

Employee Handbook

This handbook was last updated January 18th, 2018. It has been reformatted for the FY21 fiscal year.

It will be systematically updated and reviewed in FY21, after which time it will be approved by the Board.

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SECTION 1.0 – EMPLOYMENT POLICIES AND PRACTICES

Nature of Employment

Effective Date: 10/1/14

This handbook gives a general understanding of the personnel policies of Saturday Academy. It should help answer many common questions. You should review all the policies in the handbook and become familiar with them. However, this handbook cannot cover every situation or answer every question about employment at

Saturday Academy. This handbook is also not an employment contract and is not intended to create contractual obligations of any kind.

You became an employee at Saturday Academy voluntarily and your employment is at will. "At will" means that you may terminate your employment at any time, with or without cause or advance notice. Likewise, "at will" means that Saturday Academy may terminate your employment at will at any time, with or without cause or advance notice, in compliance with all applicable federal, state or local law.

Any employee who violates any of the policies contained in this handbook may be subject to disciplinary action, up to and including termination of employment.

Sometimes we may need to change, add, or cancel policies or benefits. We want you to know that this could happen and that Saturday Academy has the right to make changes. The only official changes to this handbook are changes that are authorized by the Executive Director of Saturday Academy. We will strive to let you know promptly when changes are made.

Equal Employment Opportunity (Non-Discrimination)

Effective Date: 10/1/14

Saturday Academy endeavors to provide an environment where human dignity prevails. All employees and applicants for employment are extended equal employment opportunities without regard to race, color, citizenship, religion, national origin, age, gender, marital status, sexual orientation, gender identity, disability, veteran, current or future military status, or any other status protected by applicable nondiscrimination law. Saturday Academy does not discriminate against any applicant or employee in hiring or in the terms, conditions, or privileges of employment based upon pregnancy, childbirth, or related medical conditions. If it becomes aware of the need to do so, Saturday Academy may make reasonable accommodation for the disabilities or religious beliefs of otherwise qualified individuals, unless such an accommodation would impose undue hardship on Saturday Academy.

Any employee who feels he or she has been discriminated against must promptly take the following steps:

1. Report the matter to your immediate supervisor. State the specific details of the discriminatory behavior. It is helpful if details of dates, times, places, and witnesses, if any, of the discrimination can be provided. If you are not comfortable reporting the matter to your immediate supervisor, you may instead report the matter to the Executive Director or to any other member of management.
2. If you feel that management is not appropriately resolving your complaint, you may go to the Chair of the Board, but **only** after first informing the Executive Director of your intent to do so, unless your concern relates directly to the Executive Director's conduct, in which case you may report your concern directly to the Chair.

Saturday Academy will strive to investigate all complaints promptly. The identity of the employee making the complaint, as well as the identity of the individual accused of discrimination, will be kept as confidential as reasonably possible. It is contrary to Saturday Academy's policy for a supervisor or any other employee to retaliate in any way against any employee who files a charge of discrimination or other violation of applicable law or policy or who participates in an investigation of a charge or violation of law or policy. Employees must report any such retaliatory conduct immediately to their immediate supervisor or to the Executive Director.

Except as may be required by the reasonable demands of a position (for example, a bona fide occupational qualification), compliance with a lawful affirmative action plan, government reporting, or record-keeping requirements, Saturday Academy generally will not elicit information concerning race, creed, color, religion, national origin, age, gender, marital status, sexual orientation, gender identity, disability, veteran, or current or future military status from applicants for employment. Saturday Academy will obtain information required for tax, insurance, social security, compliance with garnishment or immigration laws, or other legitimate business purposes after employment.

Immigration Law Compliance

Effective Date: 10/1/14

Pursuant to federal law, every new employee at Saturday Academy is required to complete the Employment Eligibility Verification Form I-9, and show documents that prove identity and employment eligibility. If you have questions, contact the Finance Manager.

Disability – Reasonable Accommodation

Effective Date: 10/1/14

Saturday Academy complies with the Americans with Disabilities Act (ADA) and all other applicable law regarding disability discrimination. Saturday Academy does not discriminate against any applicant or employee in hiring or in the terms, conditions or privileges of employment due to physical or mental disability. We are also committed to ensuring equal opportunity in employment for qualified persons with disabilities. We conduct all our employment practices and activities on a non-discriminatory basis.

Our hiring procedures allow for meaningful employment opportunities for persons with disabilities. Pre-employment inquiries are made only with regard to an applicant's ability to perform the essential functions of the job.

Reasonable accommodation may be available to an employee with a disability when the disability may affect the performance of job functions. When Saturday Academy becomes aware of any disability which prevents an otherwise qualified applicant or employee from performing the essential functions of a job, Saturday Academy will assess whether any reasonable accommodation would allow the person to perform the job before refusing employment or making a distinction in terms, conditions or privileges of employment because of the disability. An accommodation which creates an undue hardship on Saturday Academy or which endangers health or safety is not a reasonable accommodation. An employee who requires an accommodation in order to perform the essential functions of the job must contact their manager and request an accommodation and specify what accommodation she/he needs.

Saturday Academy is also committed to not discriminating against any qualified employee or applicant because the person is perceived to have a disability or related to or associated with a person with a disability. Saturday Academy follows all applicable state or local law that gives more protection to a person with a disability than the ADA gives.

Saturday Academy is committed to taking all other actions that are necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and any other applicable federal, state, and local laws.

Sexual & Other Unlawful Harassment

Effective Date: 10/1/14

Saturday Academy is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or slurs based on race, color, citizenship, religion, national origin, age, gender, marital status, sexual orientation, gender identity, disability, veteran, or current or future military status, or any other legally protected characteristic are prohibited. At all times, employees must treat others with dignity and respect. Any employee who engages in sexual or other unlawful harassment may be subject to disciplinary action, up to and including termination of employment.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, written, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. We will work actively to enforce our policy against harassment. The policy applies to all conduct by any supervisor, manager, coworker, subordinate, vendor, client, or customer that affects an employee's work environment.

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature may constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

If you experience or witness sexual or other unlawful harassment at work, you must report it immediately to your supervisor. If your supervisor is unavailable or you believe it would be inappropriate to discuss it with your supervisor, you must immediately contact the Executive Director or any other member of management. Saturday Academy prohibits any and all forms of retaliation against an employee because the employee reported what the employee reasonably believed to be unlawful harassment.

Saturday Academy strives to investigate all allegations of sexual harassment quickly and discreetly. To the extent reasonably possible, your confidentiality and the confidentiality of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of the investigation.

Employment Categories

Effective Date: 10/1/14

Depending on your job, you are either NONEXEMPT or EXEMPT from applicable federal and state overtime laws. If you are a NONEXEMPT employee, you may be entitled to overtime pay under the specific provisions of federal and state laws based on the specific work you perform. If you are an EXEMPT employee, you are excluded from specific provisions of federal and state wage and hour laws and are not entitled to overtime pay, regardless of the specific work you perform. Your EXEMPT or NONEXEMPT classification may be changed only with written notification to you from Saturday Academy. If you have questions about your classification, or if you believe that you have been improperly classified, you must contact your immediate supervisor.

In addition to being a Nonexempt or Exempt employee, you also belong to one of the following employment categories:

You are a **REGULAR FULL-TIME** employee if you are not a Temporary employee **AND** you are regularly scheduled to work **at least** 30 hours per week. (see Work Schedules). Regular full-time employees generally are eligible for all Saturday Academy benefit programs, subject to the terms, conditions, and limitations of each benefit program. Sometimes those benefits may be pro-rated in proportion to the hours you work. See the benefits section of this handbook for more details.

You are a **PART-TIME** employee if you are not a Temporary employee **AND** you are regularly scheduled to work **less than** 30 hours per week. Part-time employees receive all legally mandated benefits, such as Social Security and workers' compensation insurance. Part-time employees generally are not eligible for the other Saturday Academy benefit programs.

You are a **TEMPORARY** employee if you were hired as an interim replacement, or to temporarily increase our work force, or to help finish a specific project. You can only be a Temporary employee for up to six (6) months. Should you move on to another project, or stay longer than originally expected, you will normally be assigned to a different employment category, unless that new project is substantially different from that for which you were originally hired. Temporary employees receive all legally mandated benefits, such as Social Security and workers' compensation insurance, but generally are not eligible for other Saturday Academy benefit programs.

You are a **WAGE AGREEMENT** employee if you are an instructor, teacher monitor or other teaching staff. The period of your assignment and the nature of your job duties are defined by the wage agreement. Wage agreements expire at the end of their stated terms and must be renewed in order for you to receive compensation for work you do on Saturday Academy's behalf. Wage agreement employees receive all legally mandated benefits, such as Social Security and workers' compensation insurance. Wage agreement employees generally are not eligible for other Saturday Academy benefit programs.

Conflicts of Interest

Effective Date: 10/1/14

Saturday Academy prohibits all real or potential conflicts of interest. It is your duty as an employee of Saturday Academy to follow the following guidelines about conflicts of interest. If this is not clear to you or if you have questions about conflicts of interest, contact the Executive Director.

What is a conflict of interest? An actual or potential conflict of interest is when you are in a position to influence a decision or have business dealings on behalf of Saturday Academy that might result in a personal gain for you or for one of your relatives. For conflicts of interest, a relative is any person who is related to you by blood or marriage, or whose relationship with you is similar to being a relative even though they are not related by blood or marriage.

An example of a conflict of interest includes a situation where an employee occupies a position in which they may exert influence on a transaction involving purchases, contracts, leases, or any other exchange of money, assets, or services between Saturday Academy and another person or organization. If you encounter an actual or potential conflict of interest, you must tell the Executive Director as soon as possible. By telling us that there

is the possibility of an actual or potential conflict of interest, we may be able to set up safeguards to protect everyone involved.

Employees and their family members are not eligible to win prizes in raffles or other contests sponsored by Saturday Academy. The possibility for personal gain is not limited to situations where you or your relative has a significant ownership in a firm with which Saturday Academy does business. Personal gains can also result from situations where you or your relative receives a kickback, bribe, substantial gift, or special consideration as a result of a transaction or business dealing involving Saturday Academy.

Employment Applications & Personnel Data Changes

Effective Date: 10/1/14

Employees of Saturday Academy are required to be truthful and accurate at all times. It is important and sometimes required by law that Saturday Academy has certain personal information about you in our records. You need to tell us as soon as there is a change to your mailing address, telephone numbers, marital status, dependents' information, educational accomplishments, and other possibly related information. We also need to have information about who to contact in case of an emergency. Employees are responsible for ensuring that Saturday Academy has been informed of all such information, and that, at all times, such information remains current. You must contact the Finance Manager to make a change in your personal information or if you have questions about what information is required.

Outside Employment, Speaking/Training, Private Practice & Intellectual Property

Effective Date: 10/1/14

You generally may hold an outside job as long as you can satisfactorily perform at Saturday Academy and the job does not interfere with our scheduling demands. All employees except Wage Agreement employees must report outside employment or private practice to the Executive Director. You may not have an outside job that is an actual or potential conflict of interest with Saturday Academy.

Work done on Saturday Academy time or using Saturday Academy resources would not normally be expected to generate outside income for the person doing the work. Exceptions to that standard, if any, must be approved, in advance, with the Executive Director. Generally, creative or intellectual property, including teaching materials, that is (1) developed as part of your employment duties with Saturday Academy, (2) created using any Saturday Academy resources or on Saturday Academy's time, or (3) conceived, developed, or reduced to practice at any time during your employment with Saturday Academy, provided that it pertains to any of Saturday Academy's business or activities, is owned by Saturday Academy. As a condition of your employment with Saturday Academy, you acknowledge that Saturday Academy may continue to use such materials even after your employment ends. If you have any questions, contact your immediate supervisor.

Any employee who provides training or speaking engagements on behalf of Saturday Academy and who receives a stipend must turn the stipend over to Saturday Academy.

Problem Resolution

Effective Date: 10/1/14

Rev 2/1/16 (#4 only)

Saturday Academy encourages an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from Saturday Academy supervisors and management.

Saturday Academy tries hard to ensure fair and honest treatment of all employees. We expect supervisors, managers, and employees to treat each other with dignity and mutual respect at all times. We encourage employees to give positive and constructive criticism to each other. Although management retains complete discretion to deviate from it when it deems it appropriate, generally, we encourage problem resolution to follow this process:

If there is a problem between you and another employee, please discuss it first with that employee. We strongly encourage problem resolution to begin with the affected employees before it is escalated to the supervisor or others.

1. If this is not successful, or if the problem is not between you and another employee, report your concern to your immediate supervisor. If circumstances prohibit this response, report the problem to the Executive Director.
2. If you believe inadequate action is being taken to resolve your complaint, go directly to the Executive Director for resolution of your problem.
3. (Rev 12/1/16) Generally you should not approach members of the Board with personnel or performance issues. If you feel you must approach a Board member with your problem, you should notify the Executive Director first. However, if you have a serious concern that relates directly to the Executive Director's conduct and you feel you cannot discuss it with him/her, the Board Chair or his/her designate, may be approached. He/she will review the issue and give feedback or help resolve the issue with the employee but if he/she feels the issue warrants it, the employee should know that the issue may also be discussed with the Executive Director.

Open Door Policy

Effective Date: 10/1/14

All Saturday Academy employees must report to their immediate supervisor, the Executive Director, or if the activities directly involve the Executive Director, to the Chair of the Board, any activity by Saturday Academy employees that may constitute:

- Fraud
- Unethical business conduct
- Violation of local, state or federal law
- Substantial and specific danger to the employee's, another employee's, or the public's health and safety.

Saturday Academy prohibits actual or threatened retaliation, discharge, and other types of discrimination against an employee who in good faith reports such incidents as described above, including but not limited to changes in compensation or terms and conditions of employment that are made because of the disclosure of such reports. In addition, Saturday Academy prohibits actual or threatened retaliation because the employee refused to carry out a directive which the employee believed in good faith constituted fraud, an unethical business practice, or a violation of applicable local, state or federal law.

Employment Termination & Severance

Effective Date: 10/1/14

There can be many reasons why employment may terminate. The following are some of the most common reasons for termination of employment:

- Resignation - voluntary employment termination initiated by an employee.
- Discharge - involuntary employment termination initiated by the organization.
- Layoff - involuntary employment termination initiated by the organization for non-disciplinary reasons.
- Retirement - voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

We will usually schedule an exit interview upon termination. At the exit interview, we can go over such topics as your benefits, benefits conversion rights, repayment of any amounts due to Saturday Academy, or return of Saturday Academy-owned property. You may also make suggestions or comments and ask questions at the exit interview.

In the event of a termination, you will receive your final pay in accordance with applicable federal, state and local law. Subject to a release satisfactory to Saturday Academy, if you are terminated involuntarily and have worked for Saturday Academy longer than 5 years, you will receive one month's severance pay, unless your termination is the result of dishonesty, a violation of any of the policies in this employee handbook, behavior injurious to others or to Saturday Academy, or actions which could be subject to criminal prosecution.

Performance Evaluation

Effective Date: 10/1/14

We encourage you and your supervisor to discuss job performance and goals on an informal, day-to-day basis. A performance evaluation generally is done at the end of your first 90 days of employment. This introductory period is a time for you and your supervisor to talk about your job responsibilities and the performance requirements of the new job.

Written performance evaluations generally are done approximately every 12 months, at which personal performance goals and goals that tie to the mission of the organization will be developed for your position for the upcoming year. If you have not received a timely evaluation, please talk to your supervisor.

Personal Relationships in the Workplace

Effective Date: 10/1/14

When relatives or persons involved in a dating relationship work in the same organization, it may cause problems at work, and is discouraged. In addition to claims of favoritism, actual or potential conflicts of interest, and morale issues, personal conflicts from outside can sometimes carry over to work. Should such a relationship develop, it must be disclosed immediately to the Executive Director so that any changes needed, including but not limited to those in supervisory responsibilities can be made. Occasionally, a relative of a Saturday Academy staff member, or someone a Saturday Academy staff person is dating, may be employed on a temporary basis. Relatives and dating friends may also occasionally serve as Instructors and Teacher Monitors. Generally, no offer of further employment will be made in such cases without prior approval of the Executive Director. The temporary employee is prohibited from being supervised by the regular staff person to whom he or she is related or whom he or she is dating.

For this policy, we define a relative as any person who is related to you by blood or marriage, or whose relationship with you is similar to that of a relative. We define a dating relationship as a relationship that might reasonably be expected to lead to a consensual "romantic" relationship. This policy applies to all employees regardless of their gender or sexual orientation.

Saturday Academy reserves the right to take quick action if an actual or potential conflict of interest arises involving relatives or persons involved in a dating relationship.

There may also be situations when there is a conflict of interest or the potential for conflict of interest because of the relationship between employees, even if there is no direct reporting relationship or authority involved. In that case, we may separate the employees by reassignment or address the situation through other means. If you are in a close personal relationship with another employee, we ask that you avoid displays of affection or excessive personal conversation at work.

No employee-student dating, romantic, or other similar relationships are allowed under any circumstances. Any such relationship is grounds for immediate termination and may lead to criminal prosecution.

Attendance & Punctuality

Effective Date: 10/1/14

Saturday Academy employees must be reliable and punctual. You must report for work on time and as scheduled. If you cannot come to work or you will be late for any reason, you must notify your supervisor as soon as possible.

Unplanned absences can disrupt work, inconvenience other employees, and affect productivity. If you have a poor attendance record or excessive lateness, you may be subject to disciplinary action, up to and including termination of employment.

Employees who fail to report to work for two consecutive workdays without notifying Saturday Academy will be deemed to have voluntarily quit.

Business Ethics & Conduct

Effective Date: 10/1/14

We expect Saturday Academy employees to be ethical in their conduct at all times. Since employee conduct can affect our reputation and success, Saturday Academy requires employees to carefully follow all laws and regulations, and have the highest standards of conduct and personal integrity.

If you use good judgment and follow high ethical principles, you will make the right decisions. However, if you are not sure if an action is ethical or proper, you should discuss the matter openly with your supervisor. If necessary, you may also contact the Executive Director for advice and consultation.

Drug & Alcohol Use

Effective Date: 10/1/14

Saturday Academy is committed to being a drug-free, healthful, and safe workplace. Saturday Academy employees may not use, possess, distribute, sell, or be under the influence of illegal drugs, or be impaired by alcohol, while on Saturday Academy premises or while conducting any business-related activity away from Saturday Academy premises. You may use legally prescribed drugs on the job only if they do not impair your ability to perform the essential functions of your job effectively and safely without endangering yourself or others.

This policy does not prohibit the occasional provision of alcoholic beverages at special events, board meetings, celebrations or other functions where such consumption is authorized by Saturday Academy, but does require employees who partake to not be impaired at work or during such events, and not to consume alcohol to excess. Whenever you are acting in your capacity as a Saturday Academy employee, alcohol shall be consumed only when authorized as part of a Saturday Academy-sponsored event.

At all times, you are required to come to work in a mental and physical condition that will allow you to perform your job satisfactorily.

Saturday Academy employs legal means available to it to operate its business free from alcohol and drugs. Where the law permits, we reserve the right to conduct drug testing, including testing based on specific incidents giving rise to a reasonable suspicion of a policy violation, testing designed to assess an applicant or employee's fitness for duty, and post-accident testing. This list is not intended to limit the events which would require a drug test, and Saturday Academy reserves the right to test for alcohol and drug abuse for other lawful reasons. A positive test result generally will be deemed a violation of this policy, and generally will result in disciplinary action, up to and including termination. An employee does have the right not to consent to being tested. However, refusal to submit to testing when requested will result in disciplinary action, up to and including immediate termination of employment.

If you have questions about this policy or issues related to drug or alcohol use at work, you should raise your concerns with your supervisor or the Executive Director.

Smoking

Effective Date: 10/1/14

Saturday Academy prohibits smoking throughout the workplace, at Saturday Academy classes, at Saturday Academy events and any time you are in the presence of a Saturday Academy student in your role as a Saturday Academy employee.

Workplace Violence Prevention

Effective Date: 10/1/14

We are committed to preventing workplace violence and making Saturday Academy a safe place to work. This policy explains our guidelines for dealing with intimidation, harassment, violent acts, or threats of violence that might occur during business hours or on our premises at any time.

You are expected to treat your co-workers, including supervisors and temporary employees, with courtesy and respect at all times. You should not fight, play tricks on others, or behave in any way that might be dangerous to

other people. Weapons are not permitted on Saturday Academy premises or at any location where students are present, at any time.

Saturday Academy does not allow behavior at any time that threatens, intimidates, bullies, or coerces another employee, a student, a volunteer, or a member of the public. We do not permit any act of harassment, including harassment that is based on an individual's race, color, citizenship, religion, national origin, age, gender, marital status, sexual orientation, gender identity, disability, veteran, current or future military status, or any characteristic protected by applicable federal, state, or local law.

You must immediately report a threat of violence or an act of violence by anyone to your supervisor or another member of management. If you report a threat of violence, give every detail you can. Where appropriate, in cases of actual violence or threatened violence, you should immediately call 911 or contact the authorities.

You must also immediately report any suspicious person or activities to a supervisor. Do not place yourself in danger. If you are with students at the time, follow established safety protocols. If you are unsure of the particular protocols you should follow, you must immediately contact your direct supervisor and obtain clarification.

Saturday Academy strives to promptly and completely investigate all reports of violent acts or threats of violence. We also strive to promptly and completely investigate all suspicious people and activities. We will protect the identity of a person who makes a report when practical. Until we have investigated a report, we may suspend an employee, either with or without pay, if we think it is necessary for safety reasons or to do the investigation.

In order to protect Saturday Academy, its employees, students and volunteers, Saturday Academy reserves the right, pursuant to law, to conduct searches and inspections of employees' personal effects while such effects are on Saturday Academy property, including but not limited to employees' electronic devices and property rented or borrowed for the delivery of Saturday Academy services. *By accepting employment with Saturday Academy, employees expressly agree to any such searches and waive any expectation of privacy they may have in the personal effects they bring with them to work.* Computer files as well as hard copy files and materials generated in the course of employment with Saturday Academy or using any Saturday Academy equipment, including emails, whether related to employment or not, are property of Saturday Academy and are subject to search. Searches may be conducted without prior notice to the employee; however, except in an emergency involving safety, searches generally will be pre-authorized by the Executive Director. Whenever possible, the Executive Director or his/her designee shall be present at a search; in an emergency involving safety, the Saturday Academy employee in charge of the situation has the authority to conduct the search and shall report it immediately to the Executive Director. The Executive Director shall report any search to the Board of Directors. Any illegal and unauthorized articles or material discovered during a search may be taken into custody and may be turned over to law enforcement representatives. Any Saturday Academy employee who refuses to submit to a valid search or is found in possession of prohibited articles will be subject to disciplinary action, up to and including termination.

If you commit a violent act, threaten violence, or violate these guidelines in another way, you may be subject to disciplinary action, up to and including termination of employment.

If you are having a dispute with another employee, we encourage you to talk with your supervisor or the Executive Director.

SECTION 2.0 - COMPENSATION

Paydays

Effective Date: 10/1/14

All employees generally are paid monthly on the last business day of the month. Each paycheck includes pay for all work performed through the end of the month.

If a payday falls on a weekend or holiday, you generally will be paid on the last workday before that payday.

Saturday Academy has a direct deposit program. Direct deposit means that we will deposit your pay directly into your bank account. On paydays, instead of a check, you will get a statement explaining how much you were paid and noting the withholding amounts. If you need a paper check rather than using direct deposit talk to the Finance Manager for special arrangements.

Salary Administration

Effective Date: 10/1/14

We are committed to paying appropriate wages that are based on the requirements and responsibilities of each employee's particular job and responsibilities.

Compensation for each job is based on several relevant factors. The factors include, but are not limited to, the essential duties and responsibilities of the job and the employee's experience and job history. We periodically review our salary schedule and change it as necessary. We may give incentive bonuses depending on the overall financial health of Saturday Academy and based on each employee's individual contributions to the organization.

If you have a question about compensation in your area or for your job, talk with your supervisor. If you have a question about Saturday Academy's salary administration, contact the Finance Manager.

Overtime & Compensatory Time

Effective Date: 10/1/14

There may be times when we ask our non-exempt employees to work overtime. No overtime can be worked without the approval and authorization of the supervisor in advance. There may be times you will be asked to work a different schedule in order to avoid the accumulation of overtime hours.

Non-exempt employees will receive overtime pay in accordance with all applicable federal and state wage and hour laws. Generally, you may be entitled to overtime pay when you are authorized to work and actually perform work for more than 40 hours in one seven-day "work week." Overtime pay is based on the actual hours worked. For this reason, time off for sick leave, vacation, and other paid or unpaid leaves of absence are not counted as hours worked when calculating overtime pay.

Rest & Meal Periods

Effective Date: 10/1/14

It is Saturday Academy's policy to provide nonexempt full-time employees with one paid rest period of at least ten minutes for every four hours worked, including every "major portion" thereof (*i.e.*, an additional period of work exceeding two hours). If you are a full-time nonexempt employee, you generally will have 2 rest periods each workday. When possible, rest periods will be scheduled in the middle of work periods. Rest time is counted and paid as time you worked.

It is also Saturday Academy's policy to provide at least one unpaid meal period of at least 30 minutes for nonexempt employees who work at least six hours in a work period. All full-time employees will have one meal period each workday. Meal periods generally occur in the middle of your work period; please schedule your meal period to accommodate operating requirements. During meal periods, you are not subject to any work responsibilities or restrictions. You are not paid for meal period time.

SECTION 3.0 – EMPLOYEE BENEFIT AND LEAVE POLICIES

Employee Benefits

Effective Date: 10/1/14

Saturday Academy gives eligible employees many benefits. Some benefits are required by law and cover all eligible employees.

The following benefit programs, which are discussed further below, generally are available to eligible employees:

- Bereavement Leave
- Family Leave
- Dental Insurance
- Health Insurance
- Paid Holidays
- Jury Duty Leave
- Medical Leave
- Personal Leave
- Sick Leave Benefits
- Vacation Benefits
- Disability Insurance
- 401(k) plan

Holidays

Effective Date: 10/1/14

Eligible Employees: Regular Full Time

Saturday Academy generally gives paid time off to eligible employees on the following holidays:

- New Year's Day (January 1)
- Martin Luther King Day (third Monday in January)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving (fourth Thursday in November)
- Day after Thanksgiving

- Christmas (December 25)
- 2 Floating Holidays of your choice

Eligible employees generally will be paid for holiday time off. In those cases, your holiday pay will be calculated at your straight time pay rate as of that holiday multiplied by the number of hours you would normally have worked that day.

If a recognized holiday falls on a Saturday, Saturday Academy generally will observe it on the Friday before the holiday. If a recognized holiday falls on a Sunday, Saturday Academy generally will observe it on the Monday after the holiday.

If you are eligible for paid holidays and on the holiday you are on a paid absence, such as vacation or sick leave, you generally will get holiday pay instead of the paid time off pay you would have received.

We do not count holiday paid time off as hours worked when calculating overtime.

Vacation Benefits

Effective Date: 10/1/14

Eligible Employees: Regular Full Time

Saturday Academy offers vacation time off with pay to Regular Full Time employees (at least .75 FTE). You begin accruing vacation upon employment. You may begin taking vacation time after 90 days. If you leave the company before 90 days is up, accrued vacation will not be paid to you. You may not take vacation in excess of your accrued hours to date.

The amount of paid vacation time you receive each year depends on how long you have been working. Below is the schedule for accruing vacation, unless otherwise agreed in writing by the employee and the Executive Director. (Employees working less than 1.0 FTE earn paid vacation at a pro-rated rate.)

- Upon initial eligibility the employee is entitled to **10** vacation days each calendar year, accrued monthly at the rate of 6.67 hours per month.
- After 2 years of eligible service the employee is entitled to **15** vacation days each calendar year, accrued monthly at the rate of 10 hours per month.
- After 5 years of eligible service the employee is entitled to **20** vacation days each calendar year, accrued monthly at the rate of 13.33 hours per month.

For the purposes of determining the rate at which you accrue vacation, we calculate the length of your eligible service on the basis of a "benefit year." A "benefit year" is the 12-month period that begins when you start earning vacation time. Your benefit year may be extended for any significant leave of absence except military leave of absence. (Military leaves do not affect the benefit year calculation.) See the leave of absence policies in this handbook for information on how each type of leave affects vacation accruals.

Both non-exempt staff and exempt staff **may not take less than one-half day vacation** at a time. To schedule your vacation time, you should first ask for advance approval from your supervisor. Each request will be reviewed based on a number of factors, including our business needs and staffing requirements.

You will be paid for vacation time off at your base pay rate as of the time of the vacation. Vacation pay does not include overtime or any special forms of compensation.

We encourage you to use your available paid vacation time for rest and relaxation. If you do not use your available vacation by the end of the calendar year, you may carry over the unused time to the next calendar year. If the total amount of your unused vacation time reaches the "cap" amount, you temporarily stop accruing vacation. The "cap" amount is 180 hours. When you take vacation again and your total accrued amount falls below the cap, you will start accruing vacation again.

If your employment terminates any time after your first 90 days of employment, you will be paid for any unused vacation time that has been earned through your last day of work, up to a maximum of 80 hours.

Sick Leave Benefits

Effective Date: 10/1/14

Eligible Employees: Regular Full Time – Plan A; Part Time, Temporary or Wage Agreement – Plan B

Plan A provides paid sick leave benefits to Regular Full Time employees. Plan A employees begin earning paid sick time immediately upon employment. You may begin taking your earned sick time immediately. You will accrue sick leave benefits at the rate of 12 days per year, pro-rated based on percentage of FTE.

Plan B provides paid sick leave benefits to Part Time, Temporary and Wage Agreement employees, who work more than 240 hours in a calendar year. Plan B employees begin earning paid sick time immediately upon employment, but benefits cannot be used until after the first 90 days of employment and after the employee has reached 240 hours of work for the year. Plan B employees accrue sick leave benefits at the rate of one hour of sick time for every 30 hours worked.

Sick leave benefits are calculated on the basis of a "benefit year." A "benefit year" is the 12-month period that begins when you start earning sick leave. Sick leave benefits are calculated on the basis of a "benefit year."

Employees may use sick time in hourly increments.

You may use sick leave benefits to be absent for any of the following qualifying absences: 1) diagnosis, care, or treatment of yourself or your family member (child, parent, domestic partner, or spouse) for mental or physical illness, injury or health condition including but not limited to pregnancy, childbirth, post-partum care, and preventative medical care; 2) purposes described in ORS 659A.272 (Domestic Violence, Harassment, Sexual Assault, or Stalking); 3) absences due to closure of our workplace, or the school or place of care of your child, by order of a public official due to a public health emergency, care of a family member when a lawful public health authority or health care provider that the family member's presence in the community would jeopardize the health of others, or any law or regulation requiring your exclusion from the workplace for health reasons.

If you are ill and cannot report to work but have used all available sick leave, vacation time must be used instead. This is not relevant if the illness qualifies for Family Medical Leave. Saturday Academy does not have a mechanism to continue employment when an employee cannot work, has neither sick leave nor vacation time available and does not qualify for FMLA. Approval for a leave without pay will be at the discretion of the Executive Director.

If you cannot report to work because of an illness or injury, you should notify your supervisor before the scheduled start of your workday, if possible. Your supervisor must also be contacted on each additional day of absence.

If you are absent for three or more consecutive days due to illness or injury, we may ask for documentation that states you are ill or injured, when it began, and when you should be able to return to work. These could include, but are not limited to: 1) documentation signed by a licensed health care provider, 2) documentation for victims of domestic violence, harassment, sexual assault, or stalking as provided in ORS 659A.280(4), or 3) a signed personal statement that the sick leave was for a purpose noted above.

Your sick leave benefits will be calculated based on your base pay rate at the time of your absence. Plan A employees may accumulate unused sick leave benefits until you have accrued 180 hours of sick leave. If your unused sick leave reaches this maximum, you will temporarily stop accruing sick leave. When you start using sick leave again and the total accrued sick leave falls below 180 hours, you will start accruing sick leave again. Plan B employees may take no more than 40 hours of sick leave in a year once they have reached 240 hours of work for that year. Plan B employees may accumulate unused sick leave benefits until you have accrued 40 hours of sick leave. If your unused sick leave reaches this maximum, you will temporarily stop accruing sick leave. Once your accrued sick leave falls below 40 hours, you will start accruing sick leave again. For purposes of accumulating sick leave, you only need to meet the 240 hour requirement once. You do not need to meet this requirement in subsequent years to either earn, carry over, or use your sick leave.

Sick leave benefits are meant to provide income protection in the case you are ill or injured. They may not be used for any other absence. You will not be paid for unused sick leave benefits while you are employed and you will also not be paid for unused sick leave benefits when your employment terminates.

Workers' Compensation Insurance

Effective Date: 10/1/14

Eligible Employees: All Employee Categories

The workers' compensation program covers injuries or illnesses that might happen during the course of your employment that require medical, surgical, or hospital treatment. Subject to legal requirements, workers' compensation insurance begins after a short waiting period, or if you are hospitalized, the benefits begin immediately.

You must tell your supervisor immediately about any work-related injury or illness, regardless of how minor it might seem at the time. Prompt reporting helps to make sure that you qualify for coverage as quickly as possible and allows us to investigate the matter promptly.

Health & Dental Insurance

Effective Date: 10/1/14

Eligible Employees: Regular Full Time

In general, our health insurance plan offers medical, prescription, alternative care and dental benefits to Regular Full Time employees and their dependents. New employees are eligible for health insurance beginning the first day of the month after they have worked a full calendar month at SA. For example, an employee who started in January (no matter which day of the month) would be eligible for insurance March 1.

When you become eligible for health insurance, you will receive a plan description, summary of benefits and rate information. Nothing in this employee handbook confers a right to receive any particular benefits; all benefits are governed by separate plan documents and may be changed at any time or be eliminated. We will keep you informed of any changes. If you have questions about our health insurance plan, contact the Finance Manager for more information.

Long-term Disability

Effective Date: 10/1/14

Eligible Employees: Regular Full Time

In general, Regular Full Time employees are automatically covered by long term disability insurance, at no cost to the employee. However, coverage may change from time to time or be eliminated. We will keep you informed of any changes. If you have questions about our insurance plan, contact the Finance Manager for more information.

New employees are eligible for long term disability insurance beginning the first day of the month after they have worked a full calendar month at SA. For example, an employee who started in January (no matter which day of the month) would be eligible for insurance March 1.

401(k) Plan

Eligible Employees: Regular Full Time, Part Time

Regular Full Time employees and Part Time employees working at least 20 hours/week (.5FTE) are eligible to participate in Saturday Academy's 401(k) plan immediately upon being hired. Unless an employee opts out of this plan in writing, 3% of salary will be put into the 401(k) plan, and Saturday Academy will match that 3%. Employees are free to contribute more than 3% if they choose to do so, up to the maximum allowed by law. Employees are fully vested from their entry into the plan. Employer discretionary matching contributions are determined by the Board of Directors and may change based on its decisions. Contributions, under current regulations governing TSA's, are not taxed at the time they are earned. The Summary Plan Description for Saturday Academy Tax Sheltered Annuity Retirement Plan is the sole document governing all aspects of this benefit, and is available from the Finance Manager. Nothing in this employee handbook confers any particular rights or benefits relating to the 401(k) plan.

Medical Leave

Effective Date: 10/1/14

Eligible Employees: Regular Full Time, Part Time

Saturday Academy provides unpaid medical leaves of absence to Regular Full Time and Part Time employees who become temporarily unable to work due to a serious health condition or disability. For medical leave purposes, a serious health condition or disability includes an illness, injury, impairment, or physical or mental condition that requires inpatient care in a hospital, hospice, or residential medical care facility. It also includes continuing treatment by a health care provider for chronic conditions, permanent, long-term, or terminal illnesses, and conditions requiring multiple treatments. It also includes temporary disabilities associated with pregnancy, childbirth, and related medical conditions.

Eligible employees may request medical leave only after they have completed 180 calendar days of employment during which the employee worked an average of at least 25 hours per week. To accommodate disabilities covered by state or federal law, we may make exceptions to this rule; exceptions will be determined on a case-by-case basis and only for lawful, business-related reasons. If you think you will need a medical leave, please give your request to your supervisor or the Executive Director at least 30 days before the leave would start, if possible. This will help us plan for your possible absence. If it is an unexpected situation, make your request as soon as possible.

We may require a health care provider's certification verifying that you need a medical leave, when the leave would start and the expected end dates. You are responsible for telling us if that information changes later. Before you can return to work, we may require verification from a health care provider that says you are fit to return.

Unpaid medical leaves are normally for the period of the health condition, up to a maximum of 12 weeks within any 12 month period. Subject to applicable law, the 12 week maximum applies to any combination of both medical leave and family leave during any 12 month period.

If you sustain a work-related injury, you may be eligible for a medical leave for the period of disability in accordance with the laws covering occupational disabilities. Subject to the terms, conditions, and limitations of the applicable plans, Saturday Academy will continue to provide your health insurance benefits for the full period of an approved medical leave. Benefits based on time actually worked, such as vacation, sick leave, or holiday benefits, will not accrue during a medical leave. When you return from leave, the benefits will start accruing again.

If possible, please give us at least two weeks' advance notice before you plan to return.

If you do not come back to work at the end of a medical leave, we will assume that you have resigned.

Family Leave

Effective Date: 10/1/14

Eligible Employees: Regular Full Time, Part Time

Saturday Academy provides unpaid family leaves of absence in accordance with state and federal law to Regular Full Time and Part Time employees, and to all other employees who may be entitled to leave under those laws. In general, these laws allow for unpaid time off to eligible employees to meet family obligations that are directly related to a covered family member's serious health condition and for childbirth, adoption, or placement of a foster child; or to care for a child, spouse, partner, or parent with a serious health condition. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility; or continuing treatment by a health care provider.

Covered family members include a spouse, same sex domestic partner, parent, parent-in-law (including the parents of same-sex domestic partners), grandparent, grandchild, child, stepchild, or child of the employee's same sex domestic partner.

Eligible employees may request family leave only after they have completed 180 calendar days of employment during which the employee worked an average of at least 25 hours per week. If you think you will need a family

leave, please give your request to your supervisor or the Executive Director at least 30 days in advance of the date the leave would start, if possible. This will help us plan for your possible absence. If it is an unexpected situation, make your request as soon as possible.

If you request family leave due to the serious health condition of a child, spouse, partner, or parent, you may be required to submit a health care provider's statement verifying the need for a family leave, the start and expected end dates, and the estimated time required.

Generally, an eligible employee may request up to a maximum of 12 weeks of family leave within any 12 month period. Subject to certain exceptions which allow for more leave, the 12 week maximum applies to any combination of both family leave and medical leave during any 12 month period

Subject to the terms, conditions, and limitations of the applicable plans, Saturday Academy will continue to provide health insurance benefits for the full period of an approved family leave. Benefits based on time actually worked, such as vacation, sick leave, or holiday benefits, will not accrue during a family leave. When you return from leave, the benefits will start accruing again.

If possible, please give us at least two weeks advance notice before you plan to return.

If you do not come back to work at the end of a family leave, we will assume that you have resigned.

Bereavement Leave

Effective Date: 10/1/14

Eligible Employees: Regular Full Time, Part Time

Saturday Academy provides up to two weeks of bereavement leave to employees who need to take time off because a covered family member died. The leave must be taken within 60 days of the employee receiving notice of the covered family member's death. To ask for bereavement leave, see your supervisor in advance of taking the leave, if possible. Three of the days will be paid; the remainder may be taken as sick leave or vacation, or be unpaid. For bereavement leave, "covered family member" has the same meaning as with Family Leave, above. We will also consider requests for bereavement leave if someone else dies who was as close to you as an immediate family member.

Work Schedules, Flex Time & Working from Home

Effective Date: 10/1/14

The normal work schedule for all Saturday Academy employees is 8 hours a day, 5 days a week. Your supervisor will tell you what time your work schedule will normally start and end. From time to time, our staffing needs and work demands may require that we change the starting and ending times of work schedules.

Exempt Employees: In order to maximize our availability to our customers, to other staff members and to the businesses we work with, exempt employees are expected to perform their duties primarily Monday through Friday between the hours of 7:00 am and 6:00 pm.

It is the policy of Saturday Academy to make reasonable accommodation to people's family circumstances, and to provide such accommodations where required by applicable federal, state, or local law. Consequently,

flexible schedules and working from home may be arranged on an individual basis, with the approval of the Executive Director.

Jury Duty

Effective Date: 10/1/14

Eligible Employees: Regular Full Time

Saturday Academy encourages you to fulfill your civic responsibilities by serving jury duty if you get a summons. Regular Full Time employees may request up to two weeks of paid jury duty leave annually.

If you are eligible for jury duty, you will be paid at your base rate of pay for the number of hours you would normally have worked that day. If you receive payment for jury duty from the court, you are not required to give it to Saturday Academy. If you stay on jury duty longer than paid jury duty allows, you may use any available paid time off benefits you have, such as vacation, to be paid for the unpaid jury duty leave. If you get a jury duty summons, show it to your supervisor as soon as possible. This will help us plan for your possible absence from work. We expect you to come to work whenever the court schedule permits. Subject to the terms, conditions, and limitations of the applicable plans, Saturday Academy will continue to provide health insurance benefits for the full period of unpaid jury duty leave. Benefits based on time actually worked, such as vacation, sick leave, or holiday benefits, will accrue during both paid and unpaid jury duty leave.

Military Leave

Effective Date: 10/1/14

Saturday Academy will grant military leaves of absence if you are absent from work because you or a relative are serving or have served in the U.S. uniformed services, in accordance with the rules and requirements of the Uniformed Services Employment and Reemployment Rights Act (USERRA), FMLA, and the Oregon Military Family Leave Act. You must give your supervisor advance notice of upcoming military service, unless military necessity prevents advance notice or it is otherwise impossible or unreasonable.

You will not be paid for military leave. However, you may use any earned vacation time during your leave to help pay for the leave. Continuation of health insurance benefits may be available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which you are otherwise eligible. Benefits based on time actually worked, such as vacation, sick leave, or holiday benefits, will not accrue during a military leave. When you return from leave, the benefits will start accruing again.

If you are on military leave for up to 30 days, you must return to work on the first regularly scheduled work period after your service ends (allowing for reasonable travel time). If you are on military leave for more than 30 days, you must apply for reinstatement in accordance with USERRA and other applicable federal, state, and local laws.

When you return from military leave (depending on the length of your military service in accordance with USERRA), you will be placed either in the position you would have attained if you had stayed continuously employed or in a comparable position. For the purpose of determining benefits that are based on length of service, you will be treated as if you had been continuously employed.

If you have questions about military leave, contact the Finance Manager for more information.

SECTION 4.0 – GENERAL RULES

Customer Relations

Effective Date: 10/1/14

Our students, parents, donors, instructors, Board members and volunteers are very important to us. When we use the term "customers", we are referring to any student, parent, donor, volunteer, or anyone not an employee of Saturday Academy with whom we interact. Every employee represents Saturday Academy to the public, who judge all of us by how we treat them. Nothing is more important than being courteous, friendly, prompt, and helpful to everyone.

Your contacts with the public, your telephone manners and any communications you send to people reflect not just on you but also on the professionalism of Saturday Academy. Good customer relations can build greater support for our mission.

Safety

Effective Date: 10/1/14

Safety is a top priority at Saturday Academy. We want Saturday Academy to be a safe and healthy place for students, employees, customers, and visitors. The Director of Operations is responsible for implementing, administering, monitoring, and evaluating the safety program for employees. Each program director is responsible, in addition, for implementing specific safe practices in his or her program.

Instructors and Teacher Monitors will receive detailed safety information from their respective programs. In general, any employee who works with children in laboratory settings will be expected to follow those safety procedures which are standard for the type of lab being used; whenever students are transported, seat belts shall be used at all times; and instructors are expected to follow all procedures related to dismissing students at the end of class and for rest room breaks for younger students. If you are unsure of the particular safety protocols you must follow, you must promptly contact your immediate supervisor. Failure to follow these or any other applicable safety procedures may result in discipline, up to and including termination.

No employee shall carry a weapon of any type, with or without permit, while performing duties for Saturday Academy. If a weapon is required as part of an instructional activity, written exception must be obtained, signed by the Executive Director before the employee brings the weapon onto a Saturday Academy facility or to a Saturday Academy-sponsored event.

You must tell the Finance Manager or the appropriate supervisor immediately about any accident that causes an injury, no matter how minor, to yourself, a co-worker, a volunteer or, most importantly, a student. When you report it quickly, we can promptly begin to investigate the accident, follow the law, and start insurance and worker's compensation processing. When a student is involved, it is essential that we be informed immediately so we can contact parents in time for them to make treatment decisions for their child.

Emergency Closures

Effective Date: 10/1/14

There may be times when emergencies, such as severe weather, fires, power failures, or earthquakes, disrupt normal business operations at Saturday Academy. We may even have to close the office or cancel classes. We will ask local radio and/or television stations to announce closures and cancellations. See the annually distributed emergency closure memo for more details on where to find closure information.

When we are officially closed due to emergency conditions, you will be paid for the time off, unless notified otherwise.

If an emergency closing is not authorized and you do not report for work, you may request to use any available paid time off you have. See the annually distributed emergency closure memo for additional information about staying home when a closure is not officially announced.

Use of Phone & Mail Systems

Effective Date: 10/1/14

Personal use of the telephone while at Saturday Academy should be kept to a minimum. Personal long distance calls on Saturday Academy business phones are not allowed except in an emergency. Any such calls must be reimbursed.

Saturday Academy postage (stamps or metering) is intended for use on official business-related mail. If personal mail is sent using Saturday Academy postage it must be reimbursed.

Internet Use

Effective Date: 10/1/14

Saturday Academy provides you with Internet access to help you do your job. This policy explains our guidelines for using the Internet. Internet usage is intended for job-related activities but short, occasional personal use is allowed as long as you keep it within reasonable limits.

All Internet data that is written, sent, or received through our computer systems or network is part of official Saturday Academy records. That means that we can be legally required to show that information to management, law enforcement or other parties. Therefore, you should always make sure that the business information contained in Internet email messages and other transmissions is accurate, appropriate, ethical, and legal.

The equipment, services, and technology that you use to access the Internet are the property of Saturday Academy. Therefore, we reserve the right to monitor how you use the Internet. We also reserve the right to find and read any data that you write, send, or receive through our online connections or is stored in our computer systems. You have no expectation of privacy in any information you create, use, or send using a Saturday Academy computer, email system, or other electronic service or device.

You may not write, send, read, or intentionally receive data through the Internet that contains content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person.

Examples of unacceptable content include (but are not limited to) sexual comments or images, racial slurs, gender-specific comments, or other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

Saturday Academy does not allow the unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet.

No programs may be put onto a computer workstation without the approval of the Director of Operations.

Questions about appropriate use of the Internet can be referred to the Executive Director.

Computer, Email, & Social Media Usage

Effective Date: 10/1/14

To help you do your job, you may have access to Saturday Academy computers, computer files, the email system, and software. You may not use a password, access a file, or retrieve any stored communication without authorization. Saturday Academy reserves the right to monitor computer and email usage.

You may not use email to ask other people to contribute to religious or political causes, outside organizations, or any other non-business entity.

Saturday Academy buys and licenses computer software for business purposes. We do not own the copyright to this software or its documentation. Unless the software developer authorizes us, we do not have the right to use the software on more than one computer.

Social media can take many different forms, including internet forums, blogs and microblogs, online profiles, wikis, podcasts, pictures and video, email, instant messaging, music-sharing, and voice over IP. Examples of social media applications are LinkedIn, Facebook, MySpace, Wikipedia, YouTube, Twitter, Yelp, Flickr, Second Life, Yahoo groups, Wordpress and ZoomInfo.

When you are participating in social networking, you are representing both yourself and Saturday Academy. It is not our intention to restrict your ability to have an online presence and to mandate what you can and cannot say. Bearing that in mind, below are several social media policy guidelines that you should keep in mind at all times:

- Do not post any financial, confidential, otherwise sensitive information about Saturday Academy or any of our customers, students, employees, employment candidates, or that is otherwise not subject to or appropriate for disclosure.
- Do not engage in name-calling or behavior that may reflect negatively on your or Saturday Academy's reputation. Do not post obscenities, slurs, or personal attacks that can damage both your reputation as

well as that of Saturday Academy. Employees are at all times expected to treat others with dignity and respect.

- As a Saturday Academy employee, be aware that you are responsible for the content you post and that information remains in cyberspace forever.
- Use privacy settings when appropriate. Remember, the Internet is immediate and nothing posted is ever truly private, nor does it expire.
- If you see unfavorable opinions, negative comments, or criticism about you or Saturday Academy, do not try to have the post removed or send a written reply that may escalate the situation. Forward this information to your supervisor.
- If you are posting to personal networking sites and are speaking about job-related content or about Saturday Academy, identify yourself as a Saturday Academy employee and use a disclaimer to make it clear that these views are not reflective of the views of Saturday Academy, e.g., “The opinions expressed on this site are my own and do not necessarily represent the views of Saturday Academy.”
- Be respectful of others. Think of what you say online in the same way as statements you might make to the media, or emails you might send to people you don’t know. Stick to the facts; try to give accurate information and correct mistakes right away.
- Do not infringe on copyrights or trademarks. Don’t use images without permission, and cite where you saw information if it is not your original work.
- Be aware that you generally are not anonymous when you make online comments. Information on your networking profiles is published in a very public place. Even if you post anonymously or under a pseudonym, your identity can still be revealed.
- We may monitor publicly available content on the web and reserve the right to remove posts that violate this policy.
- Users who violate this policy may be subject to discipline, up to and including termination of employment.

Nothing in this policy or any other policy in this handbook should be construed or applied to prohibit employees’ rights under the National Labor Relations Act.

Solicitation

Effective Date: 10/1/14

Saturday Academy does not allow people who are not employees to solicit or distribute literature in the workplace without the prior consent of management. Saturday Academy reserves the right to refuse any solicitation within the workplace.

We realize that many employees participate in events and organizations outside work. However, during working time, employees may not solicit for these activities or distribute information about them. Working time does not include lunch periods, work breaks, or any time when you are not scheduled to be working.

These are examples of the types of solicitation that we do not allow, and is not intended to be an all-inclusive list:

- The collection of money, goods, or gifts for religious groups
- The collection of money, goods, or gifts for political groups
- The sale of goods, services, or subscriptions outside the scope of official organization business, unless it is on behalf of another non-profit organization

- The circulation of petitions
- The solicitation of memberships, fees, or dues

Employees may put information on our bulletin boards without the prior consent of management, but management reserved the right to remove literature it deems offensive, disruptive to the work environment or otherwise inappropriate.

Personal Appearance

Effective Date: 10/1/14

As representatives of Saturday Academy, employees are expected to exhibit a clean, well-groomed, professional appearance. Saturday Academy is usually a "business casual" environment, but employees are expected to dress more formally for fundraising and donor cultivation events.

Business Travel Expenses

Effective Date: 10/1/14

We will reimburse you for reasonable business travel expenses if the travel expenses are approved in advance. After a trip is approved, you are responsible for making your own travel arrangements.

We reimburse approved travel expenses such as travel, meals, lodging, and other expenses as long as they were necessary to meet the objectives of the trip. We do not reimburse for mini-bar charges, movie rentals or other optional expenses. One alcoholic beverage per day is reimbursable if consumed by you in a restaurant with a meal. Reimbursements for mileage are based on the federal rate as published by the Internal Revenue Service. You are expected to keep expenses within reasonable limits. If you need guidance on reasonable expectations, please check with the Executive Director.

If you are involved in an accident while on business travel, immediately report the accident to your supervisor. There may be times when you want to have a family member or friend come with you on a business trip. There may also be times when you want to combine a business trip with personal travel. You are responsible for any expenses related to the personal portion of the trip or for your companion.

When a business trip is over, submit your completed travel expense report to the Finance Manager by the end of each month. With your expense report, you must also submit receipts for every expense item.

See the Finance Manager for help and questions about business travel, expense reports, or any other travel issues.

Media Response

Effective Date: 10/1/14

Positive publicity about Saturday Academy and its work is valuable for creating community awareness of Saturday Academy, for raising staff morale, and for fund raising and volunteer recruitment.

Information about Saturday Academy must be accurate, up-to-date and consistent. Requests for information about Saturday Academy coming from media shall be referred directly to the Executive Director, or the Board

Chair. Whenever possible, the Executive Director or the Board Chair will be the designated spokesperson for Saturday Academy. The Executive Director or Chair may designate other staff members or Board members to speak on certain occasions. The staff and volunteers may release to the media information about Saturday Academy that is contained in the brochures, newsletters or other widely distributed non-confidential material. In addition, designated staff may be called upon to address the media at various times. Confidential information about Saturday Academy, its policies, personnel, finances and its program participants shall not be released to the media or to any other unauthorized person or entity.

The heart of Saturday Academy is the people it serves, and so it can be assumed that media wishing to do news features about Saturday Academy from time to time will want to interview program participants. In such cases, staff will work with the Executive Director to identify a student who might be suitable for a media interview.

No information about a student shall be released to the media at any time unless the student's parent or guardian has signed the appropriate media release.

Recycling

Effective Date: 10/1/14

We want to help the environment by recycling at Saturday Academy. We are committed to buying, using, and disposing of products and materials in the best ways for the environment.

Whenever possible, we encourage you to buy products for work that contain recycled or easily recyclable materials. If you have any questions or new ideas and suggestions for the recycling program, contact the Director of Operations.

