

# Employee Handbook

## 2018-2019

Regional Administrative Office:

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Kansas City, MO 64111

Primary Grades Campus:

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Kansas City, MO 64111

[www.cwckansascity.org](http://www.cwckansascity.org)

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## Welcome!

Dear Citizens of the World Kansas City Faculty and Staff Team,

Citizens of the World Kansas City ("CWCKC") is fortunate to have you as the faculty and staff for our third year serving the children and families of Midtown, KC. Building from the strong base we have developed, this year we will focus on fulfilling our mission, solidifying our instructional model, serving our students from K-3<sup>rd</sup>, beginning our thinking about continued growth through middle school. Through all our efforts we will be focused on supporting each other in all our work by living our core values and operating norms. Thank you for all that you do and all that you bring to our team.

This Handbook outlines the mission, core values, operating norms and policies that define the working relationships and processes of our CWCKC team. It is designed to provide you with an overview of our approach to our work and details about our employment guidelines. Although this Handbook is not intended to be an exclusive or comprehensive policies and procedures manual, we hope that it will serve as a useful reference document for all CWCKC employees throughout their employment here.

Please use this Handbook as a resource. If you ever have an idea about how to improve what is contained in this Handbook, your thoughts and suggestions are welcome. We look forward to our year together in 2018-2019 as we continue to grow Citizens of the World Kansas City together.

Sincerely,

A handwritten signature in black ink, appearing to read "Kristin L. Droege". The signature is fluid and cursive, with the first name "Kristin" and last name "Droege" clearly legible.

Kristin L. Droege, Ph.D.

Executive Director

## Introduction/Disclaimers

The purpose of this Staff Handbook (the "Handbook") is to provide information regarding the Human Resource policies and procedures of Citizens of the World Kansas City ("CWCKC" or the "school"). We hope that the information will support you in your efforts to create an environment of growth, self-reflection, and joy as we achieve our mission together.

This Handbook is a guide; it is not meant to serve as a contract of employment, either express or implied, for any specific duration. Employment at CWCKC is at-will and can be terminated at any time without notice, with or without cause, by either the employee or the school.

CWCKC retains necessary flexibility in the administration of its policies, procedures and benefits. While this Handbook contains the employment policies and practices of the school in effect at the time of publication, CWCKC reserves full discretion to add to, modify, or eliminate provisions of this Handbook. CWCKC also reserves the right to interpret any of the provisions set forth in this Handbook in any manner it deems appropriate. This Handbook supersedes and replaces all previous personnel policies, practices, and procedures. Any written changes to the Handbook will be distributed to all employees. No verbal statements can in any way alter the provisions of this Handbook.

Additionally, employment and/or possession of this Handbook does not necessarily make employees eligible for the various benefits described herein. Employees may need to satisfy certain eligibility requirements before obtaining coverage. In some instances, state or federal laws may impose certain requirements in addition to those stated as school policy. In any situation where insurance or other benefit plans are concerned, the official plan documents and insurance contracts will always prevail over statements contained in this Handbook.

This Handbook is the property of CWCKC and it is intended for professional use and reference by its employees. Circulation of this Handbook outside of the school requires the prior written approval of the CWCKC Executive Director.

Lastly, employees must sign one copy of the acknowledgement form at the end of this Handbook, tear it out, and submit it to the Regional Administrative Office. This will provide verification that each employee has received this Handbook.

## About Us

### CWC Schools

CWCKC is part of the Citizens of the World Charter Schools network of schools. Although CWCKC is an independent nonprofit organization, CWCKC partners closely with Citizens of the World Charter Schools (CWC Schools).

CWC Schools network is a non-profit organization that:

- 1) Enables individual CWC schools to access national resources and knowledge to supplement their good work, and
- 2) Ensures that while nearly all decisions affecting students are made at the local CWC school level, all schools adhere to fundamental CWC values: all students performing at high levels, children of all backgrounds learning together, and community building.

The mission of CWC Schools is to impact and expand the conversation about what an excellent education contains, requires, and accomplishes. CWC Schools aims to create a national network of high-achieving, community-based public schools that reflect the abundant socio-economic, racial, and cultural diversity of their surroundings.

For the 2017-18 school year, the CWC national network of schools will include CWC Los Angeles, CWC New York, and CWC Kansas City. Significant decision making (i.e. curriculum, staffing, budgeting, school/classroom materials, and professional development) occurs at the regional level. As a result, each CWC school may have unique characteristics since it reflects the values of its communities, parents, students, and teachers.

### CWC Kansas City

CWC Kansas City was born out of a grassroots effort led by Midtown Kansas City families, known as the Midtown Community School Initiative (MCSI). MCSI hoped to create high-performing, diverse neighborhood schools that would provide high-quality options for the growing number of families who wanted to stay and raise their children in Midtown. In September 2013, MCSI issued a national request for proposals (RFP), soliciting partners with the capacity and willingness to launch and operate high-performing schools with a racially, culturally, and socioeconomically diverse student population.

Inspired by the vision of the MCSI families, Citizens of the World Charter Schools (CWC Schools) engaged with MCSI and, in November 2013 submitted a proposal to launch a K-12 school system in Midtown Kansas City. In February 2014, MCSI selected CWC Schools as their partner organization. CWC Schools, a national not-for-profit network of diverse, academically rigorous, free public schools, MCSI found a partner aligned in purpose, values, and educational approach.

Following their initial discussions, both organizations understood that in order to launch a school, there needed to be deep and deliberate engagement with and outreach to a wide cross-section of the Midtown and larger Kansas City community. Together, CWC Schools and MCSI spent two years meeting with families and community organizations, paving the way for the launch of CWC Kansas City, approved to open by the Missouri State Board of Education on October 27, 2015.

## Mission

The mission of CWCKC is to provide a socio-economically, culturally, and racially diverse community of students in the heart of Kansas City with an intellectually challenging, experiential learning environment that develops each individual student's confidence, potential, and individual responsibility as citizens of the world in which we live.

Our Schools:

- Prepare students to become citizens of the world in an ever-changing future
- Promote academic rigor and experiential learning to support and develop students' natural intellectual curiosity
- Embrace a constructivist, project-based learning approach
- Develop each student's potential to live as a learner, both in school and out
- Reflect, welcome, and celebrate the community's diversity
- Strengthen the bonds among members of the school community and beyond

## Core Values

Excellence We demand lasting quality.

Diversity We are better and stronger because of our differences.

Authenticity We are our true selves in this work, and we are candid.

Community We care deeply about people. We share and build partnerships. We celebrate, laugh, and seek joy, even in the tough times.

Change We welcome the unknown, embracing the unexpected and new. We adapt to meet the ever-changing times. We find new ways.



## Operating Norms

- We operate with generosity of spirit. We assume the best. We strive to be empathetic and compassionate.
- We operate with integrity. We align our beliefs with our actions. We don't shoot elephants.<sup>1</sup>
- We operate with humility. We are respectful. We engage with an understanding that our experiences and perspectives are limited.
- We operate with urgency and discipline. We know we can't wait, yet we respect that change takes time, care and thought.
- We operate as learners. We encourage vulnerability, poising ourselves for development and growth.
- We operate with curiosity. We ask, "How? Why? Why not?" When facing challenges, we self-manage by turning to wonder.
- We operate with the utmost professionalism. We do what we say we are going to do, when we say we are going to do it.

## Conditions of Employment

### Equal Employment Opportunity

CWCKC is an equal opportunity employer. It is the policy of the school to afford equal employment and advancement opportunity to all qualified individuals without regard to race, color, creed, gender (identity or expression), religion, marital status, domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition (including cancer and genetic characteristics), genetic information, sexual orientation, military or veteran status, or any other consideration made unlawful by federal, state, or local laws. This policy extends to all employees and to all aspects of the employment relationship including the hiring of new employees, and the training, transfer, promotion, compensation, and benefits of existing employees.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the school will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual who is an applicant or an employee unless undue hardship would result.

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<sup>1</sup> "Shooting an Elephant," an essay by George Orwell. First published in the literary magazine *New Writing* in the autumn of 1936.

## Employment At-Will

Except if expressly stated otherwise by an employment contract, all employment at CWCKC is "at-will." Accordingly, employment is for no definite period and both the employee and CWCKC have the right to terminate employment at any time, for any reason, with or without cause, and with or without advance notice.

Nothing contained in this Handbook, employment application(s), school memoranda, or other materials provided to employees in connection with their employment shall require that school to "have cause" to terminate an employee or otherwise restrict the school's right to release an employee from their "at-will" employment with the school. Statements of specific grounds for termination set forth in this Handbook or elsewhere are not all-inclusive and are not intended to restrict the school's right to terminate at will. Further, none of these documents (whether singly or combined) nor any employment practices shall create an express or implied contract of employment for a definite period, nor an express or implied contract concerning any terms or conditions of employment.

No school representative, other than the Board of Directors or its designee, is authorized to modify this policy for any employee or to make any representations to employees or applicants concerning the terms or conditions of employment with the school that are not consistent with the school's policy regarding "at-will" employment.

Lastly, employees are asked to give at least thirty (30) days' notice to resign to ease disruption to the school's learning environment. Upon doing so, this may trigger a "resignation fee" as outlined in an employee's offer letter of employment and/or renewal offer of employment (as applicable). Unless other arrangements are made at the time of resignation, the resignation fee is withheld from the employee's final paycheck(s).

## Nepotism

The employment of relatives can cause various problems including but not limited to charges of favoritism, conflicts of interest, family discord and scheduling conflicts that may work to the disadvantage of both the agency and its employees. For the purposes of this policy the term "relative" shall include the following relationships: relationships established by blood, marriage or legal action. Examples include the employee's: spouse, mother, father, son, daughter, sister, brother, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, stepparent, stepchild, aunt, uncle, nephew, niece, grandparent, grandson or cousin. The term also includes domestic partners (a person with whom the employee's life is interdependent and who shares a common residence) and, a daughter or son of an employee's domestic partner. It is the goal of the agency to avoid creating or maintaining circumstances in which the appearance or possibility of favoritism, conflicts or management disruptions exist. The agency may allow existing personal relationships to be maintained or employ

individuals with personal relationships to current employees under the following circumstances:

- Individuals may not work under the supervision of the same manager;
- They may not create a supervisor/subordinate relationship with a family member;
- They may not supervise or evaluate a family member;
- The relationship will not create an adverse impact on work productivity or performance;
- The relationship may not create an actual or perceived conflict-of-interest;
- They may not audit or review in any manner the individual's work.
- They may not be employed if a member of the employee's immediate family (spouse, children, parents, grandparents, brothers, sisters, step family members, in-law family members) serves on the agency's Board or any Committee or Council which has authority to review or order personnel actions or wage and salary adjustments which could affect his/her job.

No personal employee relationship covered by this policy will be allowed to be maintained, regardless of the positions involved, if it creates a disruption or potential disruption in the work environment, creates an actual or perceived conflict of interest or is prohibited by any legal or regulatory mandate.

The agency reserves the right to vary from the guidelines outlined in this policy to address unusual circumstances on a case-by-case basis. It is the responsibility of every employee to identify to the school's Executive Director any potential or existing personal relationship that falls under the definitions provided in this policy. Employees who fail to disclose personal relationships covered by this policy will be subject to disciplinary action up to and including the termination of employment.

## The Workplace

### Employee Classification

Each CWCKC employee is classified as either "exempt" or "non-exempt." An employee's duties, responsibilities, and salary determine whether his/her position is exempt or non-exempt. Employees classified as non-exempt are eligible for overtime pay according to applicable state and federal guidelines. Employees in exempt positions are not eligible for overtime pay (i.e. CWCKC is "exempt" from paying these employees overtime). Further information on these classifications will be outlined later in the "Employee Wages and Benefits" section of the Handbook

In addition, employees fall within one of the following categories:

Regular Full-Time: Regular full-time employees are regularly scheduled to work 35 or more hours per week. Generally, they are eligible for the employment benefit and leave programs provided by CWCKC, subject to the terms, conditions, and limitations of each benefit program, and as described elsewhere in this Handbook.

Regular Part-Time: Regular part-time employees are regularly scheduled to work fewer than 35 hours per week. As described elsewhere in this Handbook, part-time employees receive all legally mandated benefits and leaves, but they generally are ineligible for all of CWCKC's other employment benefit and leave programs.

Temporary Employees: Temporary employees including, but not limited to, substitutes, student support staff, community outreach personnel, etc., are those employed for short-term assignments or in connection with a specific project or event. Temporary employees are not eligible for employee benefits, except those mandated by applicable law.

A change in status will be effective only if the employee has been advised in writing of the status change by the Principal.

## Work Schedule

CWCKC's hours of operation are established by the Principal as determined by school, student, and family need. The school day begins at 8:00am and ends at 3:15pm. Each employee is assigned a work schedule suitable for his/her job assignment and is expected to begin and end work according to the schedule.

Exempt employees are also generally expected to commit whatever additional time is necessary to satisfactorily complete all job requirements. Staff members should expect that on many occasions it will be necessary to meet with colleagues, parents, and/or administrators on school-related matters before or after their regular working hours. Staff members may also be strongly encouraged to attend a limited number of certain evening events based on position. Additionally, at the beginning of the school year, the Principal will inform employees of exceptions and additions to regular working hours including but not limited to back to school night(s), summer institute, professional development days, and student and family events; as indicated on the approved academic calendar.

To accommodate the needs of the school, it may be necessary to change individual work schedules on either a short-term or long-term basis. To modify a schedule, the employee should meet with their supervisor – in most cases the Principal – to request the change. All schedule changes or modifications must be approved by the immediate supervisor and/or Principal. In some cases, additional approval of the Executive Director may be required.

## Attendance & Tardiness

All employees are expected to arrive at work consistently and on time. Absenteeism and tardiness negatively affects the school's ability to implement its educational program and disrupts consistency in students' learning.

If it is necessary to be absent or late, employees are required to follow the site-based call-in procedure. This notification should be at least two (2) hours but not less than thirty (30) minutes prior to the start of the employee's work day. Employees are required to keep their immediate supervisor sufficiently informed should the work absence extend longer than one day.

## Arrangement for Substitutes

For all approved, planned absences, teachers and After School Program employees are to prepare a substitute teacher packet. This packet is to include the following:

- A welcome/overview letter for the substitute
- Instruction on how to take attendance and other classroom procedures
- A schedule of activities for up to three (3) days
- Copies of worksheets/assignments for each day

A general substitute teacher packet should also be prepared and available at all times, for use during an unplanned absence (i.e. illness). This should include:

- A welcome/overview letter for the substitute
- Instruction on how to take attendance and other classroom procedures
- A daily school schedule (outlining reading time, lunch time, dismissal, etc.)
- One day's worth of "emergency" instructional activities
- Information about a peer-teacher contact to ask for help

Upon returning to work after an absence for any reason other than a pre-approved vacation or personal day, all employees must complete an absence form and turn it in to the Principal by the end of the workday in which the employee returns. If an employee is absent for medical reasons for more than five (5) working days, the employee must, immediately upon his/her intended day of return to work, provide the Principal with a physician's statement certifying that they employee is fit to return to work.

## Meal Periods

Non-exempt employees are provided with at least a thirty (30) minute meal period, to be taken approximately in the middle of the workday, except in the case of inclement weather or other emergencies when staff shortages exist as determined by the Principal.

Employees may leave the school premises during the meal period. The employee's immediate supervisor should be aware of and approve the scheduled meal period.

Teaching staff lunches will coincide with their teaching schedule / class lunch schedule.

## **Time Cards/Records**

By law, the school is obligated to keep accurate records of the time worked by non-exempt employees. Such employees are required to utilize the school's time card system. All non-exempt employees must sign in and out for arrival, lunch, departure, and any other off-premises activities (i.e. doctor appointments). All employees are required to keep the office advised on their departures from and returns to the school premises during the workday.

Non-exempt employees are solely responsible for ensuring accurate information on their time cards and recording time worked. If an employee forgets to mark their time card or marks their time card incorrectly, the employee must contact the Principal to make the correction and such correction must be initialed by both the employee and the Principal.

No employee may record or change hours on another employee's time card. Any employee who tampers with his/her own time card, or another employee's time card, may be subjected to disciplinary action, up to and including termination of employment.

## **Unlawful Harassment**

CWCKC is committed to providing a work and educational atmosphere that is free of unlawful harassment. CWCKC prohibits sexual harassment and harassment based upon race, color, creed, gender, religion, marital status, registered domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition, genetic information, sexual orientation, military and veteran status, or any other consideration made unlawful by federal, state, or local laws. CWCKC will not condone or tolerate harassment of any type by any employee, independent contractor, or other person with which the school does business. This policy applies to all employee actions and relationships, regardless of position or gender. CWCKC will promptly and thoroughly investigate any complaint of harassment and take appropriate corrective action, if warranted.

Prohibited unlawful harassment may include, but is not limited to:

- Verbal conduct such as epithets, derogatory jokes, comments, or slurs.
- Physical conduct such as assault, unwanted touching, intentionally blocking normal movement or interfering with work.

- Retaliation for reporting or threatening to report harassment.
- Deferential or preferential treatment based on any of the protected classes above.

## Unlawful Sexual Harassment

CWCKC is committed to provide a workplace free of sexual harassment and considers such harassment to be a major offense which may result in disciplinary action up to, and including, termination of the offending employee.

Sexual harassment consists of sexual advances, request(s) for sexual favors, and other verbal or physical conduct of a sexual nature, regardless of whether or not the conduct is motivated by sexual desire, when:

- 1) Submission of the conduct is either made explicitly or implicitly a term or condition of an individual's employment;
- 2) An employment decision is based upon an individual's acceptance or rejection of that conduct;
- 3) That conduct interferes with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

Additionally, sexual harassment may include, but is not limited to:

- Physical assaults of a sexual nature, such as:
  - Rape, sexual battery, molestation, or attempts to commit those assaults;
  - Intentional physical conduct that is sexual in nature, such as: touching, pinching, patting, grabbing, poking, or brushing against another's body.
- Unwanted sexual advances, propositions, or other sexual comments, such as:
  - Sexually oriented gestures, notices, remarks, jokes, or comments about a person's sexuality or sexual experience.
  - Preferential treatment or promises of preferential treatment to an employee for submitting to sexual conduct, including soliciting or attempting to solicit any employee to engage in sexual activity for compensation or reward or deferential treatment for rejecting sexual conduct.
  - Subjecting or threats of subjecting an employee to unwelcome sexual attention or conduct or intentionally making performance of the employee's job more difficult because of the employee's sex.
- Sexual or discriminatory displays or publications anywhere at the workplace, such as:
  - Displaying pictures, cartoons, posters, calendars, graffiti, objections, promotional materials, reading materials, or other materials that are sexually suggestive, sexually demeaning or pornographic, or bringing to work or possessing any such material to read, display, or view at work,

- Reading publically or otherwise publicizing in the work environment materials that are in any way sexually revealing, sexually suggestive, sexually demeaning, or pornographic,
- Displaying signs or other materials purporting to segregate an employee by sex in an area of the workplace (other than restrooms or similar rooms).

The illustrations of harassment and sexual harassment above are not to be construed as an all-inclusive list of prohibited acts under this policy.

It is also unlawful to retaliate in any way against an employee who has articulated a good faith concern about sexual harassment against him/her or against another individual. Complainants and witnesses under these policies will be protected from further harassment and will not be retaliated against in any aspect of their employment due to their participation, filing of a complaint, or reporting sexual harassment.

CWCKC will investigate complaints promptly and the investigation will be handled in as confidential a manner as possible, consistent with a full, fair, and proper investigation.

All supervisors of staff will receive sexual harassment training within six (6) months of their assumption of a supervisory position and will receive further training once every two (2) years thereafter. All staff will receive sexual harassment training and/or instruction concerning sexual harassment in the workplace as required by law.

Each employee has the responsibility to maintain a workplace free from any form of sexual harassment. Consequently, should any individual, in particular those with supervisory responsibilities, become aware of any conduct that may constitute sexual harassment or other prohibited behavior, immediate action should be taken to address such conduct. Employees and students are expected to act in a positive and professional manner and to contribute to a productive school environment that is free from harassing or disruptive activity. Any employee who believes they have been sexually harassed or has witnessed sexual harassment is encouraged to immediately report such harassment to the Executive Director.

## Whistleblower Policy

It is possible that you may suspect that a fellow employee, board member, or any other person affiliated with CWCKC has engaged in questionable conduct involving financial improprieties, misuse of the organization's assets, or other fraudulent, dishonest, or illegal conduct detrimental to the interests of CWCKC.

This misconduct may include outright theft of equipment or cash, fraudulent expense reports, misstatements of any accounts to any manager or to CWCKC' auditors, or even a conflict of interest that may result in financial harm or public discredit CWCKC. The school encourages you to report such questionable conduct. If you suspect that an employee or other person affiliated with CWCKC has engaged in conduct described above, you may report it either confidentially or anonymously. In either case it is the



policy of CWCKC to protect you against any form of harassment, intimidation, discrimination, or retaliation for making such a report in good faith.

You can make a written confidential report to any of the following: 1. The Executive Director, 2. The Principal, or 3. The Board Chair. CWCKC will promptly conduct an investigation into the matter you report and keep your identity confidential to the extent permitted by law and consistent with CWCKC's obligation to take corrective action. All reports will be immediately copied to the Personnel Committee. After having made a formal report, if you believe you have been subjected to retaliation of any kind by a CWCKC employee, you should immediately report it to the Executive Director. If the Executive Director is involved in the retaliation you should then report to the Board Chair. Any employee who engages in such retaliation will be subject to discipline up to and including termination.

### **Smoke & Drug-Free Workplace**

CWCKC is committed to providing a drug- and alcohol-free workplace. This will promote: safety in the workplace, employee health and well-being, and a work environment that is conducive to attaining high work standards. The use of drugs and alcohol by employees, whether on or off the job, jeopardizes these goals since it adversely affects health and safety, security, productivity, and public confidence and trust.

The bringing to the work place, possession, or use of intoxicating beverages or drugs on any school premises is prohibited and will result in disciplinary action up to and including termination.

Additionally, all CWCKC properties are smoke-free. Smoking of any kind, including electronic cigarettes, is prohibited.

The CWCKC Main Office is responsible for overseeing the administration of any student medication provided by parents to students attending the school during regular school hours. This ensures both the safety of our students and the legal protection of our employees. Additional information on this policy can be found in the family handbook and board policy manual.

### **Conflicts of Interest**

All employees must avoid situations involving actual or potential conflict(s) of interest. An employee involved in any relationship(s) or situation(s) that may constitute a conflict of interest should immediately and fully disclose the relevant circumstances to the Principal. The Principal will notify the Executive Director, or the Board of Directors, for a determination about whether a potential or actual conflict exists. If an actual or potential conflict is determined, the school may take whatever corrective action appears appropriate according to the circumstances. Failure to disclose facts shall constitute grounds for disciplinary action.

## School Closure & Inclement Weather Policy

CWCKC may abide by school closures consistently with the Kansas City Public School District in cases of inclement weather. The number of days of closure due to inclement weather will extend the school year by that number less the built in snow days, according to the approved school calendar.

## Employee Wages & Benefits

### Paydays

Employees are paid twice per month – generally the 15<sup>th</sup> and the last day of the month. If a scheduled payday falls on a holiday or weekend, paychecks will be distributed on the preceding workday.

### Overtime Pay

An employee will be eligible for overtime pay as determined by their exempt/non-exempt employment status.

Non-exempt employees may be required to work beyond the regularly scheduled workday or workweek as necessary and are eligible for overtime pay according to applicable state and federal guidelines. Overtime pay is calculated based on actual time worked. All overtime work must be previously authorized by the Principal or Executive Director. For more information regarding overtime rates, contact the Principal.

Exempt employees may have to work hours beyond their normal schedules as work demands require and are not eligible for overtime pay. No overtime compensation will be paid to exempt employees.

### Payroll Withholdings

As required by law, the school shall automatically withhold Federal Income Tax, State Income Tax, Social Security (FICA), and State Disability Insurance from each employee's paycheck. Every deduction from an employee's paycheck is explained on the check voucher. If an employee does not understand the deductions, he/she should ask the Executive Director to explain them further.

Federal Withholding Tax is determined by the employee's W-4 form. This form should be completed upon hire and it is the employee's responsibility to report any changes in filing status to the Executive Director and submit a new W-4. Employees may change the number of withholding allowances claimed for Federal Income Tax purposes at any time by filling out a new W-4 form and submitting to the Executive Director.

At the end of the calendar year, a withholding statement (W-2) will be prepared and forwarded to each employee for use in the preparation of income taxes. The W-2 shows total wages, taxes withheld, and Social Security information.

### **Wage Attachments & Garnishments**

Under normal circumstances, the school will not assist creditors in the collection of personal debts from its employees. However, creditors may resort to certain legal procedures such as garnishments, levies, or judgments that require the school, by law, to withhold part of an employee's earnings in their favor.

Employees are strongly encouraged to avoid such wage attachments and garnishments. If the school is presented with a second garnishment request concerning an employee, the Executive Director will discuss the situation with the employee.

### **Medical Benefits**

All full-time employees are eligible for health, dental, vision, and short-term disability on the first day of the month after 30 days of employment. The enrollment form serves as a request for coverage and authorizes any payroll deductions necessary to pay for coverage, and should be submitted to CWCKC as soon as possible. Please refer to the specific insurance plans and enrollment forms for further information on plans and costs.

Temporary and part-time employees whose regular work schedule requires working fewer than thirty-five (35) hours per week are not eligible to participate in the medical plans.

Employees who go from part-time to full-time employment become eligible for full benefits on the first day of the month after 30 days employment following the effective date of the change.

### **COBRA Benefits**

When coverage under the school's health plan ends, an employee and/or their dependents may continue coverage for eighteen (18) or thirty-six (36) months, depending upon the reason benefits ended. To continue coverage, the employee must pay the full cost of coverage (the employee's contribution plus the school's previous contribution) plus a possible administrative charge.

Medical coverage for an employee, an employee's spouse, and an employee's eligible dependent children can continue for up to eighteen (18) months if coverage ends because:

- Employment ends, voluntarily or involuntarily, for any reason other than gross misconduct; or

- The hours of employment are reduced below the amount required to be considered a Regular Full-Time Employee or a Regular Part-Time Employee, making you ineligible for the plan.

The eighteen- (18) month period may be extended an additional eleven (11) months if an employee is disabled at the time of termination/reduction in hours if certain requirements are met. This eighteen- (18) month period also may be extended if other events (such as a divorce or death) occur during the original period.

An employee's spouse and eligible dependents can continue their health coverage for up to thirty-six (36) months if coverage ends because:

- The employee dies while covered by the plan;
- The employee and spouse become divorced or legally separated;
- The employee becomes eligible for Medicare coverage, but the spouse has not yet reached age sixty-five (65); or
- The employee's dependent child reaches an age which makes him/her ineligible for coverage under the plan.

Rights similar to those described above may only apply to retirees, spouses, and dependents if the employer commences a bankruptcy proceeding and those individuals lose coverage.

CWCKC will notify an employee or an employee's dependents if coverage ends due to termination or a reduction in work hours. If an employee dies, becomes divorced or legally separated, becomes eligible for Medicare coverage, or has a child no longer meeting the eligibility requirements, the employee or an employee's family member is responsible for notifying the school within thirty (30) days of the event. CWCKC will then notify the employee or the employee's dependents of their rights.

Health coverage continuation must be elected within sixty (60) days after receiving notice of the end of coverage, or within sixty (60) days after the event causing the loss, whichever is later.

Additionally, there are certain circumstances under which coverage will end automatically. This happens if:

- Premiums for continued coverage are not paid within thirty (30) days of the due date;
- The employee (or the employee's spouse and/or child) become covered under another group health plan, which does not contain any exclusion or limitation with respect to any pre-existing condition the employee (or the employee's spouse and/or child, as applicable) may have;
- CWCKC stops providing group health benefits;
- The employee (or the employee's spouse and/or child) become entitled to Medicare benefits; or

- The employee extends coverage for up to twenty-nine (29) months due to disability and there has been a final determination that the employee is no longer disabled.

## Employee Time Off

Full-Time employees are those who work 35 or more hours per week. Full-Time Employees are classified as either 10-month employees or 12-month employees based upon their employment contract. Full-Time employees will receive the following types of time off:

- Holidays
- Calendared School Breaks
- Sick Time
- Vacation (12-month employees only)
- Leave of Absence

### Holidays

The CWCKC annual calendar reflects all holidays observed by the school. The following holidays are paid holidays for all Full-Time employees:

The holidays observed by CWCKC are as follows:

- Labor Day
- Thanksgiving Day and the day following
- Christmas Day
- New Year's Day
- Martin Luther King Jr.'s Day
- Presidents' Day
- Memorial Day
- Independence Day (12-month employees)

Holidays are non-paid days off for Part-Time employees (less than 35 hours per week) and Temporary employees.

Recognized religious holidays may be taken off by an employee whose religion requires observance of the particular day. Employees must request the day off in advance by written notice to the Principal. The employee will be paid if the religious holiday is taken as an earned paid leave day (i.e. vacation, personal necessity day). The employee will not be paid if the religious holiday is taken as a personal leave of absence day.

Please note: Employees on any leave of absence do not earn holiday pay.

## Calendared School Breaks

The school will take three breaks throughout the year of at least one week in length:

- Winter Break: Generally, the last two (2) weeks of the calendar year, including the Christmas and New Year's Day holidays.
- Spring Break: Generally, one week in March coinciding with the Kansas City Public School District Spring Break.
- Summer Break: Generally, mid / late May through early August, coinciding with the Kansas City Public School District Summer Break.

## Vacation

10-month employees: Vacation time naturally occurs when the school is closed during the calendared school breaks and this time will be paid time off.

12-month employees: KC shall grant vacation days (in addition to sick time and calendared school breaks) to all 12-month employees regularly scheduled to work the full year. Twelve month employees will accrue ten (10) vacation days per academic year, at an accrual rate of one day per month for the first 10 months of the academic year. Vacation days for management personnel shall be based on the recommendation of the Executive Director and approved by the Board.

Vacations must be scheduled with your supervisor to the convenience of the school's staffing needs. In all possible cases, employees with longer continuous service shall be given an opportunity to select vacation time first. In all standard cases, vacations must be scheduled concurrently with the calendared school breaks.

Please note: Days off will not be approved if the request includes a day immediately preceding or immediately following a holiday or other non-school day, as related to the approved academic calendar.

Requests for vacation time outside of calendared school breaks must be approved in advance and will be considered unpaid time off. In order to request unpaid vacation time, employees must fill out and submit an Employee Time-Off Request Form. This form must be received at least two (2) weeks prior to the requested vacation time, absent extraordinary individual circumstances that CWCKC will determine at its sole discretion.

CWCKC retains the right to require an employee to reschedule a previously-approved vacation when necessary to meet CWCKC's business needs.

Vacation pay cannot be granted in lieu of time off; i.e., an employee cannot receive double pay by working during vacation. A CWCKC employee may not use vacation days during the period the employee receives Workers' Compensation for time lost to work-related incidents. Unless otherwise provided, the following leaves will be provided to full-time and part-time professional employees.

It is the policy of CWCKC not to pay staff for accrued leave upon termination of employment.

An employee may only use currently accrued vacation time and CWCKC generally will not advance or allow employees to borrow vacation time that will be accrued in the future. In limited circumstances, CWCKC may make exceptions to this policy in its sole discretion on a case-by-case basis.

## Sick Days

Full time employees will accrue one day of sick time per month, beginning with their first pay day of employment, up to a maximum of 8 sick days per academic year (July 1 – June 30).

Sick days may be used for personal illness, injury, or disability. Eligible employees are permitted to use their accrued sick leave in order to care for themselves or an ill child, parent, spouse, or domestic partner. Time off for medical and dental appointments will be treated as sick leave. Employees may not use sick time until it is accrued.

Eligible employees should follow the call-in procedure (see the “Attendance” section of the Handbook) and submit an Employee Time-Off Request Form as soon as possible.

Sick days may be used for “personal necessity leave” which may include, but are not limited to:

- Death or serious illness of a member of the employee’s immediate family (this is in addition to Bereavement Leave),
- An accident involving the employee’s (or immediate family member’s) person or property,
- Adoption of a child,
- The birth of a child making it necessary for an employee who is the father of the child to be absent from his position during work hours,
- Personal legal matters,
- Religious observances
- Business matters that cannot be conducted outside of the workday.

Employees must request “personal necessity leave” days at least one (1) day in advance unless an emergency situation occurs.

Eligible employees may take sick days in half-day or full-day increments and will receive pay at their normal base rate. For example, a Full-Time hourly employee will be paid sick leave based on an eight (8) hour workday for a full day leave and four (4) hours pay at his/her hourly rate for a half day leave.

CWCKC retains the right to request verification from a licensed health care practitioner for any absence due to illness, injury, or disability. Sick pay may be withheld if a satisfactory verification is not submitted in a timely fashion.

If a 12-month employee exhausts their allotment of sick days, additional time off for illness or injury will be charged to accrued vacation. Time off in excess of sick leave and vacation will be without pay. CWCKC will pay accrued sick leave benefits on behalf of an eligible employee during the normal waiting period, if applicable, before the employee is paid worker's compensation benefits pursuant to the applicable state and federal law. Similarly, CWCKC will pay sick leave benefits during the normal waiting period, if applicable, before the eligible employee is paid benefits from either state unemployment disability or other insured unemployment disability plan. It is the employee's responsibility to apply for any disability benefits for which he/she may be eligible for as a result of illness or disability.

Sick days will not accrue during any leave of absence. No employee may receive pay in lieu of sick days and employees will not receive pay for unused sick days that expire or upon termination of employment.

### **Roll-Over**

All employees are allowed to "roll-over" up to two (2) days of PTO/Vacation (either 2 PTO, 2 Vacation, or 1 PTO/1 Vacation) each year up to a combined cap of four (4) rolled-over days. It is the employee's responsibility to verify rolled-over days with the Regional Administrative Office to ensure accuracy.

### **Leaves of Absence**

CWCKC recognizes that special situations may arise where an employee must leave his/her job temporarily. At its discretion, the school may grant employees leaves of absence. The school must approve any leave of absence in advance.

The granting of a leave of absence always presumes the employee will return to active work by a designated date or within a specific period.

If already covered, medical/dental coverage will remain in force during a leave of absence provided the employee pays the appropriate premiums. Whether the employee is responsible for the entirety of the premium cost (instead of the normal employee share) depends on the length of the leave of absence.

No vacation time is accrued during any type of an unpaid leave of absence.

CWCKC also recognizes the following specific types of leaves of absence:

#### **Family Care and Medical Leave (FMLA)**

The school complies with the federal Family Care & Medical Leave Act (FMLA), which requires the school to permit each eligible employee to take up to twelve (12) unpaid



workweeks (or twenty-six (26) workweeks where indicated) of FMLA leave in any twelve (12) month period for the purposes detailed below.

Eligibility: To be eligible for FMLA leave, the employee must have been employed by the school for the last twelve (12) months and must have worked at least 1,250 hours during the twelve (12) month period immediately preceding commencement of the FMLA leave.

Additionally, FMLA only applies to employees who work at a location where 75 or more employees work at that location or within 75 miles of it; CWC Kansas City does not yet meet that threshold and as such, employees are not eligible for FMLA leave.

Reasons: The twelve (12) workweek (or twenty-six (26) workweek FMLA allowance includes any time taken for any of the following reasons:

- To care for the employee's newborn child or a child placed with the employee for adoption or foster care. Leaves for this purpose must conclude twelve (12) months after the birth, adoption, or placement. If both parents are employed by the school, they will be entitled to a combined total of twelve (12) weeks of leave for this purpose.
- The employee's own serious health condition (including a serious health condition resulting from an on-the-job illness or injury) that makes the employee unable to perform any one or more of the essential functions of his/her job (other than a disability caused by pregnancy, childbirth, or related medical conditions – these are covered a separate policy).
- To care for a spouse, domestic partner, child, or parent with a serious health condition or military service related injury. When an employee is providing care to a spouse, son, daughter, parent, or next-of-kin who is a covered Armed Forces service member with a serious injury or illness, the employee may take a maximum of twenty-six (26) weeks of FMLA leave in a single twelve (12) month period to provide said care.
- For any "qualifying exigency" because the employee is the spouse, son, daughter, or parent of an individual on active military duty, or the individual notified of an impending call or order to active duty, in the Armed Forces.

A "serious health condition" is an illness, injury, impairment, or physical/mental condition that involves (1) inpatient care in a hospital, hospice, or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care; or (2) continuing treatment by a health care provider.

Amount: The amount of FMLA leave that can be taken is as follows:

- FMLA leave can be taken in one or more periods, but may not exceed twelve (12) workweeks total for any purpose in any twelve (12) month period, as described below, for any one, or combination of the above described situations. "Twelve workweeks" mean the equivalent of twelve (12) of the employee's normally scheduled workweeks. For a Full-Time employee who works five (5)

eight-hour days per week, "twelve workweeks" means sixty (60) working and/or paid eight (8) hour days.

- In addition to the twelve (12) workweeks of FMLA leave that may be taken, an employee who is the spouse, son, daughter, parent, or next-of-kin of a covered Armed Forces service member shall also be entitled to a total of twenty-six (26) workweeks of FMLA leave during a twelve (12) month period to care for the service member.

The "twelve (12) month period" in which twelve (12) weeks of FMLA leave may be taken is the twelve (12) month period immediately preceding the commencement of any FMLA leave.

If a holiday falls within a week taken as FMLA leave, the week is nevertheless counted as a week of FMLA leave. If, however, the school's business activity has temporarily ceased for some reason and employees are generally not expected to report for work for one or more weeks (i.e. Winter Break, Spring Break, and Summer Break), the days the school's activities have ceased do not count against the employee's FMLA leave entitlement.

Pay: An employee on FMLA leave must use all accrued paid sick leave at the beginning of any otherwise unpaid FMLA leave period. If an employee has exhausted his/her sick leave, leave taken under FMLA shall be unpaid.

The receipt of sick leave pay or state disability insurance benefits will not extend the length of the FMLA leave. Sick pay accrues during any period of unpaid FMLA leave only until the end of the month in which unpaid leave began.

Benefits: The provisions of the school's various employee benefit plans govern continuing eligibility during FMLA leave and these provisions may change from time to time. The health benefits of employees on FMLA leave will be paid by the school during the leave at the same level and under the same conditions as coverage would have been provided if the employee had been continuously employed during the leave period. When a request for FMLA leave is granted, the school will give the employee written confirmation of the arrangements made for the payment of insurance premiums during the leave period.

The school may recover the health benefit costs paid on behalf of an employee during his/her FMLA leave if:

- The employee fails to return from leave after the period of leave to which the employee is entitled has expired. An employee is deemed to have "failed to return from leave" if he/she works less than thirty (30) days after returning from FMLA leave; and
- The employee's failure to return from leave is a reason other than the continuation, recurrence, or onset of a serious health condition that entitles the employee to FMLA leave, or other circumstances beyond the control of the employee.

Seniority: An employee on FMLA leave remains an employee and the leave will not constitute a break in service. An employee who returns from FMLA leave will return with the same seniority he/she had when the leave commenced.

Medical Certifications: An employee requesting FMLA leave because of his/her own or a relative's serious health condition must provide medical certification from the appropriate health care provider on a form supplied by the school. Failure to provide the required certification in a timely manner (within fifteen (15) days of the leave request) may result in the denial of the leave request until such certification is provided.

The school will notify the employee in writing if the certification is incomplete or insufficient, and will advise the employee what additional information is necessary in order to make the certification complete and sufficient. The school may contact the employee's health care provider to authenticate or clarify information in a deficient certification if the employee is unable to cure the deficiency.

If the school has reason to doubt the medical certification supporting a leave because of the employee's own serious health condition, the school may request a second opinion by a health care provider of its choice (paid for by the school). If the second opinion differs from the first one, the school will pay for a third, mutually agreeable, health care provider to provide a final and binding opinion.

Re-certifications are required if leave is sought after expiration of the time estimated by the health care provider. Failure to submit required re-certifications can result in termination of the leave.

Requesting Leave: An employee should request FMLA leave by completing a Request for Leave Form and submitting it to the Executive Director. An employee asking for a Request for Leave Form will also be given a copy of the school's then-current FMLA leave policy.

Employees should provide not less than thirty (30) days' notice for foreseeable childbirth, placement, or any planned medical treatment for the employee or his/her spouse, domestic partner, child, or parent. Failure to provide such notice is grounds for denial of a leave request, except if the need for FMLA leave was an emergency or was otherwise unforeseeable.

Where possible, employees must make a reasonable effort to schedule foreseeable planned medical treatments so as not to unduly disrupt the school's operations.

If FMLA leave is taken because of the employee's own serious health condition or the serious health condition of the employee's spouse, domestic partner, parent, or child, the leave may be taken intermittently or on a reduced leave schedule when medically necessary, as determined by the health care provider of the person with the serious health condition.

If FMLA leave is taken because of the birth of the employee's child or the placement of a child with the employee for adoption or foster care, the minimum duration of leave is

two (2) weeks, except that the school will grant a request for FMLA leave for this purpose of at least one (1) day but less than two (2) weeks' duration on any two (2) occasions.

If an employee needs intermittent leave or leave on a reduced leave schedule that is foreseeable based on planned medical treatment for the employee or family member, the employee may be transferred temporarily to an available alternative position for which he/she is qualified for that has equivalent pay and benefits and that better accommodates recurring periods of leave than the employee's regular position.

In most cases, the school will respond to an FMLA leave request within two (2) days of acquiring knowledge that the leave is being taken for an FMLA-qualifying reason and, in any event, within five (5) business days of receiving the request, absent extenuating circumstances. If an FMLA leave request is granted, the school will notify the employee in writing that the leave will be counted against the employee's FMLA leave entitlement. This notice will explain the employee's obligations and the consequences of failing to satisfy them. The school will also give the employee a written guarantee of reinstatement at the termination of the leave (with the limitations explained below).

Other Employment: Employees on FMLA leave may not accept employment without the school's written permission. An employee who accepts such employment without the school's written permission will be deemed to have resigned from employment at the school.

Return to Work: Upon timely return at the expiration of the FMLA leave period, an employee (other than a "Key Employee" whose reinstatement would cause serious and grievous injury to the school's operations) is entitled to the same or a comparable position with the same or similar duties and virtually identical pay, benefits, and other terms and conditions of employment unless that same position and any comparable position(s) have ceased to exist because of legitimate business reasons unrelated to the employee's FMLA leave.

Before an employee will be permitted to return from FMLA leave taken because of his or her own serious health condition, the employee must obtain a certification from his/her health care provider that he/she is able to resume work.

If an employee can return to work with limitations, the school will evaluate those limitations and, if possible, accommodate the employee as required by law. If accommodation cannot be made, the employee will be medically separated from the school.

The school may refuse to reinstate a "Key Employee" if the refusal is necessary to prevent substantial and grievous injury to the school's operations. A "Key Employee" is an exempt, salaried employee who is among the highest paid 10% of the school's employees within seventy-five (75) miles of the employee's worksite.

A "Key Employee" will be advised in writing at the time of a request for, or if earlier, at the time of commencement of, FMLA leave, that he/she qualifies as a "Key Employee"

and the potential consequences with respect to reinstatement and maintenance of health benefits if the school determines that substantial and grievous injury to the school's operations will result if the employee is reinstated from FMLA leave. At the time it determines that refusal is necessary, the school will notify the "Key Employee" in writing, by certified mail, of its intent to refuse reinstatement and will explain the basis for finding that the employee's reinstatement would cause the school to suffer substantial and grievous injury. If the school realizes after the leave has commenced that refusal of reinstatement is necessary, it will give the employee at least ten (10) days to return to work following the notice of its intent to refuse reinstatement.

### **Pregnancy, Childbirth and Adoption Leave**

PTO days may be used for the birth, first year-care, adoption or foster care of a child. An employee must exhaust all accumulated PTO days, prior to any unpaid leave. The employee shall provide notice of the need for use and anticipated duration of maternity/paternity leave as soon as is reasonably possible, but at least 30 days prior to the commencement of the anticipated leave. If 30 days' notice is not practical, the employee must give as much notice as possible.

This section creates no rights extending beyond any contracted period of employment, if a contract exists. Family Medical Leave Act ("FMLA") procedures, including certification and recertification procedures, apply to FMLA-eligible employees, if any. Employees eligible for FMLA leave for the birth, first-year care, adoption or foster care of a child will have such leave applied in accordance with the FMLA. CWCKC will only apply accrued paid leave up to the maximum allotted PTO days under this policy.

Employees who are ineligible for FMLA leave may take up to twelve (12) weeks of leave for the birth, first-year care, adoption or foster care of a child. The 12 weeks may consist of a combination of accrued PTO days, up to the maximum allotted under this policy, and unpaid leave. PTO runs concurrently with the maternity/paternity leave, and does not extend the length of such leave.

Should the employee's leave overlap or coincide with known school holidays (i.e. spring, winter or summer break), then those holidays are included in the employee's allotted leave.

In circumstances where employees are requesting leave prior to the birth of a child or for longer than twelve (12) weeks, the school may require that a request for leave be supported by certification issued by the appropriate health care provider.

### **Worker's Compensation Disability Leave**

On-the-job injuries are covered by the school's Workers' Compensation insurance policy. This insurance is provided at no cost to CWCKC employees. If an employee is injured on the job, no matter how slightly, the employee must report the incident immediately to the Principal / Executive Director. A work-related accident or injury must be reported in writing by the injured employee to his or her supervisor immediately. If an

injured employee fails to report an injury in writing within 30 days, the Division of Workers' Compensation may be entitled to deny any benefits under the law.

Employees should alert the Principal / Executive Director to any condition that could lead to or contribute to an employee accident. Employees who suffer an injury caused by an accident or occupational disease arising out of and in the course of employment ("work-related injury") will receive benefits paid by the school according to the Workers' Compensation Act of the State of Missouri ("the Law").

The school's insurer shall determine whether the injury is compensable under the Law. If the injury is deemed compensable, the employee will receive, subject to all provisions of the Law:

1. Medical treatment (if approved by the school in advance).
2. If the employee is off work more than 3 work days, the employee will receive 2/3 of his/her average weekly wage, up to a state maximum, while temporarily and totally disabled.
3. If the injury is severe and it causes permanent disability, the Division of Workers' Compensation may award a lump-sum benefit for the disability.

### **Military and Military Spousal Leave of Absence**

CWCKC shall grant a military leave of absence to any employee who must be absent from work due to service in the uniformed services in accordance with the Uniformed Services Employment and Re-Employment Rights Act of 1994 ("USERRA"). All employees requesting military leave must provide advance written notice of the need for such leave, unless prevented from doing so by military necessity or if providing notice would be impossible or unreasonable.

If military leave is for thirty (30) or fewer days, the school shall continue the employee's health benefits. For service of more than thirty (30) days, the employee shall be permitted to continue their health benefits at their option through COBRA. Employees are entitled to use accrued vacation or sick time as wage replacement during time served, provided such vacation/paid time off accrued prior to the leave.

CWCKC will reinstate those employees returning from military leave to their same position or one of comparable seniority, status, and pay if they have a certificate of satisfactory completion of service and apply within ninety (90) days after release from active duty or within such extended period, if any, as required by law. Exceptions to this policy will occur whenever necessary to comply with applicable laws.

CWCKC shall grant up to ten (10) days of unpaid leave to employees who work more than twenty (20) hours per week and who are spouses of deployed military servicemen and servicewomen. The leave may be taken when the military spouse is on leave from deployment during a time of military conflict. To be eligible for leave, an employee must provide the school with:

- Notice of intention to take military spousal leave within two (2) business days of receiving official notice that the employee's military spouse will be on leave from deployment, and
- Documentation certifying that the employee's military spouse will be on leave from deployment during the time that the employee requests leave.

### **Bereavement Leave**

Full time, exempt employees are entitled to a leave of up to three (3) days without loss of pay due to a death in the immediate family (parent, spouse, son/daughter, sister/brother, parents-in-law, son/daughter-in-law, grandparents, and grandchildren).

### **Jury Duty or Witness Leave**

For all exempt employees, CWCKC will pay for time off, up to a maximum three (3) days if an employee is called to serve on a jury provided the employee continues to perform work duties as assigned.

For all non-exempt employees, CWCKC will pay for time off, up to a maximum of three (3) days if an employee is called to serve on a jury. Paid leave for jury duty is available only to a Full-Time employee who has been working at CWCKC for twelve (12) consecutive months.

In order to request leave for Jury Duty or Witness Leave, the official notice to appear must be provided in advance. Following approval of the request, lesson plans for the anticipated days of absence must be provided prior to the leave.

When business conditions require, the job of an employee on leave may be filled by a temporary or regular replacement. An employee should give the Executive Director thirty (30) days' notice before returning from leave. Whenever the school is notified of an employee's intent to return from a leave, the school will attempt to place the employee in his/her former position or in a comparable position with regard to salary and other terms and conditions for which the employee is qualified. However, re-employment cannot always be guaranteed. Employees are encouraged to consult the Executive Director for further information regarding leaves of absence.

## **Personal Conduct**

### **Personal Appearance**

Employees are expected to wear clothing appropriate for the nature of the school and the type of work performed. Because each employee is a representative of CWCKC in the eyes of the public, each employee is expected to report to work properly groomed, maintain good personal hygiene, and maintain a professional appearance that sets a good example for CWCKC students.

CWCKC encourages all employees, during school hours, to wear clothing that will add dignity to the educational profession, will present an image consistent with their job responsibilities, and will not interfere with the learning process. Accordingly, all staff shall adhere to the following standards of dress:

- Clothing and jewelry must be safe and appropriate to the educational environment. All clothing must be clean and in good repair.
- Pants and shorts are to be worn on the waist with no portion of an undergarment showing.
- Skirts, dresses, and shorts should be modest in length and no higher than three (3) inches above the knee.
- All tops must be appropriate to the work environment and should be clean, neat, and provide proper coverage.
- For safety reasons, earrings must not dangle more than one (1) inch below the ear.
- Clothing or jewelry with logos that depict and/or promote gangs, drugs, alcohol, tobacco, sex, violence, illegal activities, profanity, or obscenity are not permitted.
- Appropriate shoes must be worn at all times.

### **Prohibited On-Duty Conduct**

The following conduct is prohibited and will not be tolerated at the school. Employees engaging in this conduct risk disciplinary action, up to and including termination of employment. This list of prohibited conduct is illustrative only and applies to all employees at the school. Other types of conduct that threaten security, personal safety, employee welfare, and the school's operations may also be prohibited. Further, the specification of this list of conduct in no way alters the at-will employment relationship as to at-will employees of the school. If an employee is working under a contract with the school which grants procedural rights prior to termination, the procedural terms in the contract shall apply.

- Insubordination – refusing to perform a task or duty assigned; refusing to act in accordance with instructions provided by an employee's supervisor or proper authority.
- Inefficiency, including deliberate restriction of output, careless or unnecessary wastes of time or material, or neglect of job, duties, or responsibilities.
- Unauthorized soliciting, collection of contributions, distribution of literature, written or printed matter. This is strictly prohibited on school property by non-employees and employees alike.
- Damaging, defacing, unauthorized removal, destruction, or theft of another employee's property or of school property.
- Fighting or instigating a fight on school premises.



- Violations of the drug and alcohol policy.
- Using or possessing firearms, weapons, or explosives of any kind on school premises.
- Gambling on school premises.
- Tampering with or falsifying any report or record, including but not limited to: personnel, absentee, sickness, production reports, records, including applications for employment and time cards.
- Recording the timeclock card, when applicable, of another employee or permitting or arranging for another employee to record your clock card.
- Use of profane, abusive, or threatening language in conversations and/or intimidating or interfering with other employees.
- Conducting personal business during business hours and/or unauthorized use of telephone lines for personal calls.
- Excessive absenteeism or tardiness – excused or unexcused.
- Posting any notices on school premises without prior written approval of the Principal/Executive Director, unless posting is on a school bulletin board designated for employee postings.
- Immoral or indecent conduct.
- Conviction of a criminal act.
- Engaging in sabotage or espionage (industrial or otherwise).
- Violations of the sexual harassment policy.
- Failure to report a job-related accident to the employee's supervisor or failure to take or follow prescribed tests, procedures, or treatment.
- Sleeping during work hours.
- Release of confidential information without authorization.
- Refusal to speak to supervisors or other employees.
- Dishonesty.
- Failure to possess or maintain the credential/certificate required of the position.
- Any other conduct detrimental to other employees or to the school's interests or its efficient operations.

### Off-Duty Conduct

While the school does not seek to interfere with the off-duty and personal conduct of employees, certain types of off-duty conduct may interfere with the school's legitimate business interests. For this reason, employees are expected to conduct their personal affairs in a manner that does not adversely affect the school or its own integrity, reputation, or credibility. Illegal or immoral off-duty conduct by an employee that

adversely affects the school's legitimate business interests or the employee's ability to perform his/her work will not be tolerated.

Additionally, there are several specific areas of off-duty conduct the school is concerned with:

1. Solicitation - It is inappropriate and presents a clear conflict of interest for employees to attempt to sell, fundraise directly from, or to solicit goods/services from students or families. Any consideration of advertising outside services (including tutoring, camps, babysitting, etc.) or products (including jewelry, candy, Tupperware) to students or families requires prior approval of the Principal and/or Executive Director.
2. Second Jobs - Employment at the school is considered to be the primary priority for employees. Therefore, while employed at the school, employees are expected to devote their energies to their jobs with the school. For this reason, second jobs are strongly discouraged. Further, the following types of additional employment elsewhere are strictly prohibited:
  - Additional employment that conflicts with an employee's work schedule, duties, and responsibilities at the school,
  - Additional employment that creates a conflict of interest or is incompatible with the employee's position at the school,
  - Additional employment that impairs or has a detrimental effect on the employee's work performance with the school,
  - Additional employment that requires the employee to conduct work or related activities on the school's property during the school's working hours or using the school's facilities and/or equipment,
  - Additional employment that directly or indirectly competes with the business or interests of the school.

Employees who wish to engage in additional employment – that may or may not create a real or apparent conflict of interest – must submit a written request to the school explaining the details of the additional employment. If the additional employment is authorized, the school assumes no responsibility for it. CWCKC shall not provide worker's compensation coverage or any other benefit for injuries occurring from or arising out of additional employment. Authorization to engage in additional employment can be revoked at any time.

3. Social Media - If an employee posts information on the Internet (i.e. personal blog, Facebook, Twitter, Instagram, etc.) that discusses any aspect of his/her workplace activities, the following restrictions apply:
  - School equipment, including school computers and electronics systems, may not be used for these purposes;
  - Student and employee confidentiality policies must be strictly followed;

- Employees must make it clear that the views expressed in such postings are their own and not those of the school;
- Employees may not use the school's logos, trademarks, and/or copyrighted material;
- Employees are not authorized to speak on the school's behalf;
- Employees are not authorized to publish any confidential or proprietary information maintained by the school;
- Employees are prohibited from making discriminatory, defamatory, libelous, or slanderous comments when discussing the school, the employee's supervisors, co-workers, and competitors;
- Employees must comply with all school policies, including, but not limited to, rules against harassment and retaliation.

The school reserves the right to take disciplinary action, up to and including termination, against any employee whose social media postings violate this or other school policies.

## Health & Safety

CWCKC is committed to providing and maintaining a healthy and safe work environment for all employees.

CWCKC employees are required to participate in CWCKC's Professional Development Day where training and certification will be provided in CPR/First Aid and blood-borne pathogens safety protocols.

## Criminal Background Checks

As required by law, all individuals working or volunteering at the school will be required to submit to a criminal background check preceding the hire/volunteer date. CWCKC's background check is comprised of, but not limited to: employment history verification, reference checks, and verification of credentials/qualifications.

No condition or activity will be permitted that may compromise the school's commitment that the safety and well-being of students takes precedence over all other considerations. Conditions that preclude working/volunteering at the school may include past conviction(s) of a controlled substance offense, sex offense, or a serious/violent felony.

Additionally, should an employee, during his/her employment with the school, be convicted of a controlled substance or sex offense, or a serious/violent felony, the employee must immediately report it to the Executive Director.

## Security Protocols

CWCKC has developed the following guidelines to help maintain a secure workplace.

- Be aware of unknown persons loitering in parking areas, walkways, entrances, exits, and service areas.
- Report any suspicious persons or activities to their supervisor, Principal or Executive Director.
- Employee desks, classrooms, and offices should be secured at the end of the day.
- When an employee is called away from his/her work area for an extended length of time, valuable or personal items should not be left around a workstation that may be accessible to others.

The security of facilities as well as the welfare of employees and students depends upon the alertness and sensitivity of every individual to potential security risks. Employees should immediately notify their supervisor, Principal, or Executive Director when keys are missing or if security access codes or passes have been breached.

## Occupational Safety

CWCKC is committed to the safety of its employees, students, vendors, contractors, and the public.

The prevention of accidents is the responsibility of every school supervisor. It is also the duty of all employees to accept and promote the established safety regulations and procedures. Every effort will be made to provide adequate safety training. If an employee is ever in doubt on how to perform a job or task safely, assistance should be requested. Unsafe conditions must be reported immediately.

It is the policy of the school that accident prevention be considered of primary importance in all phases of operation and administration. CWCKC is required to provide safe and healthy working conditions for all employees and to establish and require the use of safe practices at all times.

Failure to comply with or enforce school safety and health rules, practices, and procedures could result in disciplinary action up to and including termination.

## Reporting

It is the duty of every employee to immediately report any accident or injury occurring during work hours or on school premises so that arrangements can be made for medical or first-aid treatment, as well as for investigation and follow-up purposes.

It is also the duty of every employee to know how to report fires and other emergencies quickly and accurately. Employees should report any such emergency by alerting administration (Office Manager, Principal, etc.) In addition, all employees should know local emergency numbers such as:

Emergency: 911

Non-Emergency Police Response: 816-234-5111

Poison Control Center Hotline: 1-800-222-1222

Regional Office: 816-872-2944

## Staff/Student Interaction

CWCKC recognizes its responsibility to make and enforce all rules and regulations governing student and employee behavior to bring about the safest and most learning-conductive environment possible.

### Corporal Punishment

Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of, or willfully causing the infliction of, physical pain on a student.

For purposes of this policy, corporal punishment does not include an employee's use of force that is reasonable and necessary to protect the employee, students, staff, other persons, or to prevent damage to property.

For clarification purposes, the following examples are offered for direction and guidance of school employees:

Examples of permitted actions (not corporal punishment):

1. Stopping a student from fighting with another student;
2. Preventing a student from committing an act of vandalism;
3. Defending from physical injury or assault by a student;
4. Forcing a student to surrender a weapon or dangerous object;
5. Requiring an athletic team to participate in strenuous physical training activities designed to strengthen or condition team members or improve their coordination, agility, or physical skills;
6. Engaging in group calisthenics, team drills, or other physical education, or voluntary recreational activities.

Examples for prohibited actions (corporal punishment):

1. Hitting, shoving, pushing, or physically restraining a student as a means of control;
2. Making unruly students perform push-ups, run laps, or perform other physical acts that cause pain or discomfort as a form of punishment;
3. Paddling, swatting, slapping, grabbing, pinching, kicking, or otherwise causing physical pain.

## Staff/Student Behavior

Employees will take part in annual training on appropriate recommended behaviors. This policy is intended to provide a guide for all school faculty and staff in conducting themselves in a way that reflects the high standards of behavior and professionalism required of school employees and to help clarify the boundaries between students and staff. Although this policy gives specific, clear direction, it is each staff member's obligation to avoid situations that could prompt suspicion by parents, students, colleagues, or school leaders.

For the purposes of this policy, the term "boundaries" is defined as acceptable professional behavior by staff members while interacting with a student. Trespassing the boundaries of a student/teacher relationship is deemed an abuse of power and a betrayal of public trust.

Some activities may seem innocent from a staff member's perspective, but can be perceived as flirtation or sexual insinuation from a student or parent point of view. The objective of the following lists of acceptable and unacceptable behaviors is not to restrain innocent, positive relationships between staff and students, but to prevent relationships that could lead to, or may be perceived as, sexual misconduct.

### **Unacceptable Staff/Student Behaviors (violations of this policy):**

- Giving gifts to an individual student that are of a personal and/or intimate nature.
- Kissing of any kind.
- Any type of unnecessary physical contact with a student in a private situation.
- Intentionally being alone with a student away from the school.
- Making, telling, or participating in sexually inappropriate comments, stories, and/or jokes.
- Seeking emotional involvement with a student for your benefit.
- Discussing inappropriate personal troubles or intimate issues with a student.
- Becoming involved with a student so that a reasonable person may suspect inappropriate behavior.

### **Unacceptable Staff/Student Behaviors without Parent & Supervisor Permission**

The behaviors should only be exercised when a staff member has parent and supervisor permission.

- Giving students a ride to/from school or school activities.
- Being alone in a room with a student at school with the door closed.
- Allowing students in your home.

### **Cautionary Staff/Student Behaviors**

These behaviors should only be exercised when a reasonable and prudent person, acting as an educator, is prevented from using a better practice or behavior. Staff members should inform their supervisor of the circumstance and incident prior to or immediately following the occurrence.

- Remarks about the physical attributes or development of anyone.
- Excessive attention toward a particular student.
- Sending emails, text messages, social media communication, or letters to students if the content is not about school activities.

### **Acceptable and Recommended Staff/Student Behaviors**

- Getting parents' written consent for any after-school activity.
- Obtaining formal approval to take students off school property for activities such as field trips or competitions.
- Emails, text messages, phone calls, and/or social media messages to students must be very professional and pertaining to school activities or classes. Additionally, communication should be limited to school technology.
- Keeping the door open when alone with a student.
- Keeping reasonable space between personal space and a student.
- Stopping and correcting students if they cross personal boundaries.
- Keeping parents informed when a significant issue develops about a student.
- Keeping after-class discussions with a student professional and brief.
- Asking for advice from fellow staff or administrators regarding a difficult situation regarding boundaries.
- Involving a supervisor if conflict arises with a student.
- Informing the Executive Director about situations that have the potential to become more severe.
- Making detailed notes about an incident that could evolve into a more serious situation later.
- Recognizing the responsibility to stop unacceptable behavior of students or coworkers.
- Asking another staff member to be present if you will be alone with any type of special needs student(s).
- Asking another staff member to be present when you must be alone with a student after regular school hours.
- Giving students praise and recognition without touching them.
- Pats on the back, high-fives, and handshakes are acceptable.

- Keeping a high priority on professional conduct.

## Confidential Information

Information about CWCKC and its employees, students, families, suppliers, and vendors is to be kept confidential and divulged only to individuals within CWCKC with both a need and authorization to receive the information. If in doubt as to whether information should be divulged, err in favor of not and discuss the situation with the Principal and/or Executive Director.

All records and files maintained by CWCKC are confidential and remain the property of CWCKC. Records and files are not to be disclosed to any outside party without the express permission of the Principal and/or Executive Director. Confidential information includes, but is not limited to:

- Financial records,
- Personnel and payroll records regarding current or former employees,
- The identity of, contact information for, and any other information on students, vendors, and suppliers,
- Programs, trade secrets, and any other document(s) or information regarding CWCKC's operations.

Confidential information may not be removed from CWCKC's premises without express authorization.

As CWCKC was chartered to serve a diverse socio-economic population, special care needs to be given in safeguarding the identity of socio-economically challenged students. Every precaution should be taken to ensure that information identifying a student as eligible for the Federal Free & Reduced Lunch program is kept confidential at all times. Only those staff members with a legitimate need to know should be provided with this information.

Additionally, as a school that serves students with special needs, extraordinary care must also be taken to ensure the confidentiality of all information related to the assessment for, or provision of, special education services. Access to Individual Educational Plans (IEPs) is on a strict need-to-know basis and any staff accessing a student's IEP must sign the IEP folder in and out and ensure its confidentiality while in his/her possession. Parents, volunteers, board members, and staff that do not have a need to know this information are prohibited from accessing this information under any circumstances.

Lastly, student records are not to be shared with nor accessed by anyone other than authorized school staff members with the exception of the student's parents/guardians. Parent volunteers working in the school office are not allowed to access individual student records for any reason.



Confidential information obtained during or through employment with CWCKC may not be used nor disclosed by an employee, except as job-related. Employees must also maintain the confidentiality, use, or disclosure of confidential information at all times following termination of employment. CWCKC reserves the right to seek all legal or equitable remedies to prevent impermissible use of confidential information or to recover damages incurred as a result of the impermissible use of confidential information.

Employees may be required to enter into separate written confidentiality agreements confirming their understanding of CWCKC's confidentiality policies and failure to adhere to the confidentiality procedures of the school may be grounds for immediate termination.

### **Duty to Report**

When any employee becomes aware of another staff member crossing any of the boundaries specified in the "Student/Staff Behavior" policies, he/she must speak to this staff member (if the violation appears minor) or report the matter to the school Principal / Executive Director. If the observed behavior appears significant, it is the duty of every staff member to immediately report it to the Principal / Executive Director. All reports shall be confidential. It is the duty of the Principal / Executive Director to investigate and thoroughly report the situation. Employees must also report any awareness or concern of student behavior that crosses boundaries or where a student appears to be at risk for sexual abuse.

### **Child Abuse & Neglect Reporting**

Any CWCKC official or employee who knows or has reasonable cause to suspect that a student is being subjected to home conditions or circumstances which would reasonably result in truancy will immediately make a report via the Student Abuse Hotline to the Children's Division. The employee shall inform the Principal, whom shall inform the Executive Director that a report has been made and the Executive Director will keep the Board apprised of the status of the case.

An oral report shall be made immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused, by telephone or otherwise and followed by a report in writing, if requested, to a child welfare agency providing protective services, as designated by the Missouri Children's Division, or, in the absence of such agency, to an appropriate police authority or LEA (Local Educational Agency) attorney.

## **Company Property**

All desks, workstations, computers, equipment, and supplies are CWCKC property. Depending on the employee's job duties, CWCKC may issue an employee property to assist in his/her work, such as a school credit card, keys, remote control(s), textbooks, and/or other learning materials. The employee is fully responsible for any CWCKC property issued.

## Technology

CWCKC utilizes various forms of technology resources in conducting its business. "Technology resources" refers to all electronic devices and systems, software, and means of electronic communication, including, but not limited to, the following:

- Personal computers and/or workstations
- Laptop computers
- Mini- and mainframe computers
- Computer hardware such as disk drives
- Peripheral equipment such as printers, modems, scanners, fax machines, and copiers
- Computer software applications and associated files and data, including software that grants access to external services such as the internet
- Telephones
- Voicemail systems
- Electronic-mail systems
- Portable computer devices
- Cellular telephones
- Pagers
- Personal Digital Assistants (sometimes referred to as Pads)
- Personal organizers and other electronic wireless communication devices
- Digital cameras
- Video recorders

CWCKC's technology resources are CWCKC's property and there are special rules that apply to the technology resources as set forth below.

Depending on the employee's job duties, CWCKC may provide an employee with access to some or all of its technology resources or issue an employee a technology resource to use for business purposes. Only employees whose job performance will benefit from the use of CWCKC's technology resources will be given access to or issued technology resources.

Employees who use CWCKC's technology resources must do so responsibly and are required to comply with all state and federal laws, the policies of CWCKC, and with normal standards of professional and personal courtesy and conduct. Racist, sexist, harassing, or threatening language is strictly prohibited.

For example, there is to be no:

- Viewing, transmitting, downloading, sharing, use, or printing of sexually-explicit images, messages, or cartoons; or
- Viewing, transmitting, downloading, sharing, use, or printing of materials that contain ethnic slurs, racial epithets, derogatory, defamatory, obscene, or offensive statements or images; or
- Anything that may be construed as harassment or disparagement of others based on their race, national origin, ancestry, sex, gender identity, pregnancy, sexual orientation, marital status, age, physical or mental disability, genetic information, medical condition, religious beliefs, FMLA leave status, veteran status, or any other characteristic protected by federal, state, or local laws.
- Use of CWCKC's technology resources for gambling,
- Use of CWCKC's technology resources to copy, retrieve, forward, or send copyrighted materials unless the employee has the author's permission or is accessing a single copy only for the employee's reference.

## **Use – Company Property & Technology Resources**

CWCKC's company property and technology resources are to be used by employees for the purpose of CWCKC business. This policy does not prohibit limited use of a personal or social nature on the employee's non-work time, providing such use does not violate any of CWCKC's policies or detract from the employee's performance of his/her job duties. CWCKC reserves the right to determine when personal use of technology resources or property is excessive and/or improper, and may require reimbursement from an employee and/or discipline the employee when the employee has used the resources or property excessively and/or improperly.

## **Access**

CWCKC reserves the right to inspect desks, cabinets, drawers, closets, and/or other work areas (including contents, effects, or articles that are in CWCKC property). Such inspection can occur at any time, with or without advance notice or consent.

In addition, CWCKC specifically reserves the right to access, monitor, and inspect the contents of, and data stored in, all of its technology resources at any time for any reason, at its sole discretion. Employees should understand that they have no right of privacy with respect to any messages or information created, maintained, or stored on CWCKC's technology resources, even if those devices require a personal password to sue or access or if the information has been deleted. All email, text, and voicemail

messages sent and received, including personal messages, all internet sites visited, and all data and information stored on CWCKC's technology resources may be accessed, monitored, and inspected by CWCKC and are CWCKC property, regardless of content. Any employee who chooses to use a CWCKC technology resource for personal use does so with the express notice that CWCKC has the right to access, monitor, and inspect all information on the device, including but not limited to reviewing any personal voicemail, email messages, text messages, images, video, or other personal information stored on the device. CWCKC may conduct this inspection by reviewing the contents of the technology resources or by obtaining and reviewing records maintained by a third party that supplies services to CWCKC pertaining to the technology resources.

CWCKC reserves the right to advise appropriate legal authorities of any incident where it reasonably believes an employee violated the law.

### **Cellular Phone/ECD Use**

Due to the nature of their job responsibilities, some CWCKC employees may be assigned cellular phones or electronic communication devices (ECDs) by CWCKC. CWCKC cellular phones and ECDs are CWCKC property and are to be used by employees for the purpose of CWCKC business.

This policy does not prohibit limited use of the cellular phones/ECDs for personal use during the employee's non-work time, provided such use does not violate any of CWCKC's guidelines and practices nor detract from the employee's performance of his/her job duties. Frequent use of CWCKC's cellular phone/ECDs for personal calls during work time or during non-work time is a violation of this policy. CWCKC reserves the right to determine when personal use of the cellular phone/ECDs is excessive or improper, and may require reimbursement from an employee and/or discipline the employee.

As set forth above, CWCKC has the right to inspect information and data stored on CWCKC-issued cellular phones and ECDs. This includes, but is not limited to, incoming and outgoing call history records, text messages, voicemail messages, images, and videos. To the extent allowed by law, CWCKC also reserves the right to inspect other information about an employee's use of CWCKC-issued cellular telephone/ECDs that is available through the network provider's records. CWCKC reserves the right to rescind cellular phone or ECD privileges at any time and for any reason.

Additionally, CWCKC requires employees to safely use cellular phones while driving during work hours, regardless of whether they are personal or CWCKC-issued cellular phones. Employees who use handheld cellular phones must refrain from making or receiving business calls while driving. If an employee needs to make or receive a business call using a handheld device while driving, the employee must stop and park his/her vehicle in a proper parking area for the call. Employees who use hands-free cellular phones must keep business conversations brief while driving, and must stop the

vehicle and park in a proper parking area if the conversation becomes involved, traffic is heavy, or road conditions are poor. In an emergency situation only, such as a traffic accident or car trouble, CWCKC recognizes that employees may find it necessary to make a cellular phone call using a handheld device while driving. CWCKC also prohibits employees from writing, sending, or reading a text-based communication on an ECD while driving during work hours, regardless of whether the employee is using his/her own or a CWCKC-issued ECD. To be clear, employees may not drive during work hours and engage in text messaging, instant messaging, or send/read electronic mail. Employees who violate this policy are subject to disciplinary action up to and including termination. Please contact the Executive Director with any questions regarding cellular phone/ECD usage.

### **Return of CWC Property**

An employee who is issued CWCKC property or technology resources must return the items when requested by CWCKC or open termination of employment (voluntary or involuntary). All property and technology resources must be returned to the employee's direct supervisor at CWCKC. If equipment is left at any other location, the employee will be responsible for any resulting damages to, or misuse of, the property or technology resource(s).

An employee may face disciplinary actions, up to and including termination, if any CWCKC property or technology resource issued to him/her is lost, damaged, misused, or not returned to CWCKC. CWCKC reserves the right to recover the value of the property or technology resource(s) from an employee to the full extent authorized by law.

### **Personal Business**

CWCKC's facilities and equipment (including mail, phone, and technology resources) are designed to accommodate school business. Employees should have personal mail directed to their home address and limit personal business, including telephone calls, to an absolute minimum. Long-distance personal calls should not be made from CWCKC telephones. Employees should not use school material, time, or equipment for personal projects.

### **Use – Email, Voicemail, & Internet**

CWCKC permits employees to use its electronic mail, voicemail system, and internet. This allowance is designed for minimal personal use that does not interfere with timely job performance and is consistent with law and appropriate protocols.

These systems are not to be used in any way that may be disruptive, offensive to others, or harmful to morale. For example, sexually explicit images, ethnic slurs, racial epithets, or anything else that may be construed as harassment or disparagement of others

based on their race, national origin, sex, sexual orientation, age, religious beliefs, or political beliefs may not be displayed or transmitted.

Employees may not attempt to gain access to another employee's personal email/voicemail without the latter's express permission.

School staff will not enter an employee's personal email files or voicemail unless there is a business need to do so. CWCKC retains a copy of all passwords; passwords unknown to the school may not be used. System security features, including passwords and delete functions, do not neutralize the school's ability of access any message at any time. Employees must be aware that the possibility of such access always exists.

Etiquette: Email is a prevalent and common form of communication; however, they can also be challenging and open to interpretation. Therefore, all employees should consider and/or follow the below guidelines when sending emails internally and externally:

- Avoid using CAPITALS – they are the equivalent of shouting.
- Do not reply in anger and be mindful of tone. Seek to understand what the writer is trying to say.
- Avoid spelling and grammatical errors; re-read and edit before sending.
- A reasonable response time is within one (1) business day during weekdays and by the next business day on weekends.
- Emails should be as concise as possible and focused on the everyday function and business of the school.
- If a major concern or conflict with a person or a group of people exists, email is not a good medium to communicate with. Instead, schedule an appointment to discuss such matters in person – professionally and discreetly. Regarding communicating through conflict, please adhere to our operating norms and agreements about respectful and peaceful communication.
- Please use the “reply all” function appropriately.
- If sending an email to the parent/guardian of a CWCKC student, and the topic of which may be challenging (to either party), cc the Principal or supervisor. This will ensure he/she is aware in real-time and can provide support.

## Personnel Evaluations & Record Keeping

### Performance Evaluation Process

All full/part time faculty will meet with their supervisor two (2) times throughout the year (Aug/Sep; Jan/Feb; May/Jun) for one-on-one meetings to set goals, reflect on progress, plan professional development opportunities, review observation feedback, and reflect on classroom practices and procedures. In addition, each faculty member will meet

with the Principal to share information regarding the academic and social/emotional progress of each student. This will allow multiple opportunities for faculty members to discuss accomplishments, concerns, and discuss strategies for meeting the needs of all learners. Ongoing performance evaluations are intended to make the employee aware of progress, areas for improvement, and objectives or goals for future performance.

Favorable performance evaluations do not guarantee promotions or salary increases. Although advancement potential is based largely upon job performance, promotions and salary increases are solely within the discretion of the school and depend on many factors in addition to performance.

## **Personnel Files & Record Keeping**

All newly hired employees will have a personnel file established. It is the responsibility of the employee to keep the Executive Director and Office Manager advised of changes that should be reflected in the personnel file, such as:

- Change in address
- Change in telephone number(s)
- Marital status
- Number of dependents
- Emergency contact name/phone number

Employees have the right to inspect documents in their personnel file in the presence of a school representative, at a mutually convenient time. Employees also have the right to obtain a copy of any document(s) in their personnel file (physical or online) as well as the right to add comments to any disputed item in the file. A request for information contained in the personnel file must be directed to the Executive Director, and only the Executive Director (or designee) is authorized to release information about current or former employees.

CWCKC will restrict access of personnel files to only authorized individuals within the school. Disclosure of information to outside sources will be limited; however, the school will cooperate with requests from authorized law enforcement or local, state, or federal authorities conducting official investigations or as otherwise legally required.

## **Termination of Employment**

If an employee believes it necessary to terminate his/her at-will employment with the school, the employee must notify the Principal and Executive Director of his/her intention as far in advance as possible. At least two (2) weeks' notice is expected whenever possible; however, a thirty (30) day notice is asked for and encouraged.

Upon doing so, this may trigger a "resignation fee" as outlined in an employee's offer letter of employment and/or renewal offer of employment (as applicable). Unless other

arrangements are made at the time of resignation, the resignation fee is withheld from the employee's final paycheck(s).

### **Personal Property**

Terminated employees should remove any personal items at the time they leave the school. Personal items left in the school are subject to disposal if not claimed at the time of the employee's termination.

## **Staff Complaints and Grievance Policy**

This policy provides a mechanism for employees or applicants to reach solutions to problems, disputes, or controversies at the lowest administrative level, as fairly and as expeditiously as possible. This policy also addresses employees or applicants who allege discrimination or harassment on the basis of age, gender, race, color, religion, national origin, disability, or any other basis expressly prohibited by law.

### **Complaints / Grievances Submittal Procedure**

This complaint and grievance procedure is applicable to any claim by any employee or applicant of CWC Kansas City who is affected in his or her employment relationship by an alleged violation, misinterpretation, or misapplication of statutes, policies, rules, regulations, or written agreements of which the school is required to comply.

The Board will ensure that a complaint is processed as expeditiously as is practicable. The initial complaint should be made in writing and should clearly state that the complainant wishes to utilize the Complaints and Grievances Policy, the nature of the complaint and specific statute, policy, rule, regulations, or written agreements that have allegedly been violated. The written request should be received by the charter school's office via certified mail at the following address: Citizens of the World Kansas City, Attn: Executive Director, 3435 Broadway, Kansas City, MO, 64111.

The complainant will be notified of the time and place of the initial meeting and any appeal of the initial decision in writing by hand delivered or certified mail. The complainant and the individual(s) accused of the violation shall be entitled to an opportunity to be heard and present relevant evidence.

For full details, please reference the Staff Complaints and Grievance Policy and procedures found in the official CWC Kansas City Policy Manual.

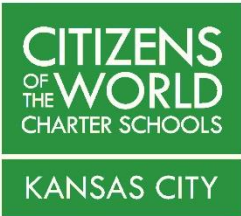
### **Prohibited Reprisal Provision**

No reprisals of any kind shall be taken by the Board or by any member of the administration against any complainant as a result of participation in the complaint process.



## Appendix A, Employee Harassment Complaint Form

Please see form on the following page.



**CWC KANSAS CITY  
EMPLOYEE HARASSMENT COMPLAINT FORM**

**Last Name:**

**First Name/MI:**

**Street Address / Apt. #:**

**City:**

**State:**

**Zip Code:**

**Home Ph:**

**Cell Ph:**

**Work Ph:**

**School/Office of Alleged Violation:**

**For allegation(s) of unlawful discrimination/harassment, please check the basis of the unlawful discrimination/harassment described in your complaint, if applicable:**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Age                             | <input type="checkbox"/> Gender / Gender Expression / Gender Identity | <input type="checkbox"/> Sex (Actual or Perceived)   |
| <input type="checkbox"/> Ancestry                        | <input type="checkbox"/> Genetic Information                          | <input type="checkbox"/> Sexual Orientation (Actual or Perceived)  |
| <input type="checkbox"/> Color                           | <input type="checkbox"/> National Origin                              | <input type="checkbox"/> Based on association with a person or group with one or more of these actual or perceived characteristics |
| <input type="checkbox"/> Disability (Mental or Physical) | <input type="checkbox"/> Race   |  |
| <input type="checkbox"/> Ethnic Group Identification     | <input type="checkbox"/> Religion                                     |  |

1. Please give facts about the complaint. Provide details such as the names of those involved, dates, whether witnesses were present, etc., that may be helpful to the complaint investigator.

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2. Have you discussed your complaint or brought your complaint to any CWC Kansas City personnel? If you have, to whom did you take the complaint, and what was the result?

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3. Please provide copies of any written documents that may be relevant or supportive of your complaint.

I have attached supporting documents.  Yes  No

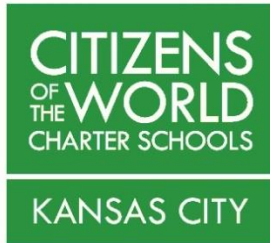
Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Mail complaint and any relevant documents to:

Kristin Droege, Executive Director  
Regional Administrative Office  
4324 McGee St.  
Kansas City, MO 64111

## Appendix B, Employee Acknowledgement of Receipt



### EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT OF CWCKC EMPLOYEE HANDBOOK

EMPLOYEE NAME:

\_\_\_\_\_

I ACKNOWLEDGE that I have received a copy of the CWCKC Employee Handbook.

I understand that it is my responsibility to read and familiarize myself with the policies and procedures contained in the handbook and I acknowledge that I have done so.

I agree to abide by its directions and procedures. I have been given the opportunity to ask any questions I might have about the policies in the handbook.

I understand that the statements contained in the Handbook are guidelines for employees concerning some of the school's policies and benefits and are not intended to create any contractual or other legal obligations or to alter the at-will nature of my employment with the school. In the event I do have an employment contract which expressly alters the at-will relationship, I agree to the foregoing except with reference to an at-will employment status.

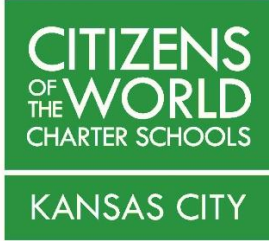
I understand that, except for employment at-will status any and all policies and procedures can be changed at any time by the school.

I understand that, other than the CWC Kansas City Board of Directors, no person has authority to enter into any agreement – express or implied – for employment for any specific period of time, or to make any agreement for employment other than at-will; only the Board has the authority to make any such agreement and then only in writing signed by the Board President.

I understand that I will also receive a copy of the CWCKC Family Handbook and am expected to read the handbook and work with the community to uphold the policies, practices, and commitments within.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**(This copy to be left in the Employee's copy of the Employee Handbook)**



**EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT OF CWCKC EMPLOYEE HANDBOOK**

EMPLOYEE NAME:

\_\_\_\_\_

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I understand that I will also receive a copy of the CWCKC Family Handbook and am expected to read the handbook and work with the community to uphold the policies, practices, and commitments within.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**(Please sign, remove from the handbook, and submit to the Regional Office Manager.)**