The mission of Oregon Charter Academy is to prepare all students for success in a global society through an inclusive, rigorous, academic environment where students have daily live interaction with highly qualified teachers and continuous access to curriculum. Oregon Charter Academy staff partners with families in a transparent, collaborative school environment to support all students in their academic journey.
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INTRODUCTION

OUR VISION
Oregon Charter Academy students will utilize 21st Century Skills of communication, collaboration, creativity and critical thinking to prepare for the rapidly changing economies of tomorrow.

OUR MISSION
The mission of Oregon Charter Academy is to prepare all students for success in a global society through an inclusive, rigorous, academic environment where students have daily live interaction with highly qualified teachers and continuous access to curriculum. Oregon Charter Academy staff partners with families in a transparent, collaborative school environment to support all students in their academic journey.

PURPOSE OF THE HANDBOOK
These policies have been prepared for all full-time and part-time school staff, unless otherwise noted herein. Any references in this handbook to “we,” “our”, and “the school” are intended to mean Oregon Charter Academy.

This handbook does not create any expressed or implied contract concerning your employment nor does it guarantee your employment for any term. It is intended to assist school staff acquainting themselves with the school, and to serve as a reference manual for information about employment policies and procedures.

The organization reserves the right to add to, suspend, delete, or modify any part of the handbook, at any time and without notice. However, staff will be kept apprised of important changes in our policies, procedures, and practices, although you may not always be notified in advance of a change or the reason for the change. Furthermore, Oregon Charter Academy reserves the right to respond to each situation in the manner we determine will best serve the interests of fairness and responsible business management.

If you have specific questions about the interpretation or application of a particular provision, please consult Human Resources.

The most current version of this handbook is always available online in our staff shared drive as well as on WorkForce Now. Federal, state, or local laws prevail in the event there is a conflict with the content of this handbook.

To be effective, any agreement altering the terms and provisions of this handbook must be in writing and signed by the Executive Director. If you sign additional agreements related to your employment, you will be required to comply with their provisions even if they are different than the information that is contained in the employee handbook.

Any individual who violates any policy in this handbook will be subject to disciplinary action, up to and including termination. After reading this handbook, you will be expected to acknowledge
that you have read and understand the handbook’s contents by providing an electronic signature as verification.

**AT-WILL EMPLOYMENT**
No policy or provision in this handbook is intended to create a contract binding you or the employer to an agreement of employment for a specified period of time. Employment can be terminated by either, the staff member or the employer at any time, for any reason, with or without notice. No representative or agent of the employer, other than the Board President, can authorize or sign an employment agreement contrary to the above terms and otherwise make any binding offer of employment for a specific term.

**NOTIFICATION OF RENEWAL/NON-RENEWAL**
All employees will receive a notification of renewal or non-renewal each school year. The annual deadline to notify employees of employment renewal/non-renewal decisions is March 15th. If a recommendation of non-renewal is being made, the affected employee will be given written notice in advance of the April board meeting. Failure to provide this notice will result in the employee automatically being renewed. The employees have until April 15th to notify the school of their intent to accept or reject the employment offer. Rejection of the offer or failure to return the notice by April 15th will result in forfeiture of their position.

**JOB RESPONSIBILITIES**
Each staff member is required to perform the job duties applicable to their position in a satisfactory manner. At any time, they may be asked to perform additional duties outside of the job description consistent with the culture of collaboration and teamwork within the school. Staff are expected to perform additional duties in the same manner they would the duties as listed in their job description.

**MANAGER RESPONSIBILITIES**

**REPORTING OBLIGATIONS**
Any staff member whose title is manager or higher and/or who supervises other staff members, for purposes of this section referred to as “Management”, must follow the policies set forth within this handbook. Management MUST immediately (within 24 hours) report complaints of harassment, requests for accommodations, workplace injuries, complaints of retaliation, and any suspected or known policy violations of any sort to the school’s designated HR Director.

**MANAGER STAFF RELATIONS**
Management is expected to maintain appropriate and professional relationships with all staff. Managers should remain objective in all interactions with staff, maintain confidentiality where appropriate, act with integrity and fairness, and should never show any preference or favoritism.
DISCLOSURE OF CONFIDENTIAL INFORMATION
Management is prohibited from disclosing personal staff information to internal or external parties, without prior approval from Human Resources and/or the Executive Director. State law may mandate disclosure of select confidential information.

In addition, management is not permitted to provide reference checks on behalf of Oregon Charter Academy. All inquiries of this type should be forwarded to Human Resources. If a staff member asks management for a letter of recommendation, the letter must be routed to Human Resources for approval prior to release. Lastly, management is strictly prohibited from requesting medical documentation or a doctor's note. These requests must come from Human Resource.

HIRING PRACTICES
Any level of management charged with hiring must comply with the Equal Employment Opportunity policy and the recruiting and hiring practices of the Human Resources Department.

Additionally, a manager who has a personal or professional relationship with an applicant for employment must disclose this relationship to Human Resources in writing at the outset of the hiring process. In order to maintain objectivity in hiring decisions, it may be necessary for the manager to be excused from the interview process. Specifically, if a manager is making any decisions related to the background check of an applicant which they have a personal or professional relationship with, it is imperative that Human Resources is involved in discussions with the applicant.

OUTSIDE EMPLOYMENT
Outside employment is additional employment for which compensation is paid by an external source. This employment must not interfere with job performance or interfere with an assigned work schedule or a staff member's standard school work hours. Outside employment may not occur during a staff member's standard school work hours with the organization. Outside employment should be consistent with generally accepted activities for an educational institution and may not be conducted on school property nor use school property or resources.

HOME ADDRESS REQUIREMENT
Employees of Oregon Charter Academy must have a home residence in Oregon or Washington state. In addition, Work at Home employees that do reside in Washington state do not qualify for PERS under PERS regulations. Also, Washington employees are subject to Washington state taxes and do not qualify for mileage reimbursement (round trip minus 60 miles) until entering Oregon.

REQUIRED TRAINING PROGRAMS
We value our staff and strive to prepare them for a long and successful career by offering a well-rounded training program. As a result, there are a number of mandatory trainings provided and optional trainings available. All mandatory trainings must be completed in the timeframe
established. Staff members who are in need of an extension should work with their manager in conjunction with Human Resources to have the request for extension approved.

TERMINATION OF EMPLOYMENT

- Notice and Severance: It is preferred that staff members who plan to resign notify their manager in writing at least two (2) work weeks prior to their last day. For those in a supervisory capacity, three (3) weeks of notice is requested. Vacation and other forms of leave are not to be used during the notice period. The purpose for advance notice is to provide for an orderly transition of duties in a professional manner. The right to work through the end of the notice period is at Oregon Charter Academy’s discretion.
- Last Pay and Payout of Earned Leave: Staff who resign or are terminated will be paid through the last day worked, including any approved overtime worked. Staff will be paid for unused vacation leave according to the terms of the Vacation policy. Medical, dental, and vision benefits end on the last day of the month in which the staff member has terminated employment.
- Return of Property and Equipment: As provided in the Property and Equipment policy, a staff member must return any of these items in their possession no later than the last regular day of employment. If a staff member fails to return the organization’s property, they may be billed for the value of any property and equipment issued and not returned in working condition equivalent to when it was received, excluding normal wear and depreciation.
- Continuation of Benefits. The Consolidated Omnibus Budget Reconciliation Act (COBRA) allows eligible staff to extend health insurance for up to eighteen (18) months (at their own expense) following termination of employment. Additional information about COBRA is provided on the OEPP website.
- Exit Interviews: In instances where a staff member voluntarily leaves, we may survey the staff member to inquire the reasons for leaving and any other feedback. All information will be kept confidential to the extent possible.

PRE-EMPLOYMENT, ACCOMMODATIONS, HIRING, AND TRANSFER POLICIES

EQUAL EMPLOYMENT OPPORTUNITY POLICY

The principles of equal employment opportunity are vital to our success. These principles extend to all aspects of employment including recruitment, hiring, assignment, training, compensation, benefits, terminations, educational assistance, social and recreational programs, promotions, and transfers. We are committed to creating and fostering a work environment free from unlawful discrimination and harassment and one in which decisions and terms of employment are not based in any way on race, creed, color, religion or religious affiliation, national origin, citizenship, age, sex, sexual orientation, gender identity and/or expression, marital status, disability, genetic information, veteran status, or other category protected by state or federal law.
We are committed to providing an accessible workplace for all staff. We will make reasonable accommodations on behalf of individuals of which we are aware. Accommodation requests should be directed to Human Resources.

**REASONABLE ACCOMMODATION – DISABILITIES**
The school adheres to the requirements and regulations of the Americans with Disabilities Act of 1990, as amended, the Rehabilitation Act of 1973, and all applicable federal, state and local laws including modifications made by the ADA Amendments Act of 2008. Qualified individuals with disabilities may be entitled to a reasonable accommodation in the workplace. If you believe you are such an individual, please communicate that information in writing to Human Resources. The school will attempt to work with you to accommodate your needs.

If an employee or an applicant comes to a manager requesting a reasonable accommodation, it is the manager’s responsibility to immediately involve Human Resources.

Any information regarding a disability will be kept confidential to the extent possible.

**REASONABLE ACCOMMODATION – RELIGION**
The School does not discriminate against any applicant or employee in hiring or in the terms, conditions, and privileges of employment due to religion. The School will reasonably accommodate requests based on an employee’s religious practices or beliefs, except where such request constitutes an undue hardship. Employees requiring religious accommodation should present requests for accommodation to Human Resources as soon as possible.

The School allows employees to use PTO for the employee’s religious observances or practices so long as the employee’s use of the leave will not impose an undue hardship on the School. The School’s policies do not restrict the ability of employees to wear religious clothing, take time off for a holy day, or to take time off for other religious practices or observances unless the accommodation would impose an undue hardship or the activities would have more than a temporary or tangential impact on the employee’s ability to perform the essential functions of his/her job.

**REASONABLE ACCOMMODATION – DOMESTIC VIOLENCE**
The School does not discriminate against any applicant or employee in hiring or in the terms, conditions, and privileges of employment due to an employee’s status as a victim of domestic violence, sexual assault, or stalking. Requests for accommodation under this policy should be presented to Human Resources as soon as possible.

Upon request and certification, the School will provide a reasonable safety accommodation, which may include, but is not limited to, transfer, reassignment, modified schedule, unpaid leave from employment, changed work telephone number, changed work station, installed lock, implemented safety procedures, and workplace or job duty adjustments, unless the accommodation would impose an undue hardship on the operation of the business of the School.
REASONABLE ACCOMMODATION – PREGNANCY

The school does not discriminate against any applicant or employee in hiring or in the terms, conditions and privileges of employment due to known limitations related to pregnancy, childbirth or a related medical condition, including but not limited to lactation. The school, therefore, will not, on the basis of pregnancy, childbirth or related medical condition:

- Deny employment opportunities to an applicant or employee;
- Fail to make reasonable accommodation that would not impose an undue hardship on the operation of the school;
- Take adverse employment action against an employee;
- Require an employee to accept a reasonable accommodation that is unnecessary to perform the essential duties of the job; or
- Require the employee to accept a reasonable accommodation if the employee does not have a known limitation, or require the employee to take FMLA/OFLA or any other leave if the school can make reasonable accommodation.

Reasonable accommodation may include, but not limited to:

- Acquisition or modification of equipment or devices;
- More frequent or longer break periods or periodic rest;
- Assistance with manual labor; or
- Modification of work schedules or job assignments.

Upon notification by an employee of the employee's pregnancy, the school will provide the employee written notice of their right to reasonable accommodation within ten (10) days of receipt of such notice. An accommodation that creates an undue hardship on the school or which endangers health or safety is not a reasonable accommodation. Any additional requests for accommodation under this policy should be presented to Human Resources as soon as possible.

RESPONSIBILITIES

Human Resources is ultimately responsible for developing, communicating, and enforcing the principles set forth in this policy.

Continued success in equal employment opportunity depends not only on the commitment and involvement of those directly responsible for the implementation but also on the dedication of all staff. Ensuring equal employment opportunity is a fundamental and direct responsibility of all levels of management. All managers and supervisory personnel are charged with implementing the principles of this policy and ensuring that all supervisory actions are carried out in a nondiscriminatory manner.

This policy applies to all staff members, supervisors, or managers, at any level. Any manager or supervisor who becomes aware of allegations of unlawful discrimination or harassment must bring the allegations to the attention of their manager or Human Resources.
REQUIRED DOCUMENTATION
Any required documentation or forms, either paper or electronic, must be completed and returned to Human Resources within three (3) days of the first date of employment. Required documentation may vary depending on the position.

PROOF OF U.S. CITIZENSHIP AND/OR RIGHT TO WORK
Federal regulations require that within three (3) days of the first date of employment, all staff must complete and sign the Federal I-9 Employment Eligibility Verification Form and must present original documents of identity and eligibility to work in the United States.

BACKGROUND CHECK POLICY - REFERENCE CHECKS, CERTIFICATION VERIFICATION AND CRIMINAL HISTORY REPORTS
Offers of employment are contingent upon satisfactory reference and background checks as well as receipt of valid certification documents required to perform the job and fingerprint clearances as required by law, or any other approvals as listed in the offer letter. We reserve the right to conduct additional background checks periodically during employment. Employment may be denied or terminated if we believe the result of any background checks performed would affect an individual’s ability to do their job and/or the safety of the workplace or our customers. Background checks and other clearances or verifications as required by state and federal law are conducted at the time of hire and thereafter as required by state and federal law.

The following standard checks are conducted for all employees:
- County and/or statewide criminal checks for addresses in the previous seven (7) years
- Social security number verification
- Sex offender check or U.S. criminal indicator search

Additionally, we have the right to verify educational credentials and conduct a credit check for individuals assuming a significant degree of financial responsibility.
If it is found after employment begins that any information provided on the application was false or misleading, or information that could be detrimental to the school was withheld during the interview and/or hiring process, employment may be terminated.

ARRESTS OR CONVICTIONS DURING EMPLOYMENT
Staff who are arrested for or convicted of a felony or misdemeanor offense that could directly impact their ability to perform their job, or have a negative impact on the school, must be reported as required by law, and must notify their manager and Human Resources within one business day of returning to work after the arrest or conviction. Staff who have been arrested for or convicted of a felony or misdemeanor during employment that impacts their ability to perform their job, or has a negative impact on the school, may receive disciplinary action, up to and including termination.

In accordance with state law we may be required to report to the appropriate agency(ies) any arrests or convictions of licensed staff.
EXPIRATION OF EDUCATIONAL CREDENTIALS
Some staff, as a condition of employment, must maintain valid credentials. It is the staff member’s responsibility to be aware of the expiration date(s) associated with such credentials and to take steps to renew credentials as needed.

Noncompliance with this policy could result in unpaid suspension beginning the day after the expiration date of your credential(s). If after fourteen (14) days of unpaid suspension you have not submitted the required credentials, your employment will be terminated.

FAMILIAL AND PERSONAL RELATIONSHIPS BETWEEN EMPLOYEES
Any staff member involved in a non-work-related personal or romantic relationship with another staff member within the organization may not be the manager or have perceived influence or authority over the career advancement, compensation, or performance appraisal of the other. A non-work-related relationship is defined as a family relationship including a spouse, former spouse, parent, child, brother, sister, aunt, uncle, niece, nephew, cousin, in-law (brother, sister, father, mother, son, daughter), domestic partner, shared custodial responsibilities, or a romantic relationship, an external business relationship, or any other relationship that could create the potential for a conflict of interest in the workplace.

Exceptions to this policy must be approved by the Executive Director and/or Human Resources. If there is a question concerning if a relationship constitutes a conflict of interest, please contact Human Resources.

STAFF WITH CHILDREN ENROLLED AT OREGON CHARTER ACADEMY
COMMUNICATION TOOLS
Staff who have children enrolled at Oregon Charter Academy may not use instant messaging systems or other forms of communication that are not available to other families when communicating with their children’s instructors. Staff should communicate with their children’s instructors through the methods available to all Learning Coaches as indicated in the School Handbook.

Keeping the methods of communication separate for the Learning Coach role ensures proper tracking of parent and instructor communications to maintain a clear process for parent and student feedback, questions and for school staff to best address parent concerns.

CONFIDENTIAL INFORMATION
Access granted in any online learning platforms is to be used solely for the purposes of performing tasks related to the employee’s position and should not be used to access data related to their child(ren) or for any purpose outside of their job duties.
COMPENSATION AND BENEFITS POLICIES

Definition: Full Time Equivalent (FTE) is an employee who works 40 hours a week for a specified number of days.

CATEGORIES OF EMPLOYMENT

- Regular Full-Time: A regular full-time employee is an employee who is regularly scheduled to work at least .75 (FTE). Teachers are considered full-time employees even if they are not scheduled to work during the summer. There are two (2) types of regular full-time employees which are detailed below.
  ○ Twelve-Month Employee: A regular full-time employee who works on a twelve (12) month basis.
  ○ Ten-Month Employee: A regular full-time employee who works on a ten (10) month school calendar.
- Regular Part-Time: A regular part-time employee is an employee who is regularly scheduled less than .75 FTE. There are two (2) types of regular part-time employees, detailed below.
  ○ Twelve-Month Employee: A regular, part-time employee who works on a twelve (12) month basis.
  ○ Ten-Month Employee: A regular, part-time employee who works on a ten (10) month basis.
  ○ Note: regular part-time employees working less than .5 FTE are not eligible for paid time off or benefits.
- Temporary: A temporary employee is an employee who is expected to be employed for a specific period of time. Temporary employees may be full time or part time; twelve-month or ten-month. There are two (2) types of temporary employees, detailed below.
  ○ Term of Project: A term of project employee is a temporary employee working longer than six (6) months but shorter than twenty-four (24) months, for the purpose of working on a specific, defined-term project. Employment will terminate when the project is completed. In certain limited, extraordinary situations, a “term of project” assignment can be extended for additional periods of time not to exceed six (6) months; however, such extensions must be approved by the Executive Director before the end of the 24th month, and before the extension has been communicated to the “term of project” employee. “Term of project” employees may be eligible for benefits and PTO.
  ○ Other temporary: A temporary employee generally hired for less than a year who is not eligible for benefits or PTO.

EMPLOYMENT CLASSIFICATION

- Exempt: Employees whose positions meet specific criteria established by the Fair Labor Standards Act (FLSA) and applicable state laws and who are exempt from overtime pay requirements.
- Non-Exempt: Employees whose positions do not meet FLSA or state law criteria and who are paid one and one-half their regular rate of pay for hours worked in excess of 40 hours per week (i.e. administrative hourly).
PAYDAYS/PAYCHECKS

For payroll calculation purposes, the standard work week runs for a seven (7) consecutive twenty-four (24) hour period, from Saturday night at midnight through the following Saturday evening at midnight. Staff members are paid semi-monthly on the fifteenth (15th) and the final day of each month except when the pay date falls on a Saturday or Sunday, in which case staff will be paid the Friday before the fifteenth (15th) or final day of each month. Advances in pay are not permitted. Staff will have their compensation payments spread over twenty-four (24) pay periods.

In accordance with the law, all mandatory federal, state, local, and other deductions will be taken from the semi-monthly pay.

Payroll information must be submitted by the established due date in order for timely processing. If changes to payroll information is received after the established due date, they will be processed on the next scheduled pay period.

NON-EXEMPT/HOURLY STAFF

Hourly staff are paid for hours worked in the pay period following the period in which the hours were recorded (i.e. hours worked from the 1st through the 15th of the month are paid on the final business day of the month).

Hourly staff are required to record start/end time, and lunch breaks on a daily basis on a timesheet. Hourly staff are also responsible for reporting accurate hours on their timesheets; however, staff will be compensated for all time during which the employee is required to be on the school premises, on duty or at a prescribed workplace. Falsification of timesheet hours is strictly prohibited. Staff must submit their timesheet to their direct supervisor for approval of hours worked.

TEN-MONTH STAFF PAY STRUCTURES

EXEMPT TEN-MONTH STAFF PAY STRUCTURE

Exempt ten-month employees’ annual salaries will be paid over a twelve-month period, to include pay during the summer months. Staff members will continue to receive normal payments for a twelve-month period (with pay dates of 7/15, 7/31 and 8/15).

If a ten (10) month exempt staff member does not work for the entire school year employee’s pay will be prorated to reflect the percentage of scheduled work days that were actually worked. Normal deductions for taxes and benefits will reduce this gross amount.

NON-EXEMPT TEN-MONTH STAFF PAY STRUCTURE

Non-exempt ten-month staff are paid based on hours worked. Therefore, they receive pay only during the ten-month period in which they perform work.
PAY INCREASES
For all exempt and non-exempt ten-month staff eligible for salary increases as outlined on the Board approved pay scale, the step increase eligibility is dependent upon working full-time for greater than half the school year.

EXPENSE REIMBURSEMENT
Staff will be reimbursed for certain travel related expenses. Manager authorization is required prior to incurring the expense. To be reimbursed for authorized expenses, submit an approved expense report along with appropriate supporting documentation within 60 days of incurring the expense. Only one expense report per month per employee will be processed. All monthly expense reports must be submitted on the 15th of each month with a reimbursement date of the last day of the month.

All staff must adhere to the specific policies and guidelines regarding expense reimbursements in the Travel and Expense Administration and Reimbursement policy. This policy can be found in the all-staff shared drive.

Home Based Employees are responsible for all costs and expenses associated with the setup of a home office / workspace (e.g., costs associated with remodeling, furniture, lighting, repairs, modifications, etc.). Repair, upgrading and/or replacement costs and liability for employee-owned equipment and furniture used during the work-at-home arrangement is the responsibility of the employee.

NON-EXEMPT EMPLOYEE TRAVEL POLICY
Some non-exempt positions require occasional travel within the United States. Staff members in positions classified as non-exempt under the Fair Labor Standards Act are eligible for compensation for the time they spend traveling. The compensation a staff member receives depends upon the kind of travel and whether the travel time takes place within normal work hours or outside of normal work hours.

TRAVEL TIME WITHIN NORMAL WORK HOURS
Any portion of authorized travel time that takes place within normal work hours (as defined by the staff member’s normal work schedule) on any day of the week is treated as work hours. Travel time within normal work hours will be paid at the staff member’s regular hourly rate.

TRACKING AND REPORTING TRAVEL TIME
Staff are responsible for accurately tracking, calculating and reporting travel time in accordance with this policy. Meal breaks should be deducted from all travel time. Travel time should be calculated by rounding up to the nearest quarter hour.

SOCIAL SECURITY
You will be required by law to contribute a set amount of your wages to Social Security and Medicare. The organization matches your contribution as required by law.

UNEMPLOYMENT COMPENSATION
You may be eligible for unemployment compensation under certain conditions, for a limited period of time. Teachers continuing employment, from one school year to the next, are generally not eligible for unemployment compensation during the summer holiday period.

WORKERS’ COMPENSATION
Consistent with federal and state law, workers’ compensation insurance coverage is provided for all staff who become injured or ill during the course of their regular work assignments.

REPORTING A WORKPLACE INJURY
- Report Your Injury Immediately: Notify your manager of any work-related injury or illness. It is your manager’s responsibility to notify Human Resources. A written report on the injury or illness must be provided to Human Resources within 24 hours after the event. We will notify the workers’ compensation insurance carrier. Human Resources will be responsible for submitting all paperwork to the workers’ compensation insurance carrier.
- Medical Care: If the injury requires first-aid treatment, you should use the first-aid kit located in each office. If the injury is serious, or you wish to seek further medical treatment, paramedic services may be called, or you can go to an urgent care facility. If you feel that medical treatment is not necessary and prefer to see your private physician, you may do so at your discretion.
- Disability Income: If your doctor states you are unable to return to work for a certain length of time, you may be entitled to receive workers’ compensation pay. In those serious cases requiring extended absence(s) from work, it is your obligation to keep Human Resources informed of your status.

HEALTH BENEFITS
All available staff benefits are described in the Benefits Guide. The most up-to-date version of the Benefits Guide is located in the All-Staff Resources shared folder in our Google Drive.

ATTENDANCE AND LEAVE POLICIES

WORK HOURS
Teachers work approximately ten months per year as outlined in the school calendar. The standard school work hours for all school-based staff members are established by the Executive Director and are noted accordingly in the School Handbook for parents and students. The support staff must also be made aware of the approved schedule. The standard school work hours are established as the hours in which teachers are expected to be available to families. As professional, exempt employees, teachers and administrators should expect their actual working hours to be determined by the amount of time that is required in order to complete the assigned job duties.

PART-TIME TEACHERS
Part-time teachers are part-time staff who work at home. Part-time teachers are required to consult with their Manager(s) to schedule their “core hours,” which will consist of a minimum of three (3) office hours per week between the hours of 9:00 am and 5:00 pm, spread over a minimum of two (2) days (e.g., Mondays, Wednesdays and Thursdays from 9:00 am – 10:00 am). Office hours are open times available to support students. Part-time teachers are still required to follow all teaching requirements such as hosting live class sessions, returning phone calls and emails within twenty-four (24) hours, documenting interactions with students on the same day that they occur, and grading parameters. These teaching responsibilities will be in addition to the part-time teacher’s designated office hours.

ATTENDANCE
Each staff member has a primary work location and work schedule for the purposes of this policy. Staff members are responsible for being on time as defined by their manager and the needs of the school. Staff members are responsible for completing a leave request for any absence as required by Human Resources. All leave requests must be made in increments of two (2) hours.

Staff members are required to notify their manager each day they will be absent or late and must gain manager approval to leave work early. Notifying fellow staff is not sufficient. If you are unable to make the contact yourself because of illness, emergency, or for some other reason, you must have someone notify on your behalf. This is only appropriate if you are completely unable to notify yourself. All absences should also be recorded in WorkForceNow.

ABSENCE
If you are absent because of illness for three (3) or more successive days, you must submit written documentation from your doctor or you may be required to convert the days absent to other forms of paid leave, if available, or to unpaid leave. If you are absent five (5) or more consecutive days because of illness, you will be required to provide written documentation from a doctor that you are able to resume normal work duties before you will be allowed to return to work. These absences may be designated as family/medical leave depending on the circumstances.

Absence from work for three (3) consecutive days without notifying your manager or Human Resources will be considered a voluntary resignation. In general, five (5) unexcused absences in a ninety (90) day period, or a recurring pattern of absence, will be considered excessive, and the reasons for the absences may come under question.

PUNCTUALITY
Tardiness or leaving work early, without explicit permission from your manager can be detrimental to the school. Three (3) such incidents in a ninety (90) day period will be considered
as a pattern of tardiness will carry the same weight as an absence and need to be taken as paid time off. Other factors, like the degree of lateness, may be considered.

**OFFICE CLOSURE**
In the event that the school’s office(s) must close due to an unexpected emergency (such as hazardous weather conditions) an email notice will be sent from the school to all families explaining the details of the office closure. The school also records a voicemail message announcing the details of the office closure on the school’s voicemail system.

For school employees assigned to work at an office location, no leave will need to be used due to an office closure. If the office remains open but an employee does not feel safe commuting to the office due to weather conditions, the employee will need to use personal leave or if the employee is able to complete their work from home, they need to gain approval from the manager to work at home on that day.

In the instance of a delayed office opening, employees assigned to work at the office are expected to be at work at the time of the office opening.

All employees who are assigned as work-at-home employees are expected to work a full day during office closures. If a work-at-home employee is unable to work during an office closure, that employee will need to communicate with their manager and take a day of paid time off. If no paid time off is available, that employee will have a day of unpaid leave.

**PAID TIME OFF REQUESTS DURING OFFICE CLOSURE**
If an employee assigned to an office location had previously requested a day off from work and the office is closed that day, they may have that request cancelled. If the employee assigned to work at home had previously requested a day off from work and the office is closed that day, they may still take that day off and thus would not have their request cancelled.

During a partial-day office closure, if an employee assigned to an office location had previously requested time off during the day of the partial closure, the request will be cancelled, and they will be compensated for the hours that the office was closed. Paid time off would be used for any hours the office was open.

**PAID TIME OFF – HOLIDAYS**
**TWELVE MONTH EMPLOYEE ALLOCATED LEAVE**
We provide certain paid holidays each year to regular full-time and part-time twelve-month staff. In addition to holidays observed, twelve-month staff will be granted school closure days, including a holiday week the final week of the calendar year and an additional five (5) days for a School Closure as communicated by the Executive Director.
The observed annual holidays schedule is updated in the Benefits Guide found in the All-Staff resources shared folder in Google drive, as well as in this handbook.

**TEN MONTH EMPLOYEE ALLOCATED LEAVE**
Teachers follow the holidays established in the Board approved School Calendar, including three (3) days off at Thanksgiving, up to two (2) weeks off in December, and one (1) week off for spring break.

**PROCEDURES**
If school requirements dictate a need, a manager has the right to require a staff member to work on a scheduled holiday and substitute an alternate day in its place. In order to be eligible for paid holidays, a staff member must work the last scheduled workday before and the first scheduled workday after the holiday, unless the staff member submitted a request for paid time off and received approval in advance of the holiday. Exceptions may be made if a staff member provides Human Resources with documentation for an illness or other emergency.

If it becomes necessary for some staff to work on a scheduled holiday, the following guidelines apply:

- Where possible, exempt employees are to be given a substitute holiday, the date and time to be determined mutually between the staff member and their manager.
- Non-exempt employees are to receive time and a half as compensation for hours actually worked on the holiday (in addition to holiday pay).

**HOLIDAYS AND VACATION, SHORT-TERM DISABILITY (STD), SICK LEAVE AND FMLA LEAVE**
Whenever a recognized school holiday falls within a scheduled vacation period, the staff member will receive holiday pay for that day, and it will not be deducted from their vacation time balance.

If a holiday falls during a period of STD, the staff member does not receive holiday pay; the time is charged to STD and is paid at the usual STD rate.

If a paid holiday occurs while a staff member is on paid sick leave, they will be paid for that holiday, and the day will not be deducted from their sick leave balance. A staff member on unpaid Family and Medical Leave (FMLA) during the occurrence of a school recognized holiday will not receive holiday pay.

If a holiday falls during intermittent FMLA leave, the staff member will receive holiday pay only if they are scheduled to work on the holiday.

**TERMINATION ON DAY PRIOR TO HOLIDAY**
Staff who are terminated, voluntarily or by school action, on the day preceding a holiday are not eligible for holiday pay.

**PAID TIME OFF – VACATION**
**REGULAR EMPLOYEES (12 MONTH)**

Paid vacation leave is provided each year to regular 12 Month full-time and part-time staff based on length of service. Staff members will be credited for years of service within the organization for purposes of vacation time calculation.

For regular full-time staff, paid vacation days are allocated based on full time equivalency (FTE). Vacation time is paid at the eligible staff member’s base rate of pay at the time of vacation.

**VACATION SCHEDULE – REGULAR FULL and PART-TIME STAFF (12 MONTH)**

Newly hired staff receive 10 vacation days in their first year, prorated according to their hire date and FTE.

Thereafter, vacation is allocated as follows:

<table>
<thead>
<tr>
<th>Year</th>
<th>Vacation</th>
</tr>
</thead>
<tbody>
<tr>
<td>At the start of the 2nd year (July 1st) at 1.0 FTE.</td>
<td>14 days/112 hours</td>
</tr>
<tr>
<td>At the start of the 3rd year (July 1st) at 1.0 FTE through the 6th school year.</td>
<td>18 days/144 hours</td>
</tr>
<tr>
<td>At the start of the 7th year (July 1st) at 1.0 FTE through the 9th school year.</td>
<td>20 days/160 hours</td>
</tr>
<tr>
<td>At the start of the 10th year (July 1st) at 1.0 FTE through the 14th school year.</td>
<td>23 days/184 hours</td>
</tr>
<tr>
<td>At the start of the 15th year (July 1st) at 1.0 FTE and thereafter.</td>
<td>26 days/208 hours</td>
</tr>
</tbody>
</table>

For the purpose of taking vacation time, full vacation time is allotted on July 1st of each year. Regular part-time staff members receive prorated paid vacation time based on FTE. Vacation time is paid at the eligible staff member’s base rate of pay at the time of vacation. However, for payment of accrued vacation time upon termination of employment see the below “Termination of Employment” section.

**TERM OF PROJECT EMPLOYEES**

Term of project employees are granted vacation based on their regularly scheduled hours and may be prorated based on the length of the project or the predetermined start and end dates. Employees transferring to a “term of project” position will follow this guideline as well, subject to their work schedule as defined above.

**PROCEDURES FOR USE OF VACATION LEAVE**

For payment of accrued vacation time upon termination of employment, see “Termination of Employment” section below.
Staff members who transfer from temporary or part-time to a regular full-time position will be eligible for vacation based upon their transition date according to the “New Hire Vacation Allocation” for their first year only. Thereafter, beginning July 1st of the next budget year, staff members will be allocated vacation based on their length of service using their original hire date. Staff members who transfer to temporary or part-time status will be paid for their prorated, unused vacation time based on the number of full calendar months they worked in a vacation-eligible position. If vacation time has already been used, then no vacation payment will be made.

REQUESTING VACATION
Every attempt will be made to accommodate vacation requests. All vacation must be requested in advance and must be approved by the staff member’s manager. The manager has the right to decline a request if the vacation schedule interferes with school needs. If a paid holiday falls within a vacation period, it will be paid as a holiday. If a staff member is hospitalized or experiences an illness or injury that results in an STD claim while on vacation, the applicable days will be charged to STD. No other use of time while on vacation is permitted.

PAYMENT IN LIEU OF TIME OFF
No active staff member will receive payment for vacation in lieu of taking the time off. Additionally, staff must take their vacation in the same fiscal year (July 1 - June 30) in which the vacation is credited and will not be able to carry over accrued or unused vacation into the next fiscal year.

TERMINATION OF EMPLOYMENT
Staff members who leave the school will be paid for prorated unused vacation for that year only based on the number of full calendar months worked that year. If vacation has already been used, then no vacation payment will be made. Payment of vacation does not extend the employment period beyond the date of termination.

Staff members who terminate employment due to disability (i.e., are eligible to receive LTF or Social Security disability benefits), or who voluntarily resign or are involuntarily terminated as a result of job elimination or reduction in force after twenty (20) years of service, and have worked at least one (1) day of the fiscal or school year will be paid for their full year’s unused vacation allotment without proration.

VACATION AND LEAVES OF ABSENCE
Staff who are eligible for the following types of leave will receive their full vacation accrual for the year:
● FMLA
● STD
However, staff members who go on an unpaid leave of absence will receive prorated vacation time based on the amount of time worked.

Staff members on long-term disability (LTD) or active Military leave continue to be allocated vacation while on leave. After a staff member has been on LTD leave for three (3) months, they may request to be paid for the unused vacation allotment for the fiscal year or school year in which the disability began. Staff on active Military Duty can request that they be paid for the fiscal or school year’s unused allotment of vacation at the start of the Military leave. However, in both instances, the staff member’s vacation time for that fiscal or school year will not be restored when they return to work and it is a one-time only request. If the staff member prefers not to receive such payments and returns to work, the staff member will receive their full, unused vacation allotment for the fiscal or school year in which they return to work.

Staff members who go out on a leave of absence for any reason and do not use their entire vacation allotment for the fiscal or school year of their leave of absence are not able to roll over into the next fiscal or school year, and will not be paid out for the unused time.

If a staff member has a military obligation that requires a two (2) week tour of duty, the two (2) weeks will not be deducted from their vacation balance and will be paid according to the Military Leave Policy.

**OVERTIME FOR NON-EXEMPT EMPLOYEES**

Vacation leave is included in the hours calculated to determine overtime eligibility for non-exempt employees.

**PAID TIME OFF – PERSONAL REGULAR FULL and PART-TIME STAFF (10 MONTH)**

Newly hired staff receive 8 personal days during their first year, prorated to their hire date and FTE.

Thereafter, personal days are allocated as follows:

<table>
<thead>
<tr>
<th>Year</th>
<th>Personal</th>
</tr>
</thead>
<tbody>
<tr>
<td>At the start of the 2nd year at 1.0 FTE.</td>
<td>10 days/80 hours</td>
</tr>
<tr>
<td>At the start of the 3rd year at 1.0 FTE through the 6th school year.</td>
<td>12 days/96 hours</td>
</tr>
</tbody>
</table>
At the start of the 7th year at 1.0 FTE through the 9th school year. 14 days/112 hours
At the start of the 10th year at 1.0 FTE and thereafter 16 days/128 hours

For the purpose of taking personal time, full personal time is allotted and available the first teacher workday back as outlined in the Board approved School Calendar.

Unused, earned personal days may not be carried over from year to year. All personal days must be requested in advance and must be approved by the staff member’s supervisor.

**PAID TIME OFF – SICK**

If a paid holiday occurs while a staff member is on paid sick leave, they will be paid for that holiday and the day will not be deducted from the sick leave balance. Sick leave may not be borrowed from future accumulation and is not paid out upon termination of employment. In the event a staff member has used their sick time for the year, alternative paid time off days may be used.

**REGULAR FULL-TIME AND PART-TIME STAFF**

Regular employees are advanced up to five (5) days of sick leave per year on July 1st to use when they are sick, or a close family member is sick and in need of care. Sick leave is prorated depending upon the date of hire and FTE. Sick leave can be rolled over from year to year with a maximum of ten (10) accumulated days.

Newly hired staff, during their first year of employment, will receive sick time based on their date of hire:

- July - November 5 days - hours based on FTE
- December - February 3 days - hours based on FTE
- March - April 2 days - hours based on FTE
- May - June 1 day - hours based on FTE

**TERM OF PROJECT AND TEMPORARY OTHER**

Temporary employees are advanced up to five (5) days of sick leave per year on July 1st for use when they are sick, or a close family member is sick and in need of care. Sick leave is prorated depending upon date of hire. Sick leave cannot be rolled over from year to year, but a new allocation will be granted at the start of each new year. Prorations for leave will be in line with prorations of sick leave for Regular employees.

**PROCEDURES FOR USE OF SICK LEAVE**

Prior to or on the day of expected absence from work due to illness, the staff member must contact their manager directly. The staff member should call each day to report an absence or
must inform the manager in advance of the nature and expected length of absence due to an illness that will exceed one day. (Note: the information given to the manager regarding the “nature” of the absence should be limited to a basic statement of the reason for absence; for example, that the staff member is ill. The staff member should not provide medical details to the manager). Once a staff member exhausts all of sick and personal time, remaining days must be taken as unpaid time off. All absences should be recorded in WorkForceNow.

Human Resources reserves the right to request medical documentation to support any sick day use, in accordance with applicable law.

**PROVISIONS**

In the event a staff member has used their sick time for the year, personal days may be used. Sick leave may not be borrowed from future accumulation and is not paid out upon termination of employment.

If a paid holiday occurs while a staff member is on paid sick leave, they will be paid for that holiday, and the day will not be deducted from the sick leave balance.

**EXTENDED ILLNESS**

For absences due to illness which extend beyond three (3) consecutive working days, please contact Human Resources. (In such cases, staff must still notify their manager of their absence, as described in the above “Procedures” section). After five (5) consecutive working days, the time off may transition to Short-Term Disability. Sick days will not be reinstated and will be considered exhausted.

**ADJUSTED SERVICE DATES**

Twelve-month staff who are rehired into a benefit eligible position within one (1) calendar year of their termination date will receive service credit for paid time off based on their original hire date. Ten-month staff who are rehired into a benefit eligible position within one (1) school year of their termination date will receive service credit for paid time off based on their original hire date.

**TRANSFER BETWEEN EMPLOYMENT STATUSES**

Staff who transfer from temporary or part-time to a regular full-time or term of project position will be eligible for vacation, sick, personal and floating holidays based upon their transition date according to the “New Hire Allocation” for their first year only. Thereafter, beginning January 1st of the next calendar year OR the first day of the school year (depending if it is a ten or twelve month staff member), staff will be allocated vacation, sick, personal, and floating holidays based on their length of service using their original hire date or rehire date, if applicable.

Staff who transfer from a regular full-time or term of project twelve-month position to a
temporary or part-time status will be paid for their prorated, unused vacation time based on the number of full calendar months they worked in a vacation-eligible position. If vacation time has already been used, then no vacation payment will be made.

Staff who transfer from a ten to twelve-month position will be eligible for vacation based upon their length of service. These staff members will receive sick, personal and floating holidays based upon their transition date according to the “New Hire Allocation” for their first year only. Thereafter, beginning January 1st of the next calendar year, staff will be allocated vacation, sick, personal and floating holidays based on their length of service using their original hire date or rehire date, if applicable.

Staff who transfer from a twelve to ten-month position will be eligible for personal days based on their length of service. Sick days will be allocated based upon their transition date according to the “New Hire Allocation” for their first year only. Thereafter, beginning the first teacher workday of the next school year, staff will be allocated personal and sick days based on their length of service using their original hire date or rehire date, if applicable.

Staff who transfer from temporary or part-time to a regular ten-month position will be eligible for personal and sick days based upon their transition date according to the “New Hire Allocation” for their first year only. Thereafter, beginning the first teacher workday of the next school year, staff will be allocated personal and sick days based on their length of service using their original hire date or rehire date, if applicable.

Staff who transfer from a regular full-time ten-month position to a temporary or part-time status will be paid for their unused personal days as long as they have worked at least ninety (90) days of the current school year.

Staff who transfer positions and who have an original hire date as well as a rehire date(s) will only receive service credit for their original hire date if they are rehired into a benefits eligible position within one (1) year of their termination date. If a staff member is not rehired within one year into a benefits eligible position, they will receive service credit based upon their rehire date. For example, a staff member who leaves the company and is rehired after two (2) years will receive service credit based upon their rehire date, if the staff member transfers positions.

BEREAVEMENT LEAVE
Employees eligible for leave under the Oregon Family Leave Act (OFLA) may take up to two weeks of OFLA leave to deal with the death of a family member by attending the funeral (or alternative) of the family member, making arrangement necessitated by the death of a family member, or to grieve the death of a family member. Although not required by OFLA, Oregon Charter Academy may provide full-time employees up to five (5) consecutive days of paid leave (prorated for FTE), upon request. Eligible employees are entitled to two weeks of leave per death of a family member, up to twelve weeks per leave year. The leave must be completed within 60 days of the death of the family member. If
multiple family members die at the same time, the employee is not required to take leave for all deceased family members at the same time.

Leave may be taken without prior notice to Oregon Charter Academy, but oral notice must be provided to Oregon Charter Academy within 24 hours of taking leave and written notice within three days of returning to work. Proof of death and relationship to the deceased may be requested Oregon Charter Academy.

Employees are permitted to use any existing accrued paid leave, including sick leave, vacation leave or any paid leave.

Leave taken for bereavement leave will be counted against an employee’s OFLA leave entitlement.

EFFECT OF BEREAVEMENT PAY ON OVERTIME CALCULATION
Bereavement hours and the hours of normally scheduled work time will be used in the determination of hours worked in the workweek towards overtime for non-exempt employees.

JURY DUTY LEAVE
We recognize a staff member’s civic responsibility to serve on a jury if requested to do so. Regular and full-time term of project employees will be paid their full salary for up to four (4) weeks for jury duty leave. For non-exempt employees, jury duty leave that falls during the hours of regularly scheduled work time will be used in the determination of hours worked during the workweek for the purpose of calculating overtime. All staff may take unpaid leave as needed to perform jury duty.

To be eligible for paid leave under this policy, a staff member must submit a copy of their jury summons to Human Resources upon receipt and must inform their manager on a daily basis when their will need to be in court. The staff member is also required to report to work on partial or full days when the court does not require the staff member’s presence. Upon being excused from jury duty, staff members are required to submit either the stamped jury duty summons or a certificate of attendance to Human Resources.

LEAVE FOR EMPLOYMENT RELATED LEGAL PROCEEDING
A staff member will be granted paid leave if they are summoned to appear in court or to appear for a judicial proceeding by subpoena or court order for a proceeding that is directly related to their employment. The staff member may be reimbursed for travel expenses incurred at the standard rates.

To be eligible for paid leave under this policy, the subpoena or court order must be related to the individual’s employment at the Oregon Charter Academy. In addition, a staff member will not be eligible for paid leave under this policy if they are the complainant, or the party filing the action against Oregon Charter Academy or the affiliated school or program, or attending a legal proceeding in any capacity not mandated by court order. The staff member is required to present proof of a court order or subpoena to their manager. Additionally, the staff member must
submit a copy of their subpoena or court order to Human Resources upon receipt. The staff member is required to report to work on partial or full days when the court does not require the staff member's presence or testimony.

In order to be eligible for paid leave, the hours that the staff member is required to appear in court or provide testimony must be between their regular work hours. For non-exempt employees, leave for employment related legal proceedings that fall during the hours of regularly scheduled work time will be used in the determination of hours worked during the workweek for the purpose of calculating overtime.

All subpoenas, court orders, or any other legal communications or documents involving Oregon Charter Academy or school employees, or an affiliated school or program should be directed to the School Legal department.

**MILITARY LEAVE**

Staff members will be granted a military leave of absence for active service or training in the U.S. military to the extent required by the federal Uniformed Services Employment and Reemployment Rights Act (USERRA). To the extent required by USERRA, eligible staff will continue to earn service credit. In addition, eligible staff members who return from military leave are guaranteed a job to the extent required by law if they comply with reinstatement requirements. Staff members must provide proof of military leave obligations (e.g., military orders) prior to going on leave if at all possible. For further information on USERRA please refer to the USERRA poster posted on the shared All Staff drive.

Regular staff and full-time term of project employees are eligible for paid benefits under this policy. Reservists and Members of the National Guard will be paid their regular base salary for the first ten (10) working days of required military training each year. Staff who are called to or volunteer for active duty will be paid their regular base pay for the first thirty (30) days. All time taken beyond the thirty (30) days will be unpaid. Staff members on military leave will still receive full vacation, sick and personal day accrual for the year. However, there is no carryover of vacation, sick and personal time for staff who do not use their allotment for each year of their military leave. A staff member can request to be paid for unused vacation at the start of the leave.

A staff member on military leave has the right to remain on the school's benefit plans for two (2) years following the first month of active military duty. The Employer will continue to pay premiums during any period of the leave that is unpaid. Health insurance benefits are also available under the Military Health Care Program, TRICARE, required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the staff member is otherwise eligible. For information regarding your 403 (b) plan treatment during military leave please refer to the Summary of Plan Provisions. Upon return from military leave, a staff member has the right to reinstatement in benefits plans.
Under the current law, staff members on a military leave of absence are guaranteed the same or a suitable job if they are released from military service under conditions other than “undesirable” or “dishonorable,” provided they apply for reinstatement to Human Resources within the required legal time frames. A suitable job is a position the staff member qualifies for through skills, performance, education, and training.

A staff member must notify their manager (if possible) at least one (1) month prior to beginning military leave for active service. A staff member must also produce a copy of their military orders, as soon as reasonably possible, for active service. A staff member is required to report back to work or submit a timely application for reemployment upon completing a period of service as required by law.

OREGON MILITARY FAMILY LEAVE ACT
Employees are eligible for leave under the Oregon Military Family Leave Act (OMFLA) if they worked, on average, at least 20 hours per week and the employer employed 25 employees in the State of Oregon for each working day during each of 20 or more calendar workweeks in the year in which leave is taken or the preceding year.

During a period of military conflict, spouses of members of military forces that are on active duty or called to active duty are eligible for a total of 14 days of unpaid leave. Employees may elect to substitute any accrued paid leave for any part of the authorized leave. Employees are entitled to the same job protection rights provided to employees who have taken OFLA leave. Leave taken under this act counts against an employee’s OFLA leave entitlement.

TEACHER COMPENSATORY TIME
Exempt teachers are not eligible to earn overtime. However, we occasionally ask teachers to participate in activities that may take place outside of normal office hours such as information/marketing sessions, weekend field trips, or administration of state testing. Compensatory time is paid time off that may be taken during normal school work hours and during the school year.

ELIGIBILITY
Regular, full-time teachers who participate in school-sponsored activities outside of the normal work hours are eligible for compensatory time. To the extent an activity is not sponsored by the school, or a teacher’s presence at a school-sponsored activity is not required by Oregon Charter Academy, a teacher is not eligible to earn compensatory time.

EARNING COMPENSATORY TIME OFF
Teachers must work a minimum of four (4) consecutive hours per eligible activity to earn compensatory time. Any time worked over a four (4) hour period will be earned in two (2) hour increments. Teachers are limited to a maximum of forty (40) hours of compensatory time per school year. School events authorized for compensatory time must be approved by the Executive Director.
Teachers must use compensatory time off within ten (10) business days of when it was earned and must coordinate this time off with their direct manager. Requests for the use of compensatory time may be denied if the request adversely impacts school operations. Requests should be used in increments of two (2) hours.

**FAMILY AND MEDICAL LEAVE ACT (FMLA)**

Staff members who have been employed by a covered employer for at least twelve (12) months and who have worked at least 1,250 hours in the last twelve (12) months are eligible for family and medical leave under the FMLA. A covered employer is an employer with 50 or more employees in 20 or more workweeks in the current or preceding calendar year. Eligible staff are entitled to up to twelve (12) weeks of unpaid leave per rolling twelve (12) month period for the birth, adoption, or foster care of a child; to care for a child, spouse or parent; or for their serious health condition.

Additionally, the FMLA permits a spouse, son, daughter, parent, or next of kin to take up to twenty-six (26) workweeks of unpaid, job-protected leave to care for a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is in outpatient status, or is on the temporary disability retired list, for a serious injury or illness or a veteran of the Armed Forces discharged within the five-year period before the family member first takes military caregiver leave to care for the veteran who is undergoing medical treatment, recuperation or therapy for a qualifying serious injury or illness.

An eligible staff member is also permitted to take FMLA leave for a qualifying exigency arising out of the foreign deployment of the staff member’s spouse, or a son, daughter, or parent who is a member of the Armed Forces, including the National Guard and Reserves, and is on covered active duty or has been notified of an impending call or order to covered active duty.

All staff must exhaust all paid leave during the FMLA absence, with the balance of the twelve (12) weeks being unpaid. During the paid time off, as applicable FMLA and OFLA will run concurrently.

The use of paid time off during FMLA leave does not extend the length of FMLA leave, and paid time off will run concurrently with the staff member’s FMLA entitlement. A staff member may use allotted and available sick days if they are sick or injured, or to care for a sick child, spouse or parent.

A staff member may receive compensation under the STD and Long Term Disability (LTD) programs if they are eligible for leave as a result of a disability. In the event that a staff member is determined eligible to receive STD/LTD benefits, the first five (5) workdays will be charged against the staff member’s sick day allotment. If there are no sick days available, then the first week is unpaid unless the staff member wishes to use personal or vacation time for payment. After the sick days are paid, STD/LTD benefits may continue for up to twenty-four (24) additional weeks.

Leave to care for a child after birth, placement for adoption or foster care must be taken within twelve (12) months of the child’s birth or placement.
In order to take leave to care for a family member with a serious health condition, a staff member must provide medical certification of the serious health condition, and the medical necessity to assist with the care of the family member.

All time used for STD or Worker’s Compensation will be counted toward the twelve (12) week allotment. Certain eligibility rules and requirements may apply. Staff will be provided with additional information if this applies to them. Eligible staff may take leave intermittently when medically necessary and with proper medical certification as required by law. Intermittent leave may be taken in full day or partial day increments. For partial day increments, the staff member’s timesheet should reflect the actual amount of time spent away from the school. Compensation and paid time off benefits may be prorated depending on the duration of intermittent or reduced leave. If a staff member wishes to be compensated for the time off work, the time must be taken in accordance with the time off policy. Staff taking intermittent FMLA leave must make a reasonable effort to schedule their leave so as not to unduly disrupt the school’s operations. When a staff member takes intermittent leave or a reduced work schedule the staff member may be required temporarily transferred to an alternative position, with equivalent pay and benefits that better accommodates recurring periods of leave.

**ADDITIONAL PROVISIONS**

Upon returning to work, staff members will be placed in the original or an equivalent position to the one that they held when they went on family and medical leave unless the staff member’s position would have been eliminated or changed regardless of the leave. For more information please contact Human Resources.

Staff must submit family and medical leave requests in writing to Human Resources at least thirty (30) days in advance when the leave is foreseeable, or as soon as practicable thereafter. In the event that the reason for leave is due to the personal illness of the staff member, or to care for a family member with a serious health condition, medical certification is required within 15 days from commencement or leave request, unless it is not practicable to do so despite the staff member’s diligent good faith efforts. In cases where a staff member requests FMLA leave in conjunction with short-term disability, the short-term disability application will act as notice of medical certification.

While out on leave, staff must maintain contact with their manager and Human Resources to inform them of their status and intention to return to work at the end of the FMLA period. If a staff member gives notice of their intent not to return to work, the school is no longer required to maintain health benefits or to restore the staff member to their job. Staff members must return to work once approved leave has expired. Prior to returning to work, a staff member who takes leave due to their own serious health condition is required to submit certification from a healthcare provider that they are able to resume work. When a staff member returns from leave, any coverage that had been suspended during the leave will be reinstated.
Use of FMLA leave will not result in the loss of any employment benefits that accrued prior to the start of the FMLA leave.

If a staff member fails to return to work at the expiration of an approved FMLA leave, it will be deemed a voluntary termination.

OREGON FAMILY LEAVE ACT (OFLA)
Employees are eligible for leave under the Oregon Family Leave Act if they have worked for at least 180 days and have worked an average of at least 25 hours per week, and the employer employed 25 or more persons for each working day during each of 20 or more calendar workweeks in the current or preceding calendar year.

Employees who have been employed fewer than 180 days and who have worked an average of fewer than 25 hours per week may only take leave for the employee's birth or adoption of a child under 18; the placement of a child under 18 with the employee for foster care; or for the placement of an adopted or foster child older than 18 years of age if the child is incapable of self-care because of a mental or physical disability.

“Child” for the purposes of parental and sick child leave only (not for the purposes of serious health condition leave), means a biological, adopted, foster or stepchild, the child of an employee's same sex-domestic partner or a child with whom the employee is or was in a relationship of in loco parentis. The child must be: a) under the age of 18; or (b) an adult dependent child substantially limited by a physical or mental impairment as defined by ORS 659A.100(2)(d).

Family leave may be taken for any of the following purposes:
(a) to care for an infant, newly adopted child under 18 years of age, or newly placed foster child under 18 years of age or older than 18 if incapable of self-care because of a mental or physical disability (this includes the child of an employee's same-sex domestic partner);
(b) to care for a family member with a serious health condition (family member is defined to include spouse, parent, parent of a same-sex domestic partner, parent in law, child, and/or child of an employee's same-sex domestic partner, grandparent, and grandchild);
(c) to recover or seek treatment for a serious health condition of the employee; and/or
(d) to care for a child (including the child of an employee's same-sex domestic partner) who suffers from an illness, injury or condition that does not qualify as a serious health condition but that does require home care.

“Family member” under OFLA, means the spouse, same-sex domestic partner, custodial parent, non-custodial parent, adoptive parent, foster parent, biological parent, parent-in-law, grandparents and grandchildren, and children and parents of same-gender domestic partners or a person with whom the employee is or was in a relationship of in loco parentis. It also includes the biological, adopted, foster or stepchild of an employee or the child of an employee's same-sex domestic partner. For the
purposes of OFLA, an employee's child in any of these categories may be either a minor or an adult at the time serious health condition leave is taken.

Eligible employees are entitled to 12 weeks of unpaid leave within any one-year period. Family leave taken under Oregon state law must be taken concurrently with leave under the federal FMLA. In addition, female employees may take 12 weeks of leave within any one-year period or for any illness, injury or condition related to pregnancy or childbirth that disables the employee from performing any available job duties offered by the School.

An employee who takes 12 weeks of family leave within a one year period for the birth of a child, adoption of a child under 18 or placement of a foster child under 18 may also take up to an additional 12 weeks of leave to care for a child of the employee who, though not suffering from a serious health condition, has an illness, injury or condition that requires home care.

The employee must provide 30 days’ notice if the reason for the leave is foreseeable.

The employee must be reinstated to the employee's former position unless the position no longer exists (this is without regard to whether Oregon Charter Academy filled the position with a replacement during the period of leave); in which case, the employee shall be reinstated to an available equivalent position at the employee's former job site. If an equivalent position is not available at the job site of the employee's former position, the employee may be offered an equivalent position at a job site located within 20 miles of the job site of the former position.

Oregon Charter Academy may require medical verification of the need for the leave for the following types of leave: (a) to care for a family member who suffers from a serious health condition; (b) because of the employee's own serious health condition; and/or (c) to care for the employee's sick child (only after the employee has taken more than three days leave in the twelve months preceding the leave). Family leave is without pay. However, employees are entitled to use accrued leave during the period of family leave.

When two family members work for Oregon Charter Academy, the employees may not take concurrent family leave unless one employee needs to care for the other employee who is suffering from a serious health condition, or one employee needs to care for a child who has a serious health condition while the other employee is also suffering from a serious health condition.

MATERNITY LEAVE AND PARENTAL LEAVE

MATERNITY LEAVE
The Maternity Leave policy provides employees with paid time off following the birth of a child, in addition to their normal disability-leave for the birth of the child. All time used for Maternity Leave will be counted toward the staff member’s twelve week FMLA/OFLA allotment and must be utilized before unpaid time off begins. Eligible employees for maternity leave are those that give birth to a child. Other forms of new parenting may be eligible under the Parental Leave policy.
Eligible full-time employees who have been employed for one year and have worked at least 1,250 hours over the 12-months preceding the requested leave are eligible for Maternity Leave under this Policy.

Eligible employees typically are eligible for either six or eight weeks of Short Term Disability (STD) for the birth of a child. At the completion of their disability period, they can take Maternity Leave as follows:

A. If approved for six weeks of STD leave for the birth of a child – an employee will be eligible for an additional six weeks of Maternity Leave.

B. If approved for eight weeks of STD leave for the birth of a child – an employee will be eligible for an additional four weeks of Maternity Leave.

All time off for Maternity Leave will count towards an employee’s FMLA/OFLA. The additional paid time off outside of STD—six weeks or four weeks—may be used immediately following the STD, or may be used in one week increments within 12-months from the date of birth of the child.

**PARENTAL LEAVE**

The Parental Leave policy provides employees with paid time off to be used following the birth of a child, or placement of an adopted child under the age of eighteen in the home. All time used for Parental Leave will be counted toward the staff member’s twelve week FMLA/OFLA allotment and must be utilized before unpaid time off begins.

Eligible full-time employees who have been employed for one year and have worked at least 1,250 hours over the 12-months preceding the requested leave are eligible for Parental Leave under this Policy.

Eligible employees are eligible for four weeks of paid time off. Staff members qualify for Parental Leave when they become new parents either due to the birth of a child or placement of an adopted child under the age of eighteen in their home, and do not qualify for Maternity Leave. Parental Leave may be used immediately from the date of birth of a child, or placement of the adopted child in the home or may alternately be used in one week increments within 12-months from the date of birth of the child or placement of an adopted child in the home.

All employees must provide 30 days notice if the reason for the leave is foreseeable for both maternity leave and parental leave.

**UNPAID LEAVE OF ABSENCE**

All staff are expected to plan the use of their annual paid time off allotment in a responsible manner ensuring they have time available for unforeseen circumstances throughout the year. Staff who need extended time off from work for personal or other reasons, which do not qualify under OFLA or FMLA, may be approved to take an unpaid leave of absence at the sole discretion of Human Resources. Taking an unpaid leave day without approval will be grounds for termination.
An approved unpaid personal leave of absence does not assure staff members the right to return to work, or to the job they held. Attempts will be made to place the staff member in a job, but there is no obligation to do so. If the staff member is offered a position at the end of the leave and fails to accept it, they will be considered to have voluntarily resigned without notice. Staff members with less than six (6) months of continuous service are generally not eligible for an unpaid leave of absence, except for military leave or when required by state law.

PERFORMANCE AND DISCIPLINARY ACTION POLICIES

STAFF PERFORMANCE MANAGEMENT
Performance refers to work performance, attendance and punctuality, conduct, and compliance with policies and procedures. Staff performance is the key to achieving school results and organizational productivity. Informal and formal performance feedback tools are utilized to assist staff in developing high levels of performance.

Performance reviews are conducted annually at the end of the school year. Staff members also receive periodic feedback both formally and informally from their manager. This feedback may be written or verbal. Additional details may be found in the Oregon Charter Academy Evaluation Framework.

DISCIPLINARY PROCESS
Staff are expected to meet certain standards of work performance and conduct. These include, but are not limited to, those outlined in this handbook as well as in the job description. Staff who do not meet the standards and expectations may be given the opportunity to improve performance and/or conduct through the disciplinary process. The nature of the discipline used, up to and including immediate termination of employment, will depend upon the staff member’s conduct and the relevant circumstances. It is not a guarantee of continued employment when a staff member is placed on an improvement plan as part of the disciplinary process. Staff members are expected to meet their performance expectations daily. Certain cases involving serious policy violations warrant a written warning with probationary status. This type of disciplinary action carries a contingency stating that if there are any further violations of policy or unacceptable performance or behavior, it will be grounds for termination.

WORKPLACE CONDUCT POLICIES

STANDARDS OF CONDUCT
In an effort to provide staff with comfortable and safe working conditions, the school maintains standards of professional behavior that all employees must follow. Although there is no way to identify every possible example of prohibited conduct, the following is a partial list of infractions that may result in disciplinary action, up to and including termination of employment.
● Perpetrating fraud against the school or affiliated entities or persons
● Theft, misappropriation, unauthorized possession, or use of school property
● Carrying weapons or explosives, or violating any criminal law while on school property or on school business
● Fighting or otherwise threatening, intimidating, coercing, or interfering with managers, co-workers, or guests
● Using obscene or abusive language while on school property or on school business
● Sleeping during working hours
● Gambling or other immoral or disorderly conduct while on school property or on school business
● A pattern of chronic or excessive absenteeism, tardiness, leaving work early, or any other violation of the attendance policy
● Failure to properly notify about an absence
● Failure to satisfactorily perform job duties, including insubordination or refusal to comply with instructions
● Hiring a third party to perform a staff member’s assigned job duties
● Intentional abuse, negligence or destruction of school property
● Violation of any safety rule, policy, practice, or procedure
● Causing injury to a person or damaging property, machinery, equipment, supplies, or negatively impacting the reputation of the school
● Making false, fraudulent, misleading, or harmful statements or omissions concerning another staff member or students, parents, colleagues, teachers, and vendors, or any statement that is harmful or disloyal to the school
● Dishonesty or providing false information to your manager or to other staff
● Misuse of private Information and data created as a result of school operations concerning staff members, students or their families.
● Conduct that, in school management and/or Human Resources sole opinion, reflects adversely on you or the school
● Failure to properly follow any rule or procedure, or violating any policy in this handbook
● Other acts not listed above that, in the opinion of school management and/or Human Resources, warrant disciplinary action

LANGUAGE IN THE WORKPLACE
The use of obscenity, profanity, sexual innuendos, coarse language or language that could be perceived as offensive in the workplace is highly unprofessional and unacceptable. If it persists, it can create a hostile workplace environment and may amount to a form of harassment. All staff are cautioned to avoid such language. Persons improperly subjected to such offensive language should report the incident to the Human Resources Director.

PROFESSIONAL ETHICAL STANDARDS
Staff members must maintain high standards of personal and professional conduct and behavior in all interactions and communications with colleagues, parents, students and members of the general population.

Staff are also required to use sound professional judgment when communicating with students and parents and when handling any situations requiring sensitivity. All school policies and protocols must be followed in regard to Family Educational Rights and Privacy Act (FERPA) and other dealings with students, parents, learning coaches and any agencies which may be associated with an Oregon Charter Academy family.

Staff must display the highest integrity and the best judgment and ethics, and use professional skills to the best interests of all. Staff must use only legal and ethical means when seeking to influence governmental legislation or regulations. Lastly, staff must aid in the professional development of those who enter the educational services profession by assisting them to understand the functions, duties, and responsibilities of the profession; and, endeavor at all times to improve the school.

CONFLICTS OF INTEREST
Staff are prohibited from engaging in any activities that conflict with the school’s interests. Please discuss any questions or concerns regarding conflicts of interest with your manager and/or Human Resources.

Conduct that may constitute a conflict of interest includes, but is not limited to:

- Directly or indirectly borrowing from lending to, investing in or engaging in any substantial financial transaction with an existing or potential customer/student, supplier, etc.;
- Performing outside work for another entity during work/school hours;
- Transmitting confidential information to a student/parent/caretaker, vendor, competitor, or other individual who is not a staff member and who does not have authorization to receive it; and
- Using organizational facilities, equipment, labor, or supplies to conduct outside activities;
- Having an intimate relationship with any student, parent/caretaker of a student, staff member under direct supervision, except when such individual is a member of your family or when you have no work responsibilities associated with the individual and the relationship is not prohibited by law or regulation, such as a relationship with an underage student.

GIFTS
Staff members are to avoid any conduct that gives rise to a conflict of interest or even the appearance of a conflict of interest. Specifically, all staff must comply with laws that preclude the giving of gifts to government employees even when the gift is given without any intention of influencing the recipient. For purposes of this policy, a gift is defined as anything of value given or reimbursed by the organization for which goods or services are not provided in return as part of an ordinary business transaction.
Staff members may not give, solicit or accept gifts to or from any other person or entity that has or seeks a business relationship with the school or organization. Staff members are also prohibited from giving gifts to vendors, students and government officials.

**AUTHORIZATIONS AND APPROVALS**

Under no circumstances is an employee, other than those who have purchasing responsibility authorized in writing, to commit to any purchase or agreement that financially obligates Oregon Charter Academy. Should you have a requirement to procure goods and services, you must obtain the appropriate authorizations from your manager in accordance with the school’s fiscal policies. Failure to obtain the proper authorizations/approvals will result in disciplinary action and/or a requirement that the individual accept personal responsibility for an obligation wrongfully made in the school’s name.

**SOLICITATION AND DISTRIBUTION**

Staff members are prohibited from soliciting and distributing non-school material in work areas and during school hours. Bulletin boards, internal directories, interoffice mail, email, and other organizational resources are to be used only for school business purposes unless otherwise designated for this purpose.

Staff members may not solicit or distribute ANY information in work areas on behalf of a business, club, school, society, religious group, a nonprofit organization, or a political party during working time or during the working time of the staff to whom such activity is directed.

As long as the activity is not disruptive, staff may distribute information about nonprofit fundraising efforts or distribute small items, such as cookies or candy for sale, if the proceeds will be received by a nonprofit organization. The decision for what activities to permit will be determined by school management. Requests to conduct fundraising activities must be approved in advance by the Executive Director.

The school reserves the right to sponsor certain nonprofit fundraising events. However, staff members will not be required to participate.

**APPEARANCE AND DRESS**

The school strives to provide a work environment that is both professional and comfortable for staff. Staff member’s dress, grooming, and personal hygiene should be appropriate to the school environment in accordance with guidelines set forth by the manager. In general, staff members are expected to dress in a manner and present themselves in a manner that is acceptable in a school setting.

When meeting with families/students and/or external parties or when visitors are expected at the school, staff members should dress in accordance with the expectations of those individuals. Staff members who are dressed appropriately may be asked to return home to select suitable attire. Any
questions concerning the dress code should be directed to an immediate manager or Human Resources.

ANIMALS IN THE WORKPLACE
Pets are not permitted at the school office or at school related events, unless they are the staff member’s registered service animal. If you have questions regarding registered service animals please contact human resources for additional information and requirements.

CONDUCT WHILE DRIVING
Staff members are considered completely responsible for any accidents, fines, or traffic violations incurred while operating personal vehicles. While driving a personal vehicle, or a rental vehicle for school business, the staff member’s personal automobile insurance will be considered primary and any organizational-provided coverage secondary.

Staff members who are driving while on school business are expected to conduct themselves in a safe and legal manner, obeying posted speed limits and avoiding distractions while driving.

SOCIAL MEDIA POLICY
The school believes in utilizing social media sites to foster online collaboration and share what the school does, but staff members are expected to do so responsibly. As these online communication platforms continue to evolve, so will school policies. Staff members should speak freely, but also responsibly. This policy is focused on social media activities in or outside of work that could affect work performance, the performance of other staff, or the school’s interests. The policy provides standards for staff who choose to contribute or participate in blogs, wikis, social networks (Facebook, Instagram, Twitter, Snapchat, etc.), virtual worlds, user-generated audio and video (YouTube), or other social media. Remember that the rules of conduct apply to online activities, and any information or comments posted publicly may be escalated to Human Resources for review.

Staff members are strongly discouraged from participating in one-on-one communication or sharing personal information with students through social media sites, as this may be viewed as inappropriate professional behavior.

This policy shall not be construed or applied to interfere with Section 7 of the National Labor Relations Act.

PARTICIPATION IN SOCIAL MEDIA SITES
1. Write about what you know. Ensure that statements you make are accurate and factual. Be exciting and creative when talking about your organization or school, but don’t exaggerate or guess. If someone asks you a question you don’t know the answer to, forward it to an expert within the organization.
2. Present yourself well. Take into consideration that anything you post is made public and could be misconstrued by readers. Assume that your colleagues, your manager, your school’s students and their parents will read it. Keep that in mind as you post and present yourself in a way that you would in the school. Be sure that the image you portray is consistent with the work you do. Social media sites tend to blur the lines between personal and professional lives, and public and private information. Be aware of that and communicate accordingly.

3. Restrict access if appropriate. Because boundaries can be blurred, everyone potentially has access to your information. Many social sites have privacy settings which should be used.

4. Present your school and organization well. Just by identifying yourself as a school staff member, you are creating perceptions about the school and organization. Make sure that content associated with the school is consistent with the school’s values and standards of conduct.

5. Respect your audience. It is fine to have a healthy debate, but don’t disparage others. Carry the customer service model through to your social media content. Outside parties CAN pursue legal action against you personally for content you post.

6. Correct mistakes. If you made a mistake, go back and correct it. Just make sure you indicate that you have done so before modifying postings.

7. Identify yourself appropriately. Don’t misrepresent who you are – if you’re commenting about your school, let others know your role and status. Make it clear that you are speaking for yourself and not on behalf of your school. Only staff that have been officially designated by the school have the authority to speak on behalf of the school.

PROHIBITED ACTIVITIES ON SOCIAL MEDIA SITES

1. Do not violate any confidentiality and non-disclosure agreement you may have entered into with Oregon Charter Academy. Follow the official policies on protecting the school and proprietary and confidential information. Some things that you absolutely can’t disclose on social media sites include financial information, trade secrets, customer information and confidential or personally identifiable information about students, including all student records, that disclosure of which would violate FERPA. View the Confidential Records-Access, Retention, and Disclosure Policies and your non-disclosure agreement, if applicable, for more details.

2. Do not violate copyright or fair use laws. It is extremely important that you respect the laws governing copyright and fair use of copyrighted material owned by the school or others, for the school’s protection as well as your own.

3. Never conduct school business on a social media site. Oregon Charter Academy’s school approved resources such as Canvas and the related Google Domain are the appropriate venues for work-related activities. All contacts with students or parents should occur on and be tracked using the school’s communication tools, not social media sites.

4. Don’t disrupt the learning environment. Teachers and school administrators should maintain a supervisory, professional, and respectful relationship with students.

5. Don’t publish information about students.

6. Don’t publish personally identifiable information, including photos, about your colleagues without their consent.

7. Don’t let social media interfere with your work performance.
8. Know your obligations. It is your responsibility to understand and be familiar with the reporting requirements for such things as child abuse and neglect, consistent with Oregon Law and ORCA school policy.

GENDER, TITLE IX AND CIVIL RIGHTS POLICIES

GENDER, TITLE IX, AND CIVIL RIGHTS POLICY
Purpose: This policy is designed to create a safe and productive workplace for all students and staff. Every student and employee will be given equal opportunities regardless of age, sex, sexual orientation, gender identity, veteran status, future or current military status, race, religion, color, national origin, disability, marital status, familial status or parental status or other protected status. Policy Statement: Oregon Charter Academy does not condone or engage in practices that exclude, deny benefits to, or otherwise discriminate against any person on the basis of ethnic group identification/ethnicity, marital status, race, color, national origin, ancestry, sex, sexual orientation, gender identity, religion, physical or mental disability, athletic performance, language proficiency in English or another language, prior academic achievement, age, veteran status, future or current military status or other protected status in the admission to, participation in, or receipt of the services of the school, or in employment practices. Discrimination on the basis of any of the afore mentioned characteristics is strictly prohibited. Age limitations may only be imposed in response to mandatory state-specific requirements established by Oregon law.

The non-discrimination statement is in accordance with the provisions of Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, as amended (ADA), the Age Discrimination Act of 1975, and the Individuals with Disabilities Education Act of 2004 (IDEA).

Non-Discriminatory Practices

Students will not be subjected to discrimination in any school program, facility, or interschool activity where the program or activity is financed in whole or part by monies appropriated by legislative assembly. Discrimination includes any actions that unreasonably differentiates treatment intended or unintended or any act that is fair in form but discriminatory in operation either of which is based on race, color, religion, sex, sexual orientation, national origin, gender identity or expression, age, or disability. Sexual orientation means an individual’s actual or perceived heterosexuality, homosexuality, bi-sexuality, or gender identity.

Management of Student Identity in School Documents and Records School personnel should not disclose any information that may reveal a student’s transgender identity except as allowed under FERPA. Under FERPA, only those school employees determined to have legitimate educational interests may have access to a student’s records or information contained within those records. However, student records may be released with the written permission of the student’s parent/legal guardian using the Authorization for Release of School Records Form. These rights transfer to the student when the student reaches the age of 18 or attends a school beyond the high school level.
Transgender students have the ability, as do all students, to discuss and express their gender identity and expression and decide when, with whom, and how much of their private information to share with others. Schools should work closely with the student and parents in customizing an appropriate plan regarding the confidentiality of the student’s transgender identity that supports the student. That may include the option to inform and educate the student’s peers, or to not share the information with the student’s peers.

When a transgender student new to a school is using a preferred name, the birth name should be kept confidential by the school staff. School districts should review student information systems to ensure that all printed and digital materials generated for classroom and instructor use show the student’s chosen name and not their legal name.

The Oregon Department of Education will change a student’s gender within the Secure Student Identification System upon request from a district. ODE will allow the request from the district to serve as a “documentation to support the change” that is generally required by ODE for changes to the SSID.

**SUBSTANCE ABUSE**

The school is committed to maintaining a safe, healthy, and efficient working environment, therefore requiring a drug-free workplace. Employees are strictly prohibited from misusing controlled substances, intoxicants, inhalants, alcohol and prescription drugs, or purchasing, selling, manufacturing, distributing, possessing, or working under the influence of illegal substances. Staff are also prohibited from consuming alcohol while on duty or in the presence of any students or families enrolled in the school or attending a school function.

Staff who take over-the-counter or prescribed medication are responsible for being aware of any adverse effect(s) the medication may have on the work performance, and must promptly report to their manager if the use of the medication might impair their ability to perform the job safely and/or effectively. Depending on the circumstances, staff members may be reassigned, forbidden to perform certain tasks, or even prohibited from working if they are deemed unable to perform the job safely and/or properly while taking prescribed medication. It is a violation of this policy to take over-the-counter or prescribed medication contrary to its proper use.

Staff members may not use property and equipment, use a school vehicle, or operate a personal vehicle or rented vehicle in the performance of their job responsibilities while under the influence of illegal drugs, intoxicants, inhalants, or quantities of alcohol above legal limits.

Staff members should contact their manager if they are aware of illegal activity at their workplace. Staff members are required to cooperate fully with school management and/or Human Resources if they are involved in substance abuse investigations. Staff members who are referred for treatment and do not remain drug/alcohol free, and/or perform unsatisfactorily on the job, may be subject to termination.

**DEFINITION OF “CONTROLLED DANGEROUS SUBSTANCE”**
“Controlled dangerous substance,” as used in this policy, has the same meaning as the term "controlled substance" in the Controlled Substances Act (21 U.S.C. § 802), and includes (1) any substance that has not been legally prescribed by a properly licensed physician, and (2) any substance that is legally obtainable, but has not been legally obtained or is not being used in the prescribed dosage for prescribed purposes. This policy does not prohibit staff members from taking prescribed medication under the direction of a physician, provided that the prescribed medication does not impair performance or threaten safety, security and/or property, or that of the school and/or co-workers. The use of prescribed medication in a manner that is inconsistent with the directions of a physician is not exempt from general prohibitions on substance abuse.

SEARCHES
The organization reserves the right to carry out searches of staff and staff member’s property, including desks, work areas, files, lockers, bags, or other personal belongings (including vehicles), while at any of school sites or work-related areas, if there is a valid reason for such a search.

DRUG AND ALCOHOL TESTING
Under this Drug and Alcohol Policy, the school may require reasonable cause testing.

● Reasonable Suspicion Testing: The school may require any staff member to submit to a drug and/or alcohol test whenever school management reasonably believes from the facts and circumstances, including the staff member’s appearance, conduct, speech or body odors, that they may be under the influence of a controlled substance or alcohol, or otherwise may have violated any aspect of this policy; federal, state or local law; or federal regulations.

EMPLOYEE ASSISTANCE AND REHABILITATION
The school encourages any staff member with a drug or alcohol abuse problem to seek treatment voluntarily. In the case of a positive drug or alcohol test result or a violation of this policy, the school and/or Human Resources reserves the right to determine whether to allow the staff member an opportunity to be placed in or enter into a rehabilitation program agreement as an alternative to termination at the sole cost to the employee.

No staff member will be subject to disciplinary action solely for acknowledging a drug or alcohol problem and seeking treatment for the problem. However, in order to take advantage of that protection, staff must come forward and seek treatment before they have been asked to take a drug or alcohol test, or otherwise been suspected of having or found to have violated any aspect of this policy.

Under the rehabilitation program and agreement, the employee will, among other things, be required to successfully complete an alcohol/drug treatment program before returning to work. Staff must apprise Human Resources of their condition while undergoing rehabilitation, as well as provide written verification of attendance at treatment sessions. Upon returning to work, the staff member’s performance must remain at an acceptable level, including attendance and punctuality.
CONFIDENTIALITY
The results of any drug or alcohol test conducted pursuant to this policy shall be kept confidential to the extent possible. Test results shall not be disclosed, except to persons to whom disclosure is necessary, to defend against any legal action brought by the tested staff member or candidate for employment against the school or organization, or to any government contractor or as otherwise required by law or regulation.

STAFF WHO WORK WITH CHILDREN
Any staff member who has reasonable cause or reasonable suspicion to believe that any child under 18 years of age with whom he/she has come in contact has suffered abuse or neglect, is at risk of suffering from abuse or neglect or is in imminent danger or that any adult with whom he/she is in contact has abused a child, shall immediately report to DHS or law enforcement in the county that the abuse occurred. School administration and Senior Manager of Counseling should also be immediately informed. Written documentation of this report must be completed and submitted to the building principal.

Oregon law recognizes these types of abuse:
1. Physical;
2. Neglect;
3. Mental injury;
4. Threat of harm;
5. Sexual abuse and sexual exploitation.
6. Child Selling

Failure to report a suspected child abuse or to comply with the confidentiality of records requirements is a violation punishable by law and by disciplinary action up to and including dismissal. A staff member who, based on reasonable grounds, participates in the good faith making of a child abuse report shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed as provided by law.

NON-FRATERNIZATION POLICY
School staff are strictly prohibited from engaging in personal relationships with students that are outside the scope of a professional adult/student relationship or, which may give the appearance of being outside the scope of a professional adult/student relationship. Staff who violate this policy may be subject to reporting to law enforcement authorities if the conduct is believed to constitute a crime under state or federal law. In addition, the parents/guardians of the student involved will be notified of the student’s involvement and the actions taken.

TRANSPORTATION OF STUDENTS BY STAFF AND STUDENT HOME VISITS
Staff members are strictly prohibited from providing transportation to students for any purpose. A staff member may be permitted to visit the home of a student if the student’s parent or guardian is present. Prior to such a visit, the staff member must gain approval from the Lead Principal or Lead
Principal’s designee. Further, any staff member visiting a student’s home must do so with at least one other staff member and is never permitted to conduct a home visit without another staff member in attendance.

**ACTIONS IN THE PRESENCE OF CHILDREN AND FAMILIES**  
The following are prohibited actions in the presence of students or families:  
● Smoking or using tobacco products;  
● Consuming alcohol; or  
● Using profanity, inappropriate language, or language that could be perceived as offensive by others.

**INAPPROPRIATE PHYSICAL CONTACT WITH CHILDREN**  
Staff may not engage in physical contact with a child that is harmful, sexual, offensive, unwelcome or inappropriate, or physical contact that is perceived as harmful, sexual, offensive, unwelcome or inappropriate by Oregon Charter Academy, its staff, or its customers.

**PREVENTING WORKPLACE HARASSMENT / OREGON WORKPLACE FAIRNESS ACT**  
The School complies with all relevant provisions of the Oregon Workplace Fairness Act. The harassment or intimidation of staff based on age, race, color, religion, sex, pregnancy, gender identity, national origin, physical or mental disability, sexual orientation, marital status, veteran status, protected genetic information, or any other category protected by federal, state, or local law is strictly prohibited. The school does not tolerate harassment or hostile actions in the workplace by any person and takes prompt action to correct any such situation, up to and including disciplinary action or termination. Harassment is a form of discrimination that occurs when someone engages in unwelcome and reasonably offensive conduct based on a protected characteristic, and that conduct could adversely affect an individual’s working conditions. This Policy applies to harassment of any staff member by another staff member, by a supervisor or manager, or by any other individual with whom a staff member interacts in the course of their employment at the school, including but not limited to parents/caretakers, vendors, suppliers, contractors, or other similar individuals.

Further, no staff member will be punished or treated unfavorably because they refuse to submit to or participate in sexual harassment, and no staff member will be rewarded or treated favorably because they submit to or participate in such conduct.

**DEFINITION**  
Harassment can result from a broad range of actions, including, but not limited to:  
● Verbal conduct: comments that that could be considered harassing if they are likely to offend a reasonable person  
● Visual conduct: visual materials that contribute to a hostile work environment by their sexually explicit or derogatory nature  
● Physical conduct: touching that a reasonable person would find offensive
Sexual Harassment: any unwelcome or unwanted conduct of a sexual nature, whether verbal, nonverbal, or physical, where:

- It is expressed or implied that a staff member’s submission to or refusal of the conduct will have any effect on their employment, job assignment, wages, evaluation, promotion, training, future job opportunities, or other terms or conditions of employment, or where such submission or refusal is used as a factor in decisions relating to the person’s employment; or
- The conduct substantially interferes with an individual’s employment by creating an intimidating, hostile, or offensive work environment.

Some examples of sexually harassing conduct include, but are not limited to, the following:

- Unwanted sexual advances, or requests or demands for sexual favors or sexual acts
- Verbal or physical conduct of a sexual nature that is not welcomed by another person, such as repeated sexual flirtation, advances, innuendo, propositions, gestures, jokes, or mockery
- The display or distribution of sexually-oriented objects, pictures, or literature, including illustrations, drawings or cartoons, including materials downloaded from computer systems via the internet, electronic mail, or other sources; or
- Any uninvited and unwelcome physical contact.

This policy applies at the school and in any other work-related settings, such as school sponsored trips, conventions, conferences, or school-related social events are expected to conduct themselves in a professional manner in the workplace and at any other time when representing the school. Such conduct is essential to promote quality work, and to ensure a school environment free of discrimination. Physical conduct of a sexual nature, even if welcomed by another staff member, is prohibited in the workplace, or in any school-related setting.

**INTERACTION WITH STUDENTS**

Any staff member who interacts with students should be familiar with and comply with the policies contained within the School Handbook as it pertains to harassment or treatment of students. Harassment or treatment of a student that is prohibited by the School Handbook Supplement is not tolerated and any staff member who violates the policies in the School Handbook Supplement may receive disciplinary action up to and including termination.

**COMPLAINT PROCEDURE**

Any staff member who feels that he or she has been the subject of a violation of the School’s policies prohibiting discrimination, requiring accommodation, prohibiting harassment, and prohibiting retaliation, or who has observed a violation of any of these important policies, should promptly take the following steps:

- Staff members are encouraged when possible, and only if comfortable, to inform an offender that their harassing behavior is unwelcome and ask the individual to stop the conduct.
- If the harassing behavior continues or a staff member is not comfortable confronting the offender, the staff member should report the matter to their immediate manager.
Incidents involving violence or threats of violence should always be reported immediately to any manager, the Executive Director or Human Resources. If a staff member is not comfortable reporting conduct to their manager, the report may be given to the Executive Director or Human Resources. Staff may report to any of the persons listed above and need not observe any particular chain of command. Any managers who become aware of allegations of harassment must bring the allegations to the attention of the Executive Director and Human Resources for immediate review. Staff who believe that they are being harassed or have been harassed must report the harassing conduct to Human Resources.

- Orally or in writing, state specific details of the behavior constituting the violation. It is helpful if complaints are filed with the School within 30 calendar days of the alleged act. It is also helpful if details of dates, times, places and witnesses, if any, of the violation can be provided. Complaints should include the name of the complainant, the name of persons alleged to have engaged in the conduct violating the School’s policies, a specific and detailed description of the conduct that the staff member believes violates the School’s policies, and a description of the relief the staff member desires.

**INVESTIGATION PROCEDURE**

All complaints of harassment will be kept confidential to the extent reasonable and possible under the circumstances, and will be investigated promptly, thoroughly, and impartially. When an investigation is being conducted, Human Resources will instruct and provide guidance to participants of the investigation regarding confidentiality, and staff members are expected to fully comply with these instructions in order to maintain the integrity of the investigation.

Each participant will have an opportunity to submit evidence and a list of witnesses. Any staff members who are questioned as part of an investigation must be forthcoming and candid in answering all questions and must not withhold information pertinent to the investigation. Withholding information or providing false information during an investigation is a serious violation of this policy and will subject an individual to disciplinary action, up to and including termination. The complainant shall be notified in writing of the progress and conclusion of the investigation, as allowable under state and federal confidentiality law.

If conduct in violation of this policy is found to have occurred, the School will take prompt, appropriate corrective action, and any staff member found to have violated this policy will be subject to disciplinary action, up to and including termination of employment.

Any staff who have been subjected to harassment, sexual assault, or discrimination are encouraged to use the complaint-reporting procedure to ensure a timely, thorough investigation and handling of the situation. A staff member may, however, contact the Oregon Bureau of Labor and Industries (BOLI) pursuant to ORS 659A.820 to 659A.865, or seek relief in a court under any other available law, whether criminal or civil. Although the School cannot provide staff with legal advice, the statute of limitations applicable to harassment or discrimination claims under ORS 659A.030, 659A.082 or 659A.121 (five years).
PROTECTION AGAINST RETALIATION
Any form of retaliation against an individual who makes a bona fide complaint of harassment, for assisting in a complaint investigation, for providing information in a complaint investigation, or for making any determination necessary under this policy is prohibited. Retaliation is a serious violation of this policy, and any individual found to have retaliated against another person in violation of this policy will be subject to discipline, up to and including termination of employment. Staff should report any retaliatory conduct immediately to Human Resources.

OTHER STAFF RIGHTS
Nothing in this policy is intended to diminish or discourage a staff member who has experienced workplace harassment or discrimination, or sexual assault, from talking about or disclosing his/her experience.

If a staff member who has been aggrieved by workplace harassment, discrimination or sexual assault wants to enter into a settlement, separation or severance agreement with the School, the staff member should contact Human Resources. The staff member’s request to enter into such an agreement must be in writing (email or text is acceptable). If the School and the Staff member reach an agreement, the staff member will have seven days to revoke the agreement after signing it. The School may not require a staff member to enter into a nondisclosure agreement (which would prohibit the staff member from discussing or communicating about his/her experiences in the workplace or the terms of the agreement) or a non-disparagement agreement (which would prohibit the staff member from speaking poorly about the School or making comments that would lower the School in rank or reputation). If, however, a staff member initiates the request for the agreement, nondisclosure and non-disparagement are terms that may be agreed upon. Under such circumstances, the staff member will have seven days to revoke the agreement after signing it.

FALSE ACCUSATIONS OF MISCONDUCT
False and malicious complaints of harassment, as opposed to complaints which are brought in good faith, will result in appropriate discipline, up to and including termination.

AUTHORITY AND RESPONSIBILITY
If a manager learns that a staff member is suffering potentially harassing behavior, the manager must act expeditiously to ensure that the harassing behavior is investigated, and if necessary, promptly stopped. All managers are responsible for preventing employees from being subjected to harassment, and for reporting any complaint or incident of harassment to Human Resources immediately and at the very least within twenty-four (24) hours using the above outlined procedures. If an incident is not reported, but a manager is aware of potential harassment, this must also be reported immediately and at the very least within twenty-four (24) hours to Human Resources. Managers must immediately report any allegations of harassment, even if the allegations are against the individual required to report the allegations. Managers have a legal duty to report harassing behavior, even if the complaining staff member requests that the matter be kept
confidential. The matter will be kept as private as possible and the staff member will be protected from retaliation.

Managers should follow up with the staff member periodically during the investigative process, as well as after the investigation has been completed, to ensure that they are not experiencing retaliation or further harassment.

WHISTLEBLOWER POLICY
A whistleblower is defined as a staff member who reports an activity that they consider to be illegal or dishonest. Examples of illegal or dishonest activities are violations of federal, state or local laws; and fraudulent financial reporting.

If an employee has knowledge of or a concern of illegal or fraudulent activity, the employee is to contact their manager and Human Resources. A staff member who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

The confidentiality of the whistleblower will be maintained to the extent that is reasonable. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. Retaliation against a whistleblower is prohibited.

NON-RETALIATION
No staff member will be retaliated against for reporting in good faith potential violations of any policy, or for filing, testifying, assisting, or participating in any investigation, proceeding, or hearing conducted by the organization or by a federal or state enforcement agency. Prohibited retaliation includes, but is not limited to, demotion, suspension, failure to give equal consideration in making employment decisions, failure to make employment recommendations impartially, adversely affecting working conditions, or otherwise denying an employment benefit.

Any individual who retaliates or attempts to retaliate will be subject to appropriate disciplinary action, up to and including termination of employment. All reports of retaliation should be submitted to Human Resources.

It should be noted that frivolous complaints that have no merit upon investigation or which are made in clear and direct response to disciplinary actions against a staff member with documented performance issues or policy violations will not protect the staff member against further disciplinary action up to and including termination. However, such actions must clearly be directly related to the staff member's own documented performance issues or policy violations.

ISSUE RESOLUTION PROCESS
The school encourages open and direct lines of communication between staff at all levels of the organization. It benefits everyone when staff feel free to bring questions, suggestions and concerns
directly to their managers. Examples of issues that should be handled through this resolution process include: concerns about the application of school policies and procedures within the school to school staff, parents and students; concerns about staff decisions directly involving an individual or decisions affecting other individuals at the school; work conditions; questions about the competence and overall fitness of a colleague or a manager; and regulatory compliance.

Staff members should follow the resolution process detailed below. Staff members should always contact Human Resources immediately to deal with issues of discrimination or harassment as described in the Preventing Workplace Harassment Policy of this handbook.

**STEPS IN THE PROCESS**

1. If the issue does not involve a violation of school policy or an ethical or regulatory requirement, meet with at least two levels of management. A staff member must, in good faith, make every attempt to resolve the issue with their immediate manager and, if that is not successful, then with their next level manager. Fear of retaliation is not a legitimate reason to skip this step. If the issue does involve a violation of school policy or regulatory requirement, then the staff member should proceed directly to step 2.

2. If the immediate manager or the next level manager cannot resolve the issue, or if the issue involves a violation of school policy or regulatory requirement, it is important to describe the issue, the desired result, and your proposed solution to the issue. This step should occur as soon as possible after the occurrence of the problem.

3. If the issue relates to a personnel matter or work condition, contact Human Resources. After a staff member fully describes the issue, Human Resources will help them, and their manager consider how policies, procedures, and practices relate to the issue. Often, the policies in this handbook will dictate a resolution to the issue. If the issue involves a school policy or regulatory requirement, contact a member of the school management team. Human Resources can provide you with the name of the appropriate contact or you can ask HR to contact the appropriate individual on your behalf.

4. If your issue is not resolved by either Human Resources or school management, staff can request that the matter be presented to the school’s Board of Directors (if applicable) for final consideration or staff members can contact the Board directly. The contact information the Board of Directors is located on the school’s web site.

**CONFIDENTIAL RECORDS - ACCESS, RETENTION AND DISCLOSURE POLICIES**

**HANDLING CONFIDENTIAL INFORMATION**

**PERSONALLY IDENTIFIABLE INFORMATION**

The school and all school staff must comply with the Family Educational Rights and Privacy Act (FERPA) in the handling of student data (see discussion below). Personally identifiable information, especially social security and financial account numbers, under state and federal privacy laws. The failure to comply with these requirements may result in legal liability to the school. Furthermore, the
confidence of regulators and students and their families depend upon our carrying out these responsibilities in full.

As a user of Canvas, PowerSchool, Google-Suite for Education or other organizational information or systems, staff members must comply with the following:

- NEVER store personally identifiable information that includes social security or financial account numbers locally on a laptop or other removable media such as USB flash drives unless the data is encrypted, and password protected.
- To the extent that student information that does not include a social security or financial account number must, for legitimate reasons, be temporarily saved on a computer that does not have an encrypted hard drive, this information must be permanently deleted – by deleting the file(s) and then emptying the Recycle Bin (or your system's equivalent) from the computer immediately after use.
- NEVER send emails that contain personally identifiable information that includes social security or financial account numbers. If it is required by any regulatory authority or vendor to transmit a file that contains this kind of information, all staff must appropriately encrypt, or password protect the file prior to sending.
- Laptops and other electronic devices such as smartphones that receive organizational/school emails must be password protected in case the device is lost or stolen. If it is necessary to temporarily leave a portable electronic device in a vehicle, lock it in the trunk.
- Failure to comply with the above requirements will be considered a serious breach of responsibility and may be grounds for termination of employment or other action(s) as provided by the school rules and policies, including discontinuing access to the school’s domain and network.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)
All staff are subject to the requirements of the Family Educational Rights and Privacy Act (FERPA). Staff are responsible for reviewing the requirements and only disclosing student information if specifically required by regulation and when such disclosure is permitted by FERPA. Staff are never permitted to remove any FERPA-protected information from school property in print or electronic form except for legally permitted purposes and when specifically authorized by a manager.

CONFIDENTIAL AND PROPRIETARY INFORMATION
Staff are responsible for limiting disclosures of confidential and proprietary information to those individuals who need to know the information in order to perform their job responsibilities for the benefit of the school. Confidential information should not be disclosed to anyone except pursuant to a Non-disclosure Agreement approved by the Executive Director or the school’s legal team. Staff must conspicuously label confidential information with the applicable classification notice (e.g., “Oregon Charter Academy Confidential”). In addition, all confidential information must be
safeguarded and kept secure and disposed of in a secure manner (subject to records retention requirements).

Staff should not accept information or other materials from a contractor, vendor or other non-employee that may be trade secret information obtained or provided without the owner’s consent. Unauthorized use of third-party confidential information can contaminate the school’s and organization’s work. Any authorized use of third-party confidential information must be in compliance with the applicable Non-disclosure Agreement.

INTELLECTUAL PROPERTY POLICY
Intellectual Property is defined as an intangible creation of the human mind, expressed or translated into tangible form that is assigned certain rights of property such as inventions (patents), literary and artistic works (copyrighted works), and symbols, names, images, and designs used in commerce (trademarks). The organization is committed to the enforcement and protection of intellectual property rights as both a legal and an ethical imperative. All staff are expected to adhere to the United States (“U.S.”) copyright and trademark laws and to be mindful of the limited rights conferred by licenses and permissions granted by third parties.

USING COPYRIGHTED AND TRADEMARKED MATERIALS
Staff must assure that work product is original and doesn’t include material owned by third parties unless covered by a license agreement approved by the Legal department. Staff members must also assure that they do not use trademarks owned by third parties for commercial purposes without the consent of the owner of the trademark. Contact the Executive Director if there are any questions regarding usage of third party copyrighted material and trademarks.

Plagiarism: Plagiarism occurs when a staff member claims or implies original authorship or incorporates material from someone else's written or creative work, in whole or in part, whether or not there is a copyright notice, into their work product without adequate acknowledgement. Plagiarism is strictly prohibited and may also represent a violation of law, exposing the staff member to criminal and/or civil prosecution.

False Information: We expect staff members to exercise honesty and integrity in all aspects of employment. Staff members are prohibited from providing false information to other staff members, students, or parents/caretakers. Staff members are also required to immediately report to Human Resources if they suspect that another staff member has provided false information to other staff members, students, or families. Staff are strictly prohibited from falsifying data in Canvas, PowerSchool, the school's Google Suite or any other system used for reporting to an authorizer, regulatory body or external agency. Falsification of such data may result in disciplinary action up to and including immediate termination. If a staff member is aware of another staff member falsifying data and fails to report the infraction, then they may be subject to disciplinary action up to and including immediate termination.
Ownership and Rights to Materials Developed by Staff: Work product and ideas developed by staff as part of their work for the school are owned by the school. Curriculum or documents created utilizing Open Education Resources (OERs) also become OERs.

Teachers are encouraged to contribute materials that they have developed during their employment for use by the larger organization. Teachers are encouraged to collaborate with one another and share instructional resources in order to enhance professional practice and ultimately improve the academic success of the students. Materials that could be shared by the broader organization include, but are not limited to lesson plans, worksheets, problem sets, newsletters, presentations such as Google Slides, recorded lessons, Canvas assignments and resources. By providing these through the Canvas or other provided online applications or templates or communications tools (e.g., email), teachers agree that the organization has a non-exclusive license to use and modify these materials and such modified materials are organizational owned derivative works. Any such materials so contributed may be edited and formatted by the school and used any way the school deems appropriate.

EXTERNAL INQUIRIES
Any staff member who receives an external inquiry or a request for documents from a regulatory or legal authority or from the press; or who receives an inquiry concerning information that is not normally provided during the normal course of work, such as an employee reference request, should refer such inquiry as follows.

- Refer all media inquiries to the School Outreach Manager.
- Refer all inquiries from lawyers or government agencies to the Executive Director.
- Refer all employment references requested to Human Resources.
- Do not under any circumstances respond to requests for information regarding another staff member. If you receive a request for a reference, you should forward the request to Human Resources or seek Human Resources approval before responding orally.

RECORDS RETENTION
The school maintains a variety of records, including student and staff records. Record retention requirements and policies have been established for maintaining records. Staff members must never destroy any record except in accordance with these policies. Records are not to be kept longer than the policy duration in any form unless they have received direct authorization from the department manager, Executive Director, or Human Resources or if they are subject to a hold notice received from the Legal Affairs Department. All records must be maintained in accordance with the Oregon Department of Education.

PERSONNEL FILES
A personnel file consists of physical documentation as well as electronic information stored on the Human Resources Information System. The original information in a personnel file may be kept by Human Resources in the school's main office or electronic file. A staff member may request a copy of
their personnel file. The request must be made in writing to Human Resources and the file will be made available to the requestor within a reasonable amount of time.

**ACCESS TO EMPLOYEE EXPOSURE RECORDS AND EMPLOYEE MEDICAL RECORDS**

Under the Occupational Safety and Health Act (“OSHA”), staff members have the right to examine and copy relevant “employee exposure records” and “employee medical records,” as those terms are defined under the statute. Human Resources is responsible for maintaining these records. If you wish to access your records, please contact Human Resources.

**Employee Exposure Records:** Employee exposure records are retained for thirty (30) years. In the event that workplace monitoring is conducted, data may be retained (e.g., lab reports, worksheets, etc.) for only one (1) year. In such cases, the sampling results and sampling plan, analytical and mathematical methods used, and a summary of the other relevant background data will be retained for at least thirty (30) years.

**Employee Medical Records:** Generally speaking, employee medical records are retained for the duration of employment plus thirty (30) years. However, this does not apply to:

- Health insurance claims records that are maintained separately from the organization’s medical program and its records; or First aid records (not including medical histories) of one-time treatment and subsequent observation of minor injuries (e.g., scratches, cuts, burns, splinters, etc.) that
  - do not involve medical treatment, loss of consciousness, restriction of work or motion, or transfer to another job;
  - are made on-site by a non-physician; and
  - are maintained separately from the organization’s medical program and its records.

If you work for the school for less than one (1) year, the school may elect to provide you with these records upon the termination of your employment rather than retaining them. The OSHA regulation entitled “Access to Employee Exposure and Medical Records” is available for review. If you would like a copy of the regulation and/or its appendices, please contact Human Resources.

**WORK ARRANGEMENT POLICIES**

**WORK-AT-HOME POLICY**

Staff who would normally work out of a school office may be eligible to work at home on a full-time, part-time, or occasional basis. Specific information regarding the work-at-home arrangements offered is provided below.
The decision whether to allow a staff member to work at home is within the sole discretion of the organization. Staff whose assigned jobs require answering the office phones, working with student records or maintaining office availability may not qualify for work-at-home opportunities.

A supervisor can require a staff member with work-at-home privileges to come into the office or assigned office location at any time. If a staff member is requested to come into the office or assigned office location and fails to do so, disciplinary action may be taken.

This policy does not apply to employees who request to work at home as an accommodation for a disability under the Americans with Disabilities Act. For information regarding such requests, please refer to the Accommodations policy in this handbook.

WORK AT HOME CLASSIFICATIONS

HOME BASED EMPLOYEES

1. Definition: “Home-based staff” are staff who work at home all of their work week. For recordkeeping, training, meeting and administrative purposes, home-based staff are assigned to a specific office; or if requested, staff members will be required to attend meetings at a public location as determined by school leadership.

2. Eligibility:
   a. Applicants: In certain circumstances, an individual applying for a position may be offered the option of working as a home-based staff.
   b. Current Staff:
      i. Requirements: Most positions will be eligible for work at home as determined by the Executive Director however there may be specific roles that are not eligible for full-time work-at-home based on the tasks and requirements of the role--such as positions involving office operations, student records and phones. Eligibility is determined by the Executive Director and staff members who work at home are expected to perform work responsibilities at the same level and adhere to the same standards as they would in the school office.

3. Procedure:
   a. Applicants: When an applicant is hired as a home-based staff member, the work location (home-based) will be noted in the offer letter. Employees are expected to report to the office location or in-person meetings as scheduled.
   b. Current Staff: Requests for home-based arrangements should be directed to the staff member’s supervisor, who will consult with Human Resources or the Executive Director to evaluate the suitability of such an arrangement. Factors to be considered include, but are not limited to, school needs, as well as the staff member’s job duties and responsibilities. In addition, certain grade levels, subjects, and positions may be better suited to a home-based arrangement than others.

OFFICE BASED STAFF (OCCASIONAL WORK-AT-HOME DAYS)

1. Eligibility: Office based staff may be eligible to work at home on a limited and predetermined schedule. Staff members working at home on a limited basis will be expected to come to the
office as scheduled and attend in person meetings even if scheduled on a scheduled work-at-home day.

2. Office based staff members do not qualify to work at home if their role involves office operations such as answering phones, scheduling and events, records intake and outtake, and other office operational tasks.

SHORT-TERM WORK-AT-HOME ARRANGEMENTS
1. Definition: For the purposes of this Policy, the phrase "short-term work-at-home arrangement" refers to situations in which (i) a staff member is permitted to work at home for a defined period of time due to a personal need or a return from short-term disability, and (ii) the duration of the work-at-home arrangement is less than one full school year.

2. Eligibility: For staff members returning from a leave of absence due to a short-term disability (i.e., maternity leave), the following eligibility requirements apply:
   - Staff members who have been on a leave of absence due to a short-term disability may be permitted to work-at-home for up to three (3) months after the date the disability began, IF the staff member’s performance meets the criteria.
   - Staff must submit an authorization to return to work from a physician to Human Resources before work-at-home arrangement will be approved

3. Procedure: Staff who wish to work at home on a short-term basis should contact Human Resources.

4. Duration: Staff should provide Human Resources with information regarding the expected duration of their work-at-home arrangement.

5. Terminating a Work-at-Home Arrangement: Oregon Charter Academy reserves the right to discontinue a work-at-home arrangement at any time, with or without notice, in its sole discretion. Generally, thirty (30) days' notice will be provided before making such a change as a courtesy, but work-at-home can be terminated at any time.

HOME-BASED STAFF (PART-TIME)
1. Definition: Home-based staff (PT) are part-time staff members who work at home or at an alternative location. These staff members include part-time teachers, Part-time Speech Language Pathologists (SLP PRNs), and Substitute teachers. Part-time teachers are required to consult with their Managers to schedule their “core hours,” which will consist of a minimum of three (3) office hours per week between the hours of 9:00 am and 5:00 pm (e.g., Mondays, Wednesdays, and Thursdays from 9:00 am - 10:00 am, Thursdays from 2:00 pm – 5:00 pm, etc.).

2. Eligibility: All part-time teachers, SLP PRNs, and Substitute teachers enter into a work-at-home arrangement when they are hired.

3. Procedure: When a part-time staff member is hired as a home-based staff member, the work location (home based) will be noted in the offer letter.

4. Duration: Part-time teachers, SLP PRNs, and Substitute teachers are hired with the expectation that they will work at home while employed. However, Oregon Charter Academy
reserves the right to discontinue the arrangement at any time, with or without notice, in its sole discretion.

PROVISIONS

Work-at-home schedules will always be determined by leadership in ways that best address school needs. The Executive Director may require the same designated work-at-home days to be taken by the staff member each week (e.g. every Friday of the week) unless a rotating schedule is determined and maintained by leadership. With advanced approval from their supervisor, a staff member’s work-at-home days can be changed on a particular week.

If a holiday falls on the same day as a staff member’s work-at-home day, no additional work-at-home day will be granted for that week. Hourly employees working at home may only work the hours approved by their supervisor and must record all time worked at home on their timesheet. A staff member’s work-at-home schedule may be altered by school leadership at any time based on school needs.

WORK-AT-HOME STANDARDS

1. Work Environment: Staff are required to establish an appropriate work environment within their homes, in accordance with the requirements described in this policy.

2. Work Hours: Staff members who work at home are required to work the same “core hours” (e.g., 7:00 am – 5:00 pm), the same number of hours (40 hours per week), and the same calendar days as other employees at their assigned school office location. A schedule showing work-at-home days must be maintained in accordance with the school’s scheduling process (i.e. on the staff member’s calendar).

3. Contact Information: Staff members who work at home must provide Human Resources with their home telephone numbers and mailing address via WorkForceNow and any changes in the contact information must be immediately reported to Human Resources by updating WorkForceNow.

4. Communication: Staff members who work at home are required to communicate with their supervisor in a manner and frequency consistent with other staff members at their assigned school office location. Staff members should consult with their supervisor to discuss their respective expectations, as well as logistical issues that may arise.

5. Accessibility: Staff members who work at home must be accessible by phone and internet within a reasonable time period during the agreed upon work schedule (“core hours”). If a staff member will not be available for a period of time greater than one (1) hour during their core hours, the staff member must notify their supervisor.

6. Phone Calls: All work numbers should be answered professionally and by the staff member only. All work numbers should have a professional voicemail message.

7. Responding to Voicemails: Staff members who work at home are required to check their work voice mailboxes at least three (3) times per day and return calls from their supervisor within three (3) hours during normal work hours.

8. Responding to Instant Messages: Staff members who work at home are required to respond to Instant Messages within (20) minutes during normal work hours.
9. Off-Site Responsibilities: Staff members who work at home will be expected to attend in-person meetings at any of the school’s offices at scheduled in-person meeting locations. These meetings may be scheduled on a regular and/or ad hoc basis. Some employees may be eligible to receive reimbursement for expenses related to traveling. See the school’s reimbursement policies in the shared All-Staff drive.

10. Confidentiality: Staff members who work at home are required to take steps to prevent proprietary and/or confidential information regarding the school, its staff, and its students/families from unauthorized disclosures or unauthorized access. Staff members should use locked file cabinets, and desks; practice regular password maintenance; and take other steps, as appropriate to protect proprietary and/or confidential information. Portable Media such as flash drives, CDRs, etc. should not be used to store or transport proprietary and/or confidential data under any circumstances without authorization from School Leadership. Staff members are required to follow all Information System policies.

11. Contact with Students and Other Individuals
   - Home Office: Staff members who work at home are prohibited from granting access to their home work location to students, potential students, their families or caregivers.

12. Child / Dependent Care: Working at home should not be used as a means of providing and/or replacing child / dependent care. The purpose of the work-at-home arrangement is to facilitate job performance and meet school needs. Staff members working at home should not act as primary caregivers for dependents. Dependents may be present in the employee’s home; however, the dependents must not require the staff member’s attention during normal work hours. Staff members considering a work-at-home arrangement are encouraged to discuss expectations of telecommuting with family members prior to entering into such an arrangement.

13. Expenses
   - Travel: Staff members may be eligible for travel reimbursement in accordance with IRS guidelines and/or state law. Please review reimbursement policies in the All-Staff shared folder.
   - Home Office: Staff members are responsible for all costs and expenses associated with the setup of a home office / workspace (e.g., costs associated with remodeling, furniture, lighting, repairs, modifications, etc.). Repair, upgrading and/or replacement costs and liability for staff member-owned equipment and furniture used during the work-at-home arrangement is the responsibility of the employee.

**TECHNOLOGY DEVICE MANAGEMENT AND OWNERSHIP**

The laptop issued to you is managed and owned by SYS Education, LLC as part of ORCA’s management agreement. As an employee of ORCA, it is your responsibility to use best practices to keep the device in good working condition, including:

- Storing the laptop in a cool environment
- Periodically running the device off of battery power to extend battery life
- Ensuring adequate airflow beneath the device during longer use
- Keeping food and drink at least an arm’s length away from the device at all times
- Avoiding moisture in any openings of the device
• Cleaning the screen while the device is powered off and unplugged by dampening a clean, soft, lint-free cloth or paper with water only, not using detergents or spraying anything directly on the screen
• Using only the power adapter intended for your device rather than any third-party alternatives
• Never modifying the hardware of the device, such as installing memory or making physical repairs at home
• Storing important and sensitive documents in the cloud using Google Drive

The device remains the property of SYS Education and may not be resold. In the case of employee termination, the device and any other electronics received for use with the device will be returned to ORCA within seven (7) calendar days of termination.

**APPROPRIATE USE AGREEMENT**

The laptop is intended for work use only. A personal device should be used for any non-work technology use such as internet browsing or communication. Appropriate use also prohibits the following:

• Transmission of any material in violation of any local, state, or federal law. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.
• Any form of vandalism, including but not limited to damaging hardware, computer systems, or networks, and/or disrupting the operation of the network.
• Copying and/or downloading commercial software or other material e.g. music, in violation of federal copyright laws.
• Use of the device for financial gain, commercial activity, or illegal activity, e.g. hacking.
• Use of the device for political activity.
• Use of the device to access pornographic or obscene material.

**DEVICE REPAIRS AND REPLACEMENT**

SYS assumes responsibility for device repair and replacement of the laptop through the use of Apple Support. All devices are covered under a comprehensive warranty through AppleCare+ for three (3) years following device purchase and will be reinstated by SYS at the conclusion of the warranty. If repairs or replacement are needed, it is the employee’s responsibility to open a ticket with Apple Support as directed during onboarding and to complete the support process as requested by Apple, as well as notifying SYS that the support process has been initiated.

**PERIPHERIES AND OTHER CONSUMABLES**

While other peripheries and consumable items will be provided for use with the laptop, including but not limited to a mouse, keyboard, multiport adapter, laptop cases, and laptop keyboard skins, these are not maintained by SYS and are the employee’s responsibility to maintain. If a replacement is needed for these items, please contact a supervisor at ORCA regarding next steps.
**BROADBAND SERVICE FOR WORK AT HOME STAFF**

Staff who work at home are required to maintain broadband access to the Internet, as well as a dedicated phone line that is available during working hours. If an unexpected technology issue occurs (e.g. Internet outage), the staff member may take up to thirty (30) minutes to determine if the issue can be resolved. If it is unresolved or intermittent issues persist, the employee will need to come into the school office or move to an approved location with required technology to continue working. For non-exempt employees, time spent commuting to the school office or approved location will not be compensated. Staff members must consult with their supervisor to determine how to make up the time spent commuting to the school office or approve location.

**REGULATORY COMPLIANCE / RISK MANAGEMENT**

1. **On-Site Inspection**: Staff who work at home are required to permit an on-site review of their home office/workspace upon request, whether it is a scheduled or unscheduled visit, as long as it is during the staff member’s core work hours.

2. **Reporting Injuries**: Injuries sustained by a staff member while working at home may be covered by the workers’ compensation policy. If you are injured while working at home, you must contact your supervisor and Human Resources immediately by completing a Report of Accident or Injury form.

3. **Injuries to Visitors**: Oregon Charter Academy is not responsible or liable for injuries sustained by visitors to an employee’s home office or assigned office location.

4. **Tax Considerations**: In accordance with the law, all mandatory federal, state, local, and other deductions will be taken from a staff member’s semi-monthly pay.

**WORKPLACE SAFETY AND SECURITY POLICIES**

**WORKPLACE SAFETY**

All staff must practice safety awareness by anticipating unsafe situations and reporting such conditions immediately. If a crisis or near-crisis situation arises at any school location or event, staff members should not attempt to handle it on their own. Immediately consult a member of the School Leadership Team. Practice safety around the office by not using, adjusting, or repairing machines and equipment, unless authorized and qualified to do so. Be alert for tripping or slipping hazards. Keep walking areas clear of carts, boxes and other obstacles. Know the locations, contents and use of first-aid kits. If there is a medical emergency, call 911. Be familiar with the school’s emergency action plans and report all injuries, illnesses, and accidents that are sustained while performing school-related work or while on school property immediately, no matter how minor. If staff members are in a position that requires the operation of machinery or equipment that requires specific training or certification, they must possess the appropriate certification or have completed the appropriate training.

**SECURITY**

The school is not liable for the loss, theft, or damage of any personal property brought onto school premises, or for fire, theft, damage, or personal injury involving personal automobiles, their contents, or occupants. The school reserves the right to inspect and search all areas of school premises at any time without notice and to question individuals on school premises concerning safety and/or security.
matters. Furthermore, in order to promote the safety of staff and school visitors, as well as the security of the school’s facilities, video surveillance may be conducted of any portion of the premises at any time, the only exception being private areas such as restrooms.

Security inspections, searches and investigations can include, without limitation, examining offices, computers, CDs, disks, files, file cabinets, desks, closets, storage areas, restrooms, and all other areas of the facilities and premises as well as the person, vehicles, purses, packages, parcels, and other containers of individuals entering, leaving, or located on school property. The school may conduct these investigations, inspections, and searches to detect illegal or unauthorized drugs and drug paraphernalia, alcohol, weapons, removal of school property, or for other reasons at the school’s discretion. For these reasons, duplicates are kept of all keys issued to staff.

The school reserves the right to access and inspect any personal computer or related device if such equipment is used to conduct school business. This right is limited to work-related information that may be contained on these devices. Please note that in no case should work-related electronic content be stored on personal computers at home except when a staff member is specifically assigned to work at home and to use personal equipment.

Staff member assistance with efforts to provide for security—including authorization to conduct security inspections or cooperation with school security inspections—is expected as a condition of continued employment and is greatly appreciated. The school reserves the right to occasionally review “swipe” records at buildings where key cards are used for access as well as question staff about office entry at abnormal hours.

**WORKPLACE VIOLENCE PREVENTION**
The school does not tolerate acts of workplace violence committed by or against staff, associates, or families. We prohibit staff members from making threats or engaging in violent acts.

**PROHIBITED CONDUCT**
Prohibited conduct includes, but is not limited to:
- Injuring another person physically;
- Engaging in behavior that creates a reasonable fear of injury in another person;
- Engaging in behavior that subjects another individual to extreme emotional distress;
- Possessing, brandishing, or using a weapon while on our premises or engaged in school business;
- Damaging property intentionally; and
- Threatening to injure an individual or damage property

The school will seek the prosecution of all those who engage in violence on school premises or against our school staff while they are engaged in school business.
STAFF GUIDELINES AND PROCEDURES

General Security Practices

● Never hesitate to call 911 if confronted with a potentially violent situation. It is better to have called 911 unnecessarily than not to have the police available when a threatening situation turns violent.

● Never attempt to physically restrain or physically remove a threatening or violent individual. Doing so puts you in danger and leaves you and the school vulnerable to possible lawsuits.

● Always report violent, threatening, or harassing behavior to your manager and Human Resources. Alert your manager or a member of the School Leadership Team to the presence of strangers in your work area or the presence of any suspicious packages.

OUTSIDE THREATS

If a staff member is the recipient of a threat against the school or school staff, they are required to report such incidents immediately. Please use the following guidelines for dealing with threats.

THREAT OVER THE PHONE

If a threatening call is received, send an Instant Message to your Manager or a member of the School Leadership Team immediately noting that the caller is on the phone and that a threat is being made. Note the caller’s phone number from your phone’s caller ID.

THREATENING EMAIL

If a threatening email is received, immediately forward the email to your Manager and a member of the School Leadership Team.

MAIL THREAT

If a threat is received through the mail, notify your Manager and a member of the School Leadership Team immediately. Save the letter and the envelope, and, if possible, do not handle suspicious packages. If a suspicious item is found (package, box, briefcase, etc.) that does not belong in the work area, immediately notify a member of the School Leadership Team.

IN-PERSON THREAT

Please call 911 immediately.

PROPERTY, EQUIPMENT, AND INFORMATION SYSTEMS POLICIES

PROPERTY AND EQUIPMENT

Organizational property or equipment and/or the property and equipment of the school (the “property or equipment”) is not for personal use and may not be removed from the premises without permission. The organization reserves the right to access and search all equipment. Computer systems, telephone systems, email, and voicemail are to be used for school purposes only and will be monitored as appropriate. The organization reserves the right to bill a staff member for the cost of material not
returned when they leave the organization and/or for the amount of personal telephone calls, if any, charged to a work phone account.

Office based staff must follow the procedures set forth by building management and the school in owned or leased facilities including a non-smoking policy, which prohibits smoking of any kind, including but not limited to tobacco products, electronic cigarettes, marijuana, and cigars. Staff are also prohibited from smoking in the presence of any students or families enrolled in the school or attending a school function.

PARKING OPTIONS
Parking options are made available to all staff. The school is not responsible for lost, stolen, or damaged property while parking in one of these areas. Staff members are responsible for locking their car and ensuring that valuables are stored out of sight.

SOFTWARE POLICY

ACCEPTABLE USE
This section defines the boundaries for the "acceptable use" of the organization’s electronic resources, including software, hardware devices, and network systems. By using these hardware, software, and network systems, staff members assume personal responsibility for their appropriate use and agree to comply with this policy and other applicable organizational policies, as well as local, state, and federal laws and regulations.

SOFTWARE
All software acquired for or on behalf of the organisation or developed by staff or contract personnel on behalf of the organization is and shall be deemed organizational property. All such software must be used in compliance with applicable licenses, notices, contracts, and agreements.

Under no circumstances should any user install or download any software onto the organization-owned computers without specific permission.

LICENSING
The school is responsible for enforcing all applicable licenses, notices, contracts, and agreements for software that is used on the organization’s computers. Unless otherwise provided in the applicable license, notice, contract, or agreement, any duplication of copyrighted software, except for backup and archival purposes, may be a violation of federal and state law. License compliance is strictly enforced because any violation by a user may still cause the organization to be liable for the consequences of such violation.
ELECTRONIC COMMUNICATIONS, TELEPHONE COMMUNICATIONS AND ACCESS CONTROL
SECURITY POLICY

ORGANIZATION PROPERTY
As a productivity enhancement tool, the organization encourages the use of electronic communications (including phone, voicemail, email, instant message and fax). Electronic communications systems and all messages generated on or handled by electronic communications systems, including back-up copies, are considered to be the property of the school, and are not the property of users of the electronic communications services.

AUTHORIZED USAGE
The organization’s electronic communications and telecommunications systems generally must be used only for school business activities.

Users are prohibited from using the organization’s electronic communications and telecommunications systems for charitable endeavors, private business activities, or amusement/entertainment purposes unless expressly approved by the Executive Director. Users are reminded that the use of organization resources, including electronic communications and telecommunications systems, should never create either the appearance or the reality of inappropriate use.

STUDENT AND FAMILY COMMUNICATIONS
All educational and/or school related communications with students and families are required to be conducted via the school’s provided and approved tools and platforms. School staff are required to adhere to professional standards of conduct and must exercise good judgment and maintain professional boundaries when interacting with students and families. All communications must be appropriate and related to matters within the scope of the staff member’s professional responsibilities.

SPECIFIC COMMUNICATION SYSTEMS REQUIREMENTS

EMAIL
Another important reminder concerns the use of the organization’s email. Any emails that are sent using the school’s email system, whether or not the users are staff, are the property of the school and may be viewed by members of the School Leadership Team or others with administrative rights to the system. It is essential that all email correspondence must pass the “common-sense” test in that the email communication would be acceptable to be printed in a public newspaper without any embarrassment to the sender, recipient, or the organization.

TELEPHONES
Phones provided for school business purposes may be monitored or recorded to ensure quality service. Depending on the nature of work being performed, business phones may not be used for personal calls. In the office setting, personal cell phones may only be used in break areas during scheduled breaks and lunches.
GENERAL ELECTRONIC COMMUNICATIONS PROVISIONS

DEFAULT PRIVILEGES
User privileges on electronic communications systems must be assigned so that only those capabilities necessary to perform a job are granted. This approach is widely known as the concept of “least privilege.” With the exception of emergencies and regular system maintenance notices, broadcast facilities (including the “All-Employees” distribution list) must be used only after the permission of your manager has been obtained.

USER ACCOUNTABILITY
Regardless of the circumstances, individual user account passwords must never be shared or revealed to anyone. This includes logging into an organizational resource as yourself to allow another user to access those resources. If another user does not have access to a resource and asks you to log in for them, you should deny the request and notify the Executive Director immediately.

ACCESS CONTROL
To prevent unauthorized parties from obtaining access to electronic communications, users must choose passwords that are difficult to guess (not a dictionary word, not a personal detail, and not a reflection of work activities). The password policy requires users to choose a password that is at least 8 characters long and a combination of letters, numbers and/or symbols.

NO GUARANTEED MESSAGE PRIVACY
The school cannot guarantee that electronic and telephone communications will be private. Staff should be aware that electronic and telephone communications could, depending on the technology, be forwarded, intercepted, printed, and stored by others. Furthermore, others may require access to electronic and telephone communications in accordance with this policy.

REGULAR MESSAGE MONITORING
It is the school’s policy not to regularly monitor the content of electronic communications. However, the content of electronic communications may be monitored, and the usage of electronic communications systems will be monitored to support operational, maintenance, auditing, security, and investigative activities. Users should structure their electronic communications in recognition of the fact that school management or Human Resources may examine the content of electronic communications.

STATISTICAL DATA
Consistent with generally accepted practices, the school collects statistical data about electronic communications. As an example, call-detail-reporting information collected by telephone switching systems indicates the numbers dialed, the duration of calls, the time of day when calls are placed, etc. Using such information School Management may monitor the use of electronic communications to ensure the ongoing availability and reliability of these systems.
MESSAGE FORWARDING
Recognizing that some information is intended for specific individuals and may not be appropriate for
general distribution, electronic communications users should exercise caution when forwarding
messages. Sensitive information must not be forwarded to any external party without the prior approval
of the manager. Blanket forwarding of messages to parties outside of the organization is prohibited
unless prior permission of the Executive Director has been obtained.

PURGING ELECTRONIC MESSAGES
Sent and received emails should also regularly be purged from personal electronic message storage
areas. As the organization is responsible for public education, staff are subject to public records
requests from members of the press or others. Once such a request has been made, it is a criminal
offense to delete content that could be covered by the request, even if the person who deleted the
content genuinely believes that the deleted content was not relevant. The best way to prevent this
problem is to regularly delete emails that are not essential. Deleting unneeded messages is also
necessary to keep email servers from being overloaded. Each email account has a storage limitation
that will notify you when the maximum space in the account has been reached. At that point, users are
required to archive or delete non-essential email.

INTERNET SECURITY & USAGE POLICY
SPECIFIC POLICY
All information traversing the organization’s computer networks that has not been specifically identified
as the property of other parties will be treated as though it is an organizational asset. It is the school’s
policy to prohibit unauthorized access, disclosure, duplication, modification, diversion, destruction, loss,
misuse, or theft of this information.

AUTHORIZED USAGE
The employer’s computer network generally must be used only for school activities. Incidental
personal use of the internet on the organization’s network should be limited to break times.

INFORMATION MOVEMENT
All approved software downloaded from non-ORCA sources via the Internet must be screened with
virus detection software prior to being opened or run. Whenever the provider of the software is not
trusted, downloaded software should be tested on a stand-alone (not connected to the network)
non-production machine. If this software contains a virus, worm, or Trojan horse, then the damage will
be restricted to the involved machine.

All information taken off the Internet should be considered suspect until confirmed by separate
information from another source. There is no quality control process on the Internet, and a considerable
amount of its information is outdated or inaccurate.

Unless tools like privacy enhanced mail (PEM) are used, it is also relatively easy to spoof another user
on the Internet. Likewise, contacts made over the Internet should not be trusted with organizational
information unless a due diligence process has first been performed. This due diligence process applies to the release of any internal information (see the following section).

Staff must not place the organization’s material on any publicly accessible Internet computer that supports anonymous file transfer protocol (FTP) or similar services, unless the School Leadership Team and the staff member’s manager has first approved the posting of these materials. In more general terms, internal information should not be placed in any location, on machines connected to internal networks, or on the Internet, unless the persons who have access to that location have a legitimate need to know.

All publicly writable (common/public) directories on internal Internet-connected computers will be reviewed and cleared periodically. This process is necessary to prevent the anonymous exchange of information inconsistent with school business. Users are prohibited from being involved in any way with the exchange of the material described in this policy.

**INFORMATION PROTECTION**

The school’s confidential, proprietary, or private information must not be sent over the Internet unless it has first been encrypted by approved methods. Unless specifically known to be in the public domain, source code must always be encrypted before being sent over the Internet.

Credit card numbers, login passwords, and other parameters that can be used to gain access to goods or services must not be sent over the Internet in readable form. Unless appropriately encrypted or password protected, staff should never put this information into an email, or instant message. This policy does not apply when logging into the machine that provides Internet services.

In keeping with the confidentiality agreements signed by all employees, school software, documentation, and all other types of internal information must not be sold or otherwise transferred to any third party for any purposes other than school business purposes expressly authorized by the Executive Director.

Exchanges of software and/or data between a staff member and any third party may not proceed unless a non-disclosure agreement has been signed by the third party. Such an agreement must specify the terms of the exchange, as well as the ways in which the software and/or data is to be handled and protected.

Likewise, off-hours participation in pirate software bulletin boards and similar activities represent a conflict of interest with the school’s mission and are therefore prohibited. Similarly, reproduction of words posted or otherwise available over the Internet must be done only with the permission of the author/owner.
COPYRIGHT AND LICENSING RESTRICTIONS
Computer software protected by copyright is not to be copied from, into, or by using organizational computing facilities, except as permitted by law or by contract with the owner of the copyright. This means that such computer and microcomputer software may only be copied in order to make backup copies, if permitted by the copyright owner.

The number of copies and distribution of copies may not be done in such a way that the number of simultaneous users in a department exceeds the number of original copies purchased by that department.

The school strongly supports strict adherence to software vendors’ license agreements. The school abides by all applicable federal and state statutes and regulations pertaining to the use of computer hardware and software including, but not limited to, federal copyright laws. Unauthorized copying, altering, modifying, merging, transferring, decompiling, or reverse assembly of licensed software is strictly prohibited.

EXPECTATION OF PRIVACY
Staff accessing organizational information systems and/or the Internet should realize that their communications are not automatically protected from viewing by third parties. Unless encryption is used, staff should not send information over the Internet if they consider it to be private.
The organization expressly reserves the right to monitor Internet use from all computers and devices connected to any school-provided network.

At any time and without prior notice, the school reserves the right to examine email, personal file directories, and other information stored on the organization’s computers. This examination assures compliance with internal policies, supports the performance of internal investigations, and assists with the management of information systems.

ACCESS CONTROL
Staff are prohibited from establishing wireless access points, electronic data interchange (EDI) arrangements, FTP sites, web servers, peer-to-peer networks or any other external network connections that could allow external users to gain access to our systems and information.

REPORTING SECURITY PROBLEMS
If sensitive organizational information is lost, disclosed to unauthorized parties, or suspected of being lost or disclosed to unauthorized parties, the Executive Director must be notified immediately.
If any unauthorized use of our information systems has taken place, or is suspected of taking place, a member of the School Leadership Team must likewise be notified immediately. Similarly, whenever passwords or other system access control mechanisms are lost, stolen, or disclosed, or are suspected of being lost, stolen, or disclosed, a member of the School Leadership Team must be notified immediately.
Because it may indicate a computer virus infection or similar security problem, all unusual systems behavior, such as missing files, frequent system crashes, misrouted messages, and the like must also be immediately reported. The specifics of security problems should not be discussed widely but should instead be shared on a need-to-know basis.

REMOTE ACCESS POLICY
EQUIPMENT AND TOOLS
The organization may provide tools and equipment for remotely accessing the computer network. This may include computer hardware, software, phone lines, email, voicemail, connectivity to host applications, and other applicable equipment as deemed necessary.

The use of equipment and software provided for remotely accessing the computer network is limited to authorized persons and for purposes relating to school business. The organization will provide for repairs to organizational equipment. When the staff member uses their own equipment, the staff members are responsible for maintenance and repair of equipment.

USE OF PERSONAL COMPUTERS AND EQUIPMENT
If a staff member uses their own personal device rather than the school provided device, the organization will bear no responsibility if the installation or use of any necessary software causes system lockups, crashes, or complete or partial data loss. The staff member is solely responsible for backing up data on their personal machine before beginning any work. At its discretion, the organization will disallow remote access for any staff member using a personal home computer that proves incapable, for any reason, of working correctly with the ORCA-provided software, or being used in a production environment.

ACKNOWLEDGEMENT
EMPLOYEE ACKNOWLEDGEMENT OF POLICIES
I acknowledge that:

1. I have been advised that Oregon Charter Academy has an Employee Handbook which sets forth various policies regarding my employment at the school.
2. I understand that I have access to and can obtain a copy of the Employee Handbook for review at any time online or by contacting Human Resources or my manager.
3. I understand and agree that I am responsible for knowing and understanding the contents and abiding by the policies set forth in this Employee Handbook.
4. I understand that the Employee Handbook does not create a contract of employment, either express or implied, or a guarantee of any benefit, and that the Employee Handbook contains only a summary of benefits and an overview of policies and procedures.
5. I understand that all employment policies, practices, wages and benefits, whether they are in the Employee Handbook or not, may be unilaterally changed, amended, modified, reduced, or discontinued at any time in the organization’s sole judgment and discretion.
6. I understand that any amendment of the Employee Handbook will always govern and supersede any prior versions.

7. I understand, in accordance with the Employee Handbook, that if I should have questions or concerns regarding my terms of employment or working conditions, I should contact Human Resources or my manager.

8. I have read and understand the policies contained in this Employee Handbook and I agree to abide by all policies as well as immediately report any perceived violations of policies to my manager and/or Human Resources.

9. I understand that the Oregon Charter Academy has the right to use disciplinary action for any violation of policy or perceived violation of the policies contained in the Employee Handbook.

10. I understand that the details of any benefits available to me as an employee are contained in the Benefits Guide accessible to staff in the shared All-Staff folder in the protected shared drive.

11. I agree that my employment continues to be at-will and for no definite duration, that I can terminate my employment at any time, with or without cause or notice, and that the Oregon Charter Academy reserves the right to do the same.

You will be directed to acknowledge the policies contained within this Employee Handbook via electronic signature upon beginning employment.