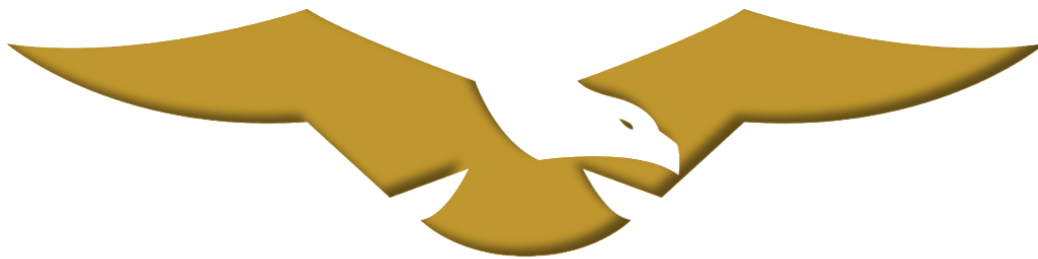


FY-2020 – 2021

Updated July 31, 2020



A.W. BROWN
LEADERSHIP ACADEMY

**PERSONNEL HANDBOOK
HUMAN RESOURCES
AND
CODE OF ETHICS**



**A COMMITMENT
TO OUR CORE VALUES**

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DISCLAIMER

This handbook does not create an employment contract. Employees are terminable at-will by the school. Similarly, employees may resign their positions without penalty. No individual board member or employee has the authority to alter any employees at-will status, or guarantee an employee's employment for a specific period of time, unless it is approved by the board of directors, is in writing, and is signed by both the employee and the chair of the board of directors.

A. W. Brown Leadership Academy (AWBLA) reserves the right to amend or withdraw any or all provisions of the personnel handbook at any time with or without notice.



A. W. Brown Leadership Academy

It is my privilege to welcome you to A. W. Brown Leadership Academy. We hope you quickly feel confident in your new position, and comfortable on our campus sites. Our sincere hope is that your experience with A. W. Brown Leadership Academy will be challenging, enjoyable and rewarding. We want you to build a successful relationship with A. W. Brown Leadership Academy and be a happy and productive member of our school community.

This employee handbook was prepared to help you become familiar with A. W. Brown Leadership Academy and its personnel standards and procedures. Please read it carefully and if you have questions or concerns speak with your supervisor. If you need further information or assistance please contact A. W. Brown Leadership Academy Human Resource Department either directly by phone (682) 324-2500 or via email: hr@awbrown.org.

On behalf of our A. W. Brown Leadership Academy extended family, thank you for joining us. We look forward to working with you.

Sincerely,

Anthony Jefferson

Chief Executive Officer and Superintendent

PURPOSE OF PERSONNEL HANDBOOK

The purpose of this personnel handbook is to provide employees with a source of information about A. W. Brown Leadership Academy procedures and policies. The policies and procedures in this handbook are to serve as guidelines. Although A. W. Brown Leadership Academy has tried to be comprehensive, the handbook does not, and cannot, include procedures and policies which address every situation that may arise. Such a list would be limitless.

A. W. Brown Leadership Academy has, and reserves, the right to adopt new procedures and policies, or modify, alter, change or cancel existing policies and procedures at any time. Violation of any provision within this handbook may lead to disciplinary action up to and including discharge from employment.

Questions regarding this handbook or any of the policies/procedures should be directed to your supervisor or to the Human Resource Department either directly by phone (682) 324-2500 or via email: hr@awbrown.org.

THE MISSION STATEMENT

The mission of A. W. Brown Leadership Academy is to produce smart, effective, efficient, disciplined scholars by creating an environment in which teachers feel safe and free to teach and scholars feel safe and motivated to learn.

Academic Education ~ The AWBLA scholar experiences a curriculum designed to open scholars to the richness of their own intellect, as well as content area mastery. The academic rigor characteristic of an AWBLA education requires that the scholar attain a considerable level of proficiency in these disciplines. All the academic structures of AWBLA assist the scholar in discovering himself/herself as an individual of reason, education, and culture.

Character Education ~ Every subject area, every teaching method, every attitude, every action of scholar or teacher is a means of training character. Character training takes place throughout the day, no matter what else is being taught. Teachers maintain orderly, structured classrooms and expect the scholars to work hard to learn content, and in the process, teach them to: love wisdom, respect authority, pay attention, and obey willingly and immediately. In addition, they are taught to be diligent workers, honest at all times, and be orderly and organized.

Social Education ~ The development of the scholar's academic, character and social maturity is a task shared jointly by the family and AWBLA. The school provides both individual and collective opportunities where a scholar can grow as an individual and work as part of a group. AWBLA strives to promote an increase in acceptance of people of diverse cultures culminating in respectful attitudes toward all people. Personal responsibility and responsibilities toward the wider community is taught through unselfish public service and dedication to honoring one's commitments.

- **School Motto** “Soaring to Success”
- **School Mascot** Golden Eagle
- **School Colors** Red, White and Gold

School Pledge

“As a proud member of the A.W. Brown Leadership family, I promise to respect my teachers and fellow scholars at all times; to obey all the rules, to protect the physical beauty of the building and to strive daily to improve myself in attitude, intellect, character, and body.”

THE VISION OF A. W. BROWN LEADERSHIP ACADEMY

The vision of A. W. Brown Leadership Academy is to provide a learning environment in which scholars are trained, prepared and equipped for life leadership and academic excellence.

It is the vision of a drug-free, violence-free, loving, encouraging, mutually respectful atmosphere in which teachers will feel safe to teach, scholars will feel safe and motivated to learn and parents will feel comfortable leaving their children.

Is it the vision of a place where scholars can discover, examine, experiment with and experience time-honored values of quintessential human living by observing and interacting with mature teachers and administrators who exemplify those values in their daily walk.

It is the vision of equipping every scholar with the academic skills, moral powers, social tools, psychological awareness, spiritual vision and physical readiness to succeed in any school that serves levels at or beyond the grades served by A. W. Brown Leadership Academy.

It is the vision of helping every scholar to assess the critical needs and condition of his/her world, discover tenable solutions, and develop a comprehensive plan for using his/her areas of strength to improve the world during his/her lifetime.

It is the vision of providing high school equivalency and post high school vocational training for the parents of scholars who are either unemployed or under-employed.

It is the vision of offering certified parenting classes, seminars and retreats that will better enable the parents of our school to actively and effectively participate in the teaching/learning process.

It is the vision of at least fifty acres of land on which will be constructed a training village with simple yet symbolically powerful facilities --- including classrooms to accommodate 2,000 students, a full size double-sided gymnasium with locker rooms and showers, bleachers and offices, an auditorium/theatre to accommodate the entire student body, an outdoor athletic complex to accommodate football, track, soccer, lacrosse, baseball and tennis, with bleachers, scoreboard, and offices for medical and dental services.

It is the vision of serving as the national paradigm for existing charter schools in America, and as a resource, guide and facilitator for the establishment of new charters.

It is the vision of becoming a feeder program for prestigious private educational entities that serve grade levels beyond levels we are currently chartered to serve.

HISTORY OF A. W. BROWN LEADERSHIP ACADEMY

The A. W. Brown Leadership Academy is a third-generation elementary school presently serving scholars from pre-kindergarten three-years- through eighth grade. Founded in 1999 by the Reverend Armond W. Brown, this charter represents the most contemporary and aggressive trend of thought in public pro-choice education today.

Although the school is technically classified “public”, what makes it unique is the rare fusion of the tuition-free aspect of a traditional public school education and the rigorous academic requirements, discipline, and learning climate historically associated with private school education.

A. W. Brown Leadership Academy located in the urban southern sector of Dallas, Texas, commonly known as Oak Cliff and serves a racially diverse body of scholars (98% African American, 1% Hispanic, and .01% Anglo). Our scholar population is predominantly comprised of moderate to low-income families, with over 86% of the scholar population considered at-risk or economically disadvantaged. We have a proven commitment to providing high quality educational opportunities to the next generation of children in this community.

HISTORICAL HIGHLIGHTS

1999 – The school opened with 109 PreK through 3rd Grade scholars at the Fellowship Baptist Church of Oak Cliff (sponsoring entity)

2004 – A. W. Brown North Campus Opened

2009 – Pre-Kindergarten Satellite Campus Opened at Concord Missionary Baptist Church

2010 – Name changed to A. W. Brown-Fellowship Leadership Academy

2016 – Dr. Laura Mimms was named the 2nd Superintendent of AWBLA

2017 – Name changed to A. W. Brown Leadership Academy

Early Childhood Campus renamed Genesis

Intermediate Campus renamed Quest Elementary and Quest Middle School

2019 – Mr. Anthony Jefferson named Superintendent of AWBLA

CODE OF BUSINESS CONDUCT AND ETHICS

A W Brown Leadership Academy maintains certain policies to guide their employees with respect to standards of conduct expected in areas where improper activities could damage the School's reputation and otherwise result in serious adverse consequences to A. W. Brown Leadership Academy employees involved. The purpose of this Policy is to affirm, in a comprehensive statement, required standards of conduct and practices.

An employee's actions under this Policy are significant indications of the individual's judgment and competence. Accordingly, those actions constitute an important element in the evaluation of the employee for position assignments and promotion. Correspondingly, insensitivity to or disregard of the principles of this Policy will be grounds for appropriate management disciplinary action.

The Code is applicable to immediate family, which is defined to be a person's spouse, parents, children, siblings, mothers and fathers-in-law, sons and daughters-in-law, brothers and sisters-in-law and anyone who shares such person's home. The Guidelines provide additional information to assist employees in compliance with the Code. To the extent there is any conflict between the Guidelines and the Code, the Code provisions control.

- **Will my actions be ethical and fully comply with the law?**
- **Will my behavior be questioned by faculty, administration, or staff?**
- **Am I fulfilling my responsibilities and complying within the State of Texas law?**
- **Will my choice create an appearance of impropriety or compromising just to save time?**

Our expectations are that our professionals to act responsibly, and ethical, at all times. The guidelines set forth in this Code of Ethics and Business Conduct Handbook serve to govern the actions and working relationships within our district, off campus activities, our State Representatives, the public, other school districts and anyone else you may have contact.

The Code is not intended to replace other District manuals or directives, which contain specific requirements for handling specific situations. Moral behavior, ethical business conduct is an essential element of our continued success. Our conduct, our morals and our personal values is simply "good business practice". Additionally, the Human Resources Department is available for consultation however, we would direct employees to review the following cross-references as well as other manuals, directives or guidelines issued by individual departments:

- Personnel Policies
- Agreement of Confidentiality
- Executive Orders

CONFLICTS OF INTEREST

THE FOLLOWING TOPICS BRIEFLY DESCRIBE SPECIFIC SITUATIONS THAT MUST BE AVOIDED

- ❖ **Interest in suppliers and competitors:** Every employee shall avoid ownership, directly or indirectly, of any interest in a privately held entity, which is a supplier or competitor of AWBLA. In the case of a publicly held entity, the employee should not own, directly or indirectly, any interest in excess of the three percent (3%) of any class of the outstanding stock of any supplier or competitor. It is recognized that strict adherence to the foregoing may not always be in the best interest of AWBLA and may deprive the District of the best product, price or service. In other cases, the transaction may be insignificant in the amount of money involved or in the case of situations that involve transactions with relatives the circumstances may be such that there is no conflict involved. Consequently, such dealings with related parties would be acceptable after full disclosure and approval by the Superintendent/CEO of AWBLA for employees.
- ❖ **Other transactions with AWBLA:** Conflicts of interest may arise from association (as an employee, agent, independent contractor or otherwise) or from a directorship of an entity which is a supplier or competitor of AWBLA, or with which the District otherwise does business. While employees are expected to devote as much time and attention to the business affairs of AWBLA as may be required to diligently perform their respective duties, a person is not precluded from engaging in other business activities so long as such other business activity (i) is not detrimental to the business activities and business affairs of AWBLA, (ii) does not interfere with the performance of duties for AWBLA, and (iii) is not in conflict with the best interest of AWBLA. The employee is required to make full disclosure in writing to the Superintendent/CEO of AWBLA and shall refrain from taking any action that would be detrimental to the District.
- ❖ **Gifts and gratuities:** It is recognized that personnel may be offered gifts, gratuities or similar favors from persons or entities transacting business with (or desiring to transact business with) AWBLA and common courtesy may require the acceptance thereof. However, in no event shall an employee accept (i) cash payments, or (ii) gifts, gratuities or similar favors that have a monetary value, in excess of, One Hundred Dollars (\$100) (unless otherwise approved by the Superintendent/CEO). Entertainment and travel for an employee of the Urban League at the expense of a supplier or other person transacting business with AWBLA shall not be considered to violate the spirit of this Policy (even though the total of all such expenses may exceed Fifty Dollars (\$50) if the Superintendent/CEO determines prior to the event that such entertainment and related travel does not impose upon the recipient any obligation to give special consideration to the payer of any such expense in respect to its business transactions with AWB-FLA.
- ❖ **Gifts and Entertainment of Others:** Reasonable entertainments of others in furtherance of the business objectives of AWBLA are proper. Such entertainment or gifts are not to exceed what is reasonable and customary for a charitable organization. All expenses for such entertainment or gifts, including but not limited to travel and goods and supplies, shall be reported on the individual's expense account (including purchasing card transactions) and shall not be funded through the purchase order system by invoice. The Superintendent/CEO approves expense reports and purchasing card transactions for senior staff. The Chairman of the Board approves expense reports and purchasing card transactions for the Superintendent/CEO.

CONFLICTS OF INTEREST

- ❖ **Purchase and sale of property or services:** No money or other item of value may be accepted or paid directly or indirectly for negotiating, procuring, recommending or aiding in the purchase, sale or leasing of any real or personal property, goods, materials or services purchased or sold by AWBLA. Each person involved in purchasing functions for AWBLA is expected to procure materials and services on the most favorable terms available, and must not be placed in a position where such person becomes subject to (or appears to be subject to) influence or other pressures. No kickbacks, bribes or other improper payments may be made, solicited, offered, promised, received or paid directly or indirectly by an employee, close relative, or associate.
- ❖ **Outside Employment/Activities:** Employment is a two-way relationship involving a fair exchange. As part of this relationship, you are expected to give full attention to AWBLA responsibilities. Employment with an outside business or trade organization may interfere with these responsibilities or affect your performance of AWBLA's duties. Generally, you should not accept such employment or pursue other regular activities outside AWBLA that will interfere with your responsibilities or adversely affect your performance or AWBLA's interests. This prohibition also extends to the unauthorized use of any supplies, tools or equipment and the unauthorized use or application of any confidential trade information or techniques. In addition, employees are not to solicit or conduct any outside business during paid working times. Employees who have accepted outside employment are not eligible for salary continuation or personal absence when the absence is used to work on the outside job or is a result of an injury sustained on that job. Fraudulent use of vacation/sick leave or personal absences will be cause for disciplinary action which may include termination of employment. If you have or if you are contemplating any outside work or other business activity, you should notify your supervisor and Human Resources Administrator of your plans in writing.

However, so long as your work-related obligations and AWBLA's interest remain unaffected, AWBLA disclaims any interest in your outside employment or activities.

- ❖ **Holding Public or Political Office:** No employee is permitted to hold public or political office (unless non-elective) or serve as a member of a political party committee. It is necessary that no situation exist that might be interpreted as associating AWBLA with any political party or political activity. Special permission must be obtained in advance to hold even non-elective public offices.
- ❖ **Breach of Trust:** It is each employee's responsibility to acquaint himself or herself with these rules and to understand fully the standards of ethical conduct he or she is expected to maintain. Noncompliance will not be excused on the grounds that the employee does not know about them. It is the duty of each employee to "expose corruption wherever discovered". Instances of corruption or breach of trust may be reported in confidence to one's supervisor, the Superintendent/CEO, the Director of Operations, or the Human Resources Administrator.

ACCURACY OF INFORMATION

A W Brown Leadership Academy relies upon the accuracy of information contained in the employment application, as well as the accuracy of other information presented throughout the hiring process and employment. Employees are expected to provide truthful and accurate information in connection with their employment at A. W. Brown Leadership Academy.

Current employees may be required to update or execute any or all of the listed forms annually or upon request. Any employee who fails or refuses to complete the above forms or to provide A. W. Brown Leadership Academy with requested documentation may be subject to discipline, up to and including discharge from employment.

Any falsification or misrepresentation in connection with application materials, or during the course of employment, is a serious offense and may lead to discharge from employment or non-selection of an applicant.

- ❖ Background Check
- ❖ Criminal History and FBI Fingerprint Information
- ❖ W-4 Employee's Withholding Allowance Certificate
- ❖ I-9 Employment Eligibility Verification
- ❖ Employee PEIMS Data Form
- ❖ Statement Concerning Your Employment in a Job Not Covered by Social Security
- ❖ Conflict of Interest Questionnaire
- ❖ Wage Deduction Authorization Agreement
- ❖ Applicable Healthcare/Benefit Forms (Online or Hard Copy)
- ❖ Direct Deposit Enrollment
- ❖ Teacher Retirement System of Texas (TRS) Beneficiary
- ❖ Teacher Retirement System of Texas (TRS) Questionnaire
- ❖ 403(b) Designation of Beneficiary
- ❖ Acknowledgement of Receipt of Personnel Handbook
- ❖ Faculty/Staff Commitment Form
- ❖ Social Media Acknowledgement
- ❖ Confidentiality Agreement

Criminal History Background Checks

A person may not be employed or serve as a teacher, substitute teacher, librarian, educational aide, administrator, or counselor unless the person has been approved by the Texas Education Agency following a review of the person's National Criminal History Record Information. Each individual serving or expected to serve in the aforementioned roles will be expected to comply and submit the necessary information for the background check.

Additionally, other employees and contractors subject to criminal background checks will be required to comply and submit the necessary information for the background check.

OFFICE HOURS

STANDARD HOURS OF OPERATION DURING THE ACADEMIC YEAR

Each employee/s work hours are determined by job assignment and/or supervisor. All AWBLA employees will be apprised of and sign off on their designated work hours each school year.

REGULAR WORK SCHEDULES

A. W. Brown Leadership Academy has a standard workweek of forty (40) hours per week, excluding time off for lunch or other personal breaks. Scheduled hours for employees may vary from department to department.

Campus Office Hours: 7:00am-5:00pm.

Central Office Hours: 8:00am-5:00pm.

Instructional Staff: 7:45am-4:30pm.

Pre-Kindergarten Teacher Assistants 7:00am-4:00pm.

Campus Support Staff 7:00 am-5:00 pm

(As determined by your direct supervisor)

Cafeteria Staff

Custodial Staff

All full-time, non-exempt employees generally work a Monday through Friday schedule of forty (40) hours divided into (5) eight-hour workdays, unless a different schedule is approved in writing by the employee's supervisor.

Exempt employees are expected to work a Monday through Friday schedule of forty (40) hours divided into (5) eight-hour workdays, unless a different schedule is approved in writing by the employee's supervisor. Exempt employees may be required to work additional hours per workweek, if necessary, to complete their assigned work to the satisfaction of their supervisor. Exempt employees shall work additional hours without expectation of additional compensation.

ATTENDANCE

A. W. Brown Leadership Academy employees are expected to be reliable and punctual in reporting for work each scheduled workday. If an employee will be late to work or is unable to work as scheduled, the employee should notify their supervisor in advance as soon as possible.

A. W. Brown Leadership Academy recognizes there will be occasions when an illness or other personal event may result in an unscheduled absence. As such, A. W. Brown Leadership Academy has a leave policy that all employees are expected to follow. (see Section 4.2.)

Poor attendance and/or repeated tardiness are disruptive to the operations of A. W. Brown Leadership Academy and may lead to disciplinary action, up to and including discharge from employment. Any employee who does not report to work for two (2) consecutive days and does not follow the outlined procedures will receive a written reprimand. Any employee who does not report to work for three (3) consecutive days and does not follow the outlined procedures for absences or leave will be subjected to termination due to job abandonment.

TARDY POLICY

Being on time everyday can help establish a school culture that promotes professionalism and responsibility. Punctuality is also a statement that we, as a school-wide learning community, value instructional time and are committed to maximizing every second of teaching and learning.

Punctuality is equally important as coming to work every day. Staff members arriving to work on time help ensure that every facet of the school's operations is efficient and effective. When staff members routinely arrive to work on time, the school's climate changes, and an expectation of excellence is established.

More importantly, punctuality has a direct impact on increasing student learning. Every second count! Bell-to-bell instruction is an important part of scholar learning because teachers can maximize their instructional time from start to finish.

Verbal Warning – Written Reprimand - Probation
TARDY -THREE (3) TIMES:
VERBAL WARNING
TARDY - FOUR (4) TIMES:
WRITTEN REPRIMAND PLACED IN PERSONNEL FILE
TARDY - FIVE (5) OR MORE TIMES
PROBATION
DOCUMENTED -YEAR-END APPRAISAL

TIMECLOCKPLUS

Supervisors and administrators will check [daily] TimeClockPlus clock-in times and will implement consequences, as stated in “Tardy Policy”, if anyone is found in violation of this policy. The tardiness policy covers, but is not limited to, the specific tasks and times designated below:

THE TARDINESS POLICY COVERS,
BUT IS NOT LIMITED TO,
THE SPECIFIC TASKS AND TIMES DESIGNATED BELOW:

TEACHER CLOCK-IN TIME: 7:45 AM

SCHOLAR PICK-UP TIME FROM THE GYMNASIUM OR DESIGNATED AREA: BY 7:50 AM

BREAKFAST IN THE CLASSROOM: 7:50 AM – 8:10 AM

CONTINGENCY BREAKFAST IN CAFETERIA 7:00 AM – 7:40 AM

BREAKFAST CONCLUDES

MORNING ANNOUNCEMENTS COMMENCE PROMPTLY AT: 8:10 AM

CLASSROOM INSTRUCTION BEGINS PROMPTLY AT 8:15 AM

TIMECLOCKPLUS

PTO

AWBLA provides PTO days to full-time employees and observes pre-scheduled holidays and school assigned breaks. Employees must submit time off requests through TimeClock Plus and submit an email to the direct supervisor and office manager. They can access the “*Employee Leave Requests*” on TimeClock Plus, on-site clocks, or TimeClock Plus mobile app.

**Reference PTO Section listed under “Leaves of Absence and Time-Off”
for additional detailed information pertaining to PTO**

CHECK AVAILABLE PTO

1. Employees can check their available PTO by selecting Accruals at the clock
2. Available hours will show as “Remaining Hours”
3. PTO will be used for tardies and absences.
4. The employee will only be unpaid if there is no PTO available or if they are on an unpaid leave.

REQUESTING TIME-OFF (WEBCLOCK)

1. Use link “Employee Leave Requests” on A.W. Brown Leadership Academy home page
2. Log in
3. Click on Requests.
4. Select the plus sign (+) on the date(s) you want off.
5. Select PTO or Unpaid Leave (only if no PTO available) Template.
6. Check available time by clicking on the Accruals button
7. Enter the number of hours and start time.
8. Select Save

LEAVES OF ABSENCE AND TIME-OFF

HOLIDAYS, SCHOOL BREAKS & STAAR

Please see the Staff Calendar for Holidays & School Breaks. The dates change each school year and are adopted by the AWBLA Board of Directors.

Holidays and School Breaks Typically Include
Labor Day
Fair Day
Fall (Parent Conference)
Fall Break
Thanksgiving Break
Winter Break
President's Day
MLK Day
Spring (Parent Conference)
Spring Break

Employees are not permitted to use paid leave the day before or the day after a holiday or a school break. Compensation will be docked for such absences

**Additional black-out dates include:
Early Release / Professional Development Days
STAAR Assessment Days**

LEAVES OF ABSENCE AND TIME-OFF

MANAGEMENT OF PTO

Paid time off (PTO) provides Full Time Employees with the flexibility to use your time-off to meet your personal needs, while recognizing your individual responsibility to manage your paid time-off. How you choose to allocate the time-off for vacation, illness, caring for children, medical / dental appointments, leave, personal business or emergencies, is up to you. AWBLA may require you to use any unpaid PTO during disability or family medical leave, or any other leave of absence. You are responsible for managing your personal PTO account. It is important that you plan wisely for how you will use it. This means developing a plan for taking your vacations, as well as doctor's appointments and personal business. It also means holding some time in "reserve" for the unexpected, such as emergencies and illnesses.

Each fiscal year, employees must use their annual PTO balance, otherwise they will lose their accumulated PTO balance at the end of the fiscal year. Unused PTO is not carried over to the next fiscal year, thus encouraging employees to use their PTO to take periodic breaks during the year.

PTO will not be paid at the end of the Fiscal Year,

Nor is transferrable to the new Fiscal Year

~

Should you elect to resign from your position,

Unused PTO will NOT be paid.

MINIMUM INCREMENTS OF PTO

You must take PTO in increments of eight (8) hours equivalent to a workday. A half day (4-hours) must be pre-approved by your immediate supervisor.

NOTICE AND SCHEDULING

You are required to provide reasonable advance notice and obtain approval from your immediate supervisor prior to using PTO. This allows for you and your supervisor to prepare for your time-off and assure that all staffing needs are met.

There may be occasions, such as sudden illness, when you cannot notify the supervisor in advance. In those situations, you must inform the supervisor of your circumstances as soon as possible.

TIMECLOCK PLUS

AWBLA provides PTO days to full-time employees and observes pre-scheduled holidays and school assigned breaks. Employees must submit time off requests through TimeClock Plus and submit an email to the direct supervisor and office manager. They can access the "Employee Leave Requests" on TimeClock Plus, on-site clocks, or TimeClock Plus mobile app.

LEAVES OF ABSENCE AND TIME-OFF

OVERTIME

A. W. Brown Leadership Academy classifies employees who fall within the exemptions from the overtime provisions of the Fair Labor Standards Act (the “FLSA”) as “exempt employees,” and thus not entitled to overtime pay, and those employees who do not fall within those exemptions as “nonexempt employees,” and thus entitled to overtime pay. Employees with questions about their employment classification should contact their immediate supervisor.

Hourly and other nonexempt employees may be asked and required to work overtime when it is necessary.

If an overtime eligible employee considers overtime to be necessary, they must obtain approval from the CEO in advance of working the overtime.

Exempt employees may be asked and required to work beyond standard required hours when necessary. Exempt employees are not entitled to overtime pay.

STATE LEAVE FOR PERSONAL PAID LEAVE / SICK LEAVE

AWBLA does not honor state leave awarded by the State of Texas.

EXEMPT EMPLOYEES

Exempt employees earn leave days at the rate of one paid leave day per month.

NON-EXEMPT EMPLOYEES

Employees are allocated up to ten (10) days of personal leave over the course of a school year.

Should the number of an employee’s absences exceed the number of available leave days, then the additional absences will be deducted from the employee’s salary. The payroll deduction shall be in the amount of the employee’s daily rate for each day absent.

FULL-TIME HOURLY EMPLOYEES

Hourly employees earn leave time at the rate of eight hours (one day) per month. They are not eligible for paid leave until after the completion of the thirtieth day. If an employee exceeds one absence per month, he/she will not receive compensation for that time missed.

PART TIME EMPLOYEES

Part time employees are not entitled to paid leave.

ALL EMPLOYEES

Further, please be advised that any employee who:

- exceeds the number of approved absences;
- is frequently tardy; or
- frequently signs out early

Will receive a probationary rating, is not eligible for promotion and may be ineligible for rehire.

LEAVES OF ABSENCE AND TIME-OFF

JURY DUTY / COURT APPEARANCE

A. W. Brown Leadership Academy will grant employees time off for mandatory jury duty or for court appearances as a witness when the employee must serve or is required to appear as a result of a court order or subpoena. A copy of the court order or subpoena must be supplied to the employee's supervisor when requesting time off. The employee is entitled to full pay for each day of jury duty. The employee is entitled to full pay for a maximum of ten (10) days per year, addition to any other paid leave for serving as a witness in a court

However, if the employee is court-ordered or subpoenaed for court appearances as a party to any civil or criminal litigation, it shall not be compensated and the employee must arrange for time off without pay or use accrued vacation or personal leave for such appearances.

WORKERS' COMPENSATION

Workers' compensation is a "no-fault" system that provides compensation for medical expenses and wage losses to employees who are injured or who become ill because of employment.

A. W. Brown Leadership Academy pays the entire cost of workers' compensation insurance. The insurance provides coverage for related medical and rehabilitation expenses and a portion of lost wages to employees who sustain an injury on the job.

AWBLA abides by all applicable state workers' compensation laws and regulations. If an employee sustains a job-related injury or illness, it is important to notify the supervisor and Human Resource Department either directly by phone (682) 324-2500 or via email: hr@awbrown.org immediately. The supervisor will complete an injury report with input from the employee and any witnesses and return the form to the Human Resources department. The Benefits Coordinator will file the claim with the insurance company. In cases of true medical emergencies, report to the nearest emergency room.

Workers' compensation benefits (paid or unpaid) will run concurrently with FMLA leave, if applicable, where permitted by state and federal law.

FAMILY MEDICAL LEAVE ACT (FMLA)

EMPLOYEE ELIGIBILITY

To be eligible for FMLA leave, an employee must work for a covered employer and:

- have worked for that employer for at least 12 months; and
- have worked at least 1,250 hours during the 12 months prior to the start of the FMLA leave; and,
- work at a location where at least 50 employees are employed at the location or within 75 miles of the location.

ELIGIBLE EMPLOYEES ARE ENTITLED TO:

- Twelve workweeks of leave in a 12-month period for:
 - the birth of a child and to care for the newborn child within one year of birth;
 - the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
 - to care for the employee’s spouse, child, or parent who has a serious health condition;
 - a serious health condition that makes the employee unable to perform the essential functions of his or her job;
- any qualifying exigency arising out of the fact that the employee’s spouse, son, daughter, or parent is a covered military member on “covered active duty;”

OR

- Twenty-six workweeks of leave during a single 12-month period:
 - to care for a covered servicemember with a serious injury or illness if the eligible employee is the service member’s spouse, son, daughter, parent, or next of kin (military caregiver leave).

LEAVE THAT IS FORESEEABLE

In general, the employee must give the employer at least 30 days advance notice of the need to take FMLA leave when he or she knows about the need for the leave in advance and it is possible and practical to do so. For example, if the employee is scheduled for surgery in two months, the need for leave is foreseeable and at least 30 days advance notice is required. If 30 days advance notice is not possible because the situation has changed or the employee does not know exactly when leave will be required, the employee must provide notice of the need for leave as soon as possible and practical. When the employee has no reasonable excuse for not providing at least 30 days advance notice, the employer may delay the FMLA leave until 30 days after the date notice is provided. When the employee could not have provided 30 days advance notice, but has no reasonable excuse for not providing a shorter period of advance notice, the employer may delay the FMLA leave by whatever amount of time that the employee delayed in notifying the employer.

Please contact the Benefits Coordinator in advance of any possible FMLA leave to ensure all paperwork and details are handled accordingly.

FAMILY MEDICAL LEAVE ACT (FMLA)

A. W. Brown Leadership Academy will provide Family and Medical Leave Act (FMLA) leave to its eligible employees. The company posts the mandatory FMLA Notice and upon hire provides all new employees with notices required by the U.S. Department of Labor (DOL) on Employee Rights and Responsibilities under the Family and Medical Leave Act in [state the specific location within the company where the official notice is posted].

The function of this policy is to provide employees with a general description of their FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law.

If you have any questions, concerns, or disputes with this policy, you must contact A. W. Brown Leadership Academy Human Resource Department either directly by phone (682) 324-2500 or via email: hr@awbrown.org in writing.

GENERAL PROVISIONS

Under this policy, A. W. Brown will grant up to 12 weeks of leave during a 12-month period to eligible employees (or up to 26 weeks of military caregiver leave to care for a covered servicemember with a serious injury or illness). The leave may be paid, unpaid or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy.

ELIGIBILITY

- 1) To qualify to take family or medical leave under this policy, the employee must meet all of the following conditions:
- 2) The employee must have worked for the company for 12 months or 52 weeks. The 12 months or 52 weeks need not have been consecutive. Separate periods of employment will be counted, provided that the break in service does not exceed seven years. Separate periods of employment will be counted if the break in service exceeds seven years due to National Guard or Reserve military service obligations or when there is a written agreement, including a collective bargaining agreement, stating the employer's intention to rehire the employee after the service break. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on leave during the week.
- 3) The employee must have worked at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave. The 1,250 hours do not include time spent on paid or unpaid leave. Consequently, these hours of leave should not be counted in determining the 1,250 hours eligibility test for an employee under FMLA.
- 4) The employee must work in a worksite where 50 or more employees are employed by the company within 75 miles of that office or worksite. The distance is to be calculated by using available transportation by the most direct route.

FAMILY MEDICAL LEAVE ACT (FMLA)

TYPE OF LEAVE COVERED

To qualify as FMLA leave under this policy, the leave must be for one of the reasons listed below:

- 1) The birth of a child and in order to care for that child.
- 2) The placement of a child for adoption or foster care and to care for the newly placed child.
- 3) To care for a spouse, child or parent with a serious health condition (described below).
- 4) The serious health condition (described below) of the employee.

An employee may take leave because of a serious health condition that makes the employee unable to perform the functions of his or her position.

Under the FMLA, a "spouse" means a husband or wife. Husband or wife refers to the other person with whom an individual entered into marriage as defined or recognized under state law for purposes of marriage in the state in which the marriage was entered into or, in the case of a marriage entered into outside of any state, if the marriage is valid in the place where entered into and could have been entered into in at least one state. This definition includes an individual in a same-sex or common law marriage that either:

- a) was entered into in a state that recognizes such marriages; or
- b) if entered into outside of any state, is valid in the place where entered into and could have been entered into in at least one state.

A serious health condition is defined as a condition that requires inpatient care at a hospital, hospice or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care or a condition that requires continuing care by a licensed health care provider.

This policy covers illnesses of a serious and long-term nature, resulting in recurring or lengthy absences. Generally, a chronic or long-term health condition that would result in a period of three consecutive days of incapacity with the first visit to the health care provider within seven days of the onset of the incapacity and a second visit within 30 days of the incapacity would be considered a serious health condition. For chronic conditions requiring periodic health care visits for treatment, such visits must take place at least twice a year.

Employees with questions about what illnesses are covered under this FMLA policy or under the company's sick leave policy are encouraged to consult with the Human Resource Manager.

If an employee takes paid sick leave for a condition that progresses into a serious health condition and the employee requests unpaid leave as provided under this policy, the company may designate all or some portion of related leave taken as leave under this policy, to the extent that the earlier leave meets the necessary qualifications.

FAMILY MEDICAL LEAVE ACT (FMLA)

Qualifying exigency leave for families of members of the National Guard or Reserve or of a regular component of the Armed Forces when the covered military member is on covered active duty or called to covered active duty.

An employee whose spouse, son, daughter or parent either has been notified of an impending call or order to covered active military duty or who is already on covered active duty may take up to 12 weeks of leave for reasons related to or affected by the family member's call-up or service. The qualifying exigency must be one of the following:

- a. short-notice deployment
- b. military events and activities
- c. childcare and school activities
- d. financial and legal arrangements
- e. counseling
- f. rest and recuperation
- g. post-deployment activities
- h. additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.

Eligible employees are entitled to FMLA leave to care for a current member of the Armed Forces, including a member of the National Guard or Reserve, or a member of the Armed Forces, the National Guard or Reserve who is on the temporary disability retired list, who has a serious injury or illness incurred in the line of duty on active duty for which he or she is undergoing medical treatment, recuperation, or therapy; or otherwise in outpatient status; or otherwise on the temporary disability retired list. Eligible employees may not take leave under this provision to care for former members of the Armed Forces, former members of the National Guard and Reserve, or members on the permanent disability retired list.

To care for a covered servicemember with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the covered servicemember.

- a) A "son or daughter of a covered servicemember" means the covered servicemember's biological, adopted, or foster child, stepchild or legal ward, or a child for whom the covered servicemember stood in loco parentis, and who is of any age.
- b) A "parent of a covered servicemember" means a covered servicemember's biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the covered servicemember. This term does not include parents in law.
- c) The "next of kin of a covered servicemember" is the nearest blood relative, other than the covered servicemember's spouse, parent, son or daughter, in the following order of priority: blood relatives who have been granted legal custody of the servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA.

FAMILY MEDICAL LEAVE ACT (FMLA)

When no such designation is made, and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered the covered servicemember's next of kin and may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember's only next of kin. For example, if a covered servicemember has three siblings and has not designated a blood relative to provide care, all three siblings would be considered the covered servicemember's next of kin. Alternatively, where a covered servicemember has siblings and designates a cousin as his or her next of kin for FMLA purposes, then only the designated cousin is eligible as the covered servicemember's next of kin. An employer is permitted to require an employee to provide confirmation of covered family relationship to the covered servicemember pursuant to § 825.122(k).

"Covered active duty" means:

- (a) "Covered active duty" for members of a regular component of the Armed Forces means duty during deployment of the member with the Armed Forces to a foreign country.
- (b) *Covered active duty or call to covered active duty status* in the case of a member of the Reserve components of the Armed Forces means duty during the deployment of the member with the Armed Forces to a foreign country under a federal call or order to active duty in support of a contingency operation, in accordance with 29 CR 825.102.

The leave may commence as soon as the individual receives the call-up notice. (Son or daughter for this type of FMLA leave is defined the same as for child for other types of FMLA leave except that the person does not have to be a minor.) This type of leave would be counted toward the employee's 12-week maximum of FMLA leave in a 12-month period.

Military caregiver leave (also known as covered servicemember leave) to care for an injured or ill servicemember or veteran.

An employee whose son, daughter, parent or next of kin is a covered servicemember may take up to 26 weeks of leave in a single 12-month period to care for that servicemember.

Next of kin is defined as the closest blood relative of the injured or recovering servicemember.

The term "covered servicemember" means:

- (a) a member of the Armed Forces (including a member of the National Guard or Reserve) who is undergoing medical treatment, recuperation, or therapy; is otherwise in outpatient status; or is otherwise on the temporary disability retired list, for a serious injury or illness; or
- (b) a veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserve) at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation or therapy.

FAMILY MEDICAL LEAVE ACT (FMLA)

The term "serious injury or illness" means:

- a) in the case of a member of the Armed Forces (including a member of the National Guard or Reserve), means an injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank or rating;
- b) in the case of a veteran who was a member of the Armed Forces (including a member of the National Guard or Reserve) at any time during a period when the person was a covered servicemember, means a qualifying (as defined by the Secretary of Labor) injury or illness incurred by a covered servicemember in the line of duty on active duty that may render the servicemember medically unfit to perform the duties of his or her office, grade, rank or rating.

(c) Outpatient status, with respect to a covered servicemember, means the status of a member of the Armed Forces assigned to either a military medical treatment facility as an outpatient; or a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.

AMOUNT OF LEAVE

An eligible employee can take up to 12 weeks for the FMLA circumstances (No. 1) through (No. 5) above under this policy during any 12-month period. The company will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, the company will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time.

An eligible employee can take up to 26 weeks for the FMLA circumstance (No. 6) above (military caregiver leave) during a single 12-month period. For this military caregiver leave, the company will measure the 12-month period as a rolling 12-month period measured forward. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.

If a husband and wife both work for the company and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent "in-law") with a serious health condition, the husband and wife may only take a combined total of 12 weeks of leave. If a husband and wife both work for the company and each wishes to take leave to care for a covered injured or ill servicemember, the husband and wife may only take a combined total of 26 weeks of leave.

EMPLOYEE STATUS AND BENEFITS DURING LEAVE

While an employee is on leave, the company will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work.

If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member or a circumstance beyond the employee's control, the company will require the employee to reimburse the company the amount it paid for the employee's health insurance premium during the leave period.

FAMILY MEDICAL LEAVE ACT (FMLA)

Under current company policy, the employee pays a portion of the health care premium. While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of the premium. While on unpaid leave, the employee must continue to make this payment, either in person or by mail. The payment must be received in the **Accounting Department by the 10th day of each month**. If the payment is more than 30 days late, the employee's health care coverage may be dropped for the duration of the leave.

The employer will provide 15 days' notification prior to the employee's loss of coverage.

If the employee contributes to a life insurance or disability plan, the employer will continue making payroll deductions while the employee is on paid leave. While the employee is on unpaid leave, the employee may request continuation of such benefits and pay his or her portion of the premiums, or the employer may elect to maintain such benefits during the leave and pay the employee's share of the premium payments. If the employee does not continue these payments, the employer may discontinue coverage during the leave. If the employer maintains coverage, the employer may recover the costs incurred for paying the employee's share of any premiums, whether or not the employee returns to work.

EMPLOYEE STATUS AFTER LEAVE

An employee who takes leave under this policy may be asked to provide a fitness for duty (FFD) clearance from a health care provider. This requirement will be included in the employer's response to the FMLA request. Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. The position will be the same or one that is virtually identical in terms of pay, benefits and working conditions. The company may choose to exempt certain key employees from this requirement and not return them to the same or similar position when doing so will cause substantial and grievous economic injury to business operations. Key employees will be given written notice at the time FMLA leave is requested of his or her status as a key employee.

USE OF PAID AND UNPAID LEAVE

An employee who is taking FMLA leave because of the employee's own serious health condition or the serious health condition of a family member must use all paid vacation, personal or sick leave prior to being eligible for unpaid leave. Sick leave may be run concurrently with FMLA leave if the reason for the FMLA leave is covered by the established sick leave policy.

Disability leave for the birth of a child and for an employee's serious health condition, including workers' compensation leave (to the extent that it qualifies), will be designated as FMLA leave and will run concurrently with FMLA. For example, if an employer provides six weeks of pregnancy disability leave, the six weeks will be designated as FMLA leave and counted toward the employee's 12-week entitlement. The employee may then be required to substitute accrued (or earned) paid leave as appropriate before being eligible for unpaid leave for what remains of the 12-week entitlement. An employee who is taking leave for the adoption or foster care of a child must use all paid vacation, personal or family leave prior to being eligible for unpaid leave.

An employee who is using military FMLA leave for a qualifying exigency must use all paid vacation and personal leave prior to being eligible for unpaid leave. An employee using FMLA military caregiver leave must also use all paid vacation, personal leave or sick leave (as long as the reason for the absence is covered by the company's sick leave policy) prior to being eligible for unpaid leave.

FAMILY MEDICAL LEAVE ACT (FMLA)

INTERMITTENT LEAVE OR A REDUCED WORK SCHEDULE

The employee may take FMLA leave in 12 consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill servicemember over a 12-month period).

The company may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule, in instances when leave for the employee or employee's family member is foreseeable and for planned medical treatment, including recovery from a serious health condition or to care for a child after birth or placement for adoption or foster care.

For the birth, adoption or foster care of a child, the company and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced-hour schedule. Leave for birth, adoption or foster care of a child must be taken within one year of the birth or placement of the child.

If the employee is taking leave for a serious health condition or because of the serious health condition of a family member, the employee should try to reach agreement with the company before taking intermittent leave or working a reduced-hour schedule. If this is not possible, then the employee must prove that the use of the leave is medically necessary.

CERTIFICATION FOR THE EMPLOYEE'S SERIOUS HEALTH CONDITION

The company will require certification for the employee's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification will be provided using the DOL Certification of Health Care Provider for Employee's Serious Health Condition.

The company may directly contact the employee's health care provider for verification or clarification purposes using a health care professional, an HR professional, leave administrator or management official. The company will not use the employee's direct supervisor for this contact. Before the company makes this direct contact with the health care provider, the employee will be given an opportunity to resolve any deficiencies in the medical certification. In compliance with HIPAA Medical Privacy Rules, the company will obtain the employee's permission for clarification of individually identifiable health information.

The company has the right to ask for a second opinion if it has reason to doubt the certification. The company will pay for the employee to get a certification from a second doctor, which the company will select. The company may deny FMLA leave to an employee who refuses to release relevant medical records to the health care provider designated to provide a second or third opinion. If necessary to resolve a conflict between the original certification and the second opinion, the company will require the opinion of a third doctor. The company and the employee will mutually select the third doctor, and the company will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

FAMILY MEDICAL LEAVE ACT (FMLA)

CERTIFICATION FOR THE FAMILY MEMBER'S SERIOUS HEALTH CONDITION

The company will require certification for the family member's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification will be provided using the DOL Certification of Health Care Provider for Family Member's Serious Health Condition.

The company may directly contact the employee's family member's health care provider for verification or clarification purposes using a health care professional, an HR professional, leave administrator or management official. The company will not use the employee's direct supervisor for this contact. Before the company makes this direct contact with the health care provider, the employee will be given an opportunity to resolve any deficiencies in the medical certification. In compliance with HIPAA Medical Privacy Rules, the company will obtain the employee's family member's permission for clarification of individually identifiable health information.

The company has the right to ask for a second opinion if it has reason to doubt the certification. The company will pay for the employee's family member to get a certification from a second doctor, which the company will select. The company may deny FMLA leave to an employee whose family member refuses to release relevant medical records to the health care provider designated to provide a second or third opinion. If necessary, to resolve a conflict between the original certification and the second opinion, the company will require the opinion of a third doctor. The company and the employee will mutually select the third doctor, and the company will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

CERTIFICATION OF QUALIFYING EXIGENCY FOR MILITARY FAMILY LEAVE

The company will require certification of the qualifying exigency for military family leave. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification of Qualifying Exigency for Military Family Leave.

CERTIFICATION FOR SERIOUS INJURY OR ILLNESS OF COVERED SERVICEMEMBER FOR MILITARY FAMILY LEAVE

The company will require certification for the serious injury or illness of the covered servicemember. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification for Serious Injury or Illness of Covered Servicemember.

FAMILY MEDICAL LEAVE ACT (FMLA)

RECERTIFICATION

AWBLA may request recertification for the serious health condition of the employee or the employee's family member no more frequently than every 30 days unless circumstances have changed significantly, or if the employer receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of his or her leave. Otherwise, the company may request recertification for the serious health condition of the employee or the employee's family member every six months in connection with an FMLA absence. The company may provide the employee's health care provider with the employee's attendance records and ask whether need for leave is consistent with the employee's serious health condition.

PROCEDURE FOR REQUESTING FMLA LEAVE

All employees requesting FMLA leave must provide verbal or written notice of the need for the leave to the Human Resource Department either directly by phone (682) 324-2500 or via email: hr@awbrown.org. Within five business days after the employee has provided this notice, the HR manager will complete and provide the employee with the DOL Notice of Eligibility and Rights.

When the need for the leave is foreseeable, the employee must provide the employer with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day the need for leave is discovered or the next business day. When the need for FMLA leave is not foreseeable, the employee must comply with the company's usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances.

DESIGNATION OF FMLA LEAVE

Within five business days after the employee has submitted the appropriate certification form, the HR manager will complete and provide the employee with a written response to the employee's request for FMLA leave using the DOL Designation Notice.

INTENT TO RETURN TO WORK FROM FMLA LEAVE

On a basis that does not discriminate against employees on FMLA leave, the company may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

COVID-19

The safety of our A. W. Brown Leadership Academy employees continues to be first and foremost. We will continue to leverage federal, state, and local data to inform any future decisions pertaining to COVID-19.

Employees who return to the Campus will need to adhere to current State and Local guidelines, such as wearing a mask and maintaining six (6) feet of physical distance from others. Employees will be notified of such requirements via written communication and are encouraged to discuss any concerns with their direct supervisor. We want to make sure that employees feel safe when they return to A. W. Brown Leadership Academy.

DISTRICT PROFESSIONAL GUIDELINES

As members of an educational institution, A. W. Brown Leadership Academy employees additionally are expected to model professional behavior in the following ways:

- ❖ Carry out duties as assigned or requested for required school events
- ❖ Foster work environment conducive to staff collegiality
- ❖ Address fellow staff members by appropriate title, i.e., Mr. or Ms.
- ❖ Maintain appearance and demeanor conducive to the workplace
- ❖ Supervise scholars in common-use areas
- ❖ Positively represent the school's image in both speech and behavior
- ❖ Maintain a clean, orderly, inviting work area
- ❖ Promote positive school climate by communicating in a respectful tone
- ❖ Adhere to district policies relating to absenteeism, arrival and departure
- ❖ Routinely monitor email, voicemail, mailboxes, and review written communiqués and respond as is appropriate
- ❖ Adhere to district policy regarding dress, grooming, and hygiene standards
- ❖ Meet all deadlines
- ❖ Model correct grammar
- ❖ Responsibly care for school supplies and equipment
- ❖ Adhere to district policy in regard to music, movies, and other forms of media
- ❖ Adhere to district policy regarding telephone use
- ❖ During assemblies, award programs, staff meetings and disaster drills, staff members should refrain from personal conversations so that they may closely monitor the scholars for whom they are responsible and can listen closely to information that is disseminated.
- ❖ Change or repair bulletin boards as is necessary
- ❖ Non-work-related use of the computer, especially during instructional and/or duty periods
- ❖ Adhere to the no-food/no-drink policy. Food and drink are not to be consumed in the auditorium, halls, foyer and any other common use area with the exception being STAAR test monitors during testing administrations.
- ❖ Refrain from wearing headphones or earbuds, whether blue tooth or wired, in the building without previously authorized job-related approval.
- ❖ Refrain from referring misbehavior to a staff parent rather than following established disciplinary requirements.

Supervise staff children in the following ways

- ✓ arranging for proper childcare during professional hours that are obligated to the district
- ✓ seeing that the children remain under the direct supervision of the parent at all times
- ✓ prohibiting children from being in unauthorized areas
- ✓ ensure that children are not taking or abusing district or other people's property
- ✓ refrain leaving children on campus while the parent is away

EMPLOYMENT STANDARDS

ALL EMPLOYEES ARE EXPECTED TO:

- Meet established expectations of job performance;
- Comply with attendance policies;
- Be responsible in the performance of job duties;
- Respect the personal and property rights of all individuals one comes in contact during the course of A. W. Brown Leadership Academy business; and
- Follow job instructions

OUTSIDE EMPLOYMENT

Employees of A. W. Brown Leadership Academy are expected to work solely for AWBLA during their AWBLA work schedule. Outside employment is not prohibited but **outside employment must not interfere with AWBLA obligations.**

EMPLOYEE MONITORING

Employees do not have an expectation of privacy in any work areas (e.g. offices, desks, file cabinets, etc.) or in any A. W. Brown Leadership Academy property, either owned or leased. Work areas and A. W. Brown Leadership Academy property is subject to search at any time. Any of the following may be monitored if they occur during business hours and/or on school property: phone calls, voicemail, e-mail (work and personal), and internet activity.

UPDATE CURRENT EMPLOYEE INFORMATION

THE FOLLOWING IS THE EMPLOYEE'S RESPONSIBILITY TO UPDATE WITHIN 30-DAYS OF

- ✦ A change in home address or telephone number
- ✦ A change in marital status or in the number of dependents
- ✦ A change of insurance beneficiary
- ✦ A change in the number of exemptions claimed for income tax purposes
- ✦ A legal change of name
- ✦ The Public Information Act form indicating whether certain personal information may be released to the public

THE DRIVING RECORD OR STATUS OF AN EMPLOYEE'S DRIVER'S LICENSE

If the employee operates any A. W. Brown Leadership Academy vehicle or operates his or her own vehicle for work-related duties, not including driving to and from work.

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Updates should be made by notifying Human Resources.

PROFESSIONAL APPEARANCE

EMPLOYEE DRESS CODE

A W Brown Leadership Academy professional appearance policy follows the business professional expectations. Please keep in mind, however, that the School is, where educators, colleagues, professionals, guests, and others often visit. As always, please use common sense in your choice of business attire.

In general terms, dress code ranges from business professional to business casual. Business Professional is the expected dress unless otherwise directed by your supervisor. All actions, including appearance and dress, are expected to align with high professional standards. As professionals, you are expected to exercise good judgment, dress professionally.

PROFESSIONAL DRESS STANDARDS FOR MEN (ACCEPTABLE ATTIRE AND GROOMING)

- Pants or slacks; creases in pants help improve the image of the apparel.
- Collared shirts to include Polo-type and button-down shirts.
- Sweaters, turtlenecks, and Henley shirts are acceptable.
- Ties and dress coats improve the image. They are recommended but not required.
- Cologne or aftershave to be unobtrusive.
- Shoes that are clean. Tennis shoes are **not** allowed with the exception of dress-down days.
- Facial hair must be neat and well groomed.

UNACCEPTABLE ATTIRE AND GROOMING FOR MEN

- Jeans and T-Shirts may not be worn except during special days determined by the principal. In no case should T-Shirts be worn other than special days.
- No graphic tees allowed.
- Tattered cuffs, tears in clothing, and heavy wear marks are unacceptable.
- Sweatpants and jogging suits are not acceptable (P.E. teachers are exempt).
- Hats, head coverings/wraps are **not** to be worn in the building.
- Visible body tattoos that are sexual or profane in nature (i.e. depiction of drugs, drug paraphernalia, or profane language)
- House shoes, slippers, flip-flops, and slides are not acceptable at any time.
- Piercing, of any kind, **should not** be worn; and
- NO nose rings, tongue rings or earrings are allowed

PROFESSIONAL APPEARANCE

PROFESSIONAL DRESS STANDARDS FOR WOMEN (ACCEPTABLE ATTIRE AND GROOMING)

- Pants, slacks, capris, dresses, or skirts
- Blouses and shirts - collared shirts to include Polo-type and button-down shirts.
- Sweaters, turtlenecks and Henley shirts are acceptable, as well as other blouses (with or without collars) that would be considered professional in nature. Blouses should be cut in such a way as to exceed the expectations of scholar dress.
- Dresses should be knee length.
- No low plunging necklines or backlines
- Blazers, coats, and vests often add to professional image but are not required.
- Makeup, perfume, or cologne to be unobtrusive.
- Ear piercing is acceptable.
- ALL shoes must have a back strap.

UNACCEPTABLE ATTIRE AND GROOMING FOR WOMEN

- T-Shirts and jeans may not be worn except during special days determined by the principal. In no case should T-Shirts be worn other than special days.
- No graphic tees allowed.
- No sheer shirts or form fitting garments.
- Sweatpants, leggings, jeggings, yoga pants, and jogging suits are unacceptable.
- Tattered cuffs, tears in clothing and heavy wear marks are unacceptable.
- House shoes, slippers, flip-flops, and slides are not acceptable at any time.
- Hats, head coverings/wraps are **not** to be worn in the building.
- Visible body tattoos that are sexual or profane in nature (i.e. depiction of drugs, drug paraphernalia, or profane language)
- Nose rings are **not** permitted.

PROFESSIONAL APPEARANCE

PHYSICAL EDUCATION ATTIRE (FOR INSTRUCTORS)

Physical Education instructors should wear shirts with collars and shorts or pants that exhibit professional athletic attire. Employee dress should be neat and clean and appropriate for a professional appearance. While shoes must be worn at all times, house shoes (e.g. slippers) and flip-flops are not allowed.

An administrator may require an employee to cover tattoos and/or remove facial jewelry. Additionally, because it is difficult to establish a specific dress standard, A. W. Brown Leadership Academy administrators may require an employee to change their dress if in their best judgment the dress violates this dress code.

Exceptions to the dress code may be considered in order to make reasonable accommodations for an employee's disability, as defined by the Americans with Disabilities Act, or an employee with sincerely held religious belief.

WORKPLACE POLICIES

OFFICE DATING

Employees who are in administration/management/supervisory roles are prohibited from dating any employee over whom they have direct or indirect supervision. Also, individuals who work within the Human Resources Department are prohibited from dating any A. W. Brown Leadership Academy employee.

If two employees are involved in a dating relationship it will be presumed by A. W. Brown Leadership Academy that the relationship is welcomed by both parties unless one or the other notifies A. W. Brown Leadership Academy to the contrary. Public displays of affection and favoritism in the course of employment are prohibited.

Conduct that occurs during a disagreement or following a termination of the relationship must not violate A. W. Brown Leadership Academy harassment policy.

WORKPLACE INVESTIGATIONS

There are instances when A. W. Brown Leadership Academy may wish to investigate personnel matters. Employees are required to cooperate in any investigation. Refusal to participate, or actions taken to compromise the effectiveness of any investigation, may result in termination. If the employee is instructed not to discuss the matter being investigated, failure to abide

by this instruction may also result in termination. This restriction excludes the employee's privileged communications with his or her own private legal counsel.

VIOLENCE IN THE WORKPLACE

A. W. Brown Leadership Academy is committed to providing a safe workplace that is free from violence or threats of violence. Any and all acts of violence in the workplace are prohibited and subject to disciplinary action, up to and including discharge. Additionally, any and all threats of violence, direct or indirect, serious or said in jest, are prohibited. All threats will be taken seriously and are subject to disciplinary action, up to and including discharge.

Employees concerned about family violence being brought into the workplace or onto the work parking lot are encouraged to notify their supervisor or the Human Resources Department.

Any employee who receives a protective or restraining order that lists A. W. Brown Leadership Academy as a protected area is required to provide the Director of Human Resources with a copy of the order and information requested by A. W. Brown Leadership Academy to identify the individual subject to the order.

SUSPICIOUS BEHAVIOR

Employees are encouraged to report any suspicious behavior observed at school or at any school-related or school-sponsored activity. Strangers or former employees walking unaccompanied in areas not generally open to the public should be pointed out to a supervisor.

FORMER EMPLOYEES

Former employees may not enter areas that are not open to the public after they are no longer employed by A. W. Brown Leadership Academy. Former employees shall not have access to email, school records, or any other information available only to school employees.

WORKPLACE POLICIES

DISCIPLINE

In an effort to correct employee misconduct at the earliest stage possible, A. W. Brown Leadership Academy administration will implement a progressive disciplinary procedure. The procedure is as follows:

- Verbal warning
- Written warning
- Probation, Suspension or Growth Plan
- Recommendation for termination of employment.

Though A. W. Brown Leadership Academy may utilize such stair-step disciplinary procedures, A. W. Brown Leadership Academy reserves the right to skip any or all steps and immediately discharge the employee.

The stair-step disciplinary procedure does not forfeit the at-will status of its employees and A. W. Brown Leadership Academy preserves the at-will nature of the employment relationship. Accordingly, discharge may be initiated by A. W. Brown Leadership Academy at any time, with or without cause, and with or without notice.

TRAFFIC VIOLATIONS AND / OR ACCIDENTS

If an employee, during the course of A. W. Brown Leadership Academy business, receives a traffic violation, the employee will be personally liable for any expenses incurred from that violation. If during the course of transporting a student(s) an employee receives a traffic violation, that employee is subject to disciplinary action, up to and including discharge. If an employee is involved in a traffic accident while driving a school vehicle, the employee could be personally liable for damages and/or repairs. All traffic violations and/or accidents must be reported to the Director of Transportation within 24 hours. All traffic violations and/or accidents are subject to District investigation. Please see the Vehicle Use Agreement.

LEAVE CAMPUS DURING LUNCH PERIODS

All staff members, however, are permitted to leave the campus during lunch periods with the provision that returns to campus are made in a timely manner. Teachers may also leave campus during planning periods if no conferences, meetings, or training are scheduled.

WORKPLACE POLICIES

SAFETY IN THE WORKPLACE

A. W. Brown Leadership Academy is committed to providing individuals with a safe and healthy workplace. Staff and Personnel can help keep our campuses, offices, administrative areas, classrooms and common areas a safe place to work by practicing workplace safety techniques including, but not limited to:

- ✓ Putting things securely away when they are not being used
- ✓ Closing all file drawers
- ✓ Keeping area clear of clutter
- ✓ Asking for assistance before lifting heavy objects
- ✓ Be aware of surroundings to avoid injuries
- ✓ Use caution when transferring heavy or bulky items or school materials
- ✓ Ensuring your area is set up appropriately for the campus day-to-day activities
- ✓ Keeping your contact information and your emergency contacts information up to date

Employees are responsible for maintaining the workspace assigned to them. A clean, orderly workspace provides an environment conducive to working efficiently and for our students as they move about the campus areas.

Employees should keep in mind that their workspace is part of a professional environment that portrays AWBLA overall dedication to providing quality service to the students first and foremost, their parents and AWBLA guests. Therefore, your classrooms, office areas, and administrative areas should be clean, organized, and free of items not required to perform your job.

NON-DISCRIMINATION & ANTI-HARASSMENT

NON-DISCRIMINATION

A. W. Brown Leadership Academy is committed to honor the laws that prohibit discrimination based upon an applicant or employee's race, sex, religion, national origin, disability, age, genetic information, veteran status or other protected class recognized by applicable law. Employees are prohibited from discriminating against other employees, against applicants, or against scholars based upon the aforementioned protected classes.

REASONABLE ACCOMMODATION

In the event an employee needs to request a reasonable accommodation or a variance in A. W. Brown Leadership Academy stated policies and/or procedures due to the employee's disability, as defined by the Americans with Disabilities Act, or the employee's sincerely held religious belief, the employee should notify his or her supervisor and/or the Human Resources Department.

ANTI-HARASSMENT

A. W. Brown Leadership Academy is committed to creating and maintaining a work environment free of all forms of unlawful harassment. Employees are prohibited from engaging in all forms of unlawful harassment, including harassment based on race, sex, religion, national origin, disability, age, genetic information, veteran status, sexual harassment, and any other protected class status.

Harassment based on any of the aforementioned protected classes may include, but is not limited to, many different types of actions: verbal (e.g. derogatory comment), physical (e.g. assault), or visual (e.g. internet materials). Sexual harassment does not have to be of a sexual nature, however, and can include offensive remarks about a person's sex. Both victim and harasser can be either a woman or a man, and the victim and harasser can be the same sex. The harasser can be the victim's supervisor, a supervisor in another area, a co-worker, or someone who is not an employee of the employer.

REPORTING DISCRIMINATION AND / OR HARASSMENT

This section applies to both incidents of harassment and discrimination.

Employees should promptly report an incident of discrimination or harassment to the Director of Human Resources. The employee should not assume that witnesses to the incident will know the conduct is unwelcome; an employee should not rely on a witness to report the conduct for the employee. Informing the harasser that the conduct is unwelcome is not a report of harassment since the harasser may not self-report the violation to management or the Human Resources Department.

If the alleged harasser is the employee's supervisor, a manager, or even one of the individuals designated to receive harassment reports, the employee does not have to directly report the incident to that individual, but instead must notify the Human Resources Department in order to ensure that the matter is promptly and appropriately addressed.

NON-DISCRIMINATION & ANTI-HARASSMENT

Any supervisor/manager who receives information indicating a concern about harassment or discrimination must report it to the Human Resources Department, even if the information comes from someone other than the target of the harassment or discrimination, or even if the person expressing the concern indicates that they do not wish to have the harassment or discrimination reported.

A. W. Brown Leadership Academy will promptly investigate any report and take appropriate remedial action. If the harassment or discrimination continues, the employee must immediately report the incident so that the matter can be reopened and addressed.

Retaliation for reporting what an employee believes to be harassing or discriminatory conduct or for participating in an investigation of alleged harassment or discrimination is prohibited. Any retaliation should be reported according to the same procedures as reporting discrimination or harassment.

Any employee engaging in any type of discrimination, harassment, and/or retaliation will be subject to disciplinary action, up to and including discharge. Any supervisor who has knowledge of such behavior yet takes no action to report it is subject to disciplinary action, up to and including discharge.

ALCOHOL AND DRUGS

DRUG-FREE WORKPLACE

A. W. Brown Leadership Academy is committed to maintaining a drug-free work environment and each employee is responsible for the maintenance of such an environment. The unlawful manufacture, distribution, possession, or use of a controlled substance (i.e. drugs) and/or the use of alcohol or tobacco in the workplace, or while conducting A. W. Brown Leadership Academy business, are prohibited.

Additionally, an employee must notify A. W. Brown Leadership Academy of any criminal drug statute conviction for a violation occurring in the workplace, or while conducting A. W. Brown Leadership Academy business, no later than five days after such conviction. A report of a conviction must be made to the Director of Human Resources.

**Violation of this policy may lead to disciplinary action,
up to and including discharge.**

A. W. Brown Leadership Academy may ask an employee to submit to a drug or alcohol test whenever it reasonably believes that the employee may be under the influence of drugs or alcohol at the workplace in violation of this Drug-Free Workplace policy, including, but not limited to the following circumstances: evidence of drugs or alcohol on or about the employee's person or in the employee's vicinity; unusual, bizarre or erratic conduct that suggests the employee is impaired by, or under the influence of, drugs or alcohol; or an on-the-job accident or injury under circumstances that suggest the possible use or influence of drugs or alcohol in the injury.

Nothing in this policy prohibits, or in any way limits, the lawful use of prescription or nonprescription drugs. However, an employee must inform his/her immediate supervisor if he/she is using a prescription or nonprescription drug which could impair work performance or pose a risk of harm to the employee, to others, or to property. It is the employee's responsibility to determine from his or her physician(s) if the medication can impair work performance or pose such a risk. If the lawful use of lawful prescription or nonprescription drugs does limit or otherwise impair the employee's ability to perform the essential functions of his or her position or otherwise creates a safety risk, the Human Resources Department will meet with the employee to determine whether a reasonable accommodation is available.

SOCIAL MEDIA

The term “social media” includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else’s web log or blog, journal or diary, personal website, social networking or affinity website, web bulletin board, or a chat room, whether or not associated or affiliated with the Company, as well as any other form of electronic communication. The same principles and guidelines found in the Company rules, policies and procedures apply to an employee’s social media activities online.

Any conduct that adversely affects an employee’s job performance or the performance of fellow employees, or otherwise adversely affects the Company’s legitimate business interests, may result in disciplinary action, up to and including termination. Similarly, inappropriate postings, including but not limited to discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may result in disciplinary action, up to and including termination. However, this restriction will not apply to any postings made in the exercise of any rights granted to an employee by federal law.



AUDIO AND VIDEO RECORDINGS AND SOCIAL MEDIA POSTING

An employee is prohibited from making any audio or video recording of school staff or students. An employee is also prohibited from making social media postings including school staff or students while acting in the course and scope of their employment or while on school property without the written consent of all parties subject to the recording. School functions such as athletic activities or performances are exempt from this prohibition.

SECURITY OF ELECTRONIC DEVICES

Failure to comply with this section may result in disciplinary action, up to and including termination.

COMPUTER AND INTERNET USE

Use of A. W. Brown Leadership Academy computers, computer networks, electronic mail, and the Internet is only for educational and administrative purposes. The access of material that is obscene, child/adult pornography, or harmful to minors is prohibited.

ALLOWABLE USES OF A. W. BROWN LEADERSHIP PROPERTY

Employees may use A. W. Brown Leadership Academy property only for a purpose that is consistent with applicable law and to implement a program that is described in A. W. Brown Leadership Academy charter.

EMAIL

Electronic mail is like any other form of A. W. Brown Leadership Academy communication and may not be used for harassment or other unlawful purposes. Your email account is AWBLA-provided privilege and the property of A. W. Brown Leadership Academy. Remember that when you send email from the AWBLA domain, you represent A. W. Brown Leadership Academy whether your message is business-related or personal

As noted above, electronic mail is subject at-all-times to monitoring, and the release of specific information is subject to applicable laws and AWBLA rules, policies and procedures on confidentiality. Existing rules, policies and procedures governing the sharing of confidential information also apply to the sharing of information via commercial software.

INTERNET ACCESS

Access to the Internet is given principally for work-related activities or approved educational/training activities. Incidental and occasional personal use and study use is permitted. This privilege should not be abused and must not affect the employee's performance of employment-related activities.

The AWBLA email and Internet system is at-all-times the property of A. W. Brown Leadership Academy. By accessing the Internet, Intranet and electronic mail services through facilities provided by AWBLA, you acknowledge that A. W. Brown Leadership Academy (by itself or through its Internet Service Provider) may from time to time monitor, log and gather statistics on employee Internet activity and may examine all individual connections and communications. Please note that AWBLA uses email filters to block spam and computer viruses. These filters may from time to time block legitimate email messages.

Employees may not access, download or distribute material that is illegal, or which others may find offensive or objectionable, such as material that is pornographic, discriminatory, harassing, or an incitement to violence.

SECURITY OF ELECTRONIC DEVICES

You must respect and comply with copyright, trademark and similar laws, and use such protected information in compliance with applicable legal standards. When using web-based sources, you must provide appropriate attribution and citation of information to the websites. Software must not be downloaded from the Internet without the prior approval of qualified persons within A. W. Brown Leadership Academy.

In all circumstances, use of Internet access and email systems must be consistent with the law and A. W. Brown Leadership Academy policies. Violation of this policy is a serious offense and, subject to the requirements of the law, may result in a range of sanctions, from restriction of access to electronic communication facilities to disciplinary action, up to and including termination.

MOBILE DEVICES

Students, Administration, Faculty, Parents and Guests expect our full attention and service. Personal calls should be limited while in the office or on a campus location. Use of mobile devices for business must comply with all policies of A. W. Brown Leadership Academy.

During A. W. Brown Leadership Academy office hours for both campus sites, focus should be toward the ongoing responsibilities and duties for each professional and staff member. A mobile device can be a distraction and should not affect the employee's performance during AWBLA hours. **Personal calls should be limited during the day and should not be a distraction from the daily responsibilities in the classroom or office or campus.**

Employees who receive an issued cell phone are expected to monitor phone calls during business hours. Phone calls received on an A. W. Brown Leadership Academy issued phone are to be answered and conducted in the same professional manner as an office or a business-related phone.

**Personal calls should be limited during school hours and
Should not be a distraction from the daily responsibilities.**

SECURITY OF ELECTRONIC DEVICES

Employees of A. W. Brown Leadership Academy may use local telephone service, cellular phones, electronic mail, Internet connections, and for incidental personal use under the following conditions:

- Such incidental personal use must not result in any direct cost paid with state funds. If this does happen, the employee who caused the direct cost to be incurred by A. W. Brown Leadership Academy must reimburse A. W. Brown Leadership Academy.
- Such incidental personal use must not impede the functions of A. W. Brown Leadership Academy.
- The use of A. W. Brown Leadership Academy property for private commercial purposes is strictly prohibited.
- Only incidental amounts of an employee's time for personal matters, comparable to reasonable coffee breaks during the day, are authorized under this section.

An employee may be required to compensate A. W. Brown Leadership Academy for any damage and/or destruction the employee causes to A. W. Brown Leadership Academy property.

A violation(s) of this section may result in disciplinary action, up to and including discharge.

SECURITY OF ELECTRONIC DEVICES

PROHIBITED USE OF E-MAIL, VOICE MAIL, INTERNET AND OTHER ELECTRONIC COMMUNICATIONS

E-mail, voice mail and other electronic communications transmitted on A. W. Brown Leadership Academy equipment, systems or networks may not contain any content that would reasonably be considered offensive, harassing or disruptive to another individual. Offensive content would include sexual comments or images, racial slurs, gender-specific comments, or any comments that might be construed as offensive by a reasonable person on the basis of race, age, sex, sexual orientation, religious or political beliefs, national origin, or disability.

Regarding Internet and e-mail access and use, employees should be advised that the company expressly prohibits use of A. W. Brown Leadership Academy provided Internet and e-mail for the following activities:

- Dissemination or printing of copyrighted materials, including articles and software, in violation of copyright laws.
- Sending, receiving, printing or otherwise disseminating proprietary data, trade secrets or other confidential information of A. W. Brown Leadership Academy or its school counterparts in violation of AWBLA policy or proprietary agreements.
- Using offensive or harassing statements or language, including disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religious or political beliefs.
- Sending or soliciting sexually oriented messages or images.
- Operating a business, usurping business opportunities, soliciting money for personal gain or searching for jobs outside A. W. Brown Leadership Academy.
- Sending chain letters or e-mails.
- Gambling or engaging in any other activity in violation of local, state or federal law.
- Circulating jokes, comics or nonjob-related computer graphics.

CONSEQUENCES FOR VIOLATIONS OF ELECTRONIC COMMUNICATIONS POLICY

Disciplinary action for violation of this policy may include termination or suspension of the offending employee. In cases involving less serious violations, disciplinary action may consist of a warning or reprimand. Remedial action may also include counseling, changes in work assignments or other measures designed to prevent future misconduct. The measure of discipline will correspond to the gravity of the offense as weighed by its potential effect on A. W. Brown Leadership Academy and fellow employees.

Nothing in this policy should be construed to prohibit conduct that is expressly permitted or protected under applicable federal, state or local laws.

**Disciplinary action for violation of this policy
May include termination or suspension of the offending employee.**

GRIEVANCE PROCEDURES

Employees who have a complaint about their terms or conditions of work are encouraged to resolve their concerns informally with their co-workers and/or supervisors at the lowest level possible. If the employee is not satisfied with the outcome of the informal resolution, then the employee may file a formal complaint according to the procedures below.

With the exception of a complaint against the Superintendent, each complaint must initially be brought at the lowest level of review, at the Campus Principal Review level. If the complaint is against the principal, then the complaint may be initially brought to the Superintendent.

CAMPUS PRINCIPAL REVIEW OF COMPLAINT

Where an employee has a complaint or concern regarding their terms or conditions of work, the individual shall first bring their complaint or concern in writing to the appropriate campus principal or to the employee's direct supervisor if the employee does not work on a school campus. The complaint must be brought within 15 school days of the date that the complainant knew or should have known of the alleged harm. The complaint must be specific, and where possible suggest a resolution. The principal/supervisor must hear the complaint, attempt to remedy the complaint in the best interest of the affected parties, and document the outcome. The principal/supervisor must respond to the complainant and issue a final decision in writing within 10 days of the principal's/supervisor's receipt of the complaint.

HUMAN RESOURCES REVIEW OF COMPLAINT

If the complainant is not satisfied with the final decision of the campus principal/supervisor, then the individual may file a written appeal to the Human Resources Department. This written appeal shall be filed with the Human Resources Department within 10 days of the individual's receipt of the final decision from the campus principal/supervisor. The complaint shall include a copy of the prior written complaint along with a copy of the final decision of the campus principal/ supervisor. A copy of the appeal shall also be delivered to the campus principal/supervisor.

The appeal must be specific, and where possible suggestion a resolution. The complaint shall not include any new issues or complaints unrelated in the original complaint.

The HR Department, or the designee shall respond to the complaint and issue a decision in writing within 15 days of receipt of the written appeal. Prior to the final determination, a mediator may be offered and will be decided by the HR Department.

GRIEVANCE PROCEDURES

SUPERINTENDENT REVIEW OF COMPLAINT

If the complainant is not satisfied with the final decision of the Human Resources Department, then the individual may file a written appeal to the Superintendent. This written appeal shall be filed with the Superintendent's office within 10 days of the individual's receipt of the final decision from the campus principal/supervisor. The complaint shall include a copy

of the prior written complaint along with a copy of the final decision of the campus principal/ supervisor. A copy of the appeal shall also be delivered to the campus principal/supervisor.

The appeal must be specific, and where possible suggestion a resolution. The complaint shall not include any new issues or complaints unrelated in the original complaint.

The Superintendent, or the Superintendent's designee, shall respond to the complaint and issue a final decision in writing within 15 days of receipt of the written appeal.

BOARD OF DIRECTORS REVIEW OF COMPLAINT

If the complainant is not satisfied with the Superintendent's final decision, then the individual may appeal their complaint in writing to the Board of Directors within 10 days of receiving the Superintendent's final decision. The complaint shall be directed to the President of the Board and shall include a copy of the written complaint to the Superintendent along with a copy of the Superintendent's final decision. A copy of this appeal shall also be delivered to the Superintendent.

The President of the Board, at the next regular meeting of the Board, shall provide a copy of the complaint record to all board members. The Board's decision shall be decided on a review of the record developed at the CEO/Superintendent's level. Any action of the Board of Directors regarding the complaint shall be taken in compliance with the Texas Open Meeting Act.

OR

Individuals who are dissatisfied with the response of the CEO/Superintendent may present their complaint to the Board of Directors during the time of CITIZEN'S PRESENTATIONS at the next regular meeting of the board of directors. The board shall "stop, look, and listen" to the complaint, but may not deliberate or act on the complaint except in compliance with the Texas Open Meetings Act.

A complaint against the Superintendent shall begin at this level of review and shall follow the complaint process in accordance with this policy section and the Texas Open Meetings Act.

The failure of the Board of Directors to act on a complaint has the effect of upholding the CEO's decision.

SEPARATION FROM EMPLOYMENT

RESIGNATION

An employee is expected, but not required, to give as much advance notice as possible regarding their resignation from A. W. Brown Leadership Academy. Typically, two weeks (10 business days) is considered sufficient notice time. A. W. Brown Leadership Academy requests that employees submit their resignation in writing to their supervisor; the writing should include the employee's anticipated last day workday.

A. W. Brown Leadership Academy reserves the right to require the employee to resign immediately rather than work during the notice period.

DISCHARGE

In an effort to reduce the risk of employee violence or vandalism, upon an employee's discharge from employment the employee may be escorted to the exit.

The exiting employee is prohibited from taking any A. W. Brown Leadership Academy property or information with him/her; the employee is not to retain in hard copy or soft copy any A. W. Brown Leadership Academy information. A. W. Brown Leadership Academy reserves the right to examine any boxes, briefcases, or other receptacle of an employee exiting to ensure these rules are being followed.

An exiting employee who has been discharged is not to return to the premises of A. W. Brown Leadership Academy without prior written approval from the Human Resources Department or the principal of the school campus.

ACKNOWLEDGEMENT OF RECEIPT OF A. W. BROWN LEADERSHIP ACADEMY

EMPLOYEE HANDBOOK

I acknowledge that I have received a copy of the A. W. Brown Leadership Academy Employee Handbook (“Handbook”). I understand that I am responsible for reading and abiding by all policies and procedures in this Handbook, as well as all other policies and procedures of AWBLA.

I acknowledge that the A. W. Brown Leadership Academy personnel handbook does not create an employment contract or otherwise modify my at-will employment status. I understand that no one has the authority to alter an employee’s at-will status, or guarantee an employee’s employment for a specific period of time, unless it is approved by the board of directors, is in writing, and is signed by both myself and the chair of the board of directors.

I understand that A. W. Brown Leadership Academy may amend or withdraw any or all portions of this handbook at any time. I understand that it is my responsibility to comply with the provisions in this handbook, including any revisions, and that failure to comply may lead to disciplinary action. I further acknowledge that any revised information may supersede, modify, or eliminating existing provisions within this handbook. By remaining employed by A. W. Brown Leadership Academy following any modifications to this handbook; I hereby, accept and agree to such changes.

I acknowledge that I have read this handbook and agree to read any amendments of the handbook. I understand that I am required to sign and date this Acknowledgment of Receipt and return it to the Human Resources Department. I understand that a copy of this form will be retained in my personnel file.

Signature

Date

Full Name (please print)

Please sign and date one copy of this acknowledgement and return it to Human Resources. The Original Signature Page will be retained in personnel file. Retain a second copy for your reference.

ACKNOWLEDGEMENT OF RECEIPT OF A. W. BROWN LEADERSHIP ACADEMY

CODE OF BUSINESS CONDUCT AND ETHICS

EMPLOYEE RESPONSE

AFFIRMATIVE STATEMENT REGARDING THE CODE OF BUSINESS CONDUCT AND ETHICS A. W. BROWN LEADERSHIP ACADEMY

This certifies that I have read and understand the Code of Business Conduct and Ethics (the “Code”) of A. W. Brown Leadership Academy (the “District”). Except as disclosed below on this Affirmative Statement, my immediate family and I have not breached the Code and I know of no violation of the Code by anyone else.

I agree (i) to comply with the Code and conduct the business of AWBLA in keeping with highest ethical standards and (ii) to comply with international, federal, state, and local laws applicable to AWBLA’s business.

As an employee, I understand that failure to comply with the Code shall lead to disciplinary action by AWBLA, which may include reprimand, termination of my employment and/or the reduction of compensation or demotion.

I have disclosed below all financial or other relationships with suppliers, agencies, or competitors of the District that I am aware of in which I or my close relative are involved.

Signature

Date

Full Name (please print)

Please sign and date one copy of this acknowledgement and return it to Human Resources. The Original Signature Page will be retained in personnel file. Retain a second copy for your reference.