national origin except when a bona fideoccupational qualification exist.

All decisions on employment are made to further the principleof equal employment. All promotion decisions will continue to be made in accordance, with Equal Employment Opportunity principles, and only valid job requirements will be used.

“PP” expressly prohibits any form of unlawful employee harassment and violence based on any of the categories listed above. Improper interference with the ability of “PP” employees to perform their expected job duties is absolutely not tolerated.

This policy applies to all areas of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, training, facilities, and privileges of employment. Every “PP” employee shall be responsible for following this policy. Any person having a question regarding this policy should discuss it with Human Resources Department.

5.04 - Americans with Disabilities Act Policy

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act, known as the ADAA, are federal laws that prohibit employers with 15 or more employees from discriminating against applicants and individuals with disabilities and that when needed provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

“PP” will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so would impose an undue hardship on “PP”. Contact Human Resources with any questions or requests for accommodation.

“PP” may refuse to hire an applicant or may discharge an employee who poses a direct threat to the health or safety of himself/herself or others that cannot be eliminated or reduced by reasonable accommodation.

5.05 - Employee Health/Medical Examinations Policy

“PP” requests a health/medical examination (statement) of good health prior to start of employment. To help ensure that employees are able to perform their duties safely, medical examinations may be required of certain positions where such information is needed to prevent a health and safety risk. After a conditional offer of employment has been made to an applicant entering a designated job category, a medical examination will be performed at “PP”’s expense by a health professional of “PP”’s choice. The offer of employment and assignment to duties is contingent upon satisfactory completion of and results of the exam. Medical examinations required by and paid for by “PP” are and will remain the property of “PP”. Information on an employee’s medical condition or history will be kept separate from other employee information and maintained confidentially. Access to this information will be limited to those who have a legitimate need to know.

Please Note: Current TB test is required upon the start of employment and on an annual basis during employment with “PP”. Employees have the option to accept or decline a Hepatitis B vaccination. It is the responsibility to “PP” to provide the vaccination if the employee elects to receive it. “PP” may request, based on assignment, other additional vaccinations, screenings, etc.

5.06 - Serious Disease Policy

1. General Policy.

Employees with infectious, long-term, life-threatening, or other serious diseases or illnesses may continue to serve as long as they are able to perform the duties of their positions without undue risk to their own health, the health of other staff members, or the health of the people to which the “PP” ministers. A staff member whose disease or illness directly threatens the health or safety of the staff member or others must inform his or her supervisor of the condition as soon as possible.

2. Sample List of Serious Diseases and Illnesses.

Serious diseases and illnesses for the purposes of this policy include, but are not limited to the following: cancer, heart disease, major depression, multiple sclerosis, hepatitis, tuberculosis, certain musculoskeletal disorders, human immunodeficiency virus (HIV), and acquired immune deficiency syndrome (AIDS).

3. Treatment of Personnel with Serious Diseases or Illnesses.

An employee who needs to request an accommodation should inform his or her supervisor of the condition as soon as possible and provide the supervisor (administrator) with any pertinent medical information needed to make decisions regarding job assignments, ability to continue working, or ability to return to work. A medical examination or a doctor’s certification may be required documenting a staff member’s ability to perform job duties. “PP” will support, where feasible and practical, educational programs to enhance staff member awareness and understanding of serious diseases and illnesses. Nothing in this policy in any way limits “PP”’s right to discipline, up to and including termination, staff members who by their own sinful behavior acquired such a serious disease or illness.

4. Confidentiality of Illness or Disease.

“PP” will attempt to maintain the confidentiality of an employee’s serious disease diagnosis and related medical records unless otherwise required by law. Anyone inappropriately disclosing such information is subject to disciplinary action, up to and including termination of service.

5. Concerns about Transmission.

Employees concerned about being infected with a serious disease or illness by a coworker or a recipient of ministry services should convey this concern to their supervisors. Staff members who refuse to work with or perform services for a person known or suspected to have a serious disease or illness without first discussing their concerns with a supervisor will be subject to disciplinary action, up to and including termination of service. Where there is little or no evidence of risk of infection to the concerned employee, the employer’s continued refusal may result in disciplinary action, up to and including termination of service.

5.07 - Immigration Law Compliance Policy

1. Form I-9 Requirement.

“PP” does not unlawfully discriminate on the basis of citizenship or national origin but, at the same time is committed to employing only the U.S. citizens and aliens who are authorized to work in the United States of America (U.S.)

“PP” committed to and takes seriously the matter of employing only United States citizens and aliens who are authorized to work in the United States. In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility.

Former employees who are rehired must also complete the form if they have not completed an I-9 with “PP” within the past three years or if their previous I-9 is no longer retained or valid. Employees or potential employees whose forms contain falsified information, omissions, or misrepresentation are subject to termination. Such information, at the discretion of “PP” or as required by law, will be reported to appropriate governmental officials.

2. Questions about Immigration.

Employees with questions or who need additional information on immigration law issues are encouraged to contact (*Human Resources Department*). Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

5.08 - Employment Accuracy of Applications Policy

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

5.09 - Employment Credit Reports Policy

In processing employment applications, the “PP” may obtain a consumer credit report for employment purposes only, concerning credit worthiness, credit standing, and credit capacity. If “PP” takes an adverse employment action based in whole or in part on the consumer credit report, a copy of the report and a summary of the applicant’s rights under the Fair Credit Reporting Act (FCRA), as well as any other documents required by law, will be provided to the applicant or employee.

5.10 - Employment Background Checks Policy

“PP” requires background checks on many employees and volunteers, depending on the type of ministry and/or employment for which they are being considered. If “PP” determines that it needs to take an adverse employment action based in whole or in part on the background check report, a copy of the report and a summary of the applicant’s rights under the FCRA, as well as any other documents required by law, will be provided to the applicant or employee.

Please Note: “PP” will perform a background investigation to evaluate a job candidate's qualifications, character, fitness, and to identify potential hiring risks for safety and security reasons. A background investigation includes criminal history, past employment verification and status of credentials.

5.11 - Criminal Background Screening Policy

All new employees and volunteers must receive a criminal background check prior to starting employment or a volunteer assignment with “PP”.

“PP” will re-run background checks on all employees periodically. An individual will be disqualified and prohibited from serving as an employee or volunteer if that individual has been found guilty or entered a plea of non-contender (no contest), regardless of the adjudication for any of the following disqualifying offenses:

1. Sex Offenses:

- a. All Sex Offenses – Regardless of the amount of time since the offense.
 - i. Examples: Child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure, etc.

2. Felonies:

- a. All Violent Felony Offenses – Regardless of the amount of time since the offense.
 - i. Examples: Murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated burglary, etc.
- b. All Felony Offenses, other than violent or sex within the past ten (10) years.
 - i. Examples: Drug offenses, theft, embezzlement, fraud, child endangerment, etc.

3. Misdemeanors:

- a. All Violent Misdemeanor offenses within the past five (5) years or multiple offenses within the past seven (7) years.
 - i. Examples: Driving under the influence, simple drug possession, drunk and disorderly conduct, public intoxication, possession of drug paraphernalia, etc.
- b. Any other Misdemeanor offense within the past five (5) years that would be considered a potential danger to children, or is directly related to the functions of that employee or volunteer.
 - i. Examples: Contributing to the delinquency of a minor, providing alcohol to a minor, theft (if person is handling monies), etc.

“PP” reserves the discretion to consider additional factors and information, including whether the nature of the offense implicates a behavior that is contradictory to an individual’s job description, when making employment decisions.

5.12 - Fingerprinting Background Check Policy

Due to Florida State Statute (Law), “PP” requires background screening of job applicants, employees and volunteers who come in contact with children, the developmentally disabled and vulnerable adults.

The most significant change in the laws for AHCA (Agency for Health Care Administration), DCF (Department of Children and Families), VECHS (Public School Districts and Private Schools) is that applicants will not be allowed to begin work in position of special trust and responsibility until they are cleared for employment by a complete background screening, to include a fingerprint-based search of criminal records in Florida and nationally.

All “PP” employees are required by Florida Statutes to have a pre-employment security background investigation, including fingerprinting, and rescreening at no more than five year intervals as a condition of employment. Background investigations are processed through the Florida Department of Law Enforcement (FDLE) and the Federal Bureau of Investigation (FBI) for State and national criminal history records checks. No applicant may begin employment until the background screening results are received, reviewed for any disqualifying offenses, and approved by “PP”.

Applicants are advised of this requirement prior to appointment. Any employee who refuses to be fingerprinted will be dismissed from employment with “PP”. Fingerprints may be retained electronically by the FDLE or the FBI for the purpose of notification by these agencies to “PP” of any employee arrests, within the State of Florida or nationally.

Please Note: It is the responsibility of “PP” employees to monitor their fingerprint expiration date and ensure that they perform fingerprint background screening in a timely manner in order to remain in compliance and that there is no lapse in their employment with “PP”. Failure to remain in compliance will lead to disciplinary action up to and including dismissal.

5.13 - Supplemental/Outside Employment Policy

Employees may engage in other employment provided it does not interfere with duties as an Employee of “PP” or impair the ability of the Employee to perform “PP” duties. All outside Employment shall be subject to company rules. All full-time employees must complete their assigned full-time schedule before accepting hours with another company. It is understood that full-time employment with “PP” is a position that will require a great commitment on the part of the employee and “PP”. In order to avoid scheduling conflicts, misunderstandings, and conflicts of interest, full-time employees must disclose outside or supplemental employment to their immediate supervisor (administrator). Employees are cautioned to consider carefully the demands that additional work activity will create before seeking or accepting outside employment.

Please Note: There may be instances that “PP” determines that employment with other facilities or organizations may jeopardize our unique program, documents and/or therapeutic intervention, service, and support secrets. If “PP” administration determines that an employee’s outside work interferes with an employee’s performance or the ability to meet his or her job requirements as they are modified from time to time, or if the outside employment becomes an excuse for poor job performance, tardiness, leaving early, or an employee’s refusal to travel or work overtime, the employee may be asked to terminate the outside employment if he or she wishes to remain with “PP”.

5.14 - Work for Hire – Intellectual Property Policy

Unless another written agreement controls, any intellectual property work done by employees for “PP” is “for hire,” meaning that all intellectual property created and generated while employed with “PP” will be and will remain “PP”-owned property (e.g. sermons, books, booklets, teachings, recordings, devotionals, training materials, forms, programs, and other material). Any transfer of “PP”’s ownership in such intellectual property works will be on a case-by-case basis at the sole discretion of the President/Founding Member(s) with consultation of “PP”’s legal counsel and evidenced in writing signed by both parties.

5.15 - Data Privacy and Personnel Records (File) Policy

“PP” maintains essential information on its employees such as address, phone number, items effecting benefit status, beneficiary designation, dependents, emergency contact information, etc. It is the responsibility of each employee to notify the Human Resources Department when changes occur. Additionally, “PP” creates and maintains personnel files for each employee. The file contains information that is used to administer employment activities and information that is required by law.

Please Note: “PP” utilizes **bamboohR** (www.bamboohr.com) as the core *Human Resources Management System* in order to store and update employee information and files. “PP” employees are responsible for updating their personal information, as they have the ability to access their personal employee files by signing in to their **bamboohR** (www.bamboohr.com) employee accounts. All employ personal information updates are saved and changes are electronically transmitted and a notification is sent to the Human Resources and Accounting Departments.

1. Changes to Personnel Files.

Employees have a duty to keep their personnel records up to date and should notify the (*Human Resources Department*) in writing of any changes to their name, address, telephone number, marital status, number of dependents, or persons to be notified in case of emergency. Current employees who believe that any personnel file material is incomplete, inaccurate, or irrelevant may submit a written request for file revisions to the (*Human Resources Department*). If the request is not granted, the employee may place a written statement of disagreement in the file and make a complaint using the regular grievance procedure.

2. Accessing Personnel Files.

Personnel files are the property of “PP”, and access to the information they contain is restricted. Only supervisors and “PP” leadership (administration) personnel of “PP” who have a legitimate, employment-related reason to review information in a personnel file are permitted to do so.

Current employees may inspect their own personnel records and may copy, but not remove, documents in the file. Employees who wish to review their own files should contact (*Human Resources Department*). Within a reasonable time after their request, employees will be allowed to review their personnel files in the “PP” administrative offices in the presence of an individual appointed by “PP” to maintain the files.

An employee has a right to review his/her personnel records once every six months and at least once per year following termination. Legal remedies are available to employees if “PP” does not provide legally required access to personnel files to employees.

Please Note: “PP” will not use information that is not included in the personnel record reviewed by the employee in any civil or administrative proceeding. An employee may ask to have information removed from the personnel file and can include an explanation of up to five pages in the personnel file if the disputed information is not removed. Finally, “PP” will not retaliate against an employee who properly requests to view his/her personnel file, and legal remedies may be available to employees if such retaliation occurs. With the exception as those contents designated as “public data” by the Florida Data Practices Act, no one else will have access to employee’s personnel files except for administrators with a need to know.

5.16 - New Employee Introductory (Probationary) Period Policy

The first 3 months (90 days) of your job at “PP” are considered an introductory period and will be used to verify your skills, capabilities and suitability for our company.. It is the policy of “PP” to give all new employees the opportunity to demonstrate their ministry spirit and their ability to perform their duties at a satisfactory level and to determine whether the new position meets their expectations. Likewise, this gives new Employees the opportunity to evaluate “PP” as a place to work.

“PP” uses an initial introductory period to evaluate employees’ ministry spirit, talents, abilities, work ethic, and overall performance. This initial introductory period applies to all new and rehired employees and will begin the date of hire and end ninety (90) calendar days after the date of hire. Upon satisfactory completion of the initial introductory period, employees enter the “regular” employment classification.

Please Note: During the introductory (probationary) period as at any time during employment, your job may be terminated at any time without any reason without notice.

5.17 - Employment Classification Policy

1. Exempt and Nonexempt Employees.

Each employee is designated as either nonexempt or exempt from federal and state wage and hour laws. Nonexempt employees are entitled to overtime pay under federal and/or state laws. Exempt employees are excluded from specific provisions of federal and state wage and hour laws, including the provisions requiring overtime pay. Nonexempt employees are commonly referred to as “hourly” employees, whereas exempt employees are commonly referred to as “salaried” employees. Upon hire, an employee will be notified whether he is considered a nonexempt or an exempt employee. If the employee’s exemption status changes during his or her employment, the employee will be notified of that change in writing.

2. Employee Classifications.

In addition to the exempt classification, each employee will be classified in one of the following employment categories (classification does not guarantee employment for any specified length of time):

- a. **Regular full-time employees:** employees regularly scheduled to work thirty-five or more hours per week and who are not in a temporary or introductory status. Regular full-time employees are eligible for “PP”’s benefit package, subject to the terms, conditions, and limitations of each benefit.
- b. **Regular part-time employees:** employees regularly scheduled to work less than thirty-five hours per week and who are not in a temporary or introductory status. Regular part-time employees receive all legally mandated benefits such as Social Security, but they are ineligible for all “PP”’s other benefits.
- c. **Introductory employees:** newly hired employees who are being evaluated to determine whether further employment with “PP” is appropriate. Introductory employees are entitled to the same benefits as their regular counterparts, depending on whether they are full-time or part-time. Employees who satisfactorily complete the introductory period will be categorized as regular full-time or regular part-time employees.
- d. **Temporary employees:** employees hired to work a fixed or limited period of time or who are hired to assist with a particular project. Examples of temporary employees include summer interns and interim employees. Employment of a temporary employee beyond any initially stated period of time does not change the employee’s temporary status. Temporary employees retain that status unless and until notified of a change in writing. Temporary employees receive all legally mandated benefits such as social security but are ineligible for all “PP”’s other benefits unless there is a specific written agreement to the contrary between the employee and “PP”.
- e. **A 1099 worker:** is one that is not considered an “employee.” Rather, this type of worker is usually referred to as a freelancer, independent contractor or other self-employed worker that completes particular jobs, assignments and/or provides a specific support and/or service. Since they’re not deemed employees, “PP” does not pay a 1099 worker wages or a salary, but reimburses or compensates for services rendered.

5.18 - Performance Evaluation Policy

“PP” immediate supervisors and School principal/academic directors are strongly encouraged to discuss an employee’s spiritual and professional development, job performance, and “PP” goals on an informal, day-to-day basis. Additional formal performance evaluations are conducted on an annual basis to provide “PP” employees and their immediate supervisors and School principal/academic directors the opportunity to discuss job tasks, goals and objectives, accomplishments, encourage and recognize strengths/growths, identify improvement and correct weaknesses, target development needs, and discuss positive, purposeful approaches for meeting job performance goals.

“PP” believes in the principle that employees should be given the opportunity to demonstrate their abilities and continually improve their job performance. Where performance problems (challenges) exist, “PP” employees should be informed about these deficiencies and, in many instances, given an opportunity to improve. When “PP” determines that an employee requires improvement, “PP” will attempt to assist the employee meet “PP”’s job performance expectations. However, any effort to work with employees to overcome performance problems (challenges) should not be deemed as changing (altering) “PP”’ policy of at-will employment.

5.19 - Termination of Employment Policy

1. Reasons for Termination.

An employee’s employment may be terminated at any time and for any reason, including but not limited to the expiration of a term employment contract, misconduct, or the reduction in “PP”’s workforce. Termination may be for any reason not prohibited by law. Since employment with “PP” is based on mutual consent, both the employee and “PP” have the right to terminate the employment-at-will relationship, with or without cause, at any time. Employees who are absent from work for three consecutive days without being excused or giving proper notice will be considered as having voluntarily terminated their employment.

2. Advanced Notice.

In cases where an employee is terminated for reasons other than misconduct, “PP” will endeavor, in its sole discretion, to give the employee advanced notice or pay in lieu of notice. Resigning employees are requested to give written notice of their intent to resign as far in advance as possible. Supervisory and managerial employees should attempt to give at least six weeks’ notice; clerical and administrative employees should give at least three weeks’ notice; and all other employees should give at least ten business days’ notice.

3. Behavior upon Termination of Employment.

“PP” is committed to handling all issues related to the termination of employment in a Christ-like manner and expects that its employees will do likewise.

4. Exit Interviews.

“PP” may schedule exit interviews at the time of employment termination to provide an opportunity to discuss such issues as employee benefits, the return of “PP”-owned property, or for the employee to voice suggestions, concerns, feedback, or questions. The departing employee may be asked to sign a written authorization for the release of information requested for an employment reference.

5. Pay and Benefits upon Termination.

Employees will receive their final pay in accordance with applicable state law and “PP” policy in the form of a live check. No direct deposit of an employee’s final pay (earnings) will be deposited. All accrued, vested benefits that are due and payable at termination will be paid. If the employee is entitled to the continuation of certain benefits, the employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

6. Return (Retrieval) of Company Property

Employees will be asked by “PP” immediate supervisor, School principal/academic director, or Human Resources Department to return all “PP” property during the exit interview upon termination and/or when the final check is provided to the employee.

SECTION: 6.00 EMPLOYEE EXPECTATIONS POLICIES

6.01 – Fair Labor Standards Act Compliance Policy

“PP” acts in good faith in an effort to comply fully with the Fair Labor Standards Act’s (FLSA) prohibition on improper pay deductions. An employee who believes that improper deductions have been made from his or her pay should notify Human Resources, describing the error they believe they have found. “PP” will review the situation and correct errors by reimbursing the affected employee or taking other appropriate action as necessary.

6.02 – Categories of Employees Policy

“PP” has several “categories” of employees. These include exempt, non-exempt and those contracted for services. All employees are under at-will agreements.

Each employee is designated as either nonexempt or exempt from federal and state wage and hour laws. Nonexempt employees are entitled to overtime pay under federal and/or state laws. Exempt employees are excluded from specific provisions of federal and state wage and hour laws, including the provisions requiring overtime pay. Nonexempt employees are commonly referred to as “hourly” employees, whereas exempt employees are commonly referred to as “salaried” employees. Upon hire, an employee will be notified whether he is considered a nonexempt or an exempt employee. If the employee’s exemption status changes during his or her employment, the employee will be notified of that change in writing.

6.03 - Operational Hours Policy

“PP” student (client) service and support operational hours are from 7:00 a.m. to 6:00 p.m. OR 7:30 a.m. to 6:30 p.m. It is expected that full time staff be here during the “PP” operational day, as well as times outside of student (client) hours for meetings, professional development, and other “PP” events.

“PP” views our staff as professionals and know faculty spend numerous hours outside of the “PP” day performing duties related to their job responsibilities. “PP” periodically monitors employees’ arrival or departure time. “PP” leadership (administration) requests that all employees are present to ensure students (clients) have an organized start to the “PP” day and a safe departure at the end of the day.

Please Note: “PP” leadership (administration) reserves the right to enforce a start/end time for those employees who do not honor the professional standards previously noted. For employees other than fixed work schedule employees, the work year and hours will depend on your job description.

6.04 - Work Hours/Schedules Policy

The normal work schedule for all non-exempt employees is eight hours per day, five days per week. There are times, depending on the nature of the position that may have various flexible daily shift hour availabilities and limits that may allow for a 10-16 hour day, 3-4 day work week. Immediate supervisors will advise employees of the beginning and ending times of their shifts. Although “PP” will attempt to give employees as stable a schedule as possible, the needs of “PP” and the people it ministers to sometimes require variations in employee scheduling. Employees are required to work the hours they are scheduled unless they are given advance permission by the appropriate supervisor to deviate from the schedule.

Please Note: An employee's scheduled workday shall consist of an eight (8) hour paid work day with and additional thirty (30) minute unpaid meal (lunch) break. An employee's cumulative work day schedule shall consist of eight (8) hours paid time and thirty (30) minutes unpaid time.

Employee Work Schedules:

Academic Course Instructor/Classroom Facilitator Position

Schedule A: (6:30 a.m. – 2:30 p.m. – Including a 30 minute unpaid mandatory lunch break)

Schedule B: (10:30 a.m. – 6:30 p.m. – Including a 30 minute unpaid mandatory lunch break)

6.05 – Meetings and Employee Activities Policy

All exempt and non-exempt employees are required to attend meetings designated for them unless special arrangements are made with their supervisor prior to the meetings. Designated meetings include but are not limited to (*weekly/monthly meetings, annual retreats, etc.*) Staff activities are scheduled periodically throughout the year. Attendance is not mandatory, but it is requested.

6.06 - Breaks During the Workday Policy

All full-time regular hourly employees are provided with one thirty (30) minute unpaid meal (lunch) break during each eight (8) hour workday. Immediate supervisors will schedule meal (lunch) breaks to accommodate "PP" requirements. Employees will be relieved of all active responsibilities and restrictions during meal (lunch) breaks.

Please Note: An employee's scheduled workday shall consist of an eight (8) hour paid work day with and additional thirty (30) minute unpaid meal (lunch) break. An employee's cumulative work day schedule shall consist of eight (8) hours paid time and thirty (30) minutes unpaid time.

6.07 - Overtime Policy

1. Definition

Overtime is defined as all hours worked over forty hours in one week or as otherwise defined by state law.

2. When Permitted or Required.

Nonexempt employees are prohibited from working overtime without prior approval from their immediate supervisor. It is "PP"'s desire not to require overtime work of its employees. However, when "PP" requirements or other needs cannot be met during regular working hours, nonexempt employees may be scheduled and will be required to work overtime hours. When possible, advance notification of these mandatory overtime assignments will be provided.

3. Compensation.

Overtime compensation is paid to all nonexempt employees in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked. ANNUAL PTO (Paid Time Off) will not be considered hours worked for purposes of performing overtime calculations. The practice of granting hour-for-hour compensatory time, often referred to as "comp" time, for overtime hours worked is prohibited.

Please Note: Nonexempt employees are eligible for overtime for all hours worked in excess of 40 in any work week. According to Fair Labor Standards Act (FLSA), exempt employees are those excluded from any overtime pay while nonexempt workers may accept minimum wages as well as overtime payments.

“PP” will try to give you as much notice as possible when overtime will be mandated. All overtime designated by your immediate supervisor is approved overtime. If an employee determines overtime is necessary, approval from your immediate supervisor is required. If an employee works overtime without approval, the overtime must be paid, however the employee may be subject to disciplinary action. Overtime is paid at the rate of one-and-one-half times (1.5x) your regular hourly rate of pay. Non-worked lunches, sick, holiday or vacation time will be included in calculating overtime. Lunch breaks are unpaid and will not be included when calculating overtime.

6.08 - Time Tracking Policy

All employees are required to enter “time in” and “time out” using “PP”’s time tracking system. Non-exempt employees must also record their time in/out for lunch breaks per FLSA regulations.

Non-exempt employees will record their time in **buddy punch** (www.buddypunch.com) system by clocking in when they are ready for work and clocking out when they have finished work. It is important that all employees using the buddy punch system **MUST** clock in and clock out from their office, clocking in and clocking out from any other location other than an employee’s office is unacceptable may be subject to disciplinary action and/or forfeiture of pay.

The employee submits each week recorded time in the **buddy punch** for their immediate supervisor’s approval and subsequent payroll processing. In the event a non-exempt employee must record their time manually, a paper time sheet must be used and submitted. These submissions need to occur on or before the end of each payroll period, prior to Tuesday noon.

It is necessary for each employee to “clock in” at the start of work and “clock out” at the end of work. In the event that an employee fails or is unable to “clock in” or “clock out”, a “Missed Payroll Form” must be completed and submitted to their supervisor. The employee’s immediate supervisor will approve or deny the missed time and submit the form to the Human Resources (payroll) department for processing. This form will not be processed without the employee’s immediate supervisor’s signature. All “Missed Payroll Forms” must be submitted for processing prior to the bi-weekly payroll deadline. Repeated failure to accurately log hours may result in disciplinary action.

6.09 - Pay Period Policy

Exempt employees will have their annual compensation spread over 12 months and receive 26 equal bi-weekly payments. The start of payment will be delineated in the offer letter.

6.10 - Payroll Practices Policy

“PP”’s pay dates occur on Wednesday spread to 26 Bi-Weekly Payments in an annual period of 12 months. Employees are provided with a pay-date schedule. All employees are paid by direct deposit on the targeted pay-date as indicated on the pay-date schedule. Payroll is provided via Quick Books service and the employee can set up an account to obtain passed pay stubs etc. Direct deposits will be made to an employee designated bank account.

6.11 - Wage and Performance Review Policy

At “PP”’s discretion, your immediate supervisor may conduct a formal performance evaluation. The evaluation will consist of a review of the employee’s performance, attitude, attendance, progress and ability. The information required to review your job performance is collected continuously by your immediate supervisor and other management personnel. Evaluations will determine promotions and merit pay increases. Merit increases are *not* guaranteed every year and are paid at the discretion of “PP”. An employee may at any time, take the opportunity to ask questions, make suggestions or to discuss any matters relating to his or her job or “PP” in regard to this evaluation.

6.12 - Promotion Policy

It is "PP"'s policy to promote employees from within "PP", insofar as possible, to all jobs in which vacancies arise. Factors considered in making promotions are employee knowledge, training, skill, efficiency, compatibility with fellow employees, and the ability to perform the job which is available, with due consideration of the employee's length of continuous service with "PP". In the event of an opening for a promotion, the employee's immediate supervisor will make his or her recommendations to the other members of management, who shall determine which recommended employee is to be promoted to the open position. All supervisors are charged with the responsibility of recommending the strongest candidates for all open positions in which a promotion is involved within "PP".

6.13 - Low Census Policy

The goal of a low census policy is to avoid company layoffs. From time to time the census may require "PP"'s work force to travel to another work site in order to maintain full time or part time status. The time to travel from one site to another is paid time. The employee is expected to "clock in" and "clock out" at each facility where he/she provides services. Mileage is not paid to travel from facility to facility unless prior approval from management. If employee does not have accrued hours for the time available, time off may be required without pay. If the employee declines to travel to another facility, the employee may choose to take unpaid time off or take paid time off from your ANNUAL PTO.

6.14 - Employee Benefits Policy

(Medical, Dental, Vision, Life, and Disability Insurance)

Employees are eligible for medical benefits on the first of the month after completing 90 days of employment. "PP" pays 100% of the telemedicine benefit. "PP" pays 50% of the employee only major medical insurance. Employees can purchase supplemental coverage(s) through payroll deductions.

6.15 - Emergency Closings Policy

1. Notification.

At times, emergencies such as severe weather, fires, power failures, or earthquakes may disrupt ministry operations. In extreme cases, these circumstances may require the closing of a work facility. If such an emergency occurs during nonworking hours, local radio and/or television stations will be asked to broadcast notification of the closing.

2. Classification of Time Off.

When operations are officially closed due to emergency conditions, the time off from scheduled work will be unpaid unless "PP" communicates otherwise. However, with supervisory approval, employees may use available ANNUAL PTO. In cases where an emergency closing is not authorized, employees who fail to report for work will not be paid for the time off. Employees may request available ANNUAL PTO. Employees in essential operations may be asked to work on a day when operations are officially closed. In these circumstances, employees who work will receive regular pay.

SECTION: 7.00 EMPLOYEE CODE OF CONDUCT POLICIES

7.01 - Standards of Conduct Policy

It is anticipated that “PP” employees will apply themselves fully to their work. Included in this assumption is that employees will report to work punctually as scheduled, perform their work assignments in a timely and professional manner, and follow all “PP” policies, procedures, and practices. Conduct that interferes with operations will not be tolerated.

The Standards of Conduct are designed to be used to correct behavior. For the most part, **they follow the principle of progressive discipline, i.e., warnings followed by increasing** discipline depending on the type and frequency of offenses. Discipline under the Standards of Conduct will not be based on any employee's race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, disability, or political affiliation.

The Standards of conduct were developed to protect the well-being and rights of all employees. The standards are intended to be illustrative but not all-inclusive. Accordingly, an offense which, in the judgment of management, although not listed in the policy, seriously undermines the effectiveness of a colleague's activities or the Employee's individual performance, is to be treated consistent with the provisions of the Standard of Conduct Policy

Behavior of Employees:

1. Statement of Policy.

Employees are expected to uphold the policies of “PP”, as well as all of “PP” doctrines and standards as articulated in the Bible, the “PP”'s statement of faith, and this code of conduct in all aspects of their lives both at and away from “PP” employment and functions, including in their online activities. Online profiles and submissions of staff members will be subject to monitoring when deemed necessary by “PP” as the employer. Any negative postings about “PP” or its employees, expectations, standard of conduct, statement of faith, or other policies or positions will not be tolerated. Employees are expected to serve as Christian role models in judgment, dignity, respect, and Christian living both at and away from “PP” and are expected to faithfully attend “PP” services/events and to take an active part in the total “PP” program.

2. Conduct Expectations.

Although it is impossible to list all other forms of behavior that are expected of all employees, the following lists provide examples of expected behaviors:

- a. Treating all members, visitors, and coworkers in a courteous and Christ-like manner;
- b. Avoiding profane, violent, offensive, or vulgar language or assaulting, fighting with, or intimidating others within the workplace;
- c. Complying with all “PP” policies, including but not limited to those dealing with security and the prevention of workplace violence, attendance and punctuality, safety and health, communication systems, social media, copyright, financial integrity, prevention of sexual and other types of harassment, child protection, conflicts of interest, pay and benefits, whistleblower, document retention, transportation, counseling, and all others delineated within or apart from this handbook;
- d. Reporting to “PP” leadership violations of ministry policies or any suspicious, violent, offensive, unethical, or illegal conduct, or conduct that is not in the best interests of “PP” by coworkers, members, or suppliers;

- e. Cooperating with all internal and external “PP” investigations;
- f. Performing assigned tasks efficiently, appropriately, and in accordance with instructions;
- g. Refraining from smoking or drinking alcohol on campus and, at all times, possessing, using, or distributing non-medical or illegal drugs;
- h. Maintaining cleanliness, order, and appropriate personal appearance in the workplace;
- i. Protecting and maintaining confidential information of “PP”;
- j. Refraining from inappropriate romantic involvement between non-married staff or on ministry property including, but not limited to, kissing or any other contact that would contribute to undue familiarity;
- k. Refraining from inappropriate contact or interactions with minors, including but not limited to, sending or responding to private texts, emails, social media communications, or other electronic communications; meeting with minors alone and out of view of other adults or teens; phone conversations with minors without parental knowledge or permission; or any other contact that would contribute to undue familiarity;
- l. Refraining from immoral conduct, identifying statements of immoral acts, or the advocating for or advancement of immoral conduct; immoral conduct is defined as bodily contact, actively undertaken or passively permitted, between members of the opposite sex or members of the same sex in order to satisfy sexual desires or any bodily contact that a reasonable person would understand to demonstrate a propensity or intent to engage in an immoral act; identifying statement(s) of immoral acts are defined as statements, actions, language, or behavior, whether through dress or other appearance, an online profile, words, or other expression, that a reasonable person would believe is intended to associate or identify the staff member as sexually active outside of marriage or a claim that the person is homosexual, bisexual, transgender, or otherwise immoral or has the propensity to or intent to engage in immoral actions. Married employees must remain faithful to their spouses in every aspect of life, and single (unmarried) employees may not participate in any sex outside of marriage and may not live in a state of cohabitation.

3. Failure to Comply.

Employees who deviate from these and other similar forms of expected behavior are subject to discipline, up to and including termination. Service with “PP” is at the mutual consent of “PP” and employee, and either party may terminate that relationship at any time, with or without cause, and with or without advanced notice.

7.02 - Attendance and Punctuality Policy

Employees are required to report to work punctually and to work all scheduled hours and any required overtime. Absenteeism and tardiness disrupt the workflow and place a burden on other employees and on “PP” as a whole. Employees should notify their supervisors as far in advance as possible whenever they are unable to report to work, know they will be late, or must leave early. The notice should include the reason for the absence and an indication of when the employee can be expected to report or return to work.

7.03 - Safe Work Environment Policy

“PP” strives to maintain an environment free from intimidation, threats or violent acts. Threatening or hostile behavior, physical abuse, vandalism, arson, sabotage, and/or carrying weapons of any kind on to “PP” property is inappropriate.

“PP” reserves the right to call the police if persons and/or an employee’s possessions are thought to be illegal or potentially dangerous. Any employee carrying, possessing or concealing a firearm or any dangerous or hazardous device or substance on “PP” grounds may be terminated immediately.

“PP” expects all employees to practice common sense, sound judgment and to act in a respectful, responsible manner. The following examples illustrate unacceptable behavior that may result in disciplinary action, up to and including termination:

- Personal relationships with students (clients), other than a employee/student (client) relationship
- Theft or inappropriate removal of “PP” or another employee’s property.
- Violence or threatening violence.
- Inappropriate use of any “PP” property, including computers.
- Illegal drugs and smoking anywhere in the “PP” buildings or on the grounds.

1. Caution and Reporting Work Conditions.

To assist in providing a safe and healthy work environment for employees and the people to whom “PP” provides services/supports and whom it ministers, employees are expected to exercise caution in all work activities. Employees must immediately report any unsafe condition to their immediate supervisors.

2. Reporting Accidents.

In the case of accidents resulting in injury, regardless of how insignificant the injury may appear, staff members must immediately notify their immediate supervisors and then the President/Founding Member(s). Such reports are necessary to comply with laws and to initiate insurance and workers’ compensation benefits procedures where applicable.

7.04 - Security/Workplace Violence Prevention Policy

1. Statement of Policy.

“PP” is committed to preventing workplace violence and to making reasonable efforts to maintain a safe and secure ministry environment. Employees are expected to exercise reasonable care for their own personal protection and personal property while on the “PP”’s premises. “PP” assumes no responsibility for loss, damage, or theft of personal property.

2. Weapons.

Unless permitted by law and permission is given by “PP” leadership, employees, support/service contractors (providers), and visitors are prohibited from possessing firearms, other weapons, explosives, or other dangerous materials on “PP”’s property or at “PP” functions, as well as in “PP” provided vehicles or in personal vehicles while on “PP” business related matters (functions).

3. Prohibited Conduct.

Employees are prohibited from fighting, “horseplay,” or other conduct that may be dangerous to others. Conduct that threatens, intimidates, or coerces another staff member, visitor, member, or a member of the public at any time, including off-duty periods, will not be tolerated.

4. Reporting Suspicious Activity or Potential Threats.

Employees who observe or learn of suspicious individuals or activities or learn of threats or incidents of violence must report such information to their immediate supervisors or another supervisory employee as soon as possible and in writing if feasible. This includes threats by employees, as well as threats by visitors, members of “PP”, or members of the public. The report must be as specific and detailed as possible. When necessary to protect life, health, or property or when otherwise appropriate, employees should call 911 before reporting the threat or incident to a supervisory employee.

5. Investigations.

“PP” will promptly and thoroughly investigate all reports of threats or incidents of violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, employees may be placed on administrative leave, either with or without pay, pending investigation.

6. Questions and Inspections.

Employees may be searched or questioned and are subject to surveillance whenever “PP” believes this is necessary to maintain security. All personal property brought onto ministry property, such as vehicles, packages, briefcases, backpacks, purses, bags, and wallets are subject to inspection and search. Any employee who wishes to avoid inspection of any articles or materials should not bring such items onto “PP”’s premises. Desks, lockers, filing cabinets, and other storage areas or devices may be provided for the convenience of employees, but remain the sole property of “PP”.

Employees have no expectation of privacy in any employer-provided desk, locker, filing cabinet, or other storage area. Accordingly, they, as well as any articles found within them, may be searched and inspected by any properly authorized agent or representative of “PP” at any time, either with or without prior notice. “PP” may remove all “PP” property and other items that are in violation of “PP”’s rules and policies found in these storage areas and devices.

7.05 – Cameras in the Workplace Policy

“PP” prohibits employee use of cameras in the workplace, including camera-equipped phones, tablets and other devices, when necessary to secure patient/client privacy and/or to protect trade secrets and other proprietary business information.

Restrictions on Employee Camera Use

1. Employees are prohibited from bringing cameras or other visual recording devices into areas where student (client) privacy may be compromised.
2. Employees are prohibited from bringing cameras or other visual recording devices into areas and/or meetings where company trade secrets or proprietary business information could be disclosed.
3. Employees may record workplace activities that are not prohibited by law or do not compromise confidential information as described above.

“PP” Camera Monitoring

“PP” reserves the right to install security cameras in work areas for specific business and operational reasons, such as security, theft protection or protection of proprietary information.

1. “PP” may find it necessary to monitor work areas with security cameras when there is a specific job- or business-related reason to do so. “PP” will do so only after first ensuring that such action is in compliance with state and federal laws.
2. Employees should not have any expectation of privacy in work-related areas.
3. Employee privacy in non-work areas will be respected to the extent possible. PP MINISTRY's reasonable suspicion of onsite drug use, physical abuse, theft or similar circumstances would be possible exceptions. Legal advice will be sought in advance in such rare cases where non-work-area privacy must be compromised.
4. “PP” provides transparent disclosure of the use of cameras in the workplace and advocates employees to situate themselves near them in order to safeguard against any potential safety concerns or unforeseen allegations that may arise.
5. Employees should contact their immediate supervisor, School principal/academic director, or the Human resource (HR) department if they have questions about this policy.

7.06 - Conflict of Interest Policy

All persons employed by “PP” owe a duty of fidelity to “PP”. Employees must never place themselves in a position where their self interest may conflict with this duty. Any employee who breaches this policy is subject to disciplinary action, up to and including discharge.

“PP” expects that each employee will use good judgment, high biblical and ethical standards, and honesty in all business dealings with and on behalf of “PP”. At all times, employees have a responsibility to abide by “PP”'s conflict of interest policy.

7.07 - Anti-Nepotism Policy

It is the policy of “PP” that no relative may supervise a relative or exert influence over a relative's hiring, salary or promotion.

“Relative” is defined as a member of an individual's family, including wife, husband, son, daughter, mother, father, brother, sister, brother-in-law, sister-in-law, daughter-in-law, son-in – law, mother-in-law, father-in-law, aunt, uncle, niece, nephew, grandmother, grandfather, stepparent, stepchild.

7.08 - Job Description and Duties Policy

All employees will be expected to follow the duties of their job descriptions. Additionally, employees may be expected to perform various additional duties (e.g., lunch, recess, before and after “PP” duty, etc.), which will be equitably assigned. Attendance at departmental meetings, annual training, professional staff development workshops, all-“PP” and division meetings, and “PP” community events is also expected.

7.09 – Personal Appearance & Dress Code Policy

1. Statement of Policy.

Each employee's dress, grooming, and personal cleanliness standards reflect on both the employee personally and on "PP". Employees are expected during work hours, occasional extended service/support hours, and when representing "PP" to present a professional image. The following dress code and personal appearance guidelines are in effect at all employee functions and "PP" services unless specifically stated otherwise by the President/Founding Member(s). "PP" reserves the right to modify this policy from time to time.

2. Dress Code.

Without unduly restricting individual tastes, both male and female employees are expected to be tasteful and conservative in the styling of their clothing and hair. Extremes in styling or color are not permitted.

3. Violation of Policy.

"PP" reserves the right to require any employee whose personal appearance is considered by it to be inappropriate or immoderate to correct the matter immediately to the satisfaction of "PP" leadership.

The employee dress code is "business casual". Employee attire should be comfortable but neat and professional – such as collared shirts, sweaters, casual skirts, khaki pants, and slacks. On Fridays, employees may wear jeans and "PP" spirit wear. Inappropriate "business casual" attire includes jeans, shorts, flip-flops, t-shirts, and athletic wear. Neatness, cleanliness and modesty should be observed at all times. Immediate supervisors are responsible for enforcing the policy, and may send home an employee who is improperly dressed. "PP" recognizes there may be some days or jobs where casual attire may be more appropriate.

7.10 – Visitors in the Workplace Policy

1. Unknown Visitors.

"PP" expects that unknown visitors will come to "PP" looking for physical, emotional, and spiritual needs to be met. Regardless of their appearance or dress, all visitors should be courteously treated in a Christ-like manner. Unknown and unexpected visitors should be directed to the receptionist, if appropriate. The receptionist will then direct the visitor to the appropriate staff member, who will ensure, if appropriate and warranted, that the visitor's legitimate needs are considered and that the visitor is presented with the Gospel.

2. Solicitors, Vendors, Contractors, Other Invited Guests, or Business Personnel.

At times, solicitors, vendors, contractors, parents of students, open house guests, or other persons will come to "PP". These visitors should be directed to the receptionist who will provide them with guidance or will contact the appropriate staff member.

3. Friends and Family.

"PP" recognizes that the call to ministry service is a call to the entire family and that "PP" is a gathering place for members and friends of "PP". Employees should ensure, however, that visits by family, friends, and members do not unduly interfere with the employees' performance of duties.

7.11 - Communication Policy

“PP” attempts to maintain a communication process that facilitates efficiently resolving an issue. The guidelines below are intended to improve communication, respect responsibilities, and maintain efficiency. It is important to direct your communication to the person most directly responsible for the issue. If the issue is unresolved, then escalation procedures include bringing the issue to the employee’s immediate supervisor, then School principal/academic director, and finally the President/Founding Member(s). Depending on the severity of the issue(s), Human Resources Department may be involved in the escalation communication to the President/Founding Member(s).

7.12 - Harassment Free Workplace Statement Policy

“PP” is committed to providing an environment for our members, directors, officers, employees, volunteers, students (clients) and persons served by “PP” (“Covered Persons”) that is comfortable, safe and free from harassment of any kind. Any type of harassment is a violation of this policy and may be illegal.

A covered person is responsible for helping keep our work environment free of harassment, including the work environment of Company's Customers and patients with whom you have contact.

“PP”, or any director, officer, or employee may not retaliate against any victim, or witness, who reports a violation of this Harassment Policy. Any person who believes that he or she has been retaliated against should consult the Organization's Whistle-Blowing Policy or a Company official.

7.13 - Sexual and Other Forms of Harassment Policy

“PP” is committed to providing an environment free from discrimination or harassment based on a person’s race, color, religion, sexual orientation, national origin, age, disability or other classification protected by law. Unlawful harassment in any form is prohibited. “PP” intends to provide a safe work environment free from unreasonable interference, intimidation, hostility or offensive behavior. Each employee has a responsibility to keep the workplace free of any form of harassing behavior. “PP” expects the full cooperation of every employee in making this policy effective. Harassment, sexual or otherwise, is against the law and will not be tolerated.

Examples of inappropriate behavior that are violations of this policy include, but are not limited to verbal harassment (e.g. indecent or belittling comments, jokes or references, and offensive personal references), unwanted physical contact of any kind, the display in the workplace of derogatory gestures, posters, cartoons, drawings or calendars, harassing electronic communication (e.g. email, texting of demeaning, insulting, intimidating or suggestive messages, and threatening adverse employment actions if sexual favors are not granted or promising preferential treatment in return of sexual favors). Employees should promptly report any incidents in accordance with the procedures outlined below.

Harassment can take many forms. It may be, but is not limited to, the following: words, signs, jokes, pranks, intimidation, physical contact, or violence. Harassment does not have to be sexual in nature. Sexual harassment may include unwelcome sexual advances; requests for sexual favors; or other verbal or physical contact of a sexual nature when such conduct creates an intimidating environment or prevents an individual from effectively performing the duties of his or her position, or when such conduct is made a condition of employment or compensation, either implicitly or explicitly. It is not the intent of the behavior by the offender that determines if harassment has occurred but whether the behavior is welcome by the receiver.

1. Statement of Policy.

“PP” seeks to promote a productive work environment in which all employees reach their full spiritual and professional potential. “PP” will not tolerate verbal or physical conduct by any employee or other person that harasses, disrupts, or interferes with another’s work performance or that creates an intimidating, offensive, or hostile work environment. Harassment in the workplace based on an employee’s race, national origin, disability, pregnancy, age, genetic information, or sex will not be tolerated. Note that while “PP” will enforce this policy to its fullest extent, this policy is not intended to waive any ministerial exception or any other ministerial or religious exemption from or exception to Title VII or any other any federal, state, or local antidiscrimination laws or regulations.

2. Sexual Harassment.

Employees are prohibited from (1) threatening or insinuating, either explicitly or implicitly, that another staff member’s willingness or refusal to submit to sexual advances will affect the staff member’s terms or conditions of service; (2) creating an environment that is hostile, offensive, or intimidating; and (3) from acting with the purpose or effect of unreasonable interfering with another’s work performance. Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, is personally offensive, debilitates morale, and that interferes with work effectiveness. Sexual harassment includes gender-based harassment of a person of the same sex as the harasser. Sexual harassment includes, but is not limited to:

- a. Unwanted physical contact or conduct of any kind, including sexual flirtations, touching, advances, or propositions;
- b. Verbal harassment of a sexual nature, such as lewd comments, sexual jokes or references, and offensive personal references;
- c. Demeaning, insulting, intimidating, or sexually suggestive comments about an individual;
- d. The display in the workplace of demeaning, insulting, intimidating, or sexually suggestive objects, pictures, or photographs;
- e. Demeaning, insulting, intimidating, or sexually suggestive written, recorded, or electronically transmitted messages.

Please Note: Any of the above conduct or other offensive conduct directed at individuals because of their race, sex, national origin, disability, pregnancy, or age is also prohibited.

3. Reporting Workplace Harassment.

If you become aware of an incident of harassment, whether by witnessing the incident or being told of it, you must report it to a Direct Supervisor and/or President/Founding Member(s) with whom you feel comfortable. When “PP” becomes aware of harassment, it is obligated by law to take prompt and appropriate action, regardless of whether the victim wants “PP” to do so.

Any Covered Person, who believes that he or she has suffered harassment in violation of the Harassment Policy, should take the following action:

1. If you are able to do so without conflict or danger, tell the harasser as clearly as possible that the behavior is unwelcome; and
2. If the behavior continues, advise your direct supervisor of your complaint. Clearly identify the behavior surrounding the complaint.

“PP”, including all persons to whom a violation of this Harassment Policy has been reported and persons who have become aware of a complaint, must maintain confidentiality, to the extent possible given the need to investigate. All complaints shall be considered confidential to the maximum extent possible.

If any employee who feels that he or she has been subject to or witnessed unwelcome harassing behavior should report this conduct immediately to a “PP” administrator. If the complaint involves any “PP” administrator, please report the incident directly to Human Resources Department.

When an individual submits a complaint, he or she will be asked to provide information regarding the incident(s), including the identity of the harasser, the date(s) of the incident (s), the conduct giving rise to the complaint, and witnesses, if any, to the alleged conduct. All complaints will be investigated promptly, impartially, and with respect for the privacy of those involved, consistent with “PP”’s legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

The complaint and investigation will be thoroughly documented and only those who need to know about such a complaint or those who are authorized by law will be advised of its existence and resolution. If it is determined that the person charged has violated the Non Harassment Policy, such person will be subject to appropriate disciplinary action, up to and including termination of employment. Action will be determined at the sole discretion of “PP”.

Any employee who experiences or witnesses harassment of any form in the workplace must report it immediately to the *(Human Resources Department)*. If the *(Human Resources Department)* is the alleged harassing party, a staff member may report the harassment to the *(designated “PP” leadership)*. Any supervisor or “PP” leadership-level employee who witnesses sexual or other type of harassment or learns of an allegation of harassment and does not report it to the *(Human Resources Department)* (or if the *Human Resource Department* is the alleged harasser, to the *designated “PP” leadership)*, is subject to disciplinary action, up to and including termination of service. All allegations of harassment will be promptly investigated as impartially and confidentially as possible. A timely resolution of each complaint will be communicated to the parties involved. Workplace harassment is prohibited by law and will result in disciplinary action, up to and including dismissal from service and potential legal action.

4. Prohibition on Retaliation; False Complaints.

Retaliation in any form against an employee who exercises the right to make a complaint is strictly prohibited, and will in itself constitute a basis for disciplinary action up to and including termination.

“PP” will permit no employment based retaliation against anyone who brings a bona fide complaint of sexual harassment or who provides true information as a witness in the investigation of a complaint of sexual or other type of harassment.

However, any employee in the judgment of “PP” who intentionally makes a false allegation (complaint) or provides false information of harassment to an investigator may be subject to disciplinary action, up to and including termination of service.

Please Note: “PP” reserves the right in each case to differentiate between violations and situations on whatever basis it considers appropriate and to take such action as it believes to be in the best interests of the parties and the “PP” based on all the facts and circumstances of the case.

7.14 - Progressive Discipline Policy

“PP” may terminate the employee’s employment at any time with or without cause and with or without notice. Under normal circumstances, termination of employment is preceded by verbal and written communication between the employee and appropriate “PP” personnel (e.g. Immediate Supervisor, School principal/academic director, HumanResources Department, etc.)

In cases of egregious behavior by an employee, “PP” may determine to terminate an employee on a more accelerated timetable. Upon termination, the employee will be paid for all amounts earned up to the termination and will be notified of any benefits, which the employee may continue at the employee’s expense after termination. The employee must return all “PP” owned and provided items or property on or before their final day of employment.

Every employee has the duty and the responsibility to be aware of and abide by existing rules and policies. Employees also have the responsibility to perform his/her duties to the best of his/her ability and to the standards as set forth in his/her job description or as otherwise established.

“PP” supports the use of progressive discipline to address issues such as unsatisfactory work performance or misconduct. Our progressive discipline policy is designed to provide a corrective action process to improve and prevent a recurrence of undesirable behavior and/or performance issues. Our progressive discipline policy has been designed to be consistent with our organizational values, HR best practices and employment laws.

Outlined below are the steps of our progressive discipline policy and procedure. “PP” reserves the right to combine or skip steps in this process depending on the facts of each situation and the nature of the offense. The level of disciplinary intervention may also vary. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling and/or training; the employee's work record; and the impact the conduct and performance issues have on our organization.

1. Statement of Policy.

Employees are expected to comply with the “PP” code of conduct and policies, and any deviation from these standards and expectations must be corrected. Under most circumstances, “PP” will use progressive discipline to attempt to provide employees with notice of any deficiencies and opportunities to improve. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory ministry service in the future. This policy of progressive discipline is used at the sole discretion of “PP” and in no way alters the at-will status of employees. “PP” retains the right to discipline in any manner it sees fit and to bypass the progressive discipline procedures.

2. Steps of Progressive Discipline.

Typical disciplinary action may call for any of four steps, usually in the following order: verbal warning, written warning, suspension with or without pay, or termination of employment, depending on the severity of the offense and the number of occurrences.

PP has elected to adhere to the following progressive discipline process:

- **Verbal warning:** A supervisor verbally counsels an employee about an issue of concern, and a written record of the discussion is placed in the employee's file for future reference.
- **Written warning:** Written warnings are used for behavior or violations that a supervisor considers serious or in situations when a verbal warning has not helped change unacceptable behavior. Written warnings are placed in an employee's personnel file. Employees should recognize the serious nature of the written warning.
- **Performance improvement plan:** Whenever an employee has been involved in a disciplinary situation that has not been readily resolved or when he/she has demonstrated an inability to perform assigned work responsibilities efficiently, the employee may be given a final warning or placed on a performance improvement plan (PIP). PIP status will last for a predetermined amount of time not to exceed 90 days. Within this time period, the employee must demonstrate a willingness and ability to meet and maintain the conduct and/or work requirements as specified by the supervisor and the organization. At the end of the performance improvement period, the performance improvement plan may be closed or, if established goals are not met, dismissal may occur.
- **Suspension with or without pay, and/or Termination of employment**

Please Note: "PP" reserves the right to determine the appropriate level of discipline for any inappropriate conduct, including oral and written warnings, suspension with or without pay, demotion and discharge.

3. Administrative Leave during Investigation.

During an investigation of alleged employee misconduct, the employee may, at the discretion of "PP" leadership, be relieved of his or her duties and placed on administrative leave with pay pending the outcome of the investigation. Employees on administrative leave with pay remain subject to all employment rules and policies and will continue to receive the pay and benefits to which they are otherwise entitled.

7.15 - Grievance Policy

"PP" aims to resolve problems and grievances promptly and as close to the source of conflict as possible with graduated steps for further discussions and resolution at higher levels of authority as necessary.

1. Statement of General Principles.

- Complaints must be fully described by the person with the grievance
- The person(s) should be given the full details of the allegation(s) against them
- The person(s) against whom the grievance/complaint is made should have the opportunity and be given a reasonable time to communicate their version of the facts before resolution is attempted
- Proceedings should be conducted honestly, fairly and without bias
- Proceedings should not be unduly delayed.

2. Procedures.

The following is a three step process for grievance resolution:

1. The employee attempts to resolve the complaint as close to the source of conflict as possible. This step is quite informal and verbal.
2. If the matter is not resolved, the employee notifies the immediate supervisor (in writing) as to the substance (nature) of the grievance and states the remedy sought. Discussion should only be held between employee and the other relevant person(s). This step will usually be informal, but either party may request written statements and agreements.
3. If the matter is not resolved, the immediate supervisor refers the matter to Human Resources Department and/or the School principal/academic director (or Executive Director – President/Founding Member (s) if applicable). A grievance taken to this level must be in writing from the employee. The immediate supervisor will forward any additional information thought relevant. The Human resource Department will investigate/communicate with any other parties involved or deemed relevant. The Human Resource Department will provide a written response to the employee.

7.16 - Dispute Resolution Policy

1. Statement of Policy.

“PP” recognizes that disagreements are inevitable in the life of every ministry. “PP” believes that the process for dealing with the expression and resolution of conflict given by Christ to believers within the church (recorded in Matthew 18:15-20) can also apply to managing interpersonal conflict relating to ministry service. Employees are thus required to use these procedures for dealing with their grievances. “PP” will attempt to promptly resolve all disputes that are appropriate for handling under this policy. Employees are reminded that the manner and spirit with which they pursue a grievance reflect their spiritual qualification for ministry service. Criticism, gossip, subversion, or disregard of “PP” directives, dishonesty, or the encouragement of any of these actions will not be tolerated.

2. Appropriate Disputes.

An appropriate dispute is defined as an employee’s dissatisfaction with the interpretation or application of a work-related policy by immediate supervisors or other employees. Examples of matters that may be considered appropriate disputes under this policy include:

- a. A belief that “PP” staff policies, practices, rules, regulations, or disciplinary procedures have been applied or administered improperly or unfairly to an employee;
- b. Treatment considered hostile by an employee, such as coercion, harassment, or intimidation; and
- c. Alleged discrimination because of a legally protected status.

3. Exclusive Remedy.

The dispute resolution procedure is the exclusive remedy for employees with appropriate disputes or complaints except where it is appropriate or legally required to also inform law enforcement. "PP" may, at its discretion, refuse to proceed with any dispute it determines is improper under this policy. As used in this policy, the terms *timely fashion*, *reasonable time*, and *promptly* generally will mean five working days.

4. Length of Disputes.

Disputes will be processed until the staff member is satisfied, does not file a timely appeal, or exhausts the right of appeal under the policy. A decision becomes binding on all parties whenever an employee does not file a timely appeal or when a decision is made in the final step and the right of appeal no longer exists.

5. Procedures for Addressing Grievances with "PP".

Employees who believe they have an appropriate dispute should proceed as follows:

- a. **Step One.** Promptly bring the complaint to the attention of the immediate supervisor. If the dispute involves the supervisor, then the employee may proceed directly to step two. The immediate supervisor should investigate the complaint, attempt to resolve it, and give a decision to the employee within a reasonable time. The immediate supervisor should prepare a written and dated summary of the dispute and proposed resolution for the employee's personnel file (if applicable).
- b. **Step Two.** Appeal the decision to (*School principal/academic director*), if dissatisfied with the immediate supervisor's decision or initiate the procedure with the (*School principal/academic director*), if step one has been bypassed. This appeal or initial dispute notification must be made in a timely fashion using a written form provided for this purpose. The immediate supervisor's version of the dispute and decision will then be submitted using a similar written form. The (*School principal/academic director*) will, in a timely fashion, confer with the employee, the supervisor, and any other members of ministry leadership considered appropriate, will investigate the issues, and will communicate a decision in writing to all the parties involved.
- c. **Step Three.** Appeal an unsatisfactory (*School principal/academic director*) decision to (*Executive Director-President/Founding Member(s)*). The timeliness requirement and procedures to be followed are similar to those in step two. The (*Executive Director-President/Founding Member(s)*) will take the necessary steps to review and investigate the dispute and will then issue a written, final, and binding decision. If the procedures in steps one through three still do not resolve the situation, the matter may only be further pursued by means of binding Christian arbitration.

6. Effect and Timing of Decisions.

Final decisions on disputes will not be precedent-setting or binding on future disputes unless they are officially stated as a "PP" policy. When appropriate, the decisions will be retroactive to the date of the staff member's original dispute notification.

7. Confidentiality.

Information concerning an employee dispute should be confidential. Immediate supervisors, school principal/academic directors, and other members of “PP” leadership who investigate a complaint may discuss it only with those individuals who have a need to know about it or who are needed to supply necessary background information or advice.

8. Effect on Employment.

Employees will not be penalized for proper use of the dispute resolution procedure, and time spent by employees in dispute discussions with “PP” leadership during their normal working hours will be considered hours worked for pay purposes. However, it is not considered proper use if an employee raises complaints in bad faith or solely for the purposes of delay or harassment or repeatedly raises meritless disputes as determined in the discretion of the (*Executive Director-President/Founding member(s)*).

Implementation of the dispute resolution procedure by an employee does not limit the right of “PP” to proceed with any disciplinary action that is not in retaliation for the use of the dispute resolution procedure. In addition, employees and immediate supervisors are prohibited from retaliating against an employee who properly uses the dispute resolution procedure.

9. Prohibited Conduct in Handling Grievances.

Employees are prohibited from making demands, threatening to sue, or bringing a legal complaint in any matter against “PP” as this clearly violates biblical teaching and practice and shall constitute sufficient grounds for immediate termination. All potential claims, disputes, or causes of action that are not resolved through the afore-described dispute resolution process must be resolved through binding Christian arbitration using the procedures approved by the board. Retaining or instructing an attorney to contact “PP” in any context other than the binding Christian arbitration procedures with regard to a potential claim or dispute will be interpreted as a threat to sue.

10. Procedures for Addressing Interpersonal Conflict.

Employee(s) who has/have a dispute with another employee should proceed as follows:

- a. **Step One.** The persons who have the disagreement should meet to discuss the issue(s) in a direct dialogue and attempt to negotiate the conflict. There should be no gossip or attempts to win third parties to either employee’s side of the issue. If honest dialogue between the offender and the offended takes place, the great majority of disagreements will be resolved at this level.
- b. **Step Two.** If the direct dialogue and negotiation does not resolve the conflict, the offended employee should initiate a meeting with the immediate supervisor to discuss the problems and suggest solutions. Information concerning the interpersonal conflict should be kept confidential. The employees and immediate supervisor involved may only discuss the situation with those individuals who have a need to know or who are necessary to supply essential background information or advice.

- c. **Step Three.** If the meeting with the immediate supervisor is unsuccessful in resolving the conflict, the employee should meet with the *(School principal/academic director)* who should listen to both parties and then decide the matter if it can be done so objectively. If the conflict involves the *(immediate Supervisor and/or School principal/academic director)*, the matter should proceed to the *(Human Resources Department)*. If the conflict involves the *(immediate Supervisor, School principal/academic director, and/or Human Resources Department)*, the *(Executive Director-President/Founding Member(s))*, should determine the resolution of the matter. In the event a satisfactory resolution is not achieved and the situation involves a potential legal dispute, binding Christian arbitration procedures should be initiated. If the dispute must be taken to arbitration, the arbitration policies adopted by this ministry will be followed.

7.17 – Personal Relationships in the Workplace Policy

Objective

“PP” strives to provide a work environment that is collegial, respectful and productive. This policy establishes rules for the conduct of personal relationships between employees, including supervisory personnel, in an attempt to prevent conflicts and maintain a productive and friendly work environment.

“PP” believes that an environment where employees maintain clear boundaries between their personal and business interactions is the most effective for conducting business. Although this policy does not prevent the development of friendships or romantic relationships between coworkers, it does establish very clear boundaries as to how relationships are conducted during working hours and on company premises. During working hours and at work locations, employees are expected to keep personal exchanges limited so that others are not distracted or offended by such exchanges. During non-working time hours, such as lunches, breaks, and before and after work periods, while on “PP” property, employees’ conversations and other behaviors should be expressed in a manner not perceived as offensive or uncomfortable to a reasonable person. The provisions of this policy apply regardless of the sexual orientations of the parties involved.

1. Dating Relationships among employees.

The service of individuals involved in a dating relationship in the same area of an organization may cause conflicts and problems with favoritism and employee morale. Thus, it is expected that managers and immediate supervisors will not be involved in personal relationships with employees or volunteers that they manage where such a relationship could have a negative impact on the workplace or “PP”. Any potential relationships where this may occur should be discussed with and handled by *(Human Resource Department and/or Executive Director-President/Founding Member(s))* before a dating relationship develops. Individuals in a close personal relationship should refrain from public workplace displays of affection or excessive personal conversation.

Individuals in supervisory/management or other influential (leadership) roles are subject to more stringent performance under this policy due to their access to sensitive information and their ability to influence others, promotions, and terms and conditions of employment of their subordinates. An employee in a management or supervisory position over another employee, who has developed a relationship with an employee that a reasonable person would determine is beyond a normal friendship should inform his/her immediate supervisor or Human Resources Department of the relationship.

Please Note: Failure to report such relationships is a violation of the “PP” Harassment Prevention Policy. Employees who allow personal relationships with coworkers to adversely affect the working environment will be subject to transfers or disciplinary action up to and including termination of employment.

2. Prohibited Relationships.

Employees who engage in counseling on behalf of the church, regardless of the age or marital status of counselees, are strictly prohibited from engaging in any financial, dating, romantic, or sexual relationship with counselees. Under no circumstances may an employee maintain a dating or romantic relationship with a minor.

Procedure

A “personal relationship” is defined as a relationship between individuals who have or have had a continuing relationship of a romantic or intimate nature.

A “PP” employee who is involved in a personal relationship with another “PP” employee may not occupy a position in the same department as, work directly for or supervise the employee with whom he or she is involved.

“PP” reserves the right to take prompt action if an actual or potential conflict of interest arises concerning individuals who engage in a personal relationship that may affect terms and conditions of employment. Immediate supervisors and School principal/academic directors are prohibited from dating subordinates and may be disciplined for such actions, up to and including termination.

When a conflict or the potential for conflict arises because of a personal relationship between “PP” employees, even if there is no line of authority or reporting involved, the employees may be separated by reassignment, or terminated from employment. If such a personal relationship between “PP” employees develops, it is the responsibility and obligation of the “PP” employees involved to disclose the existence of the relationship to the immediate supervisor or School principal/academic director.

When a conflict or a potential for conflict affecting terms or conditions of employment arises because of the relationship, the individuals concerned will be given the opportunity to decide who is to be transferred to another position, or terminated, if no position is available. If no decision is made within 30 calendar days of the offer to resolve the situation, “PP” leadership (administration) will determine who is to be transferred or, if necessary, terminated from employment.

7.18 - Master Key Control System Policy

The “PP” School principal/academic director is responsible for monitoring the distribution of keys, fobs, and duplicates of these. Only “PP” leadership authorized employees will have keys that offer access to specified areas of the building(s), facility (ies), and/or office(s).

Accordingly, an employee will only obtain keys that are relevant to their position (e.g. employees do not need keys for mechanical rooms). When an employee terminates their employment with “PP”, they must return their keys and other “PP” property to the Human Resource Department.

7.19 - Social Media Policy

“PP” views social networks, web based discussion, and other emerging forms of social media as means of public communication. Employees who engage in social networking should ensure that their public communication is responsible and consistent with “PP”’s mission, purpose and values.

Only a select group of employees are authorized to publicly speak on behalf of “PP”, therefore, employees must have prior authorization to be a spokesperson to the extent their social networking communications represent, or appear to represent “PP”’s official view or perspective on any particular topic.

General guidelines and examples of prohibited communications are noted below. For purposes of this discussion, social media is any usage of Web 2.0 technologies and sites such as blogging, micro blogging (Twitter, WordPress, Tumblr), photo sharing (Flickr, Shutterfly, Instagram), video sharing (YouTube, Vimeo, Snapchat), life casting/streaming (Facebook Live, Periscope, Justin.TV), networking (Facebook, LinkedIn), and so forth.

Please note that this list shows examples and is not intended to be an exhaustive list of social media sites or applications.

General Guidelines:

1. When appropriate, personal blogs should have clear disclaimers that the views Expressed by the author in (of) the blog is the author’s alone and does not represent the views of “PP”. When appropriate, we recommend not including any “PP” reference to your social media site profile, blogs, etc
2. Communication in social media networks should comply with the “PP”’s confidentiality and data privacy statutes and policies. This also applies to comments posted on other blogs, forums, and social networking sites.
3. In your on-line communication, be respectful to the “PP”, other employees, parents, students, partners, and competitors. Do not reference or site “PP” employees, parents, students, or partners without their express consent.
4. Photos of students and employees are not permitted.
5. Social media activities should not interfere with work commitments.
6. “PP” logos and trademarks may not be used without written consent.
7. It is strongly recommended that, outside of your “PP” responsibilities, staff and students not “friend” or “follow” each other on any social networking sites while the student is enrolled at “PP”. Communication is acceptable once a student has become an alumnus and is over the age of 18.
8. The absence of, or lack of explicit reference to a specific site does not limit the extent of the application of this policy. Where no policy or guideline exists, employees should use their professional judgment and act appropriately. Consult with your immediate supervisor if you are uncertain.

7.20 - Solicitation and Distribution Policy

1. Timing of Solicitations/Distributions.

“PP” encourages its employees to share resources such as Christian books, electronic media, sermons, and articles with one another and further encourages its employees to support “PP” fundraising efforts. Employees engaging in these activities should ensure that they do not unduly interfere with their own or other employees’ duties. Solicitation of donations or sales to non “PP”-related causes should take place during time periods employees are not on duty, such as before and after work and during lunch breaks.

2. All-Staff Emails and Posting to Bulletin Boards.

“PP” bulletin boards and “PP”-wide emails include important announcements and memoranda concerning ministry and employment information and should be regularly read by all employees. If employees have a message of interest to the entire “PP” team employees), they must submit it to the *(School principal/academic director)* for approval before mass emailing or posting to any bulletin boards.

7.21 - Pet Policy

“PP” has students (clients) enrolled and employees who work in “PP” that have significant allergies to pets. To support the health needs of our students and employees, pets are not allowed on “PP” grounds. This includes both inside and outside of the building. “PP” realizes that pets bring a host of joy to kids and families and acknowledges that it is exciting for kids to walk to “PP” with their pets. That said, “PP” must place the health needs of our students and employees at the highest priority. Let’s work together in this effort to keep all students and employees healthy at “PP”.

The goal of “PP” is to decrease student and employee exposure to potentially harmful animal allergens. If animals are to be allowed in the any of the “PP” facility(ies), the protocol will be as follows:

1. Before bringing an animal into the building, the employee will notify the School principal/academic director and/or Human Resources Department, employees, and the students (clients) of the type and location of the animal. The School principal/academic director and/or Human Resources Department must approve all pets. All animals MUST be properly vaccinated and have available documents to validate vaccination.
2. The location of the habitat for the animal will include consideration of heating, ventilation, and air conditioning (HVAC) components. Animal habitats will not be placed near air supply or return air vents and will not be kept near unit ventilators. The habitat will be placed on a hard floor surface. The animal will not be allowed to wander around the room (especially on carpet.)
3. A cleaning schedule will be implemented for the habitat and surrounding area. The employee is responsible for regularly cleaning the cage, as well as the table or floor the cage rests upon. Students (clients) and other employees will not be allowed to clean cages or equipment.
4. The employee will ALWAYS be present when animals are handled by a student (client) and other employees.
5. All employees and students (clients) will wash their hands before and after handling animals, cage debris, or animal supplies.
6. The pet will be removed from the any “PP” facility if it is deemed to be a distraction or disruption to our students (clients) capacity to learn and employee’s ability to provide services and supports to our students (clients).
7. Concerns regarding the health issues or care of the animals should be brought to the School principal/academic director and Human Resources Department for immediate consideration.

7.22 - Tobacco Free Environment Policy

“PP” is a tobacco free environment.

7.23 - Mandated Reporting Policy

Under the Child Protective Services Act, Mandated Reporters are required to report any suspicion of abuse or neglect to the appropriate authorities.

All employees of “PP” are considered to be Mandated Reporters under this law. “PP” employees are required to report their suspicions of child abuse/neglect. Any “PP” employee who knows or has reasonable cause to believe that a child or vulnerable adult is being maltreated, or has been maltreated in the past three (3) years, is required under Florida law to report such information to the local welfare agency, law enforcement or other agencies responsible for assisting or investigating maltreatment.

“PP” Employees can choose one of the following actions in the event of suspected child abuse:

1. Report to the School principal/academic director

“PP” employees can discuss any suspicions of child abuse/neglect with the School principal/academic director, who will make a report of suspected child abuse/neglect on behalf of “PP” to the Florida Department of Children and Family Services.

2. Report to the Florida Abuse Hotline:

- a. The Florida Abuse Hotline accepts reports 24 hours a day, 7 days a week, of known or suspected child abuse, neglect or abandonment.

To make a report you can do one of the following:

- report online at <https://reportabuse.dcf.state.fl.us/>
- call (800) 962-2873 • Florida Relay 711 or TTY (800) 453-5145
- fax your report to (800) 914-0004 b)

- b. Then notify the Director of the report and details.

Please Note: “PP” take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children

7.24 - Whistleblower Policy

Any employee who suspects or knows of unethical or illegal activity should report that activity to appropriate “PP” officials. For specific policy and reporting procedures see “PP”’s Whistleblower Policy.

7.25 - Work-Related Injuries Policy

“PP” provides a comprehensive workers’ compensation insurance at no cost for employees. Workers’ compensation insurance covers most injuries or illnesses sustained in the course of employment that require medical, surgical or hospital treatment.

An employee who sustains a work-related injury or illness should inform his or her supervisor immediately. No matter how minor a work-related injury may appear, it is important that it be reported, and that all required paperwork be completed, immediately. This will enable an eligible employee to qualify for coverage. Injury reporting forms may be obtained in the Human Resources Department.

7.26 - Confidentiality Policy

As an actively employed “PP” employee, you share the responsibility to maintaining the confidentiality of any employee or student (client) information that may be available to you. While actively employed at “PP”, it is your responsibility to ensure the rights and confidentiality of any information both written and verbal is maintained.

PP-MINITSRY employees are not to discuss academic, clinical, therapeutic or other confidential information regarding students (clients) or employees. Any breach of confidentiality will be carefully reviewed and if substantiated could result in termination of employment, and may result in legal action.

Actively employed “PP” employees MUST regularly maintain communication with student assigned (client) and parents/legal guardian. Once a “PP” employee has either resigned or been terminated, and has been designated an inactive employee status, he or she will no longer be permitted to communicate and send (transmit) any sensitive information on a minor student (clients) and parents/legal guardians. Failure to comply with this policy will result in the breaching of the confidentiality (non-disclosure) agreement and can lead to serious legal liability.

Confidentiality Policy

“PP” respects the need for confidentiality as related to a student’s (client’s) personal information. “PP” will not disclose personally identifiable data, information or records pertaining to a student (client) to any person other than those authorized by law. A “PP” has adopted procedures to preserve the confidentiality of student (client) record.

Confidentiality & Confidential Information

Confidentiality is the preservation of private information that is disclosed in the course of conducting business. Confidentiality is an ethical obligation of the professional and necessary for effective service delivery.

Confidential information is defined as a fact or condition pertaining to a person’s private life which is typically unseen by others. It also includes personally identifiable (PI) information. Confidential information cannot be disclosed or used to further one’s own personal interest.

Personally Identifiable information

Personally identifiable (PI) information includes:

Name

Address

Any personal characteristics that would make it possible to identify the child.

Use of PI information is limited to the extent necessary for the provision and administration of services. PI information will not be released or made available to unauthorized persons.

Sensitive Information

The disclosure or exchange of sensitive information is only allowable if it is necessary for the provision of services to the child/family by the receiving party. Sensitive information must be protected and cannot be disclosed without expressed written consent, it includes information concerning:

Abuse

Mental illness

Communicable disease status / HIV

Parentage

Exchanging /Sharing Information

Collaboration among “PP” team members is necessary for therapeutic result.

Information will be shared or exchanged with other authorized professionals (those involved in the delivery and oversight of services). The extent of the exchange will be relevant to the discussion and limited to the task/matter at hand. Information will be shared on a need to know basis.

7.27 - Internet Policy

The purpose of this policy is to ensure the proper use of “PP”'s internet system and make its employees and users aware of what “PP” deems as acceptable and unacceptable use of its internet system. This policy also provides for sanctions in the event of a breach or violation of the policy terms hereunder.

This policy applies to all users of “PP” technology, including employees, contractors, and any other parties accessing or using “PP”'s System through on-site or remote terminals.

“PP” is not responsible for material viewed or downloaded by users from the Internet. The Internet is a worldwide network of computers that contains millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. Users accessing the Internet do so at their own risk.

Employees must not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, engaging in online chat groups, printing multiple copies of documents, or otherwise creating unnecessary network traffic. Because audio, video and picture files require significant storage space, files of this or any other sort may not be downloaded unless they are business-related.

The computers and computer accounts given to employees are the exclusive property of "PP". No individual should have any expectation of privacy in any communication over this System. The System is to be used solely for company-related business, and is not to be used for personal business or pleasure.

"PP" reserves the right to monitor, intercept and/or review all data transmitted, received or downloaded over the System. Any individual who is given access to the System is hereby given notice that "PP" will exercise this right periodically, without prior notice and without the prior consent of the employee.

"PP"'s interests in monitoring and intercepting data include, but are not limited to: protection of company proprietary and classified data; managing the use of "PP"'s computer System; preventing the transmission or receipt of inappropriate materials by employees; and/or assisting the employee in the management of electronic data during periods of absence. No individual should interpret the use of password protection as creating a right or expectation of privacy. In order to protect everyone involved, no one can have a right or expectation of privacy with regards receipt, transmission or storage of data on "PP"'s Internet System.

"PP" may use software to identify inappropriate or sexually explicit Internet sites. Such sites may be blocked from access by Company networks. In the event you nonetheless encounter inappropriate or sexually explicit material while browsing on the Internet, immediately disconnect from the site, regardless of whether the site was subject to company blocking software.

Material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful, inappropriate, offensive (including offensive material concerning sex, race, color, national origin, religion, age, disability, or other characteristic protected by law), or in violation of Company's equal employment opportunity policy and its policies against sexual or other harassment may not be downloaded from the Internet or displayed or stored in "PP"'s computers. Employees encountering, witnessing or receiving this kind of material should immediately report the incident to their immediate supervisor. "PP"'s equal employment opportunity policy and its policies against sexual or other harassment apply fully to the use of the Internet and any violation of those policies is grounds for discipline up to and including discharge.

Employees may not use "PP"'s Internet connection to download games or other entertainment software, including wallpaper and screen savers, or to play games over the Internet.

Employees may not illegally copy material protected under copyright law or make that material available to others for copying. You are responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages, and other material you wish to download or copy. You may not agree to a license or download any material for which a registration fee is charged without first obtaining the express written permission of your immediate supervisor.

Any employee who abuses the privilege of access to "PP"'s Voicemail, E-mail or the Internet System will be subject to corrective action, up to and including termination. If necessary, "PP" also will advise law enforcement officials of any illegal conduct.

7.28 - Email Policy

The purpose of this policy is to ensure the proper use of “PP”'s email system and make the users aware of what “PP” deems as acceptable and unacceptable use of its email system. This policy also provides for sanctions in cases of breach of violation of the policy terms.

This policy applies to the use of “PP”'s email services by the users at PP MINISTRY's offices, as well as remote locations.

All email accounts maintained on “PP”'s email systems are property of “PP”. “PP” has the right to read and keep a record of any emails that users transmit via “PP”'s email system. “PP” allows its e-mail access primarily for business purposes. The users may use “PP”'s email system for personal use only in accordance with this policy.

The following acts shall constitute unacceptable use of the email system of “PP”:

- c. Use of “PP”'s communications systems to for a personal business or send chain letters;
- d. Forwarding of “PP”'s confidential messages to external locations;
- e. Distributing, disseminating or storing images, text or materials that might be considered indecent, pornographic, obscene or illegal;
- f. Distributing, disseminating or storing images, text or materials that might be considered discriminatory, offensive or abusive, in that the context is a personal attack, sexist or racist, or might be considered as harassment;
- g. Breaking into “PP”'s or another organizations system or unauthorized use of a password/mailbox;
- h. Broadcasting unsolicited personal views on social, political, religious or other non-business related matters;
- i. Using e-mail to operate another business, conduct an external job search, or solicit money for personal gain;
- j. Transmitting unsolicited commercial or advertising material; and
- k. Undertaking deliberate activities that waste staff effort or networked resources; and Introducing any form of computer virus or mal-ware into the corporate network.

“PP” considers email an important means of communication and recognizes the importance of appropriate email content and prompt replies in conveying a professional image and delivering good customer service. If an employee is found to violate any of this email policy rules, “PP” could take disciplinary action up to and including termination of employment.

7.29 - Electronic Communications Between Employees and Minors Policy

“PP” employees are prohibited from emailing, texting, initiating or accepting social media invitations, chatting, or sending private messages through apps or social media sites or otherwise to children or teens with whom they work at “PP”. Any communications must be sent to a group rather than to individuals, or messages should be communicated through parents or guardians. Any messages sent to children/teens must also be sent to parents at the same time.

Please Note: This Policy applies to ALL communications between an Adult “PP” Employee and a Minor student (client):

Electronic communication includes but is not limited to phone calls, video calls, texts, social media platforms (e.g., Facebook, Twitter, Instagram, WhatsApp, Snapchat, etc.), communication/instant messaging applications, emails, and direct messaging that occurs between an Adult “PP” Employee and Minor student (client).

- Must be Open and Transparent.
 - A parent/guardian, another adult family member of the Minor student (client), or another Adult “PP” must be copied or included on the communication.
 - This includes all communication initiated by a Minor student (client).
- Only electronic platforms that allow Open and Transparent communication can be used.
- All team communication or communications from an Adult “PP” employee to more than one Minor student (client) must copy or include another Adult “PP”, or all the Minor student’s (client’s) parents/guardians.
- All communication should be professional in nature.
- Organizations and Adult “PP” employees must honor a parent/guardian’s request to discontinue communication with their Minor student (client)-child, unless there is an emergency.

7.30 - Use of “PP” Equipment and Vehicles Policy

1. Statement of Policy.

Employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines for each piece of equipment used in carrying out their ministry tasks. Employees must promptly inform their immediate supervisors if any equipment, machines, tools, or vehicles are or appear to be damaged, defective, or in need of repair.

2. Use of Vehicles.

Employees operating “PP” vehicles must comply with all applicable laws, regulations, and “PP” ministry policies. Employees who are involved in an accident while operating a “PP” vehicle must, if at all possible, obtain the other driver’s insurance information and promptly report the incident to their immediate supervisor and School principal/academic director. Vehicles owned, leased, or rented by “PP” may not be used for personal use without prior written approval from the School principal/academic director.

3. Definition of Communications Services and Equipment.

Communication services and equipment include, but are not limited to mail, email, courier services, facsimiles, telephone and voicemail systems, answering machines, personal computers, mobile devices, computer networks, computer files, computer software, online services, Internet connections, intranets, video and audio equipment, and bulletin boards.

4. Expectation of Privacy.

Communication equipment and services provided by “PP”, including the messages transmitted and stored by them, are the sole property of “PP”. Accordingly, PP- MINISTRY may access and monitor employee communications and files as it considers appropriate. Employees do not have any expectation of privacy in any communications or files made using or stored upon “PP”’s communication services and equipment, regardless of whether the communications or files are designated or intended as private by the sender or the recipient. “PP” leadership team (administration) may monitor at any time any employees’ use of any “PP” communication service or equipment. “PP” communications property and equipment may not be removed from the premises without prior authorization from school principal/academic director.

5. Personal Communication.

All outgoing messages, whether by mail, facsimile, email, social media post or response, other internet transmission, or any other means, should be accurate, appropriate, and "PP"-related. Employees may not use "PP" stationery or postage for personal letters. Incidental personal use by employees of "PP" communications services and equipment is allowed as long as the use does not interfere with the employee's work or "PP" operations, does not violate any "PP" policies, and does not result in any additional expense to "PP". Each employee must reimburse any expenses related to the employee's personal use of "PP"'s communications services.

6. Incoming Office Telephone Calls.

All incoming telephone calls should be answered by keeping in mind the following guidelines: Employees must speak in a courteous and professional manner and hang up only after the caller has done so. Messages taken for other staff members should include the caller's name, telephone number, email address if appropriate, message, and the date and time of the telephone call; and should be promptly delivered to the recipient. All callers' messages should be returned within twenty-four hours of the original call.

7. Software Usage.

"PP" purchases and licenses the use of various computer software for "PP" purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, "PP" does not have the right to reproduce such software for use on more than one computer. Employees may only use software on local area networks or on multiple machines according to the software license agreement. "PP" prohibits the illegal duplication of software and its related documentation. Employees are not permitted to install any program, business or personal, onto ministry equipment without prior "PP" approval.

8. Email Use and Online Activity.

Employees must disclose all "PP"-related communications equipment, devices, and online activity passwords to their immediate supervisors but should not share the passwords with other employees. Employees may not monitor, retrieve, or review any communication or file to which they are not a party, unless they have prior authorization. Employees' online use should be limited to "PP"-related activities, except as allowed below. In addition, "PP" employees should not duplicate or download, from the Internet or from an email, any software or materials that are copyrighted, patented, trademarked, or otherwise identified as intellectual property without the express written permission of the owner of the material. When appropriate Internet materials or email files are downloaded, they should be scanned using "PP"'s antivirus software. All compressed files are to be scanned before and after decompression. Employees are not permitted to send broadcast email messages to all users or large groups of users unless specifically authorized to do so.

9. Cell Phone Usage.

Employees should remember that their primary responsibility is driving safely and complying with traffic safety rules. Employees are prohibited from using cell phones or other mobile devices to conduct "PP" business while driving and should safely pull off the road and come to a complete stop before dialing, talking, browsing the Internet, or reading or composing texts or emails. As a representative of "PP", cell phone users are reminded that the regular etiquette used when speaking from office telephones or in meetings applies to cell phone conversations as well.

10. Abuse of “PP” Communications Systems.

“PP”’s policies that prohibit offensive, intimidating, harassing, or disruptive materials in the workplace apply with equal force to material communicated through or stored on “PP”’s communication services and equipment. Abuse of “PP” communication services and equipment provided by “PP” in violation of law or ministry policies will result in disciplinary action, up to and including termination of service. Employees may also be held personally liable for any violations of this policy.

“PP” employees should notify their immediate supervisors or any other member of “PP” leadership upon learning of violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

- a. Using the organization's time and resources for personal gain, gambling, political causes, or to defame or slander other individuals or organizations;
- b. Stealing, using, or disclosing someone else's code or password without authorization;
- c. Sending anonymous email messages or posting confidential material, trade secrets, or proprietary information outside of the organization;
- d. Violating copyright law;
- e. Failing to observe licensing agreements;
- f. Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions;
- g. Sending or posting messages or material that could damage the organization's image or reputation;
- h. Participating in the viewing or exchange of pornography or obscene materials;
- i. Attempting to break into the computer system of another organization or person or refusing to cooperate with a security investigation;
- j. Sending or posting chain letters, solicitations, or advertisements not related to ministry purposes or activities;
- k. Jeopardizing the security of the organization's electronic communications systems;
- l. Passing off personal views as representing those of the organization; and
- m. Engaging in any other illegal activities.

7.31 - Return of Property Policy

Employees are responsible for the care and upkeep of all “PP” property, materials, or written information that has been issued to them or that is in their possession or control. Employees must return all “PP” property immediately upon request or upon termination of service. Where permitted by applicable laws, “PP” may withhold from the employee’s check or final paycheck the cost of any items that are not returned when required. “PP” may also take all action deemed appropriate to recover or protect its property.

7.32 - Drug and Alcohol Use Policy

1. Definition of “Drug.”

For purposes of this policy, the term “drug” shall mean any substance, the sale, use, or possession of which is unlawful, or any other controlled substance that may adversely affect the ability to safely perform any job duties, including the operation of a vehicle or machinery.

2. Impairment at Work.

Alcohol and drug abuse pose a threat to the health and safety of “PP” and to the security of “PP”’s equipment and facilities. Whenever employees are operating ministry vehicles or are on the property of “PP” or at any other venue or location where they are conducting ministry business or participating in “PP” activities, they are prohibited from possessing or consuming alcohol; using, possessing, buying, selling, manufacturing, or dispensing drugs or drug paraphernalia; or being under the influence of alcohol or drugs (drugs as defined in number 1 above). If an employee is taking over-the-counter or prescription medication that may actually or potentially impair his or her ability to work safely and effectively, the employee must immediately inform the appropriate supervisor. The original container identifying the prescribed drug, dosage, date of prescription, and prescribing physician must be provided to “PP” upon request. “PP” may require additional information from the prescribing physician regarding the drug and any potential adverse effects it may have in the workplace.

3. Use of Alcohol or Controlled Substances Generally.

The presence of any detectable amount of any controlled substance or alcoholic substance in an employee’s body system, at or away from work, is strictly prohibited unless such substance is necessary for medical purposes. The legal use of prescribed or over-the-counter drugs is permitted so long as such use does not impair an employee’s ability to perform the essential functions of his or her job effectively and in a safe manner.

4. Drug and Alcohol Testing.

Employees may be asked to take a test at any time, at “PP”’s expense, to determine the presence of drugs or alcohol in the employee’s body system, unless such tests are prohibited by law. Employees who drive a commercial motor vehicle as part of their “PP” duties are also subject to “PP” policy for drug and alcohol testing of commercial motor vehicle drivers. Employees asked to take the test will be asked to sign a consent form authorizing the test and “PP”’s use of the test results for purposes of enforcing its policies.

Employees refusing consent for these purposes or testing positive for alcohol or illegal drugs are subject to disciplinary action, up to and including termination of employment. The records of such examinations will be the property of “PP” and will be treated as confidential and held in a separate medical file. If required by law, the records will be made available to the employee, the employee’s designees, public agencies, and relevant insurance companies.

SECTION: 8.00 LEAVE OF ABSENCE POLICIES

8.01 - Annual Paid Time Off (ANNUAL - PTO)

Statement of Annual PTO Policy:

Annual Paid Time Off (Annual PTO) provides employees with the flexibility to use time off to meet personal needs while also recognizing each employee's individual responsibility to manage his or her Annual PTO. Employees accumulate a specified amount of Annual PTO each pay period worked, and it is up to each employee to allocate how to use the Annual PTO—for vacation, illness, caring for children, school activities, medical appointments, leave, personal business, or emergencies. Employees must use any accrued Annual PTO concurrently with any leave taken for disability or FMLA purposes or for any other absence except as otherwise provided in this section..

We believe that employees should have opportunities to enjoy time away from work to balance work/life issues. As a result, we offer full-time employees Paid Time Off (Annual PTO) benefits to meet the needs of the team. Annual PTO is an all-purpose time off policy for eligible employees to use as they need. Annual PTO is accrued based on hours worked.

Annual PTO accruals begin and are available for use in the pay period following an employee's successful completion of his or her ninety (90) day introductory (probationary) period. After that time, employees can request use of earned Annual PTO. Length of service and employment status determines the amount of Annual PTO the employee will accrue.

Whenever possible, Annual PTO must be scheduled in advance for vacations, personal appointments or other reasons. It is subject to supervisory approval, department staffing needs and established departmental procedures. It is requested that employees turn in their Annual PTO requests in advance to arrange for any scheduling needs when possible.

Unscheduled absences will be monitored. An employee will be counseled when the frequency of unscheduled absences adversely affects the operations of the department. The School principal/academic director may request the employee provide a statement from his or her health care provider at any time concerning justification for an unscheduled absence.

After ninety (90) days of continuous employment, an employee will be paid upon resignation or retirement for accrued but unused Annual PTO up to the maximum carry over limit. Separation without providing proper notice or working out the time intended on the notice may result in forfeiture of unused Annual PTO. Termination may also result in forfeiture of unused Annual PTO.

Guidelines for Annual PTO Use:

- A. **NO** other forms of communicating PTO (time off) is accepted other than the **bambooHR** (www.bambooHR.com) *Human Resources Management System Portal*.
- B. Employees **MUST** request Annual PTO via the **bambooHR** (www.bambooHR.com) *Human Resources Management System Portal*.
- C. Employee Annual PTO request **MUST** be approved or denied via the **bambooHR** (www.bambooHR.com) *Human Resources Management System Portal*.
- D. Employee **MUST** record the reason (e.g. personal day, holiday day, and vacation day) for the Annual PTO request via the **bambooHR** (www.bambooHR.com) *Human Resources Management System Portal*.

Annual PTO Personal Day Off:

- 1- Annual PTO Days that consists of one (1) day off shall be classified as: **Personal PTO**.
- 2- Personal PTO **MUST** be submitted via **bambooHR** (www.bambooHR.com) *Human Resources Management System Portal*.
- 3- Personal PTO **MUST** be submitted via **bambooHR** (www.bambooHR.com) *Human Resources Management System Portal* **thirty days (30) days in advance**.

Annual PTO Vacation Day(s) Off:

- 1- Annual PTO Days that consists of two (2) or more days a maximum of five (5) days within a work week shall be classified as: **Vacation PTO**.
- 2- Vacation PTO **MUST** be submitted via **bambooHR** (www.bambooHR.com) *Human Resources Management System Portal*.
- 3- Vacation PTO **MUST** be submitted via **bambooHR** (www.bambooHR.com) *Human Resources Management System Portal* **ninety days (90) days in advance**.

Please Note: Multiple employee request of Vacation PTO on the same days will be approved based on order of seniority.

- E. **NO** more than one (1) week (5 days) of PTO consecutively may be taken at one time for any discretionary leave.
- F. **NO** more than one (1) week (5 days) of Annual PTO consecutively may be taken at one time for any discretionary leave within one annual quarterly employment period.
- G. **NO** consecutive Annual PTO days may be taken for any discretionary leave by overlapping quarterly employment periods.
- H. Employees **MUST** use all accrued Annual PTO prior to requesting unpaid time away from work.

The Annual Quarterly Employment Periods:

Quarter 1: January 1st thru March 31st

Quarter 2: April 1st thru June 30th

Quarter 3: July 1st thru September 30th

Quarter 4: October 1st thru December 31st

Please Note: Employees who have an unexpected need to be absent from work due to sickness of self or to care for the illness of a dependent child should notify their immediate supervisor or School principal/academic director before the scheduled start of their work day. The immediate supervisor and School principal/academic director must also be contacted on each additional day of unexpected absence.

Absence due to illness or injury for three (3) or more consecutive days must submit documentation from a health care provider. This must include prognosis, the length of time under a providers care (dates), medical documentation that supports the need to absent, prognosis and medical authorization to return to work. This documentation must be presented to Human Resources Department on the day the employee returns to work. Failure to provide the required certification may subject the employee to disciplinary action and based on the nature of the illness or injury, may prevent the employee from returning to work. Human Resources Department will determine if FMLA needs to be facilitated.

Annual PTO Eligibility:

Employees are eligible to receive Annual PTO if they are regular status employees scheduled to work at least **40** hours per week. Part-time employees working more than **20** hours per week accrue Annual PTO on a prorated basis, depending on the number of hours worked.

Accruing Annual PTO Time:

The amount of Annual PTO earned depends on each employee's length of service with "PP" according to the accrual schedule chart below for full-time employees. Annual PTO time is only accrued based on time actually worked; Annual PTO does not accrue while employees are on leaves of absence or suspensions.

Accrual Schedule for Annual Paid Time Off

Potential Annual PTO Earning Per Month

Please Note: One (1) Work Day is equal to 8 hours. (1.00)

Half (1/2) a Work Day is equal to 4 hours (.500)

Years of Employment	Monthly Employment Hours Served	Monthly Annual PTO Hours Accrual Amount	Monthly Annual PTO Days Accrual Amount
0 - 1 year	40	1 hour	1/8 day - (.125)
	80	2 hours	2/8 = ¼ day - (.250)
	120	3 hours	3/8 day - (.375)
	160	4 hours	4/8 = ½ day - (.500)
2 years	40	2 hours	2/8 = ¼ day - (.250)
	80	3 hours	3/8 day - (.375)
	120	4 hours	4/8 = ½ day - (.500)
	160	5 hours	5/8 day - (.625)
3 years	40	3 hours	3/8 day - (.375)
	80	4 hours	4/8 = ½ day - (.500)
	120	5 hours	5/8 day - (.625)
	160	6 hours	6/8 = ¾ day - (.750)
4 years	40	4 hours	4/8 = ½ day - (.500)
	80	5 hours	5/8 day - (.625)
	120	6 hours	6/8 = ¾ day - (.750)
	160	7 hours	7/8 day - (.875)
5+ years	40	5 hours	5/8 day - (.625)
	80	6 hours	6/8 = ¾ day - (.750)
	120	7 hours	7/8 day - (.875)
	160	8 hours	8/8 = 1 day (1.000)

Maximum Time Accumulated:

Annual PTO time may not be carried over to successive year (s) from year to while they were at the cap limit.

Effect of Termination on Annual PTO:

Employees will be paid for all annual unused Annual PTO when they leave "PP".

Management of Annual PTO:

Employees are responsible for managing their Annual PTO accounts via the **bambooHR** (www.bambooHR.com) *Human Resources Management System Portal* AND should plan their allotted time to account for vacations, doctor's appointments, personal business, and unexpected illnesses and emergencies.

Notice and Scheduling:

Employees are required to provide supervisors with reasonable advance notice and obtain approval prior to using ANNUAL PTO by submitting a **REQUEST FOR TIME OFF** form. This allows for supervisors to ensure that all staffing needs are met. There may be occasions, such as sudden illness, when an employee cannot notify his or her supervisor in advance. In those situations, employees must inform their supervisors of their circumstances as soon as possible.

Recording Annual PTO:

Employees must complete an **ABSENCE REPORT** for all Annual PTO time used. "PP" is required to track absences for illness, work related illness/injury, or the attendance of "PP"- related activities for legal compliance reasons. The amount of Annual PTO accrued, used, and available will appear on **bambooHR** (www.bamboohr.com).

Please Note "PP" does not pay out unused Annual PTO (Paid Time Off) when an employee's employment is terminated.

8.02 – Paid PTO Holidays

1. Paid Holidays.

In addition to ANNUAL PTO time, "PP" will grant paid holiday time off to regular full-time exempt employees on the holidays listed below:

2. Eligibility.

To be eligible for holiday pay, an employee must work the last scheduled day immediately preceding and the first scheduled day immediately following the holiday, unless the employee has been approved ahead of time to use Annual PTO on those days. If a recognized holiday falls during an eligible employee's Annual PTO absence, holiday pay will be provided instead of the paid-time-off benefit that would otherwise have applied.

3. Observation of Holidays.

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that fall on a Sunday will be observed on the following Monday.

4. Working on Holidays Due to Company Operational Conditions.

If eligible exempt employees who work on a recognized company paid holiday, they will receive wages at their straight-time rate for the hours worked on the holiday.

In addition, eligible exempt employees who are instructed to work during a recognized company paid holiday will earn a non-accrued PTO Holiday Day Off that can be used during the employment quarter period that the recognized company paid holiday was scheduled to occur.

Please Note: An earned non-accrual PTO Holiday Day Off cannot be “banked” or “carried-over” to other annual quarterly employment periods. In addition, if multiple non-accrued PTO Holiday Day Off days are earned during a specific employment quarter period, an employee will not be allowed to take multiple days off in succession.

- 1- Earned Non-Accrued PTO Holiday Day Off **MUST** be submitted via **bambooHR** (www.bambooHR.com) *Human Resources Management System Portal*.
- 2- Earned Non-Accrual PTO Holiday Off **MUST** be submitted via **bambooHR** (www.bambooHR.com) *Human Resources Management System Portal* **ninety days (30) days in advance.**

Please Note: Multiple employee request of Earned Non-Accrued PTO Holiday Day off on the same days will be approved based on order of seniority.

The Annual Quarterly Employment Periods:

Quarter 1: January 1st thru March 31st

Quarter 2: April 1st thru June 30th

Quarter 3: July 1st thru September 30th

Quarter 4: October 1st thru December 31st

5. Effect on Overtime.

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

Eligible exempt employees who work year around will have eight paid holidays per year.

Recognized Company Paid Holidays Include:

1. **Employment Quarter 1:** New Years Day (January 1st)
2. **Employment Quarter 2:** Good Friday (April 15th)
3. **Employment Quarter 2:** Memorial Day (May 30th)
4. **Employment Quarter 3:** Independence Day (4th of July)
5. **Employment Quarter 3:** Labor Day (September 5th)
6. **Employment Quarter 4:** Thanksgiving Day (November 24th)
7. **Employment Quarter 4:** Day After Thanksgiving Day (November 25th)
8. **Employment Quarter 4:** Christmas Day (December 25th)

8.03 – Bereavement Leave

All employees are allowed paid time off in the event of a death in the family. The purpose of this is to provide employees with time to arrange and attend a funeral. For spouse, child, parent, siblings, step or in-laws the leave is up to two days. For grandparent, grandchild, step or in-laws of those listed, one day is granted. Additional unpaid leave may be granted with the approval of the School principal/academic director.

1. Paid Leave Conditions.

Whenever possible, "PP" will provide time off for employees to attend the funerals of family members and friends. If the conditions warrant, paid leave may be granted, but the amount of paid leave will not exceed five (5) days per year at regular straight-time wages. Such leave is in addition to ANNUAL PTO time. Typically, paid leave is reserved for the death of immediate family members. Immediate family members may include the employee's spouse or in-laws, a child, stepchild, foster child, grandparent, grandchild, sibling, or other family member who lived within the employee's household.

2. Loss of Spouse or Child.

In the especially emotional loss of a spouse or child, in addition to the five (5) paid days of bereavement leave, employees may take an additional two weeks of unpaid leave for bereavement.

3. Non-Family Member Funeral Leave.

Leave for attendance at the funeral of non-immediate family members or persons with some especially close relationship may be granted up to three (3) paid days of bereavement leave. Determination will be made by the School principal/academic director..

8.04 - Civic (Jury) Leave

All exempt and non-exempt staff called to serve jury duty or subpoenaed as a court witness, must notify their division administrator immediately and provide a copy of the notice or subpoena to Human Resources. Your pay will not be reduced by the amount of jury duty or court witness pay that you receive.

1. Statement of Policy.

"PP" encourages employees to fulfill their civic (jury) responsibilities by voting and by serving on jury duty or testifying as a witness when required. Generally, employees are able to vote either before or after their regular work schedule or on their lunch break. When working hours coincide with voting hours, flexible scheduling or time off for voting may be authorized by the immediate supervisor.

2. Jury Duty/Witness Testimony.

- a. An employee needing time off to testify as a witness or to serve jury duty must immediately provide his or her supervisor with a copy of the witness subpoena or jury duty summons as soon as it is received so that the supervisor may make arrangements to accommodate any absences. Employees testifying about ministry-related matters will be provided paid time off for the entire period of witness duty.
- b. Employees testifying in all other matters in which the employee is not a party will be granted a maximum of eight hours of paid leave to appear in court as a witness. Employees will be paid at their base rate and are free to use any remaining Annual PTO to receive compensation for any period of witness duty absence that would otherwise be unpaid. Employees testifying in matters in which they are a party will not be granted paid civic leave but may use any available Annual PTO.

- c. Employees summoned for jury duty may request up to five (5) paid days of civic (jury) leave to fulfill these duties. Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence. If employees are required to serve jury duty beyond the period of paid jury duty leave, they may use any available Annual PTO or may request an unpaid jury duty leave of absence.
- d. Either "PP" or the employee may request an excuse from jury duty if, in "PP"'s judgment, the employee's absence would create serious operational difficulties.
- e. "PP" will continue to provide health insurance benefits for the full term of the jury duty absence. Annual PTO and holiday benefits will continue to accrue during paid and unpaid jury duty leave.

8.05 - Military Leave

"PP" grants military leave and re-employment rights to eligible staff, pursuant to applicable federal and state law. A military leave of absence will be granted to employees, except those occupying temporary positions, to attend scheduled drills or training or if called to active duty with the U.S. armed services.

Employees will receive partial pay for two-week training assignments and shorter absences. Upon presentation of satisfactory military pay verification data, employees will be paid the difference between their normal base compensation and the pay (excluding expense pay) received while on military duty. The portion of any military leaves of absence in excess of two weeks will be unpaid. However, employees may use any available PTO (including any rolled over PTO) for the absence.

Subject to the terms, conditions, and limitations of the applicable plans, health insurance benefits will be provided by for the full period of the personal leave whenever such insurance was provided before the leave was taken, and on the same terms as if the employee had continued to work. Arrangements will be made for employees taking unpaid leave to pay their share of health insurance premiums while on leave.

All other benefits may remain in effect during the leave if requested by the employee and if adequate measures are made by the employee to make payments. Employees on two-week active duty training assignments or inactive duty training drills are required to return to work for the first regularly scheduled shift after the end of training, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with all applicable state and federal law. Every reasonable effort will be made to return eligible employees to their previous position or a comparable one. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

8.06 - Family and Medical Leave Act (FMLA)

In accordance with the requirements of the Family and Medical Leave Act, "PP" provides unpaid, job-protected leave to eligible employees. Eligible employees may use paid sick, personal, or vacation time to receive pay during leave, but may not use paid time off to extend FMLA leave..

1. Statement of Policy Regarding FMLA.

"PP" will comply with all applicable requirements of the Family and Medical Leave Act (FMLA). The FMLA requires "PP" to provide eligible employees up to twelve (12) weeks of unpaid, job-protected leave in any twelve-month period for certain family and medical reasons and requires that any group health benefits be maintained during the leave. The twelve-month period is a rolling period measured backward from the date an employee uses any FMLA leave.

2. Eligibility.

- a. To be eligible for family or medical leave, and employee must have worked for "PP" at least twelve months and at least 1,250 hours in the previous twelve months prior to the start of leave.

- b. Eligible employees may take leave to care for the employee's child upon birth or in connection with a child's placement with an employee for adoption or foster care; to care for a parent, spouse, or child with a serious health condition; or when the employee is unable to work because of the employee's own serious health condition. For purposes of this policy, "serious health conditions" means an illness, injury, impairment, or physical or mental condition that involves:
- any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility; or
 - a period of incapacity requiring absence of more than three calendar days from work, school, or other regular daily activities that also involves continuing treatment by (or under the supervision of) a health care provider (see *human resources personnel* for further information on what is considered "continuing treatment"); or
 - any period of incapacity due to pregnancy or for prenatal care; or
 - any period of incapacity (or treatment therefore) due to a chronic serious health condition (e.g., asthma, diabetes, epilepsy, etc.); or
 - a period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective (e.g., Alzheimer's, stroke, terminal diseases, etc.); or
 - any absences to receive multiple treatments (including any period of recovery there from) by, or on referral by, a health care provider for a condition that likely would result in incapacity of more than three consecutive days if left untreated (e.g., chemotherapy, physical therapy, dialysis, etc.).
- c. Spouses employed by the same employer are entitled to a combined leave of twelve workweeks of family leave in the twelve-month period to care for a parent who has a serious health condition. However, each spouse may individually take up to twelve workweeks of leave to care for a child or spouse with a serious health condition.
- d. FMLA leave for birth or placement for adoption or foster care must conclude within twelve months of the birth or placement. In addition, spouses employed by the same employer are entitled to a combined leave of twelve workweeks of parental leave in the twelve-month period for the birth or placement of a child for adoption or foster care.
- e. In certain circumstances, eligible employees may take FMLA leave intermittently (for example, in blocks of time) or by reducing their work schedule. If FMLA leave is to care for a child after the birth or placement for adoption or foster care, employees may take their FMLA leave intermittently or on a reduced work schedule only with "PP"'s permission. If the FMLA leave is because of the employee's serious illness or to care for a seriously ill family member, the employee may take the leave intermittently or on a reduced work schedule if it is medically necessary.

3. Notice and Certification under FMLA.

- a. Employees who want to take FMLA leave ordinarily must provide "PP" at least thirty days' written notice of the need for leave, if the need for leave is foreseeable. If the employee's need is not foreseeable, the employee should give as much notice as is practicable. When leave is needed to care for an immediate family member or for the employee's own illness and is for planned medical treatment, the employee should try to schedule treatment in order to minimize disruptions of "PP"'s operations.

- b. In addition, employees who need leave for their own or a family member's serious health condition must provide medical certification from a health care provider of the condition. "PP" also may require a second and, if necessary, a third opinion (at "PP"'s expense), periodic re-certifications of the serious health condition, and, when the leave is a result of the employee's own serious health condition, a fitness-for-duty report to return to work.
- c. "PP" may delay leave to employees who do not provide proper advance notice of the foreseeable need for leave. "PP" also may delay or deny approval of leave for lack of proper medical certification.

4. Benefits during FMLA Leave.

- a. Employees taking leave under the FMLA are entitled to receive group health benefits during the leave at the same level and terms of coverage as if they had been working throughout the leave. If applicable, arrangements will be made for employees to pay their share of health insurance premiums while on leave. If an employee chooses not to return to work from FMLA leave, "PP" may be entitled to recover premiums it paid to maintain health coverage during the leave.
- b. The employee's use of FMLA leave will not result in the loss of any employment benefit, including Annual PTO time that accrued prior to the start of the employee's leave. However, the employee must use any accrued Annual PTO during an unpaid FMLA leave taken because of the employee's own serious health condition or the serious health condition of a family member. In addition, the employee must use any accrued Annual PTO days during FMLA leave taken to care for a newborn or newly placed child.

5. Job Restoration after FMLA Leave.

- a. In most instances, an employee returning from FMLA leave will be reinstated to the same or equivalent position with equivalent pay, benefits, and other employment terms and conditions. However, an employee on FMLA leave does not have any greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the FMLA leave period.
- b. Certain highly compensated key employees also may be denied reinstatement when necessary to prevent "substantial and grievous economic injury" to "PP"'s operations. A "key" employee is an eligible salaried employee who is among the highest paid ten percent of employees within seventy-five miles of the worksite. Employees will be notified of their status as a key employee, when applicable, after they request FMLA leave.

6. Other Provisions.

- a. The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.
- b. Under an exception to the Fair Labor Standards Act (FLSA) in the FMLA regulations, hourly amounts may be deducted for unpaid leave from the salary of executive, administrative, and professional employees who are exempt from the minimum wage and overtime requirements of the FLSA, and records of leave taken may be kept for those employees without affecting the employee's exempt status. This special exception to the "salary basis" requirements for the FLSA's exemptions extends only to eligible employees' use of leave required by the FMLA.

SECTION: 9.00 POLICIES & PROCEDURES ADDENDUMS

9.01 – Ethical Standards of Conduct & Conflict of Interest

Just as Pathlight Preparatory expects the highest personal conduct from our students, we expect you to conduct business according to the highest ethical standards of conduct. All instructional personnel and administrators of Pathlight Preparatory are required to complete training on the adopted standards of ethical conduct.

Employees are expected to devote their best efforts to the interests of Pathlight Preparatory. Business dealings that appear to create a conflict between the interests of Pathlight Preparatory and an employee are unacceptable. Pathlight Preparatory recognizes your right to engage in activities outside of your employment that are of a private nature and unrelated to our business. However, you must disclose any possible conflicts so that Pathlight Preparatory may assess and prevent potential conflicts of interest from arising. Please disclose actual or potential conflicts of interest, in writing, to the Principal before the instant they are foreseeable. A potential or actual conflict of interest occurs whenever an employee is in a position to influence a decision that may result in a personal gain for the employee or an immediate family member (i.e., spouse or significant other, children, parents, siblings) as a result of the Pathlight Preparatory business dealings. If you have any question whether an action or proposed course of conduct would create a conflict of interest, you should immediately contact the Principal to obtain advice on the issue. The purpose of this policy is to protect you from any conflict of interest that might arise. A violation of this policy will result in immediate and appropriate discipline, up to and including immediate termination.

9.02 – Reporting Misconduct – Policies and Procedures

Employees at Pathlight Preparatory have an obligation/duty to students, society and the institution to report alleged employee or administrator misconduct that affects the health, safety, or welfare of a student.

1. The procedure for reporting employee or administrator misconduct is:
 - a. Contact the school's principals (in writing) of the specific nature of the alleged misconduct including information on the employee(s) involved, witness(es), and victim(s).
 - b. Retain a copy of the written allegation (which has been signed by the administrator) so that there is a written record of the date and time the report was made.
 - c. Using the Office of Professional Practices Educator Misconduct Form, the school will contact the Florida Department of Education, Office of Professional Practices Services, for all legally sufficient allegations within 30 days.
 - d. If the school has not filed an Educator Misconduct Form for an allegation you feel should have been reported, you are ethically obligated to report the incident directly.
2. **There are employee liability protections** provided under FL Statutes 39.203 and 768.095 that apply to all employees who report alleged employee or administrator misconduct. An employee cannot and will not be terminated or held liable for any suspected misconduct that they report. Pathlight Preparatory staff has an ethical obligation to the students in our program. That ethical obligation requires that staff:

- a. Shall make a reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety.
- b. Shall not unreasonably restrain a student from independent action in pursuit of learning.
- c. Shall not unreasonably deny a student access to diverse points of view.
- d. Shall not intentionally suppress or distort subject matter relevant to a student's academic program.
- e. Shall not intentionally expose a student to unnecessary embarrassment or disparagement.
- f. Shall not intentionally violate or deny a student's legal rights.
- g. Shall not harass or discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make reasonable effort to assure that each student is protected from harassment or discrimination.
- h. Shall not exploit a relationship with a student for personal gain or advantage.
- i. Shall keep in confidence personal identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.

Pathlight Preparatory prohibits confidentiality agreements with instructional personnel or school administrators who are dismissed, terminated, or resign in lieu of termination due to misconduct that affects the health, safety, or welfare of a student, and any reference provided to a potential employer in an educational setting will disclose the misconduct.

9.03 – Reporting Child Abuse

Pathlight Preparatory Employees are MANDATORY reporters of suspected child abuse, neglect and abandonment, and have an obligation and duty to students and families to report any suspected abuse. They are required to report abuse to the ABUSE HOTLINE at 1-800-96-ABUSE.

Unfortunately, child abuse, neglect and abandonment are all too frequent occurrences in today's society. In our capacities as educators or employees at an educational institution, at some point in our careers we are likely to come into contact with child abuse, neglect or abandonment. This prompts the question, "how do I recognize and deal with such a situation when it occurs?" This policy is designed to provide guidelines for reporting suspected child abuse, neglect, and abandonment.

Florida Statutes require that all school personnel report situations involving potential child abuse, neglect, or abandonment. The statute contains these definitions:

"Abuse": any willful act or threatened act that results in any physical, mental, or sexual injury or harm that causes or is likely to cause the child's physical, mental, or emotional health to be significantly impaired.

"Neglect": when a child is deprived of, or is allowed to be deprived of, necessary food, clothing, shelter, or medical treatment or a child is permitted to live in an environment when such deprivation or environment causes the child's physical, mental, or emotional health to be significantly impaired to be in danger of being significantly impaired.

“Abandonment”: a situation in which the parent or legal custodian of a child, or in the absence of a parent or legal custodian, the caregiver responsible for the child’s welfare, while being able, makes no provision for the child’s support and makes no effort to communicate with the child, which situation is sufficient to evince a willful rejection of parental obligations.

If you have a belief, concern, or thought that you have witnessed, heard, or heard about a situation possible involving abuse, neglect, or abandonment, you must do the following:

- Florida Law and School Board Policy require the reporting of all instances of suspected child abuse, molestation, and child neglect by the person **who first suspects the abuse or by the person who the child told first**.
- Report any case of child abuse to the administrators.
- There is a list of phone numbers at the end of this manual. The emergency/abuse hotline number is included on that list.

All teachers **MUST** take the Child Abuse course provided by Pathlight Preparatory.

Disclaimer: *This Employee Handbook has been formulated and established for the use and benefit of all affiliated members of PATHLIGHT PREPARATORY. This Employee Handbook does not create an employment contract. Employees are terminable at-will by Pathlight Preparatory, LLC, an entity that is an active affiliated member of Pathlight Preparatory (“PP”). Similarly, employees may resign their positions without penalty. No individual board member or employee has the authority to alter any employee’s at-will status, or guarantee an employee’s employment for a specific period of time, unless it is approved by the President/Founding Member(s) of the Organization in writing, and is signed by both the employee and the President/Founding Member(s). Pathlight Preparatory (“PP”) reserves the right to amend or withdraw any or all provisions of the Employee Handbook at any time with or without notice.*

SECTION: 10.00 JOB DESCRIPTIONS – RESPONSIBILITIES & QUALIFICATION

10.01 – Course Instructor/Classroom Facilitator Job Descriptions

Qualified Candidate Attributes:

Our qualified candidate(s) should be energetic and outgoing professional who shall support diagnosis, assessment, intervention, prevention, health promotion, program development, and staff training. Our qualified candidate(s) shall serve as a course instructor and classroom facilitator who works cooperatively with parents/guardians, faculty/staff, and external organizations, as needed, to promote the healthy development of children and families in our community. Our qualified candidate(s) shall enrich our community through a strong cross-curricular approach to create a sense of belonging that empowers students to engage daily.

Our Mission:

The Mission of Pathlight Preparatory is to value diversity, inclusion, and embrace life-long collaborative partnerships among students, teachers, and parents by fostering an optimal learning environment where students can access effective instructional modalities that nurture independent critical thinking and intrinsically motivate life-long learning that is both academically challenging and responsive to students' social and emotional needs, thereby promoting and reinforcing core values that prepare students to successfully meet the challenges of a changing world in the Twenty-First Century.

Our Vision:

The Vision for Pathlight Preparatory is to provide an engaging and relevant curriculum to students. Student individual learning needs are identified through ongoing formative assessments in order to guide appropriate and effective instructional intervention strategies that would reveal students' full potential. Pathlight Preparatory will offer a comprehensive system of supports to parents and students in order to ensure students are on track with satisfying graduation requirements and are college and career ready.

Role and Essential Duties:

- Abides by the policies and guidelines contained in the Employee Handbook.
- Educate students about self-awareness and self-esteem. Teach problem solving and conflict resolution skills.
- Collaborates with instructors, therapist, residential staff, families, administrators, and community members in order to support student success.
- Maintains consistent communication with, therapists, residential staff, families, administrators, and other personnel to maximize effectiveness of student services and supports.
- Committed to professional development and staying abreast of current changes and trends in the field of school education and student social-emotional/behavioral health.
- Plans, prepares, and oversees the implementation of academic courses.

Role and Essential Duties (continued):

- Conducts regular thorough follow-up in order determine the effectiveness of instructional methods.
- Assists in the early identification of students' academic challenges, behavior, and social-emotional concerns.
- Recognizes overt indicators of student distress or abuse and take appropriate action.
- Assists in conducting relevant in-service training for faculty and staff.
- Maintains documentation, logs, and appropriate communication in accordance with professional standards.
- Consults with parents/guardians, teachers, support staff, administrators, medical professionals, and community mental health personnel.
- Attends all appropriate organizational meetings, training, and events.
- Develops, designs, and implements academic - based support plans.
- Using various instructional strategies to actively engage students in learning.
- Adjusting instruction and curriculum in response to student needs.
- Using differentiated instructional techniques to assist all students and families in learning.
- Knowledge and ability to utilize technology for classroom instruction and assessment.
- Evaluating students through diagnostic, formative and summative assessments to ascertain direction of instruction.
- Demonstrating leadership and administrative management in the classroom.

Work to Support Students By:

- Providing one-on-one course remediation and/or small group (maximum 8 students) instruction.
- Implementing effective classroom management strategies and techniques.
- Monitoring student progress in order to ensure that proper student progression is established and maintained
- Establishing and implementing student academic support plans.
- Assisting students manage their emotions and overcome challenging situations.
- Fostering effective coping skills and strategies in learning that would inspire students to reach their full potential.
- Managing student academic course pacing and established daily, weekly, and monthly course completion standards.

Work to Support Families By:

- Providing regular updates via phone or email to families.
- Assisting families manage their emotions as it relates to student academic performance and progression.
- Maintaining periodic communication with families/caregivers.
- Facilitating collaboration by conducting student/teacher/parent meetings and/or phone conferences.

Qualifications:

In accordance with Section 1002.421 (1)(h), Florida Statutes. A potential course instructor/classroom facilitator **MUST** show proof of any of one of the following requirements:

1. Hold a Bachelor's (Baccalaureate) Degree or higher in any subject (copy of diploma or completed transcript).
2. Three or more years of K-12th grade teaching experience in public or private schools (written proof of contacting previous employer).
3. Special skills, knowledge, or expertise that qualifies the candidate to provide instruction in K-12th grade subjects (provide documentation such as certification, professional development, curriculum training, etc.). Pre-K experience and certifications would not meet this requirement.

Additional Requirements:

- Able to instruct and/or provide course facilitation in the following core subject areas:
- **English/Language Arts:** (Grammar, Reading, Writing, ect.)
- **Mathematics:** (Pre-Algebra, Algebra 1, Algebra 2, Geometry, Math for College Algebra, and Pre-Calculus)
- **Science:** (Biology, Chemistry, Earth/Space Science, Environmental Science, and Physical Science)
- **Social Studies:** (World Geography, World History, United States History, United States Government, Economics with Financial Literacy)
- **Social Science:** (Psychology and Sociology)
- Working knowledge of technology and virtual meeting programs preferred.
- A positive, open-minded, and enthusiastic attitude towards students, administration, parents, and other internal and external customers.
- Experience working with students, parents, teachers, and families.
- Well-versed in reading and writing.
- Experienced in creating and implementing (classes) social-academic learning skills programs and classroom instructions for students.
- Strong organization/time management and interpersonal skills.
- Ability to work both collaboratively and independently
- Must be able to develop high levels of trust and rapport with students, parents/guardians, and colleagues.
- A growth mindset and desire to challenge students to excel.
- An understanding of diversity and faith-based ministry.
- A vibrant, personal relationship with Jesus Christ.
- An evident love for assisting students to reach their full potential.



EMPLOYEE HANDBOOK ACKNOWLEDGEMENT OF RECEIPT FORM

By signing below I acknowledge receipt of the policies and procedures set forth in the Pathlight Preparatory Employee Handbook. Failure to comply and adhere to these policies and procedures could lead to disciplinary actions.

I, _____, (staff member) acknowledge receipt of a copy of the staff handbook. I understand that this Employee Handbook describes important information about my employment with "PP". I further understand that I am responsible for reading, understanding, and complying with the contents of this handbook, and that I should consult Human Resources Department regarding any questions about the content of this Employee Handbook or any questions about my employment that are not answered herein.

I have voluntarily entered an at-will working relationship with "PP" and I acknowledge that there is no specified length of service. Accordingly, either "PP" or I may terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law. I understand that, absent a written agreement to the contrary, no representations made or information distributed by any representative of "PP" shall be considered to alter the at-will status of my service.

I further understand that this Employee Handbook is neither a contract of employment nor a legal document, and nothing contained herein creates a contract between "PP" and me. "PP" may revise the information contained in this Employee Handbook to supersede, modify, or eliminate existing policies.

I will keep this Employee Handbook available and I acknowledge that these policies and procedures may be changed at any time. I agree to update it whenever provided with materials to do so. I understand this handbook replaces and supersedes any previous policies, written or oral. I acknowledge that this handbook is for reference purposes and is not a legal document nor is it an employment contract with the "PP" and me.

Finally, I understand that this Employee Handbook is "PP"'s property and that it must be returned to "PP" when I leave my service with "PP". If I receive an electronic version of this Employee Handbook, I agree to remove it from all electronically stored databases upon leaving "PP".

****THIS EMPLOYEE HANDBOOK IS NOT A CONTRACT NOR MAY BE INTERPRETED AS PART OF ANY CONTRACT OF OR FOR EMPLOYMENT****

_____/_____/_____
Faculty/Staff (Employee) Name (Printed) Date

_____/_____/_____
Faculty/Staff (Employee) Name (Signature) Date