



**Pointe Schools**  
**2017-2018 Employee Handbook**



# Table of Contents

---

## **INTRODUCTION**

---

Welcome	3
Pointe History	3
Pointe Culture	4
Pointe Structure	5
Introductory Statement	5

## **EMPLOYMENT**

---

Employment at Will	6
Employee Orientation	6
Employee Relations	6
Non-Discrimination	6
Compensation	7
Immigration Law	7
Constructive Discharge	7
Social Media	7
Fingerprint Clearance Cards	8
Background Checks	8
Non-Disclosure	9
Conflicts of Interest & Acceptance of Gratuities	9
Speaking Engagements	9
Outside Business Interests	10
Agreement, Duration & Amendments	10

## **EMPLOYMENT STATUS & RECORDS**

---

Employment Categories	11
Employment & Benefit Records	11
Release of Personnel Information (Employment Verification)	11
Personal Information	11
Employment Applications	11

## **EMPLOYEE BENEFIT PROGRAMS**

---

Benefits	12
Paid Sick Leave	12
Paid Vacation Time	14
Paid Maternity/Paternity Leave	15
Paid Bereavement Time	15
Time Off to Vote	15
Jury Duty	15
Arizona State Retirement System	16
Health & Dental Insurance	16
Life Insurance	16
Short-term Disability	16
Flexible Benefits Plan	16
Workers Compensation	17
Health Insurance Portability & Accountability Act of 1996	17
Benefits Continuation (COBRA)	17
Classroom Site Fund (Prop 301)	17

## **TIMEKEEPING & PAYROLL**

---

Timekeeping	18
Notification of Absences	18
Paydays	18
Pay Deductions and Setoffs	18

## **WORK CONDITIONS & HOURS**

---

Work Schedules	19
Meetings/Events	19
Overtime	19
Job Descriptions	19
Use of Phones & Mail Systems	20
Smoking	20
Workplace Monitoring	20
Safety	20
Security	20
Incident Report	20

## **LEAVES OF ABSENCE**

---

Family & Medical Leave	21
Military Leave	23

## **EMPLOYEE CONDUCT & DISCIPLINARY ACTION**

---

Personal Appearance	24
Attendance & Punctuality	24
Employee Conduct	25
Drug and Alcohol Use	26
Security Inspections	26
Return of Property	27
Harassment	27
Abuse Reporting	28
Compliance With All Appropriate Laws	28
Staff Participation in Political Activities	28
Computer and Internet Usage	29
Solicitations	29
Discipline	30
Termination of Employment	30
Non-Competition	30



# Introduction

---

## **Welcome to Pointe Schools!**

You have joined a community of people who have been employed because they, like you, are considered individuals of integrity who are committed to the Pointe Schools' purpose, promise, and plan.

Pointe operates public charter schools, currently serving over 1,400 students enrolled in kindergarten through twelfth grade on three campuses: North Pointe Preparatory (7-12), Canyon Pointe Academy (K-6), and Pinnacle Pointe Academy (K-6). It is one of the most successful, largest local charter schools in Arizona.

## **History of Pointe Schools**

Pointe Schools was founded by Superintendent Jody Johnson and four families interested in creating a high school that would support parents in developing character and leadership in their teens, while providing excellent, financially accessible education. Since no such high school existed in the northwest valley, the founders individually explored avenues to create one. In the fall of 1999 they came together and formed Pointe Educational Services, a non-profit corporation, in order to open and operate an independent public high school to fill this unmet need.

After a year of planning, the State Board for Charter Schools granted Pointe a contract to operate a college preparatory school. In August of 2001, North Pointe Prep opened with ten teachers, six classrooms and 130 students in grades 7-9. Students were provided a traditional education with a "classical" emphasis. The curriculum was designed to prepare students for college, requiring every student to take College Preparatory, Honors, and Advanced Placement courses. By November, three more classrooms and a library were completed. Stanford 9 test scores that year were well above the state averages.

North Pointe Prep was such a success that parents began asking about the possibility of opening an elementary school to set a strong academic foundation. In the Spring of 2002, the State Board for Charter Schools expanded Pointe's charter to include kindergarten through sixth grade and Canyon Pointe Academy was born. A group of seasoned elementary teachers joined Pointe Schools and worked through the summer without pay to make sure the school was ready to open.

The 2002-2003 school year was full of growth for Pointe Schools. Canyon Pointe Academy opened with 160 students, North Pointe almost tripled in size to 350 students, and a second elementary school was added to the Pointe Schools family. The new school, Pinnacle Pointe Academy, opened in September of 2002 with just under 25 students in grades K-4. Two Canyon Pointe teachers and their classes moved to Pinnacle and provided leadership for the new school. By the end of the year, enrollment at Pinnacle increased to over 90 students.

Since those early years, all three campuses have experienced tremendous enrollment growth which led to facility expansions. A classroom building and a café were added at Canyon Pointe and Pinnacle Pointe as well as playgrounds and basketball courts. North Pointe's building programs included the addition of three classroom buildings, a gymnasium, and a television studio. The performing arts facilities (band, choir, dance, theatre) were also expanded and upgraded.

Under the direction of Superintendent Johnson, Pointe Schools has become one of the most respected independently operated charters in the State of Arizona. For the past five years, US News & World Report has named North Pointe as one of the Best High Schools in America and the #1 school among all district and charter schools in the Northwest Valley. Canyon Pointe and Pinnacle Pointe receive an "A" rating in the most recent elementary school rankings by the Arizona Department of Education. North Pointe is accredited by the North Central Association as a College Preparatory School and is a member of the Arizona Interscholastic Association's 3A Conference.



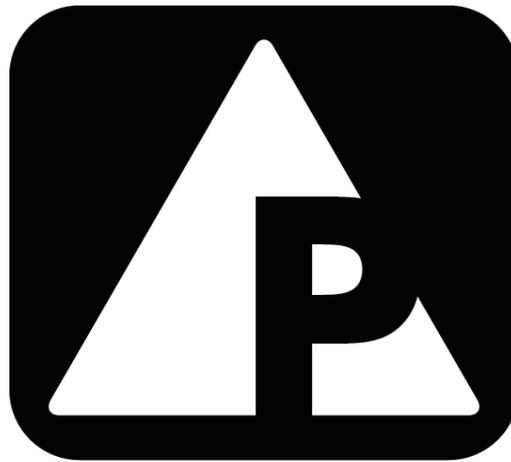
# Introduction

---

## Culture of Pointe Schools

Each Pointe Schools employee enthusiastically supports and is dedicated to Pointe's **Purpose**, **Promise** and **Plan**.

### Purpose



### Promise

### Plan

#### **The Pointe Schools' Purpose**

Pointe Schools exists to assist parents in developing students who demonstrate scholastic and behavioral excellence and make a positive impact in their community.

#### **The Pointe Schools' Promise**

Pointe Schools provides individuals the opportunity to gain foundational knowledge, grow in character, and develop leadership skills.

#### **The Pointe Schools' Plan**

Pointe Schools is passionate about creating and sustaining environments where:

- Individuals are **valued**. We respect the inherent value of our people and empower them in their strengths and protect them in their weaknesses.
- Individuals are **trusted**. We trust the judgment of our people and empower them to make decisions within their areas of responsibility.
- Individuals are encouraged to **take risks** and **achieve** their dreams in academics, athletics and the arts. We rely on the abilities of our people and empower them to create new opportunities and improve existing ones.



# Introduction

---

## **Structure of Pointe Schools**

Pointe operates under a very simple organizational structure. District staff work in coordination with school personnel to ensure that each campus is able to operate effectively to accomplish Pointe Schools' Purpose, Promise, and Plan. A specific school organizational flow chart is included in the school's Teacher Handbook.

## **Employee Handbook Introductory Statement**

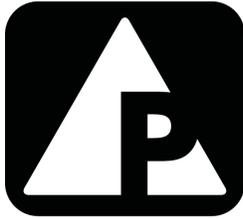
This Handbook is designed to acquaint you with Pointe Schools and to provide you with information about working conditions, employee benefits and some of the policies affecting your employment. Throughout this handbook you will see references to Pointe Schools and Pointe. Whenever 'Pointe Schools' or 'Pointe' is used, it is intended to include Pointe Schools and each of its schools.

You should read, understand and comply with all provisions of this handbook. It describes many of your responsibilities as an employee and outlines the programs developed by Pointe Schools to benefit employees. One of the objectives is to provide a work environment that is conducive to both personal and professional growth. Because understanding and complying with Pointe's policies, procedures, and rules is so important, you will be asked to sign an Employee Acknowledgment Form. By signing the Acknowledgment and continuing to work for Pointe Schools after receiving this Handbook, you are signaling your acceptance of all policies, procedures, rules, and other provisions contained in this handbook.

No employee handbook can anticipate every circumstance or question about policy. As Pointe Schools continues to grow, a need may arise to revise, supplement or rescind any policies or portions of the handbook from time to time as Pointe deems appropriate, in its sole and absolute discretion.

This Employee Handbook supersedes any and all prior handbooks, statements and representations, either oral or written.

This Employee Handbook is not a contract and does not create any rights for employees or obligations for Pointe Schools. Pointe Schools reserves the unconditional right to modify, delete or make any changes or exceptions to anything contained in this Employee Handbook without notice. Oral statements and/or representations or promises that contradict this Employee Handbook, including promises of employment for any specified period of time, are not binding on Pointe Schools.



# Employment

---

## **100 Employment at Will**

This handbook does not alter the “at-will” nature of your employment. You have the right to terminate your employment at any time, with or without cause or notice, and the school has the same right. You should understand that Pointe Schools has the right to change compensation, duties, assignments, responsibilities, or geographic location of your job at any time, with or without cause. While the school believes in the procedures and policies contained in this handbook, they are for informational purposes and they do not constitute an express or implied employment contract. Further, your status as an “at-will” employee may not be changed, except in writing signed by the employee and the superintendent.

The human resources needs for Pointe Schools are managed by the District Office.

These provisions supersede all existing policies and practices and may not be amended or added to without the express written approval of the Superintendent of Pointe Schools.

## **101 Employee Orientation**

Employees of Pointe Schools are required to attend an employee orientation that will introduce the employee to the history, philosophy, structure, policies and procedures of Pointe Schools.

## **102 Employee Relations**

Pointe Schools believes that healthy employment relationships result from direct administration/staff communication. Our experience has shown that when employees deal openly and directly with supervisors, it promotes a productive work environment, clear communication and positive attitudes. If you have a question or concern about your job, your wages, benefits, policies and procedures or any other Pointe Schools issues, we encourage you to openly discuss it with your supervisor. Supervisors also have a commitment to communicate openly with employees. Disagreements should be handled professionally and directly by the people involved.

## **103 Non-Discrimination**

Pointe Schools makes a commitment to establish a workplace free from discrimination and is an equal opportunity employer. This is a commitment that must be shared by all individuals associated with Pointe Schools. All employees are expected to conduct themselves at all times so as to provide an atmosphere free from unlawful discrimination. Pursuant to state and Federal Law, discrimination against an otherwise qualified individual with a disability or any individual by reason of age, race, color, religion, sex or national origin is prohibited. Pointe Schools strives to ensure equal opportunity for all qualified persons.

Complaints or charges of violations are to be reported immediately to the Superintendent in written form and will be promptly investigated. The Superintendent or her designee will investigate the allegation and take any appropriate action he/she deems necessary, which may include the termination of the offending individual.

Please be advised that Pointe Schools is required by law to conduct a thorough investigation, and absolute confidentiality is not always possible. Adverse action will not be taken against an employee who reports or participates in the investigation of a violation of this policy on the basis that the employee made such a report or participated in the investigation process. Pointe Schools will take prompt and appropriate remedial and/or disciplinary action to address any violations of this policy.



# Employment

---

## **104 Compensation**

Pointe Schools is committed to providing employees with an equitable compensation package of salary and benefits. Payment is contingent upon continued satisfactory employment. Pointe Schools also reserves the right to change compensation (increase, decrease or dates of pay) based on receipt of State funding, reduction in State funding caused by a decrease in enrollment or any other State action, or cessation of Pointe's operation as a Charter School. Salary increases are based on performance, education or promotion. Employee salaries are considered confidential information.

## **105 Immigration Law**

Pointe Schools is committed to employing only United States citizens and aliens who are authorized to work in the United States, and does not unlawfully discriminate on the basis of citizenship or national origin. In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility.

### **E-Verify**

Federal law requires that all employers verify the identity and employment eligibility of all new employees (including U.S. citizens) within three days of hire.

Employees are required to complete the Form I-9, and employees must provide employers with documentation establishing both identity and eligibility to work in the United States.

The Department of Homeland Security (DHS) and the Social Security Administration (SSA) have established an electronic system called E-Verify to assist employers further in verifying the employment eligibility of all newly-hired employees. In short, through E-Verify, employers send information about you from your Form I-9 to SSA and DHS to ensure that you are authorized to work in the United States and that your name, Social Security Number, date of birth, citizenship status, and any other non-citizen information you choose to provide your employer on the Form I-9 match government records.

## **106 Constructive Discharge**

An employee is encouraged to communicate to the employer whenever the employee believes working conditions may become intolerable to the employee and may cause the employee to resign. Under section 23-1502, Arizona Revised Statutes, an employee may be required to notify an appropriate representative of the employer in writing that a working condition exists that the employee believes is intolerable, that will compel the employee to resign or that constitutes a constructive discharge, if the employee wants to preserve the right to bring a claim against the employer alleging that the working condition forced the employee to resign.

Under the law, an employee may be required to wait for fifteen calendar days after providing written notice before the employee may resign if the employee desires to preserve the right to bring a constructive discharge claim against the employer. An employee may be entitled to paid or unpaid leave of absence of up to fifteen calendar days while waiting for the employer to respond to the employee's written communication about the employee's working condition.

## **107 Social Media**

Pointe Schools administrators, faculty members, staff, coaches and group leaders are not permitted to participate in social media involving Pointe Schools' students unless the participation is directly related to Pointe Schools' academics, athletics, arts and/or activities.



# Employment

---

## **108 Fingerprint Clearance Card**

All instructional employees, including all individuals engaged in instruction as classroom and laboratory teachers, supervisory teachers, coaches, and administrators must obtain a State of Arizona Department of Public Safety Fingerprint Clearance Card (FCC). All contractors, subcontractors, vendors, or their employees who provide services to Pointe Schools on a regular basis must also obtain a FCC.

Instructional employees are not permitted to continue to engage in instructional activities after the expiration of their FCC. Therefore, all instructional employees must renew their fingerprint cards in a timely manner.

Personnel required to be fingerprinted must complete a notarized form indicating whether they are awaiting trial on, have been convicted of, admitted in open court, or pursuant to a plea agreement have committed any of the following crimes:

- Sexual abuse of a minor.
- Incest.
- 1st or 2nd degree murder.
- Kidnapping.
- Arson.
- Sexual assault.
- Sexual exploitation of a minor.
- Commercial sexual exploitation of a minor.
- Aggravated assault.
- Assault.
- Burglary in the 1st, 2nd or 3rd degree.
- Aggravated or armed robbery.
- Robbery.
- A dangerous crime against children as defined in section 13-705.
- Child abuse.
- Sexual conduct with a minor.
- Molestation of a child.
- Manslaughter.
- Felony offenses involving sale, distribution or transportation of, offer to sell, transport, or distribute or conspiracy to sell, transport or distribute marijuana or dangerous or narcotic drugs.
- Felony offenses involving the possession or use of marijuana, dangerous drugs or narcotic drugs.
- Felony offenses involving contributing to the delinquency of a minor.
- Misdemeanor offenses involving the possession or use of marijuana or dangerous drugs.

***Additionally, employees must immediately notify HR in writing if their Fingerprint Clearance Card is revoked or in danger of being revoked.***

## **109 Background Checks**

Employees not engaged in instruction must be fingerprinted and undergo a background check pursuant to ARS 15-512.



# Employment

---

## **110 Non-Disclosure**

The protection of confidential business information and trade secrets is vital to the interests and the success of Pointe Schools. Such confidential information includes, but is not limited to, the following:

- Student or family Records or Information
- Personnel Records or Information
- Computer Processes
- Computer Programs and Codes
- Educational Strategies
- Financial Information
- Marketing Strategies
- Pending projects

Employees who improperly use or disclose trade secrets or confidential business information will be terminated and will be subject to legal action, even if they do not actually benefit from the disclosed information.

## **111 Conflicts of Interest & Acceptance of Gratuity**

Employees have an obligation to conduct business within the guidelines that prohibit actual or potential conflicts of interest. An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative (any person who is related by blood or marriage) as a result of Pointe Schools' business dealings.

Personal gain may result not only in cases where an employee or relative has ownership in a firm with which Pointe Schools does business, but also when an employee or relative receives any kickback, bribe, gift, or special consideration as a result of any transaction or business dealings involving Pointe Schools.

Employees are not to accept direct referral fees or commissions, gifts, gratuities or services of a gratuitous nature from any client, customer, supplier or provider of services. Such offers are to be referred to the Superintendent. If employees have influence on transactions involving purchases, contracts or leases, it is imperative that they disclose this to the Superintendent as soon as possible so that safeguards can be established to protect all parties.

Contact your Principal or a District Administrator for more information or with questions about conflicts of interest.

## **112 Speaking Engagements**

Any Pointe Schools' employee who speaks publicly concerning any topic is welcome to do so. However, we require that before undertaking such public speaking engagements, the employee will first:

1. Notify the Principal or Superintendent of topic to be discussed, time, place and general purpose of the engagement;
2. Obtain the Superintendent's approval before using Pointe Schools' name, displaying materials from Pointe Schools or making other references to Pointe Schools for financial gain. Pointe Schools reserves the right to place limits on such action, including but not limited to, monetary compensation for the use of its name, materials, etc.
3. Publicly state at the start of the speaking engagement and print on any published and/or distributed material, that although they are employed by Pointe Schools, their views do not necessarily reflect the views of their school or the district.



# Employment

---

## **113 Outside Business Interest**

Employees may work for another employer or themselves, as long as:

1. The work does not interfere with meeting the performance standards or time requirements of their job with Pointe Schools.
2. The work does not and will not be in direct competition with Pointe Schools.
3. The work will not create any conflict of interest affecting Pointe Schools.
4. The employee's activity will not subject Pointe Schools to public criticism or embarrassment. This is at the discretion of Pointe Schools.

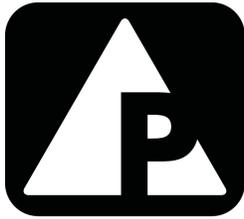
All employees will be judged by the same performance standards and will be subject to Pointe Schools' scheduling demands, regardless of existing outside work requirements.

If Pointe Schools determines that an employee's outside business interest interferes with his/her performance or ability to meet the requirements of Pointe Schools, the employee may be asked to terminate the outside business interest if he or she wishes to remain an employee of Pointe Schools.

Employees may not receive any income or material gain from individuals outside Pointe Schools for materials produced or services rendered while performing their jobs. Further, employees can not work on behalf of another job during work hours or while performing duties for Pointe Schools.

## **114 Agreement, Duration & Amendments**

It is understood that the conditions governing employment may change, and therefore employees must be flexible. As part of the consideration for employment, the employee understands that the policies and procedures dealing with employment may be reasonably amended from time to time by Pointe Schools. Such amendments will be binding on the employee from the time they become effective until the expiration of employment.



# Employment

---

## **200 Employment Categories**

It is the intent of Pointe Schools to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and Pointe Schools.

An employee's nonexempt or exempt classification will be determined based on the guidelines established by the Fair Labor Standards Act (FLSA). Nonexempt employees are entitled to overtime pay. Exempt employees do not receive overtime pay. The method of base pay received (hourly or salary) will not necessarily determine the employee's nonexempt or exempt status. An employee's nonexempt or exempt classification may be changed only upon written notification by Pointe Schools.

Pointe Schools employees are defined as follows:

**Exempt** – Salaried employees who are exempt from the overtime provisions of the Fair Labor Standards Act.

**Non-Exempt** – Hourly employees or salaried employees who are not exempt for the overtime provisions of the Fair Labor Standards Act (FLSA).

**Full-Time** – Employees who are regularly scheduled to work 32 or more hours per week. This position is eligible for benefits.

**Part-Time** – Employees who are regularly scheduled to work 31 or fewer hours per week. This position is not eligible for benefits.

Pointe Schools reserves the right to review and change employee classifications at any time.

## **201 Employment & Benefit Records**

Pointe Schools maintains an employment file on each employee. The employment file includes such information as the employee's job application, resume, records of training, salary and other employment records.

## **202 Release of Personnel Information (Employment Verification)**

All requests for personnel information regarding current or past employees must be referred to the District Office. Employees may request that additional information be furnished for loan approval or other purposes. A signed Pointe Schools' release must be submitted to the District's Human Resources Department in order for Pointe Schools to comply with such a request.

## **203 Personal Information**

It is the responsibility of each employee to notify the Human Resources Department of any changes in personal information. Mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of emergency, educational accomplishments, and other such documentation should be accurate and current at all times. If any personal data changes, employees must submit written notification within 10 days.

## **204 Employment Applications**

Pointe Schools relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data obtained in the hiring process. As a condition of employment, all Pointe Schools employees are required to complete an employment application in its entirety. Any misrepresentations, falsifications or material omissions of any information or data may result in the exclusion of the individual from further consideration for employment, or if the person has been hired, termination from employment.



# Employment Benefits Programs

---

## **300 Benefits**

Pointe Schools employees are eligible for a wide range of benefits after 30 days of employment. A number of the programs, such as Social Security, workers' compensation, state disability and unemployment insurance, cover all employees in the manner prescribed by law. Employees will be eligible for health and dental insurance on the 1<sup>st</sup> of the month following 30 days of employment.

Benefits eligibility is dependent upon a variety of factors, including employee classification. The Human Resources Department can identify the programs for which you are eligible.

Pointe schools reserves the right to change benefits and eligibility for benefits at any time.

## **301 Paid Sick Leave**

All employees in Arizona are entitled to paid sick leave under Arizona law and this policy summarizes details of paid sick leave. To the extent this policy conflicts with Arizona law, Point Schools will comply with Arizona law.

### **Accrual of Paid Sick Leave**

Arizona employees will accrue one hour of earned paid sick leave for every 30 hours worked, up to a maximum accrual of 40 hours of paid sick leave annually. Hourly employees will accrue paid sick leave based on hours actually worked. Employees who are exempt from overtime are assumed to work 40 hours each workweek, unless their normal workweek is less than 40 hours, in which case the employee will accrue sick leave based on the number of hours the employee normally works in a workweek.

Sick leave accruals will carry over to subsequent years, but employees may use a maximum of 40 hours of paid sick leave during the school year beginning on July 16 and ending on July 15.

If an employee is rehired within nine months after the employee's employment with Pointe Schools ends for any reason, Pointe Schools will reinstate all unused sick time that the employee had accrued as of the date the employee's employment ended, and the employee may use that accrued sick leave from the date the employee is rehired.

### **Use of Paid Sick Leave**

Employees may use accrued sick leave as they accrue it, except for employees hired after July 1, 2017\*. Employee may use accrued paid sick leave in quarter hour increments. An employee who uses accrued sick leave will be compensated at the same hourly rate and with the same benefits, including health care benefits, as Pointe Schools normally pays to the employee.

Sick leave may be used for any of the following purposes:

- An employee's mental or physical illness, injury or health condition; an employee's need for medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition; an employee's need for preventive medical care.
- Care of a family member with a mental or physical illness, injury or health condition; care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition; care of a family member who needs preventive medical care
- Closure of the employee's place of business by order of a public official due to a public health emergency or an employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency, or care for oneself or a family member when it has been determined by the health authorities having jurisdiction or by a health care provider that the employee's or family member's presence in the community may jeopardize the health of others because of his or her exposure to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease.



# Employment Benefits Programs

---

- Absence necessary due to domestic violence, sexual violence, abuse or stalking, provided the leave is to allow the employee to obtain for the employee or the employee's family member: (a) medical attention needed to recover from physical or psychological injury or disability caused by domestic violence, sexual violence, abuse or stalking; (b) services from a domestic violence or sexual violence program or victim services organization; (c) psychological or other counseling; (d) relocation or taking steps to secure an existing home due to the domestic violence, sexual violence, abuse or stalking; or (e) legal services, including but not limited to preparing for or participating in any civil or criminal legal proceeding related to or resulting from the domestic violence, sexual violence, abuse or stalking.

In addition, Pointe Schools reserves the right, in its sole discretion, to allow employees to use paid sick leave for other purposes.

As used in this policy, the term "family member" means (1) regardless of age, a biological, adopted or foster child, stepchild or legal ward, a child of a domestic partner, a child to whom the employee stands in loco parentis, or an individual to whom the employee stood in loco parentis when the individual was a minor; (2) a biological, foster, stepparent or adoptive parent or legal guardian of an employee or an employee's spouse or domestic partner or a person who stood in loco parentis when the employee or employee's spouse or domestic partner was a minor child; (3) a person to whom the employee is legally married under the laws of any state, or a domestic partner of an employee as registered under the laws of any state or political subdivision; (4) a grandparent, grandchild or sibling (whether of a biological, foster, adoptive or step relationship) of the employee or the employee's spouse or domestic partner; or (5) any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

If the employee's need to use sick leave is foreseeable, the employee must make a good-faith effort to give advance notice to Pointe Schools and to schedule the leave in a way that does not unduly disrupt operations. Employees must notify Human Resources of the need to use sick leave and the expected duration, and Human Resources will provide the employee with a form to fill out for the requested leave.

Upon request, the employee must provide documentation for earned paid sick work days that the earned paid sick time was used for one of the purposes described above. If reasonable documentation is not provided, the employee will forfeit pay for days not worked and break and holiday days if the absence was the day before or after a break or holiday. For an employee's own health condition or where the employee is caring for another as allowed under this policy, Pointe Schools will accept documentation signed by a health care professional indicating that earned paid sick time is necessary.

In cases of domestic violence, sexual violence, abuse or stalking, one of the following types of documentation selected by the employee will be considered reasonable documentation: (1) a police report indicating that the employee or the employee's family member was a victim of domestic violence, sexual violence, abuse or stalking; (2) a protective order; injunction against harassment; a general court order; or other evidence from a court or prosecuting attorney that the employee or employee's family member appeared, or is scheduled to appear, in court in connection with an incident of domestic violence, sexual violence, abuse, or stalking; (3) a signed statement from a domestic violence or sexual violence program or victim services organization affirming that the employee or employee's family member is receiving services related to domestic violence, sexual violence, abuse, or stalking; (4) a signed statement from a witness advocate affirming that the employee or employee's family member is receiving services from a victim services organization; (5) a signed statement from an attorney, member of the clergy, or a medical or other professional affirming that the employee or employee's family member is a victim of domestic violence, sexual violence, abuse or stalking; or (6) an employee's written statement affirming that the employee or the employee's family member is a victim of domestic violence, sexual violence, abuse, or stalking, and that the leave was taken for one of the purposes described above (the written statement must be legible if handwritten and must reasonably make clear the employee's identity, and if applicable, the employee's relationship to the family member).



# Employment Benefits Programs

---

Employees may not borrow and use paid sick time before it is accrued. Pointe Schools will not pay an employee for accrued sick leave under any circumstances other than when an employee uses the leave as set forth in this policy. Employees will not be paid for unused accrued sick leave when their employment with Pointe Schools ends for any reason, including termination, resignation, retirement, or any other separation from employment.

Pointe Schools will not use any absence from an employee's use of sick leave under this policy for purposes of discipline, discharge, demotion, suspension, or any other adverse action. Nor will Point Schools retaliate against employees who request or use paid sick time.

Employees who believe that they have been denied the right to use Arizona earned paid sick time or that they have been subjected to retaliation for requesting or taking earned paid sick time may file a complaint with the Industrial Commission of Arizona, 800 W. Washington Street, Phoenix, Arizona, 85007, (602) 542-4411, where questions about rights and responsibilities can be answered.

\*Employees who are hired after July 1, 2017 will accrue paid sick leave beginning on their first day of employment, but must wait 90 days to use any accrued paid sick leave.

## **302 Paid Vacation Leave**

Paid Vacation is available to eligible employees beginning on July 16 and ending on July 15 and must be approved by a District Administrator. Paid Vacation Leave and all benefits will be pro-rated for employees hired after July 16.

Paid Vacation is not earned; it is a benefit of employment. It is not payable in any form upon termination of employment. Paid Vacation is not accrued from year to year. Employees are required to record all absences due to Paid Vacation on the Time Off Request (TOR) Form. Failure to follow the Paid Vacation policy could result in forfeiture of pay for the time off.

Paid Vacation will not be approved when the requested day(s) are immediately before or after a school break or holiday and the absence would conflict with the school's ability to function. Employees, who are absent from work when Paid Vacation has been denied, will not be paid for the absent day(s) (and any day(s) related to a break or holiday if the absence was immediately before or after a break or holiday) and may face disciplinary action.

Office Staff (Salary) – 7 days

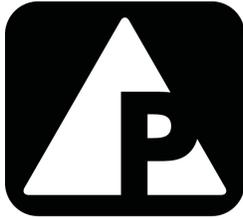
Staff (Salary) – 1 day per semester not available on Monday or Friday

Faculty (Salary) – 1 day per semester not available on Monday or Friday

School Administrator – 3 days for use anytime and 12 days for use during breaks

District Directors – 3 days for use anytime and 12 days for use during breaks

District Administrators - determined by Superintendent



# Employment Benefits Programs

---

## **303 Paid Maternity/Paternity Leave**

In addition to Paid Sick Leave, Pointe Schools offers the following maternity/paternity leave benefits to Administrator and Faculty employees who have completed three years of continuous employment with Pointe Schools. One of the following leave benefits is available to qualifying employees each school year beginning July 16 and ending July 15:

1. Employee giving birth – an employee who is pregnant may take up to 8 weeks paid leave, commencing no earlier than one week prior to delivery.
2. Employee whose legal partner is giving birth – an employee whose legal partner is pregnant may take up to 2 weeks paid leave, commencing no earlier than one week prior to delivery
3. Employee adopting a child (birth-4 years old) – an employee who is legally adopting a child may take up to 2 weeks paid leave, commencing with day of adoption.
4. Employee fostering child (birth-4 years old) – an employee fostering a new child may take up to 1 week paid leave, commencing with day of placement.

Eligible employees will submit FMLA paperwork and a Family Medical Leave Request to Human Resources at least one month prior to their expected maternity/paternity leave. If such notice is not possible, the employee should provide as much notice as reasonably possible under the circumstances.

## **304 Paid Bereavement Leave**

In the unfortunate event that an employee is faced with the death of an immediate family member (employee's spouse, parent, child, sibling, spouse's parent, spouse's child, grandparents or grandchildren), employees will be granted two paid workdays off with the approval of a supervisor to make funeral arrangements and attend services. Employees may, with their supervisor's approval, use available PTO time for additional time off. If the employee has no available PTO time, additional approved time off may be taken without pay. Requests for time off related to the death of any individual other than an immediate family member may be granted without pay. Your supervisor may request supporting documentation of the death.

Bereavement pay is calculated based on the base pay rate at the time, and will not include any special forms of compensation, such as bonuses. Payment for bereavement will not be counted as hours worked for overtime purposes.

## **305 Time Off to Vote**

Pointe Schools encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees are able to find time to vote either before or after their regular work schedule. If employees are unable to vote in an election during their non-working hours, Pointe Schools will grant up to 1 hour of paid time off to vote.

Employees must complete a TOR form and have it approved at least three working days prior to Election Day. Advance notice is required so that the time off can be scheduled at the beginning or end of the work shift, whichever provides the least disruption to the normal work schedule. Faculty positions may only take advantage of this program during their 'prep' period.

Employees must submit a voter's receipt on the first working day following the election to qualify for paid time off.

## **306 Jury Duty**

Pointe Schools encourages employees to fulfill their legal and civic responsibility, which includes jury



# Employment Benefits Programs

---

duty and court appearances. Employees must provide documentation of the court appearance or jury duty to their supervisor as soon as possible. When serving judicial duty, employees must notify their supervisor daily if they are expected to be absent from work. Employees are required to be at work when it will not interfere with their court obligations and as soon as the duty is completed. Employees must provide their supervisor with a certification of services, provided by the Jury Commissioner, when jury duty is completed. Employees will be paid for a maximum of three days for Jury duty.

## **307 Arizona State Retirement System**

Pointe Schools employees are automatically enrolled in the Arizona State Retirement system plan. A percentage predetermined by the Arizona State Retirement System is automatically deducted from employee paychecks. Pointe Schools matches this amount dollar for dollar.

Complete details of the Arizona State Retirement System plan can be accessed by contacting the Arizona State Retirement System by telephone 602-240-2000 or by visiting them online at [www.asrs.state.az.us/web/index.do](http://www.asrs.state.az.us/web/index.do).

## **308 Health & Dental Insurance**

Pointe Schools' health insurance plans provide employees and their dependents access to medical and dental insurance benefits. Full-time employees are eligible to participate in Pointe's health and dental insurance plans on the 1<sup>st</sup> of the month following 30 days of employment. Eligible employees may participate in the health and dental insurance plans subject to all terms and conditions of the agreement between Pointe Schools and the Insurance Company (available from Human Resources).

Details of the health and dental insurance plans are described in the Plan Documents and in the Summary Plan Descriptions (SPDs). SPDs and information on cost of coverage will be provided in advance of enrollment to eligible employees. Contact the District Office for more information about health and dental insurance benefits.

## **309 Life Insurance**

Pointe Schools provides a life insurance benefit plan to full-time employees. The plan provides two times the current salary and there is no charge to the employee to enroll. Full-time employees are eligible to participate in the life insurance plan subject to all terms and conditions of the agreement between Pointe Schools and the insurance carrier.

## **310 Short-term Disability**

Pointe Schools offers a short-term disability (STD) benefits plan to eligible employees. Employees must have successfully completed their Introductory Period before being eligible for STD benefits.

Details of the plan are described in the Plan Documents and in the Summary Plan Descriptions (SPDs). SPDs and information on cost of coverage will be provided in advance of enrollment to eligible employees. Contact the District's Human Resources Department for more information about short-term disability insurance benefits.

## **311 Flexible Benefits Plan**

Pointe Schools has set up a flexible benefits plan, sometimes referred to as a cafeteria plan, for its employees. Flexible benefits plans were made possible through Section 125 of the Internal Revenue Code, created by the Revenue Act of 1978. These plans assist in making benefits more affordable to employees by allowing them to use pre-tax dollars, which decreases their taxable income and increases spendable income.

Full-time employees are eligible to participate in the flexible benefits plan.

Contact the District Office for additional information regarding the flexible benefits plan.



# Employment Benefits Programs

---

## **312 Workers' Compensation**

Pointe Schools provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury sustained in the course of employment that requires medical, surgical or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period.

Employees who sustain work-related injuries should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important it be reported immediately. This will enable an eligible employee to qualify as quickly as possible.

## **313 The Health Insurance Portability & Accountability Act of 1996**

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) includes important protections for millions of working Americans and their families who have pre-existing medical conditions or might suffer discrimination in health coverage based on their health. This law places requirements on employer-sponsored group health plans, insurance companies and health maintenance organizations. HIPAA:

- Limits exclusions from pre-existing conditions;
- Prohibits discrimination against employees and dependents based on their health status;
- Guarantees renewability and availability of health coverage to certain employers and individuals;
- Protects many workers who lose health coverage by providing better access to individual health insurance.

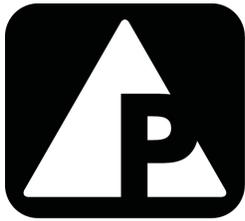
## **314 Benefits Continuation (COBRA)**

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under Pointe Schools' health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment (as long as reason is not gross misconduct), or death of an employee, a reduction in hours, leave of absence, divorce and a dependent child no longer meeting eligibility requirements. Under COBRA, the employee or beneficiary pays the full cost of coverage at Pointe Schools group rates plus an administration fee. Pointe Schools provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible. The notice contains important information about the employee's rights and obligations.

## **315 Classroom Site Fund (Prop 301)**

Arizona Revised Statutes presently provide for this potential additional compensation for employees. The Classroom Site Fund minimum allocations are dependent on the number of students enrolled and the amount available from the State. It is subject to change based on receipt of State funding, reduction in State funding caused by a decrease in enrollment or any other State action, or cessation of school's operation as a charter school. The Faculty is entitled to this share of Classroom Site Funds received from the State of Arizona in accordance with the statutory guidelines and within the school's direction, discretion, and policy.

Classroom Site Fund allocations are contingent upon continued satisfactory employment. Pointe Schools reserves the right to deduct one hundred percent of all previously paid Classroom Site Fund performance pay.



# Time Keeping & Payroll

---

## **400 Timekeeping**

Each employee is responsible for accurately recording time worked. Federal and state laws require Pointe Schools to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is the time actually spent on the job performing assigned duties or any other time that an employee is necessarily required to be on the employer's premises, on duty, or at a prescribed workplace.

All employees are required to accurately record variations from their regularly scheduled hours, PTO taken and non-pay days off taken, to the nearest quarter hour.

Nonexempt employees are not permitted to work overtime. A nonexempt employee is never permitted to work "off the clock" or to "volunteer" for work that could be considered part of his/her regular duties.

While exempt employees are given standard working hours, they may (with or without notice) be expected to work beyond their standard working hours in order to accomplish a task or responsibility.

The employee is responsible to sign records certifying the accuracy of time worked (variations from his/her regularly scheduled hours, PTO, and unpaid). Supervisors submit these records for payroll processing.

## **401 Time off Request (TOR)**

All employees are required to notify their Administrative Supervisor of any absence utilizing the Time off Request Form. Failure to provide notification will result in loss of pay for the day or days missed.

Teachers may be required, with limited notice at times, to substitute in one or more classes as part of their scheduled work day.

## **402 Paydays**

All employees are paid semi-monthly (on the 7 and 22\*), resulting in 24 paychecks in a calendar year. Employees are encouraged to utilize direct deposit providing advance written authorization to the Human Resources Department.

"Live" checks will be mailed to the address on file with Human Resources.

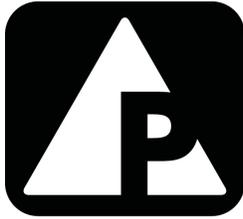
\* In the event that a regularly scheduled payday falls on a weekend, employees will be paid on the closest business day.

## **403 Pay Deductions & Setoffs**

The law requires that Pointe Schools make certain deductions from every employee's compensation. Among these are applicable federal, state and local income taxes. Pointe Schools must also deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." Pointe Schools matches the amount of Social Security taxes paid by each employee.

As a participant in the Arizona State Retirement System (ASRS), Pointe Schools must also deduct ASRS funds (percentage determined by the state) from each employee's earnings, unless the employee is hired to work fewer than 20 hours a week or fewer than 20 weeks. Pointe Schools matches the amount of ASRS funds paid by each employee. Pointe Schools offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the cost of participation in these programs.

If you have questions concerning deductions from your paycheck, or how deductions are calculated, contact the District Office.



# Work Conditions & Hours

---

## **500 Work Schedules**

Pointe Schools' standard workweek is 40 hours. Any variation from the normal hours of operations schedule below that are not covered by a TOR must be approved, in writing, by a District Administrator. The employee should consult with his/her supervisor for lunch schedules. Employees shall not leave campus during school hours without prior approval of the Principal or District Administrator. A District Administrator may alter an employee work schedule as work conditions necessitate.

**Staff Hourly** - work as scheduled.

**Staff Salaried** - work year round.

School Days: As determined by Principal

Schools Breaks: As determined by District Administrator

**Faculty Hourly** - work as scheduled.

**Faculty Salaried** - work each school day (7:30—3:30 pm and additional as needed/determined by Principal), pre-service days and post-service days.

**School Administrators and District Directors** - work year round.

School Days: As determined by District Administrator

Schools Breaks: As determined by District Administrator

**District Administrators** - As determined by Superintendent.

**Emergency School Closure:** In the event it becomes necessary to close the School because of an emergency condition, the school year calendar and other aspects of the employees schedule may be changed as necessary to meet the minimum number of teaching days required by State law. General information regarding a school closure and subsequent scheduling changes will be posted on the School's web site. Specific information regarding a school closure and subsequent changes in employee schedules will be communicated in writing.

## **501 School/District Meetings and Events**

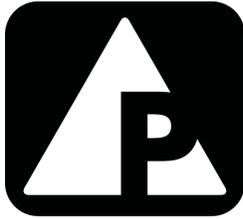
Pre-service, in-service, post service, staff meetings and some campus events are mandatory and may be held outside of regular work hours.

## **502 Overtime**

Non-Exempt employees are not allowed to work overtime and may not work "off the clock."

## **503 Job Descriptions**

Clear expectations are important in order to maintain a productive, enjoyable working environment. Although Pointe Schools understands that no job description can accurately capture all the nuances of employee responsibilities, employee job descriptions represent the minimal standard. Every employee is required to understand and fulfill his/her job description.



# Work Conditions & Hours

---

## **504 Use of Phones & Mail Systems**

Telephones and the mail systems (e.g. postage mail, electronic mail, fax) are provided for School and/or District use and may only be used for Pointe Schools business purposes. Employees shall not make personal calls during working hours (while on duty) except in the event of an emergency. Employees shall never make long distance telephone calls without prior authorization.

Employees will be expected to reimburse Pointe Schools for charges incurred in violation of this policy.

## **505 Smoking**

In keeping with Pointe Schools intent to provide a safe and healthful work environment and in compliance with federal, state and local laws, smoking is prohibited on any Pointe Schools property and while working in any capacity with any student of Pointe Schools. This policy applies equally to all employees and visitors.

## **506 Workplace Monitoring**

Workplace monitoring may be conducted to ensure improved job performance, quality control, employee safety, security and customer satisfaction. Monitoring may take place with or without prior notice. Computers furnished to employees are the property of Pointe Schools. As such, computer usage, electronic mail and files may be monitored or accessed. Information gathered through employee monitoring may impact employment decisions up to and including termination.

## **507 Safety**

It is the policy of Pointe Schools to provide safe working conditions for all employees and to establish the safety regulations necessary to ensure that safe working conditions are maintained. It is also our policy to comply with all federal, state and local regulations.

Some of the best safety improvement ideas come from employees. Individuals with ideas, concerns or suggestions for improved safety in the workplace are encouraged to address them with their supervisor.

Each employee is expected to obey all safety rules, and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, who fail to report them or remedy such situations may be subject to disciplinary action, up to and including termination of employment.

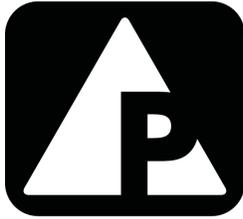
In the case of accidents that result in injury, regardless of how insignificant the injury may appear, the employee must immediately notify his/her supervisor and complete an incident report. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

## **508 Security**

It is each employee's responsibility to be aware and alert regarding workplace security to assist in making the workplace a secure environment for everyone. Pointe Schools keys and security codes given to employees may not be duplicated or loaned to anyone. Lost keys must be reported to your supervisor immediately. Employees will be charged for any cost incurred by Pointe Schools related to this policy. Any employee who notes any unusual condition must report the condition to his/her supervisor immediately. Employees who violate this policy will be subject to disciplinary action, up to and including immediate termination of employment.

## **509 Incident Report**

Any employee witnessing an injury or accident on school grounds or at a school related activity is responsible to immediately complete an Incident Report.



# Leaves of Absence

---

## **600 Family & Medical Leave (FMLA)**

The Family and Medical Leave Act of 1993 (FMLA) requires employers with fifty (50) or more employees within a seventy-five (75) mile area to provide up to twelve weeks of unpaid, job protected leave to “eligible” employees. In compliance with FMLA, Pointe Schools’ Family and Medical Leave Policy allows eligible employees to take up to twelve (12) work weeks of unpaid leave for various family and medical reasons.

### **Eligibility**

In order to be eligible to take family or medical leave, an employee must be employed by Pointe Schools for at least 12 months and must have worked at least 1,250 hours in the immediate past year before the date of the requested leave. Family and Medical Leave will be granted to eligible employees for the following reasons:

1. Family Leave for the birth of the employee’s child;
2. Family Leave for the placement of a child with the employee for adoption or foster care;
3. Medical Leave to care for a spouse, child, or parent with a serious health condition; or
4. Medical Leave due to the employee’s own serious health condition that make the employee unable to perform the functions of his or her job.

Pointe also allows up to 26-weeks of unpaid leave in a 12 month period to the spouse, son, daughter, or next-of-kin of a service member injured in the line of duty.

If you are the spouse, son, daughter, or parent of a military service member on active duty, or on notice of an impending call to active duty, the School will grant up to 12 weeks of unpaid leave in a 12 month period based on “any qualifying exigency.”

In order to qualify for leave pursuant to the new amendments, an employee still must comply with other provisions of the FMLA. Note, also, that if an employee requests FMLA leave to care for an injured service member and that employee has already taken FMLA leave in the past 12 months, the 26-week leave period will be reduced by the amount of leave previously taken.

### **Use of Leave**

An eligible employee’s annual 12 week entitlement of family and medical leave will be calculated using a rolling calendar method. Employees will be required to first use any available PTO time before taking unpaid family or medical leave. All PTO time will be counted when determining 12 weeks of leave.

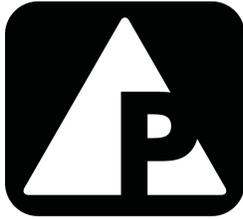
A husband and wife both working for Pointe Schools may be limited to 12 weeks of leave for the birth of a child or the placement of a child for adoption or foster care and to care for an employee’s parent.

Medical leave can be taken in a continuous period or when medically necessary, can be taken in single day or partial-day increments or by reducing the daily work schedule.

### **Medical Certification**

A request to take medical leave for the employee’s own serious health condition must be accompanied by a statement from a physician or Registered Nurse Practitioner certifying that the employee is, or will be, unable to work and the beginning and expected ending dates of the disability. Pointe Schools reserves the right to, at its own expense, obtain a second or third opinion regarding the need for medical leave.

The need for reduced work schedule and incremental leaves must be supported by documentation from a health care provider (physician or Registered Nurse Practitioner) certifying the schedule and duration of the treatment and that the leave schedule is medically necessary.



# Leaves of Absence

---

An employee requesting FMLA leave to care for a spouse, child or parent or due to his or her own serious health condition must provide Pointe Schools with a medical certification completed by a health care provider verifying the need for medical leave and the probable duration of the leave. The medical certification form may be obtained from Human Resources. Pointe Schools will not determine if a leave falls under the FMLA guidelines until the medical certification form is received. Pointe Schools may require an employee on FMLA leave to report periodically on his or her status or intent to return while on leave.

## **Instructional Employees**

If the intermittent or reduced time leave is for an instructional employee, one whose principle responsibility is to instruct students in the classroom, small setting or individually, Pointe Schools can require the employee to take the leave for a specific duration not greater than the planned duration of treatment, or Pointe Schools can temporarily transfer an employee to an alternate position or worksite with the comparable pay and benefits, which better accommodates the recurring periods of leave. However, the leave must be requested to care for a qualifying family member or as a result of the employee's serious health condition; must be based upon planned, foreseeable medical treatment; and must be for more than twenty percent of the working days in the leave period.

If an instructional employee needs to take family and medical leave near the end of the semester, the instructional employee might be required to continue leave through the end of the semester under the following circumstances:

- If the employee leave begins more than five weeks before the end of the semester, the leave is scheduled to last longer than three weeks, and the employee will return during the last three weeks of the semester.
- If the employee leave begins less than five weeks before the end of the semester, the leave is scheduled to last longer than two weeks, and the employee will return during the last two weeks of the semester.
- If the employee leave begins less than three weeks before the end of the semester and the scheduled leave is longer than five days.

## **Benefits During Leave**

An employee may elect to continue coverage under the Pointe Schools' group health plan for the duration of the FMLA leave at the same level and under the same terms and conditions as if he or she were not on leave. An employee who elects coverage is required to continue making contributions toward the cost of his or her own premium. Payment arrangements can be made with Human Resources to maintain health and dental insurance benefits while the employee is on leave. Failure to make premium payments when they are due may result in a loss of coverage. Whether or not the employee elects to continue medical coverage during the FMLA leave, when the employee returns to employment, the employee will be reinstated to the same coverage as he or she had before the leave.

## **Return to Work**

Upon returning from FMLA leave, an employee will be restored to his/her original position or be placed in an equivalent position with equivalent employment benefits and pay. If an employee takes FMLA leave due to his or her own serious health condition, the employee must present Pointe Schools with a fitness-for-duty certification completed by the employee's health care provider prior to returning to work. If it is discovered the employee worked for another employer while on FMLA leave, Pointe Schools maintains the right to terminate employment with the employee.



# Leaves of Absence

---

## **601 Military Leave**

An employee who is called to temporary active duty or required to participate in training as a member of a military reserve organization will be granted a leave of absence in accordance with applicable state and federal laws. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services.

### **Reemployment Rights**

An employee is entitled to be restored to the job and benefits he/she would have attained if he/she had not been absent due to military service if:

- Pointe Schools received advance written or verbal notice of the service;
- The employee has five years or less of cumulative service in the uniformed services while with Pointe Schools;
- The employee returns to work or applies for reemployment in a timely manner after the conclusion of the service; and
- The employee had not been separated from service with a disqualifying discharge or under other than honorable conditions.

### **Health Insurance Coverage**

If an employee leaves Pointe Schools to perform military service, the employee has the right to elect to continue the existing employer-based health plan coverage for up to twenty-four months. If the employee elects to not continue coverage, the employee is entitled to be reinstated to Pointe Schools' health plan upon reemployment without waiting periods or exclusions.



## Employee Conduct & Disciplinary Action

---

### **700 Personal Appearance**

Dress, grooming and personal cleanliness standards contribute to the morale of all employees and effects the image Pointe Schools presents to the community.

During business hours and during any Pointe sponsored event, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions. Consult your supervisor if you have questions as to what constitutes appropriate attire.

### **701 Attendance & Punctuality**

You have been employed because Pointe Schools is in need of the services you provide. Excessive absenteeism hurts the mission of the district and places burdens on your colleagues. Absenteeism will be considered as any instance of missed work time, full or partial days, without an approved TOR.

#### **Occurrence**

An Occurrence of absence under this policy is considered any of the following:

- The failure to report to work as scheduled for one or more consecutive workdays. An absence of more than one day will be considered one occurrence if the days missed are consecutive.
- The failure to be present for work at the assigned time.
- The failure to complete a scheduled workday.

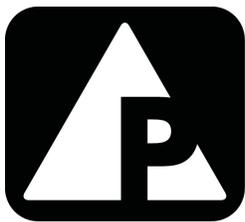
Time missed due to doctor's appointments, the employee's illness or to care for an ill family member, whether paid or unpaid, shall be considered an occurrence of absence unless it falls under ADA or an approved FMLA leave.

#### **Unacceptable Attendance**

Three occurrences of absence within a 30-day period or four occurrences of absence within a 60-day period are considered unacceptable.

Employees with unacceptable attendance records will be subject to disciplinary action up to and including termination of employment.

It is not intended that discipline be administered with employees who are experiencing temporary absences/tardiness/early departures due to good cause and who otherwise have good attendance records. Employees experiencing such temporary circumstances should discuss their situation with their supervisor. The supervisor will notify the employee if their situation will fall under the scope of this policy.



## **Employee Conduct & Disciplinary Action**

### **702 Employee Conduct**

The successful business operation and reputation of Pointe Schools is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and integrity.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor. Pointe employees accept the duty to report employee conduct violations to the principal, the superintendent, or the Governing School Board as soon as possible after becoming aware a violation has occurred.

To ensure orderly operations and provide the best possible work environment, Pointe Schools expects employees to follow rules of conduct that will protect the interests and safety of all employees, students, and the organization. Employees are expected to model the values and philosophy of Pointe Schools.

The following are strictly forbidden:

1. Violation of federal, state or local laws.
2. Theft or inappropriate removal or possession of property.
3. Falsification or omissions of records.
4. Dishonesty.
5. Working under the influence of alcohol or illegal drugs.
6. Possession, distribution, sale or use of alcohol or illegal drugs in the workplace or while performing work-related tasks away from the school.
7. Tobacco use on campus, in a school owned or leased vehicle, or at school activities.
8. Fighting, threatening violence, intimidating or coercing fellow employees, students, parents on or off Pointe Schools premises.
9. Insubordination or other disrespectful conduct.
10. Harassment of others based upon sex, race, age, disability, color, national origin, and religion.
11. Excessive absenteeism or tardiness.
12. Disruptive activity in the workplace.
13. Negligence or improper conduct leading to damage of property.
14. Violation of safety or health policies.
15. Failure to complete assigned duties/responsibilities.
16. Possession of dangerous weapons or materials.
17. Unauthorized use of equipment owned by Pointe Schools.
18. Unauthorized disclosure of business information.
19. Violation of personnel policies.
20. Unauthorized absence from the work station during the school day.
21. Inappropriate contact or communication with a minor and/or student.
22. Making medical or psychological diagnoses or recommending treatment of a medical or psychological nature.
23. Making a special education diagnosis.
24. Deliberately delaying or restricting productivity or inciting others to delay or restrict productivity.
25. Use of workplace or influence to promote personal and/or other business enterprises.
26. Unprofessional language (including sexually derived expletives) on school/district property or at/during school/district events regardless of whether students are present.
27. Statements, comments or conversations that could be characterized and/or categorized as gossip or slander about another person or persons (including but not limited to students, parents, co-workers, supervisors, Pointe Schools employees).
28. Negative comments about Pointe Schools and employees.
29. Violating policies in the Employee Handbook, individual campus policies and procedures handbooks, and individual school student handbooks.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The preceding behaviors are examples of the types of behaviors that are strictly forbidden, and may result in disciplinary action including immediate termination of employment.



## **Employee Conduct & Disciplinary Action**

---

### **703 Drug & Alcohol Use**

Pointe Schools is dedicated to maintaining a safe educational environment. Thus, Pointe Schools has implemented a drug and alcohol free work environment policy.

No employee shall report to work while under the influence of drugs and/or alcohol. The use, sale, transfer or possession of alcohol, illegal drugs, hallucinogens, stimulants, sedatives or controlled substances on Pointe Schools property is prohibited. This includes the misuse of prescription drugs or any mood altering substance while on Pointe Schools property, Pointe Schools paid time (i.e. conferences, training sessions) or in circumstances Pointe Schools believes will adversely affect the Pointe Schools' operations or safety. Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment and/or notification of law enforcement authorities.

The transferring, offering, selling or arranging for sale of any alcohol, narcotic, hallucinogen, stimulant, sedative, drug or any other mood altering substance while on Pointe Schools property or Pointe Schools time will lead to immediate termination.

Employees of Pointe Schools shall not be under the influence of prescription or non-prescription drugs during the school day or at other times when acting as a representative of Pointe Schools if such medication impairs the employee's ability to perform their job.

Pointe Schools reserves the right at any time to require and conduct substance testing to determine the presence of drugs or alcohol. Circumstances include, but are not limited to, reasonable suspicion based on impaired or irrational behavior, appearance, speech, continual absenteeism or tardiness. Testing may be required if your supervisor suspects or has been informed that an employee has a drug or alcohol abuse problem or if an employee's ability to fulfill his work-related duties appears impaired due to possible drug or alcohol abuse. Testing may also be required if an employee is injured or involved in an accident while acting in his capacity as an employee of Pointe Schools.

An employee agrees to participate in drug or alcohol screening at a site of Pointe Schools' choice. Drug testing may require an employee to submit to breath, blood or urine tests, which the employee agrees to provide. Failure to submit to such testing or provide the required samples is just cause for immediate termination. A positive result will be grounds for immediate termination.

On request, an employee has the right to receive a copy of the results of any drug or alcohol testing performed on the employee at the request of Pointe Schools. The employee also has the right to explain in a confidential setting a positive test result. Pointe Schools will keep all test results as confidential as reasonable.

Any illegal activity will be reported to appropriate law enforcement officials. Pointe Schools will cooperate fully with law enforcement agencies in the detection, arrest and prosecution of any employee or other person engaged in such activity.

### **704 Security Inspections**

Pointe Schools wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives or other improper materials. To this end, Pointe Schools prohibits the possession, transfer, sale or use of such materials on its premises. Pointe Schools requires the cooperation of all employees in administering this policy. Desks, lockers and other storage devices may be provided for the convenience of employees but remain the sole property of Pointe Schools. Accordingly, they can be inspected by any agent or representative of the Pointe Schools at any time, with or without prior notice.



## **Employee Conduct & Disciplinary Action**

---

### **705 Return of Property**

Employees are responsible for all Pointe Schools property, materials or written information issued to them or in their possession or control. Employees must return all Pointe Schools property immediately upon request or upon termination of employment. Where permitted by applicable laws, Pointe Schools may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. Pointe Schools may also take all action deemed appropriate to recover or protect its property.

### **706 Harassment**

Pointe Schools is committed to providing a work environment that is free from discrimination and harassment.

Harassment is defined as verbal or physical conduct that denigrates or shows hostility or aversion towards an individual because of race, color, religion, sex, national origin, age, disability, or pregnancy. Harassment may include various conduct relating to an individual's protected class such as: epithets, slurs, negative stereotyping, threats, intimidation, hostile acts, unwelcome jokes, or hostile written or graphic material in the workplace.

Sexual harassment is defined as follows: unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature, such as uninvited touching or sexually-related comments, when (1) submission to the conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct is used as the basis for employment decisions affecting the person involved; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

No employee may be required to submit to sexual advances in order to retain or improve his or her job. No one has the right to make the work environment intolerable because of unwanted touching, insults, unwelcome jokes, etc.

If you feel you or another employee is being subjected to harassment by any employee, customer, vendor, or supplier, you must report it at once to your supervisor and/or the Superintendent. If the complaint involves someone in the employee's direct line of supervision, then the employee must immediately inform another supervisor or the Superintendent of the complaint. Sexual harassment can occur between members of opposite sexes or between members of the same sex. Each incident of harassment will be investigated according to its own unique circumstances. To the extent possible, investigations will be conducted in confidence; however, please be advised that Pointe Schools is required by law to conduct a thorough investigation, and absolute confidentiality is not always possible. An employee found to have harassed another individual will be subject to discipline, up to and including termination.

No employee who in good faith reports harassment or participates in an investigation of such a report will be subjected to any discipline or retaliation for lodging the report or participating in the investigation.

The District's Superintendent is the designated "Human Rights Officer" for the Pointe Schools. All complaints, questions, inquiries, etc. related to the school's harassment policy should be directed to the Human Rights Officer.



## Employee Conduct & Disciplinary Action

---

### **707 Abuse Reporting**

School personnel who reasonably believe that a minor is or has been the victim of physical injury, abuse, child abuse, sexual abuse, sexual conduct with a minor, sexual assault, molestation, sexual exploitation of a minor, incest, child prostitution or neglect that appears to have been inflicted on the minor by other than accidental means have a legal obligation to report this information. Abuse can be inflicted on a child by a parent, a relative, another adult, a school employee, and even another child. Pointe Schools' employees are not to investigate or attempt to verify the allegations of misconduct prior to making this report.

Pointe Schools' procedures for reporting are as follows:

1. Immediately upon obtaining information that creates a reasonable belief that a minor is or has been the victim of child abuse, employee will report the information to law enforcement or child protective services. If you believe the perpetrator is the child's parent or guardian, report suspected child abuse to Child Protective Services (1-888-SOS-CHILD). All other reports should be made to the police. If you suspect that an adult is being abused (e.g., an 18 year old student or an adult student on an IEP), report the suspected abuse to Adult Protective Services (1-877-SOS-ADULT).
2. Employees are required to submit a follow up written report to law enforcement or child protective services within seventy-two hours (a form is available on the CPS website) This report shall contain:
  - a. The names and addresses of the minor and the minor's parents or the person or persons having custody of the minor, if known.
  - b. The minor's age and the nature and extent of the minor's abuse, child abuse, physical injury or neglect, including any evidence of previous abuse, child abuse, physical injury or neglect.
  - c. Any other information that the person believes might be helpful in establishing the cause of the abuse, child abuse, physical injury or neglect.
3. After a report is made to the appropriate agency, complete a State Agency Contact Report and submit it to the principal.
4. Follow safety and health protocols in Operations Manual.

School personnel are required to report allegations of child abuse under two Arizona laws: A.R.S. § 13-3620 and A.R.S. § 15-514. Please refer to the statute for a complete list of offenses that must be reported.

### **708 Compliance With All Appropriate Laws**

Employees are required to comply with all Federal, State, and Local laws regarding health, safety, and civil rights and all other statutes relevant to Charter School employees.

### **709 Staff Participation in Political Activities**

An employee acting on behalf of Pointe Schools may not use Pointe Schools' personnel, equipment, materials, buildings or other resources for the purpose of influencing the outcome of an election. Further, Pointe employees are prohibited from using their authority to influence the outcome of an election.

An employee acting on behalf of Pointe Schools may not provide pupils written materials to influence the outcome of an election.



## **Employee Conduct & Disciplinary Action**

---

### **710 Computer and Internet Usage**

Pointe Schools provides computers and Internet access for its employees. Computer and Internet access at the school is not to be used for any illegal or inappropriate use, recreational ‘surfing’ or personal communicating. Access is a privilege, not a right, and with it comes responsibility. To maintain system integrity and ensure responsible use of systems for academic purposes, Pointe Schools uses Internet filters. School and/or District Administrators review files and request search histories of Web sites visited. Information and files stored on school computers and servers are not private. Pointe Schools is not responsible for the appropriateness or accuracy of information retrieved.

The following are not permitted:

1. Inappropriate use of a Pointe Schools computer, programs or networks.
2. Unauthorized group e-mailing (in any form).
3. Sending, accessing, downloading or displaying offensive messages or pictures.
4. Accessing and/or viewing pornography.
5. Using obscene language.
6. Revealing personal information about yourself to others.
7. Blogging, accessing and/or inputting information into user-groups, My Space, etc.
8. Harassing, insulting or attacking others.
9. Violating copyright laws or regulations.
10. Hacking or other disruptive activities.
11. Sharing passwords with others.
12. Damaging computers, system or networks.
13. Accessing files or work of others (unless authorized to do so).
14. Loading any files or programs into any computer (unless authorized to do so).
15. Employing the network for commercial purposes.
16. Allowing students to access a computer designated for an employee.
17. Allowing students to access a computer that is already logged in with an employee login.
18. Disclosing confidential or proprietary information

### **711 Solicitation**

To avoid disruption of business operations or disturbance of faculty, staff, students, and parents the following rules apply to solicitation and distribution of literature on Pointe Schools property.

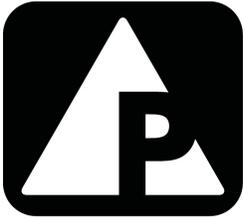
Persons not employed by Pointe may not solicit or distribute literature on Pointe Schools’ property at any time for any purpose.

Both the solicitation of coworkers, students, parents, vendors, or visitors and the distribution of literature to coworkers, students, parents, vendors, or visitors by Pointe employees are strictly prohibited in student occupied areas (such as classrooms, front offices, Cafés, gym, theatre, etc) on Pointe Schools’ property.

Employees may not solicit or distribute literature during working time for any purpose. In addition, employees may not distribute literature at any time in a working area.

Working time does not include break periods and meal times, or other periods during the work day when employees are not engaged in performing their work tasks. Working time includes the working time of both the employee doing the soliciting or distributing and the employee to whom the soliciting and distributing are directed.

Working areas are all areas at Pointe Schools where employees are performing work.



## **Employee Conduct & Disciplinary Action**

---

### **712 Discipline**

Pointe Schools' own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence and prepare the employee for satisfactory service in the future.

The following consequences are listed in order of severity, low to high. Due to the complex nature of discipline problems, however, the steps may not be administered in sequence and may not begin with step one. The formalities of each step may be altered at the discretion of administration. Disciplinary action may be immediate termination.

- Verbal Warning
- Incident Presentation Record
- Suspension
- Termination

### **713 Termination of Employment**

Termination of employment is an inevitable part of personnel activity within organizations and many of the reasons for termination are routine.

Below are examples of some of the most common circumstances under which employment is terminated:

- Resignation – voluntary employment termination initiated by an employee;
- Discharge – involuntary employment termination initiated by Pointe Schools;
- Layoff – involuntary employment termination initiated by Pointe Schools for non-disciplinary reason;
- Retirement – voluntary employment termination initiated by the employee meeting length of service and any other criteria for retirement from Pointe Schools.

Pointe Schools requests at least 2 weeks written notice from all employees who are resigning. If an employee does not provide advance written notice and work the notice period, the employee will be considered ineligible for rehire. Resigning employees will receive their final paycheck on the next regularly scheduled payday, unless otherwise required by law.

### **714 Non-Competition**

Pointe Schools has a substantial investment in the work and operations of its non-profit educational enterprise. This investment and proprietary interest in the commercial enterprise includes curriculum, organizational structure, school protocol, teaching methods, policies and procedures, student lists, teacher lists, parent lists, and any other educational lists found at the school dealing with the students and their educational process and all other relevant organizational tools used in the education of Pointe Schools target student population being serviced by the school where employee is operating.

To protect that educational investment, the employee hereby agrees that in the event of the termination of the employment relationship, the employee shall not attempt to solicit any students or teachers from any Pointe Schools' school. The employee also agrees to not use any instructional and/or administrative materials developed while a Pointe Schools without written authorization from the Superintendent.

This provision may be enforced by equitable measures, including an injunction preventing the conduct or for liquidated damages in the amount of double the employee's salary.