



**Employee Handbook**  
**2011-2012**

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

**ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE HANDBOOK**

PLEASE READ THE EMPLOYEE HANDBOOK AND SUBMIT A SIGNED COPY OF THIS STATEMENT TO THE DIRECTOR.

EMPLOYEE NAME: \_\_\_\_\_

I ACKNOWLEDGE that I have received a copy of the Employee Handbook. I have read and understood the contents of the Handbook, and 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 it is my responsibility to read and familiarize myself with the policies and procedures contained 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 or practices can be changed at any time by the School.

I understand that other than the Board of the School, 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.

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

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

**Please sign/date, tear out, and return to the School.**

**ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE HANDBOOK**

PLEASE READ THE EMPLOYEE HANDBOOK AND SUBMIT A SIGNED COPY OF THIS STATEMENT TO THE PRINCIPAL.

EMPLOYEE NAME: \_\_\_\_\_

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Employee's Signature:

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



# INTRODUCTION TO HANDBOOK

This Handbook is designed to help employees get acquainted with BRIDGES Charter School (hereinafter referred to as the “School”). It explains some of our philosophies and beliefs, and describes in general terms, some of 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 employees throughout their employment at the School. Employees should understand, however, that this Handbook is not intended to be a contract (express or implied), nor is it intended to otherwise create any legally enforceable obligations on the part of the School or its employees. In no way does the Handbook replace any official plan documents (e.g., health insurance, retirement plan, etc.) or insurance contracts, which will govern in all cases. This Handbook supersedes and replaces all previous personnel policies, practices, and guidelines.

Due to the fact that the School is a growing and changing organization, it reserves full discretion to add to, modify, or delete provisions of this Handbook, or the policies and procedures on which they may be based, at any time without advance notice. The School also reserves the right to interpret any of the provisions set forth in this Handbook in any manner it deems appropriate.

No individual other than the Board of Directors has the authority to enter into any employment or other agreement that modifies School policy. Any such modification *must* be in writing.

This Handbook is the property of the School, and it is intended for personal use and reference by employees of the School. Circulation of this Handbook outside of the School requires the prior written approval of the Director.

Employees must sign the acknowledgment form in this Handbook, tear it out, and return it to the Director. This will provide the School with a record that each employee has received this Handbook.

# CONDITIONS OF EMPLOYMENT

## **Equal Employment Opportunity Is Our Policy**

The School 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, creed, color, religion, national origin, ancestry, sex, sexual orientation, age, physical or mental disability, marital status, citizenship status, medical condition, or any other legally protected status. 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 the American with Disabilities Act (ADA) which ensures 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 with a disability who is an applicant or an employee unless undue hardship would result.

Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact a School representative with day-to-day personnel responsibilities and request such an accommodation. The individual with the disability should specify what accommodation he or she needs to perform the job. The School then will conduct an investigation to identify the barriers that interfere with the equal opportunity of the applicant or employee to perform his or her job. The School will identify possible accommodations, if any, that will help eliminate the limitation. If the accommodation is reasonable and will not impose an undue hardship, the School will make the accommodation.

## **Hiring Process**

To ensure that BRIDGES Charter School employs highly qualified instructional, administrative, and support staff, the School will select teachers and staff via the Staff Selection committee. This committee will be comprised of teachers, parent representatives, and the Director. At no time shall a majority of the Board sit on the Staff Selection Committee, nor should a majority of the Staff Selection Committee be made up of Board Members.

The Board of Directors will hire and evaluate the Director of BRIDGES Charter School. The Board of Directors will approve the hiring of all other employees of the School after reviewing the recommendations of the Staff Selection Committee and considering the recommendations by the Director of the School.

The following process will be followed for all staff positions at BRIDGES Charter School:

1. Development of Position Description

The School Director will develop a Position Description which will include the following components:

- . Brief description of position;
- . Explicit enumeration of duties;
- . Minimum qualifications;
- . Preferred qualifications;
- . Application process description;
- . Application deadlines;
- . Contact person for additional information;
- . Address for application;
- . Salary range;
- . Antidiscrimination statement;
- . Equal opportunity employer statement; and
- . ADA compliance statement.

All individuals to be employed by BRIDGES Charter School must possess the characteristics, knowledge, and qualifications identified in posted job descriptions and be well versed in the components of Whole Child Education and Positive Discipline as well as being comfortable with parental classroom involvement, differentiated learning techniques and the maintenance of an academic program that provides choice in the way students learn.

2. Posting of Position

The Position Description will be used as the posted announcement of all open positions at the School.

Positions will be posted on any of the following: the BRIDGES Charter School website, a regional newspaper such as the Ventura County Star, and/or various appropriate websites. Position announcements will be posted no less than two (2) weeks before application deadline. The posting of the Position does not preclude the Staff Selection Committee, the Board of Directors, or any employee of BRIDGES Charter School to reach out in any additional way they feel appropriate to maximize the quality of our application pool. In all cases, however, the Position Description shall be the primary document describing the position available, and the process of application.

3. Development of Applicant Selection and Disposition Criteria

The Staff Selection Committee will develop an Applicant Selection and Disposition Instrument to include the following components:

- Explicit evaluative criteria based solely on the qualifications (including knowledge, skills, and disposition) necessary to fulfill the duties and responsibilities listed in the position announcement;
- Minimum qualifications will be used to determine whether a candidate will be considered further;
- A meaningful evaluative scale which allows nonbiased comparisons between all candidates; and
- Additional space for comments to add narrative value to the scoring process.

4. Development of a Diverse, High Quality Applicant Pool

A diverse and high quality pool of applicants is essential for selecting highly qualified instructional, administrative, and support staff. The pool of applicants must therefore meet a minimum threshold, both numerically and/or qualitatively.

5. Selection of Short List

The School Director will select a short list of candidates to interview. Selection will be based exclusively on criteria included on the Applicant Selection and Disposition Instrument.

6. Interviews

The Staff Selection Committee will interview all short listed candidates. All candidates must be interviewed in the same manner, and using the same interview questions. At no time shall questions be asked that reflect religious, political, or sexual orientation or preference. Neither shall age, ethnicity or national origin be a factor in interview questions. In addition to interviews, teaching candidates may be asked to participate in mock-staff meetings, orientation and/or information meetings, and to be observed teaching a lesson.

7. Background and Reference Checking

In all cases, three references of candidates will be checked following interviews, and prior to offering a position at BRIDGES Charter School. In addition, all academic degrees, professional credentials, and prior work experience will be verified. BRIDGES Charter School will comply with the provisions of Education Code Section 44237 and 45125.1 regarding the background clearance of employees, contractors, and volunteers prior to employment.

8. Recommendation

The Staff Selection Committee will make a recommendation for the position based on the review of applicant submitted materials, the interview process, and background/ reference checks.

The Staff Selection Committee will make its recommendation to the Board of Directors who will approve the hiring of all other employees of BRIDGES Charter School after reviewing the recommendations of the Staff Selection Committee.

9. Confidentiality

Consistent with State Law, all proceedings of the Staff Selection Committee, and all aspects of the Personnel Process will remain confidential. Evaluation ranking of all applicants will remain confidential

II. EMPLOYMENT POLICIES AND PRACTICES

**A. Certification and Licensure**

The School's core academic teachers are required to hold a current California Commission on Teacher Credentialing certificate, permit or other document equivalent to that which a teacher in other public schools would be required to hold. BRIDGES Charter School teachers are required to have the following:

Bachelor's Degree;  
A Valid California teaching credential; and  
CLAD or BCLAD certification

**B. Clerical, Other Staff, Substitutes, and Consultants**

The School's clerical and non-teaching staff, substitutes, and consultants will demonstrate the abilities necessary to effectively carry out their responsibilities as further specified in applicable job specifications.

**C. Child Neglect and Abuse Reporting**

Any employee who knows or reasonably suspects a child has been the victim of child abuse shall report the instance to a child protective agency. Child abuse is broadly defined as "a physical injury that is inflicted by other than accidental means on a child by another person." School employees are required to report instances of child abuse when the employee has a 'reasonable suspicion' that child abuse has occurred. Reasonable suspicion arises when the facts surrounding the incident or suspicion could cause another person in the same situation to suspect child abuse.

Child abuse should be reported immediately by phone to a child protective agency. The phone call is to be followed by a written report within thirty-six (36) hours. There is no duty for the reporter to contact the child's parents. In fact, if a child is released to a peace officer or a child protective agent, the reporter shall not notify the parent as required in other instances of removal.

## **Employment At-Will**

Except if stated expressly otherwise by employment contract, it is the policy of the School that all employees are considered “at-will” employees of the School. Accordingly, either the School or the employee can terminate this relationship at any time, for any reason, with or without cause, and with or without advance notice.

Nothing contained in this Handbook, employment applications, School memoranda or other materials provided to employees in connection with their employment shall require the 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. 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.

This policy shall not be modified by any statements contained in this Handbook or employee applications, School memoranda, or any other materials provided to employees in connection with their employment. Further, none of those documents whether singly or combined, or 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.

## **Policy Prohibiting Unlawful Harassment**

The School is committed to providing a work and educational atmosphere that is free of unlawful harassment. The School’s policy prohibits sexual harassment and harassment based upon pregnancy, childbirth or related medical conditions, race, religion, creed, color, gender, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, or any other basis protected by federal, state, local law, ordinance or regulation. The School will not condone or tolerate harassment of any type by any employee, independent contractor or other person with which the School does business with. This policy applies to all employee actions and relationships, regardless of position or gender. The School will promptly and thoroughly investigate any complaint of harassment and take appropriate corrective action, if warranted.

### Prohibited Unlawful Harassment

- Verbal conduct such as epithets, derogatory jokes or comments or slurs;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race or any other protected basis;
- Retaliation for reporting or threatening to report harassment; or
- Deferential or preferential treatment based on any of the protected classes above.

### Prohibited Unlawful Sexual Harassment

In accordance with existing policy, discrimination on the basis of gender in education institutions is prohibited. All persons, regardless of the gender, are afforded equal rights and opportunities and freedom from unlawful discrimination in education programs or activities conducted by the School.

The School 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 dismissal, of the offending employee.

Sexual harassment consist of sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature 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.

It is also unlawful to retaliate in any way against an employee who has articulated a good faith concern about sexual harassment against him or her against another individual.

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 Principal. See Appendix A for the "Harassment Complaint Form." See Appendix B for the general "Complaint Form."

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 these assaults and
  - Intentional physical conduct that is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another's body, or poking 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 by employees, 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 publicly or otherwise publicizing in the work environment materials that are in any way sexually revealing, sexually suggestive, sexually demeaning or pornographic; and
- 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.

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.

The School will investigate complaints promptly and provide a written report of the investigation and decision as soon as practicable. The investigation will be handled in as confidential a manner as possible consistent with a full, fair, and proper investigation.

While in most situations a personal relationship is a private matter, these relationships are not appropriate in a professional setting, particularly where one of the parties has management or supervisory responsibilities.

### **Whistleblower Policy**

The School requires its directors, officers, employees, and volunteers to observe high standards of ethics in the conduct of their duties and responsibilities within the School. As representatives of the School, such individuals must practice honesty and integrity in fulfilling all responsibilities and must comply with all applicable laws and regulations. The purpose of this policy is to create an ethical and open work environment, to ensure that the School has a governance and accountability structure that supports its mission, and to encourage and enable directors, officers, employees, and volunteers of the School to raise

serious concerns about the occurrence of illegal or unethical actions within the School before turning to outside parties for resolution.

All directors, officers, employees, and volunteers of the School have a responsibility to report any action or suspected action taken within the School that is illegal, unethical or violates any adopted policy of the School. Anyone reporting a violation must act in good faith, without malice to the School or any individual at the School and have reasonable grounds for believing that the information shared in the report indicates that a violation has occurred. A person who makes a report does not have to prove that a violation has occurred. However, any report which the reporter has made maliciously or any report which the reporter has good reason to believe is false will be viewed as a serious disciplinary offense. No one who in good faith reports a violation, or who, in good faith, cooperates in the investigation of a violation shall suffer harassment, retaliation, or adverse employment action.

### **Drug-Free Workplace**

The School is committed to providing a drug and alcohol free workplace and to promoting safety in the workplace, employee health and well-being, customer confidence 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. Drug or alcohol use in the workplace is extremely harmful to workers.

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.

### **Hours of Work, Overtime and Paydays**

Normal working hours for *full-time* non-teaching employees at BRIDGES Charter School are from 7:30 a.m. to 4:30 p.m. with a 40 minute lunch break and 2 - 10 minute breaks, one in the morning and one in the afternoon. However, employees may be required to work other than the normal hours and to take their lunch breaks on a rotating basis so that telephones and reception areas are always covered.

Whether an employee is exempt from or subject to overtime pay will be determined on a case-by-case basis and will be indicated in the employee's job description. Generally, teachers and administrators are exempt. Non-exempt employees may be required to work beyond the regularly scheduled workday or workweek as necessary. Only actual hours worked in a given workday or workweek can apply in calculating overtime for non-exempt employees. BRIDGES Charter School will attempt to distribute overtime evenly and accommodate individual schedules. All overtime work must be previously authorized by the Director. BRIDGES Charter School provides compensation for all overtime hours worked by non-exempt employees in accordance with state and federal law as follows:

For employees subject to overtime, all hours worked in excess of eight (8) hours in one workday or forty (40) hours in one workweek shall be treated as overtime. Compensation for hours in excess of forty (40) for the workweek or in excess of eight (8) and not more than twelve (12) for the workday, and for the first eight (8) hours on the seventh consecutive day in one workweek, shall be paid at a rate of one and one-half times the employee's regular rate of pay. Compensation for hours in excess of twelve (12) in one workday and an excess of eight (8) on the seventh consecutive workday of the workweek shall be paid at double the regular rate of pay.

Exempt employees may have to work hours beyond their normal schedules as work demands require. No overtime compensation will be paid to these exempt employees.

Paydays are scheduled on the last working day of each month. If an employee observes an error in his/her check, it should be reported immediately to the Director.

**L. Business Standard Mileage Rate:**

The Board shall fix the cost per mile allowance for use of personal cars for necessary school business. The mileage rate shall be the current IRS allowance per mile. The School recognizes that there will necessarily be a certain amount of personal car use within the School and that such driving is predicated upon the job assignment and the task to be completed. Therefore, the Directors will determine qualification for mileage reimbursement.

**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. The Director should be aware of and approve your scheduled meal and rest periods.

You are expected to observe your assigned working hours and the time allowed for meal and rest periods. Do not leave the premises during your rest period and do not take more than fifteen (15) minutes for each rest period. You may leave the premises during the meal period.

### **Attendance and Tardiness**

All employees, whether exempt or non-exempt, 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 you find it necessary to be absent or late, you are expected to telephone the Director as soon as possible but no later than one-half hour before the start of the workday. If you are absent from work longer than one day, you are expected to keep the Director sufficiently informed of your situation.

As noted in the section of this Handbook concerning prohibited conduct, excessive or unexcused absences or tardiness may result in disciplinary action up to and including release from at-will employment with the School. Absence for more than three (3) consecutive days without notifying the Director will be considered a voluntary resignation from employment.

### **Time Cards/Records**

By law, the School is obligated to keep accurate records of the time worked by non-exempt employees.

Non-exempt employees are solely responsible for ensuring accurate information on their time cards and remembering to record time worked. If an employee forgets to mark their time card or makes an error on

the time card, the employee must contact the Director to make the correction and such correction must be initialed by both the employee and the Director.

No one may record hours worked on another's worksheet. 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 release from at-will employment with the School.

### **Use of E-Mail, Voicemail and Internet Access**

The School will permit employees to use its electronic mail, voicemail systems and Internet access subject to the following:

1. Minimal personal use as long as it does not interfere with timely job performance and is consistent with law and appropriate protocols.
2. The E-mail system and Internet access is 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.
3. Employees should not attempt to gain access to another employee's personal file of E-mail or voicemail messages without the latter's express permission.
4. School staff will not enter an employee's personal E-mail files or voicemail unless there is a business need to do so. The School 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 to access any message at any time. Employees must be aware that the possibility of such access always exists.

### **Prohibited Uses and Activities:**

In addition to the above, employees may not:

1. Install programs on the School's computer systems (including virus checking and screen savers) without prior consent of the Director.
2. Copy the School's software programs for personal use.
3. Connect computers (including laptops and personal computers) not owned or leased by BRIDGES Charter School to the School's information systems network without the prior consent of the Director.
4. Disclose access codes, log-on or passwords or otherwise make the School's electronic resources available to persons not authorized to such access.
5. Infringe on other's access and use of the School's information systems, including, but not limited to:
  - a. Sending of excessive messages, either locally or off-site;
  - b. Unauthorized modification of system facilities, operating systems or disk partitions;
  - c. Attempting to crash or tie up a School computer or network;
  - d. Damaging or vandalizing School computing facilities, equipment, software, or computer files;
  - e. Developing or using programs which disrupt other computer users, access private or restricted portions of the system, and/or damage software or hardware components of the system;
  - f. Install or use a model on School owned or leased computers without the prior consent of the Director; and
  - g. Violate any federal, state, or local laws in the use of the School's information systems.

### **Employee Blogs**

If an employee decides to keep a personal blog that discusses any aspect of his/her workplace activities, the following restrictions apply:

- School equipment, including its computers and electronics systems, may not be used for these purposes;
- Student and employee confidentiality policies must be adhered to;
- Employees must make clear that the views expressed in their blogs are their own and not those of the School;
- Employees may not use the School's logos, trademarks and/or copyrighted material and are not authorized to speak on the School's behalf;
- Employees are not authorized to publish any confidential 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 sexual harassment and retaliation

The School reserves the right to take disciplinary action against any employee whose blog violates this or other School policies.

### **Confidential Information**

All information relating to students, personal information, schools attended, addresses, contact numbers and progress information is confidential in nature, and may not be shared with or distributed to unauthorized parties. All records concerning special education pupils shall be kept strictly confidential and maintained in separate files. Failure to maintain confidentiality may result in disciplinary action, up to and including release from at-will employment.

### **Personal Business**

The School's facilities for handling mail and telephone calls are designed to accommodate School business. Please have your personal mail directed to your home address and limit personal telephone calls to an absolute minimum. Personal calls should not be made outside your immediate dialing area. Do not use School material, time or equipment for personal projects.

### **Conflict of Interest**

All employees must avoid situations involving actual or potential conflict of interest.

An employee involved in any relationships or situations which may constitute a conflict of interest should immediately and fully disclose the relevant circumstances to the Principal, 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. Employees may consult the Conflict of Interest Policy adopted by the Board of Directors.

### **Personal Appearance/Standards of Dress for Faculty Members**

The Board of Directors believes that teachers serve as role models. They should therefore maintain professional standards of dress and grooming. Just as overall attitude and instructional competency contribute to a productive learning environment, so do appropriate dress and grooming.

The Board of Directors encourages staff, 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:

- 1) Clothing and jewelry must be safe and appropriate to the educational environment. All clothing must be clean and in good repair. Slits or tears in pants or other articles of clothing are not permitted except for modest slits in women's dresses or skirts that are no higher than three inches above the knee.
- 2) Head coverings, including hats of any kind, except those worn for religious or safety reasons, are not to be worn inside school buildings including assemblies, classrooms, labs and offices. Hats may be worn outside for sun protection (Cal. Ed. Code § 35183.5). All hats are to be removed upon entering school buildings. For exceptions to this policy, prior approval must be granted by the Director.
- 3) Slacks and shorts are to be worn on the waist with no portion of an undergarment showing. Shorts should be modest in length and should be no higher than three inches above the knee.

- 4) Skirts and dresses should be no higher than three inches above the knee.
- 5) All tops must be appropriate to the work environment, and should be clean, neat, and provide proper coverage.
- 6) For safety purposes, earrings must not dangle more than one inch below the ear.
- 7) Clothing or jewelry with logos that depict and/or promote gangs (as defined in Cal. Ed. Code § 35183), drugs, alcohol, tobacco, sex, violence, illegal activities, profanity, or obscenity are not permitted.
- 8) Appropriate shoes must be worn at all times.

### **Smoking**

The School facility is a no smoking facility.

## **THE WORKPLACE**

### **Health and Safety Policy**

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

You are required to know and comply with the School's General Safety Rules and to follow safe and healthy work practices at all times. You are required to report immediately to the Principal any potential health or safety hazards, and all injuries or accidents.

In compliance with Proposition 65, the School will inform employees of any known exposure to a chemical known to cause cancer or reproductive toxicity.

### **Criminal Background Checks**

It is the policy of BRIDGES Charter School to require fingerprinting and background checks for its employees consistent with legal requirements.

The School may on a case-by-case basis, require an entity providing school site services to certify that the entity's employees comply with the requirements for fingerprinting, unless the School determines that the employees of the entity will have limited contact with students. In determining whether a contracted employee will have limited contact with students, the School must consider all relevant circumstances, including factors such as the length of time the contractors will be on school grounds, whether students will be in proximity with the site where the contractors will be working, and whether the contractors will be working by themselves or with others. If the School makes this determination, the School shall take appropriate steps to protect the safety of any students that many come in contact with these employees.

As required by law, all individuals working or volunteering at the School will be required to submit to a background criminal investigation. No condition or activity will be permitted that may compromise the School's commitment that the safety and the well-being of students takes precedence over all other considerations. Conditions that preclude working at the School include conviction of a controlled substance or sex offense, or a serious or violent felony. Additionally, should an employee, during his/her employment with the School, be convicted of a controlled substance or sex offense, or serious or violent felony, the employee must immediately report such a conviction to the Director.

### **Tuberculosis Testing**

All employees of the School must submit written proof from a physician of an examination for tuberculosis (TB) within the last sixty (60) days showing that they are free of active TB. The examination for tuberculosis consists of an approved TB test, which, if positive, will be followed by an x-ray of the lungs, or in the absence of skin testing, an x-ray of the lungs. All employees will be required to undergo TB examination at least once every four (4) years. Volunteers may be required to undergo a TB examination as necessary. TB examination is a condition of initial employment with the School and the cost of the exam will be borne by the applicant.

Documentation of employee and volunteer compliance with TB exams will be kept on file in the office. This requirement also includes contract food handlers, substitute teachers, and student teachers serving under the supervision of an educator. Any entity providing student services to the School will be contractually required to ensure that all contract workers have had TB testing that shows them to be free of active TB prior to conducting work with School students.

### **Security Protocols**

The School has developed guidelines to help maintain a secure workplace. Be aware of unknown persons loitering in parking areas, walkways, entrances and exits and service areas. Report any suspicious persons or activities to the Director. Secure your desk or office at the end of the day. When called away from your work area for an extended length of time, do not leave valuable or personal articles around your work station that may be accessible. The security of facilities as well as the welfare of our employees depends upon the alertness and sensitivity of every individual to potential security risks. You should immediately notify the Director when keys are missing or if security access codes or passes have been breached.

### **Occupational Safety**

The School is committed to the safety of its employees, vendors, contractors and the public and to providing a clear safety goal for management.

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 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 shall be considered of primary importance in all phases of operation and administration. The School's management 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 possible termination.

### **Accident/Incident Reporting**

It is the duty of every employee to immediately or as soon as is practical report any accident or injury occurring during work 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.

### **Reporting Fires and Emergencies**

It is the duty of every employee to know how to report fires and other emergencies quickly and accurately. Employees should report any such emergency by calling management. In addition, all employees should know the local emergency numbers such as 911.

## **EMPLOYEE WAGES AND HEALTH BENEFITS**

### **Classified Salary Schedule**

The Board of Directors adopts the salary schedule for classified employees of BRIDGES Charter School. New employees are normally hired on the first step of the salary schedule but may be hired on a higher step depending on level of experience. Upon successful completion of the first year of employment, an employee shall advance to the next step, which shall establish the anniversary date for future annual increases on the salary schedule.

## **Payroll Withholdings**

As required by law, the School shall withhold Federal Income Tax, State Income Tax, Social Security (FICA) and State Disability Insurance from each employee's pay as follows:

1. Federal Income Tax Withholding: The amount varies with the number of exemptions the employee claims and the gross pay amount.
2. State Income Tax Withholding: The same factors which apply to federal withholdings apply to state withholdings.
3. Social Security (FICA): The Federal Insurance Contribution Act requires that a certain percentage of employee earnings be deducted and forwarded to the federal government, together with an equal amount contributed by the School.
4. State Disability Insurance (SDI): This state fund is used to provide benefits to those out of work because of illness or disability.

Every deduction from your paycheck is explained on your check voucher. If you do not understand the deductions, ask the Director to explain them to you.

You may change the number of withholding allowances you wish to claim for Federal Income Tax purposes at any time by filling out a new W-4 form and submitting it to the Principal. The office maintains a supply of these forms.

All Federal, State, and Social Security taxes will be automatically deducted from paychecks. Federal Withholding Tax deduction is determined by the employee's W-4 form. The W-4 form should be completed upon hire and it is the employee's responsibility to report any changes in filing status to the Director and to fill out a new W-4 form.

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

### **Wage Attachments and 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 your earnings in their favor.

You are strongly encouraged to avoid such wage attachments and garnishments. If the School is presented a second garnishment request concerning you, the Principal will discuss the situation with you.

### **Medical Benefits**

## **EMPLOYEE BENEFITS AND LEAVES**

In order to secure and hold specialized and experienced staff committed to innovation, BRIDGES Charter School recognizes the importance of an attractive compensation package, which includes salaries and health benefits. The School will establish Certificated and Classified salary schedules that are commensurate with that of the District in which the Charter school resides. The State Teachers Retirement System (STRS) will cover teachers and Administrative staff at BRIDGES Charter School. Support staff will be covered by PERS. The School will make all employer contributions required by STRS, PERS and social security, as applicable to the position. The School will also make the employer contributions required for Workers’ Compensation Insurance, Unemployment Insurance, and any other applicable payroll benefits.

### **A. Health Coverage**

Full-time certificated employees are eligible for medical coverage. Summary descriptions of the School’s

benefit plans are available from the Office Manager. It is the responsibility of the employee to be aware of the open enrollment deadline. The School will cap the amount it contributes toward health and welfare benefits at the rate \$763.10 per month for the 2011-2012 academic year and the BRIDGES Charter School Board may adjust this cap from time to time in its sole discretion.

Certificated employees working in a 75% or more position shall be entitled to participate in the School's health and welfare benefit program on a pro-rated basis, subject to the employer benefits cap.

Classified employees working in a 75% or more position shall be entitled to participate in the School's health and welfare benefit program on a pro-rated basis, subject to the employer benefits cap.

## **B. Holidays**

There will be 12 holidays each year outlined in the annual school calendar for all employees.

Religious Holidays - 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 Head of School. The employee will be paid if the religious holiday is taken as an earned personal necessity day. The employee will not be paid if the religious holiday is taken as a personal leave of absence day.

- Employees on any leave of absence do not earn holiday pay.

## **C. Sick Leave**

Sick leave is a form of insurance that employees accumulate in order to provide a cushion for incapacitation due to illness or injury. It is intended to be used only when actually required to recover from illness or injury. However, a full-time employee may use two days of his/her sick leave for personal necessity. Full time employees earn one sick day per month, total of 10 days per year, with carryover year-to-year. Time off for medical and dental appointments will be treated as sick leave. Once an employee has exhausted sick leave, the employee may continue on an unpaid medical leave, if eligible under applicable medical leave law depending upon the facts and circumstances of the employee's basis for leave beyond accrued sick

leave.

The School will accept all sick leave accrued by employees in other districts.

**D. Medical Leave Beyond Accumulated Sick Leave/Differential Pay**

When a certificated employee has exhausted all available sick leave, including all accumulated sick leave, and continues to be absent from his/her duties due to illness or accident for an additional period up to five school months, the employee shall receive either 50% of his/her regular salary or, at the request of the employee, his/her regular salary minus the actual cost of a substitute to fill the position. If the BRIDGES Charter School has made every reasonable effort to secure the services of a substitute and has been unable to do so, the amount that might have been paid to a substitute shall be deducted from the employee's salary.

The sick leave, including accumulated sick leave, and the five-month period shall run consecutively with the FMLA and the CFRA.

An employee shall not be provided more than one five-month period per illness or accident. If the school year ends and restarts before the five-month period is exhausted, the employee may carry over the balance of the five month period into a subsequent school year, provided time remains on the 5 month period of time. The five month period of time is not suspended during the summer months, spring or winter break.

After five months, if a certificated employee has exhausted all available sick leave and is not medically able to resume his/her duties, the employee shall be placed either in another position or on a reemployment list. If the employee is on probationary status, he/she shall be placed on the reemployment list for 24 months beginning at the expiration of the five-month period; if on permanent status, the employee shall be placed on the reemployment list for 39 months. If during this time the employee becomes medically able, he/she shall be returned to employment in a position for which he/she is credentialed and qualified.

If medical leave beyond accumulated sick leave is related to complications of pregnancy or childbirth,

employee's Parental Leave, if not yet taken, shall commence at the beginning of, and run simultaneously with, the extended medical leave.

When a classified employee has exhausted all available sick leaves, including all accumulated sick leave, and continues to be absent from his/her duties due to illness or accident for an additional period up to five school months, the employee shall be placed either in another position or on a reemployment list. He/she shall be placed on the reemployment list for 24 months beginning at the expiration of the five-month period; if on permanent status, the employee shall be placed on the reemployment list for 39 months. If during this time the employee becomes medically able, he/she shall be returned to employment in a position for which he/she is qualified.

**E. Parental Leave**

An eligible certificated employee who becomes a new parent through childbirth or adoption, including domestic partners of new parents through childbirth or adoption, shall be entitled to take up to six weeks of parental leave at either 50% of salary or, at the request of the employee, at full salary minus the cost of a substitute. Parental leave must be taken within 12 weeks of the child's birth or date of adoption. Employees may take up to six weeks of accumulated sick leave within six weeks of the child's birth. The 6 week parental leave shall run concurrently with any extended medical leave; and parental leave runs consecutively with accrued sick leave. The first day of Parental Leave will be considered the first day of medical leave beyond accumulated sick leave. If an employee does not return after a parental leave s/he shall reimburse the school for health and welfare benefits paid during the summer months.

**F. Unpaid Leave of Absence**

The School recognizes that special situations may arise where an employee must leave his or her job temporarily. At its discretion, the Board of Directors may grant employees unpaid leave of absences. The granting of an unpaid leave of absence always presumes the employee will return to active work by a designated date or within a specific period.

For any covered employee, health coverage will remain in force during a medical leave of absence, provided the employee pays the appropriate premiums. Whether an employee is required to pay his/her own premiums will depend upon the length of leave of absence. During a family/medical leave, the

employee's medical and dental benefits will remain in force provided s/he pays the appropriate premiums. Benefits are terminated the day any other type of leave begins. If an employee fails to return from a leave and is subsequently terminated, the employee is entitled to all earned but unused vacation pay, provided that the vacation pay was earned prior to the commencement of leave. **No vacation time is accrued during any type of unpaid leave of absence.**

**G. Workers' Compensation Insurance**

It is the School's policy that when there is a job-related injury, the first priority is to insure that the injured employee receives appropriate medical attention. BRIDGES Charter School employees are covered by workers' compensation insurance for injuries sustained while on the job. If the injury causes loss of work for more than three working days, this coverage pays a percentage of the employee's average weekly earnings. As such, if an employee is injured on the job, even slightly, the employee must report the injury immediately to a School Director. The Director of Operations must be advised within 24 hours of the injury so that the claim process may be initiated.

When there is a job-related injury that results in lost time, the employee must have a medical release from a physician before returning to work.

**H. Military Leave of Absence**

The school will grant employees a military leave of absence to the extent required by applicable federal and state law.

**I. Jury and Witness Duty**

The school will provide employees time off to serve as required by law on a jury or grand jury if the employee provides reasonable advance notice. The School will also provide employees with time off to: 1) appear in court or other judicial proceeding as a witness to comply with a valid subpoena or other court order, or 2) obtain any relief including a temporary restraining order, to help ensure the health, safety, or welfare of a domestic violence victim or his or her child.

**J. Bereavement Leave**

Employees who have worked with the School for more than six months will be allowed up to three consecutive working days off to arrange and attend the funeral of an immediate family member. For purposes of this policy, an employee's immediate family member is defined to include a current spouse, domestic partner, father, mother, sister, brother, children, current parent-in-law, grandparents, and grandchildren and/or those of the employee's spouse. If an employee requires more than three days off for bereavement leave, the employee may request additional unpaid leave or may request the opportunity to use any accrued vacation time.

**IV. EMPLOYEE RIGHTS**

All employees of BRIDGES Charter School have certain employment rights. All employees have the right to:

- Expect the School to provide equal opportunity in employment without regard to gender, race, creed, national origin, or disability;
- Be treated with respect at all times from colleagues and supervisors;
- Work free of the threat or actual incidence of racism, sexual harassment, or any other form of discrimination as defined in this document;
- Work in an atmosphere consistent with the values and mission of BRIDGES Charter School;
- Be provided adequate instruction and the necessary working conditions for the performance of his/her duties; and
- Expect a periodic performance review conducted at a minimum annually.

**A. Employment Status**

Employment may be terminated at any time with or without cause, with or without advance notice. Either party may terminate the employer employee relationship upon written notice to the other

party.

Employee also may be demoted or disciplined and the terms of his or her employment may be altered at any time, with or without cause, at the discretion of BRIDGES Charter School. No one other than the Board of BRIDGES Charter School has the authority to alter this policy, and any alteration must be signed by the Board of BRIDGES Charter School. Employer and employee agree to maintain an “at-will” relationship.

In the event of charter revocation or non-renewal, all contractual obligations under this Agreement cease immediately upon the effective date of revocation or non-renewal.

## **V. SEPARATION**

### Resignation

Any non-teaching employee who wishes to resign is requested to provide the Director in writing, a minimum of two weeks’ notice prior to the desired resignation date. Any accrued and unpaid compensation excluding sick or personal leave benefits shall be paid to the employee as soon as possible as required under the law. If the employee is participating in the School’s health and welfare benefits, information regarding his/her rights under COBRA will be sent to him or her.

Teachers who decide not to return for the next academic year shall provide the Director written notice before the end of the prior school year.

### Suspension and Termination

Both certificated and classified employees, may be released at any time during their employment with or without cause, and with or without advance notice. All employees may be suspended or terminated for cause as set forth below. Terminated regular full-time employees eligible to accrue vacation leave shall be provided compensation for accrued vacation leave after termination. The Board of Directors will approve the termination of any employee of BRIDGES Charter School after considering the recommendations by the

Director of the School. Cause for termination includes but is not limited to:

1. Insubordination - refusing to perform a task or duty assigned or act in accordance with instructions provided by an employee's manager or proper authority.
2. Inefficiency - including deliberate restriction of output, carelessness or unnecessary wastes of time or material, neglect of job, duties or responsibilities.
3. Unauthorized soliciting, collecting of contributions, distribution of literature, written or printed matter is strictly prohibited on BRIDGES Charter School property by non-employees and by employees. This rule does not cover periods of time when employees are off their jobs, such as lunch periods and break times. However, employees properly off their jobs are prohibited from such activity with other employees who are performing their work tasks.
4. Damaging, defacing, unauthorized removal, destruction or theft of another employee's property or of BRIDGES Charter School property.
5. Fighting or instigating a fight on BRIDGES Charter School premises.
6. Violations of the drug and alcohol policy.
7. Using or possessing firearms, weapons or explosives of any kind on BRIDGES Charter School premises.
8. Gambling on BRIDGES Charter School premises.
9. Tampering with or falsifying any report or record including, but not limited to, personnel, absentee, sickness or production reports or records, specifically including applications for employment and time cards.
10. Recording the clock card, when applicable, of another employee or permitting or arranging for another employee to record your clock card.
11. Use of profane, abusive or threatening language in conversations with other employees and/or intimidating or interfering with other employees.
12. Excessive absenteeism or tardiness excused or unexcused.
13. Immoral or indecent conduct.
14. Conviction of a criminal act.
15. Engaging in sabotage or espionage (industrial or otherwise)
16. Violations of the sexual harassment policy.

17. Failure to report a job-related accident to the employee's manager or failure to take or follow prescribed tests, procedures or treatment.
18. Release of confidential information without authorization.
20. Any other conduct detrimental to other employees or BRIDGES Charter School's interests or its efficient operations.
21. Refusal to speak to supervisors or other employees.
22. Dishonesty.
23. Failure to meet agreed-upon performance plan goals.
24. Failure to adhere to, demonstrate, or represent with integrity the School's philosophy of education, while in the classroom, while on the School's premises, or while at a BRIDGES Charter School function.

#### Financial Exigency

Any employee may be released at will due to financial exigency. A state of financial exigency will be considered active only when declared formally by an approved motion of the Board of Directors.

#### Non-Disclosure of Personnel Information

Reasons for involuntary terminations are privileged information and are treated confidentially. Anyone disclosing such information inappropriately is subject to disciplinary action, up to and including termination of employment. Inquiries regarding an employee who has been terminated should be referred to the Director.

#### Salary and Benefits In The Event of Termination

In the event of termination of employment prior to the end of an employment contract, the employee shall be entitled only to the prorated salary and benefits earned through the last date of actual service.

## **VI. DISPUTE RESOLUTION**

BRIDGES Charter School will follow its Internal Complaint Policy to address complaints. Under the direction of the Board of Directors, the Director shall be responsible for investigation, remediation, and follow-up on matters submitted to the Charter School through this procedure with the exception of complaints involving the Director, which shall be handled by the Board of Directors. Any school administrative employee or member of the board receiving such a complaint will constitute Board receipt.

## **PERSONNEL EVALUATION AND RECORD KEEPING**

### **Employee Reviews and Evaluations**

Each employee will receive periodic performance reviews conducted by the Director or designee. Performance evaluations will be conducted at a minimum, annually, on or about the anniversary date of your employment with the School. The frequency of performance evaluations may vary depending upon length of service, job position, past performance, changes in job duties, or recurring performance problems.

Performance evaluations may review factors such as the quality and quantity of the work performed, knowledge of the job, initiative, work attitude, and attitude toward others. The performance evaluations are intended to make you aware of your progress, areas for improvement, and objectives or goals for future work performance. Favorable performance evaluations do not guarantee increases in salary or promotions. Salary increases and promotions are solely within the discretion of the School and depend upon many factors in addition to performance. After the review, you will be required to sign the evaluation report simply to acknowledge that it has been presented to you, that you have discussed it with the Director or designee, and that you are aware of its contents.

Newly hired employees will have their performance goals reviewed by the Director or designee within the first ninety (90) days of employment.

Your salary and your potential for advancement will be based largely upon your job performance. On a periodic basis, the Director or designee will review your job performance with you in order to establish goals for future performance and to discuss your current performance. The School's evaluation system will in no way alter the employment at-will relationship.

Director evaluations will be conducted by the board throughout the year. Survey results will be collected by the Board President, discussed by the Board and shared with the Director.

### **Personnel Files and Record Keeping Protocols**

At the time of your employment, a personnel file is established for you. Please keep the Director advised of changes that should be reflected in your personnel file. Such changes include: change in address, telephone number, marital status, number of dependents and person(s) to notify in case of emergency. Prompt notification of these changes is essential and will enable the School to contact you should the change affect your other records.

You have the right to inspect certain documents in your personnel file, as provided by law, in the presence of a School representative, at a mutually convenient time. You may add your comments to any disputed item in the file. The School will restrict disclosure of your personnel file to authorized individuals within the School. A request for information contained in the personnel file must be directed to the Director. Only the Director or designee is authorized to release information about current or former employees. 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 agencies conducting official investigations or as otherwise legally required.

## **INTERNAL COMPLAINT REVIEW**

The purpose of the "Internal Complaint Review Policy" is to afford all employees of the School the opportunity to seek internal resolution of their work-related concerns. All employees have free access to the Director or Board of Directors to express their work-related concerns.

### Filing of Complaint

If complaints cannot be resolved informally, employees may file a written complaint with the Director or Board President as soon as possible after the events that give rise to the employee's work-related concerns. The written complaint should set forth in detail the basis for the employee's complaint.

### Investigation

An objective and timely investigation of all complaints which cannot be resolved informally will be undertaken. This includes meeting separately with the employee and with others who either are named in the complaint or who may have knowledge of the facts set forth in the complaint.

The School will attempt to treat all internal complaints and their investigation as confidential, recognizing, however, that in the course of investigating and resolving internal complaints some dissemination of information to others may be necessary or appropriate. If the Director is named in the complaint, then the Board will be responsible to conduct the investigation.

Upon completion of the investigation, the Director shall report the finding(s) to the employee in writing and shall likewise report the outcome to the Board of Directors.

### Non-Retaliation

If an employee has filed a complaint in good faith, the employee will not be disciplined or otherwise penalized for lodging the complaint. If an employee believes that he or she is being retaliated against for lodging a complaint, the employee should immediately notify the Director or Board President.

## **AMENDMENT TO EMPLOYEE HANDBOOK**

This Employee Handbook contains the employment policies and practices of the School in effect at the time of publication.

The School reserves the right to amend, delete or otherwise modify this Handbook at any time provided that such modifications are in writing and duly approved by the employer.

Any written changes to the Handbook will be distributed to all employees. No oral statements can in any way alter the provisions of this Handbook.

\* \* \*

This Personnel Policy/Employee Handbook will remain in effect until rescinded or superseded by State Law or formal action by the BRIDGES Charter School Board of Directors.

Approved: \_\_\_\_\_

## APPENDIX A

### HARASSMENT COMPLAINT FORM

*It is the policy of the School that all of its employees be free from harassment. This form is provided for you to report what you believe to be harassment, so that the School may investigate and take appropriate disciplinary or other action when the facts show that there has been harassment.*

*If you are an employee of the School, you may file this form with the Director or Board President.*

*Please review the School's policies concerning harassment for a definition of harassment and a description of the types of conduct that are considered to be harassment.*

*The School will undertake every effort to handle the investigation of your complaint in a confidential manner. In that regard, the School will disclose the contents of your complaint only to those persons having a need to know. For example, to conduct its investigation, the School will need to disclose portions of your factual allegations to potential witnesses, including anyone you have identified as having knowledge of the facts on which you are basing your complaint, as well as the alleged harasser.*

*In signing this form below, you authorize the School to disclose to others the information you have provided herein, and information you may provide in the future. Please note that the more detailed information you provide, the more likely it is that the School will be able to address your complaint to your satisfaction.*

*Charges of harassment are taken very seriously by the School both because of the harm caused to the person harassed, and because of the potential sanctions that may be taken against the harasser. It is therefore very important that you report the facts as accurately and completely as possible and that you cooperate fully with the person or persons designated to investigate your complaint.*

Your Name: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Alleged Incident(s): \_\_\_\_\_

Name of Person(s) you believe sexually harassed you or someone else: \_\_\_\_\_

\_\_\_\_\_

List any witnesses that were present: \_\_\_\_\_

\_\_\_\_\_

Where did the incident(s) occur? \_\_\_\_\_

Please describe the events or conduct that are the basis of your complaint by providing as much factual detail as possible (i.e. specific statements; what, if any, physical contact was involved; any verbal statements; what did you do to avoid the situation, etc.) (Attach additional pages, if needed):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I acknowledge that I have read and that I understand the above statements. I hereby authorize the School to disclose the information I have provided as it finds necessary in pursuing its investigation.

I hereby certify that the information I have provided in this complaint is true and correct and complete to the best of my knowledge and belief.

\_\_\_\_\_

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

**Signature of Complainant**

---

Print Name

Received by: \_\_\_\_\_

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

**APPENDIX B**

**COMPLAINT FORM**

Your Name: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Alleged Incident(s): \_\_\_\_\_

Name of Person(s) you have a complaint against: \_\_\_\_\_

\_\_\_\_\_

List any witnesses that were present: \_\_\_\_\_

\_\_\_\_\_

Where did the incident(s) occur?

\_\_\_\_\_

Please describe the events or conduct that are the basis of your complaint by providing as much factual detail as possible (i.e. specific statements; what, if any, physical contact was involved; any verbal statements; what did you do to avoid the situation, etc.) (Attach additional pages, if needed):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I hereby authorize the School to disclose the information I have provided as it finds necessary in pursuing its investigation. I hereby certify that the information I have provided in this complaint is true and correct and complete to the best of my knowledge and belief. I further understand providing false information in this regard could result in disciplinary action up to and including termination.

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

Signature of Complainant

\_\_\_\_\_

Print Name

To be completed by School:

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

ADOPTED BY BRIDGES BOARD ON: January 9, 2012