



CAPITAL CITY PUBLIC CHARTER SCHOOL
PERSONNEL POLICIES

July 2012



Dear Colleagues:

We are pleased that you are a member of our staff, and we look forward to working with you to bring the best educational opportunities to the students served by Capital City Public Charter School.

To ensure that every Capital City employee is equipped with the tools and resources for outstanding performance, we have provided you with a copy of the school's Personnel Policies and the Employee Handbook. These documents are a guide for both new and current employees. The Personnel Policies offer information on the employment policies and procedures that govern topics such as professional conduct and ethics, employee leave, work schedules, performance management, equal employment opportunity, and dispute resolution. The Employee Handbook provides more detailed information regarding day-to-day processes and procedures (such as requesting supplies, fieldwork protocols, evaluation procedures, etc.) The procedures and policies outlined in the personnel policies and the employee handbook apply to all staff.

It is the expectation that staff members will read these documents and follow the policies and procedures outlined in them. I invite you to raise questions or concerns about these policies with me or with our Chief Operating Officer. Policies and procedures will continue to be refined and developed in response to identified needs and feedback. One of the major benefits of being a public charter school is that we can respond to the needs of our school community by adjusting policies and procedures at anytime. The input of the group makes our school stronger.

Thank you for your ongoing cooperation and support.

Sincerely,

A handwritten signature in black ink that reads 'Karen Dresden'.

Karen Dresden
Founder and Head of School

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SECTION I: ABOUT CAPITAL CITY PUBLIC CHARTER SCHOOL

SCHOOL MISSION

Capital City enables a diverse group of students to meet high expectations; develop creativity, critical thinking, and problem-solving skills; achieve deep understanding of complex subjects; and acquire a love of learning along with a strong sense of community and character. We will graduate young adults who are self-directed, intellectually engaged, and possess a commitment to personal and civic responsibility.

FOREWORD

Whether you are a new or current employee, we are confident that you will find Capital City a dynamic and rewarding place in which to work. We look forward to a productive and successful association. The personnel policies in combination with the employee handbook are intended to serve as a guide for the employer-employee relationship. The personnel policies provide general legal guidelines for the employer-employee relationship, while the Employee Handbook provides more specific procedures for the day-to-day execution of duties and access to school resources. You should read, understand, and follow the policies and procedures in this document as well as the employee handbook. If you have questions about the personnel policies, please consult the Business Manager or your supervisor first. Unresolved questions can be addressed to the Chief Operating Officer or the Head of School.

There are several things that are important to keep in mind about these policies:

- **Personnel policies are only general information and guidelines. They are not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit, or the applicability of a policy or practice to you, you should address your specific questions to your supervisor or the Business Manager.**
- **Neither the personnel policies nor the employee handbook confers any contractual obligations or rights, either express or implied. No information contained in these documents shall be construed to create any legal rights, duties or obligations. No policy set forth in this document guarantees any continuity of employment, benefits, or rights.**
- **The procedures, practices, policies, and benefits described in the personnel policies and the employee handbook may be modified or discontinued at any time in Capital City's sole discretion. In no event shall Capital City incur any liability as a result of any modification or discontinuation of procedures, practices, policies and/or benefits.**
- **No representative of Capital City, except the Head of School or her/his designee, has the authority to modify any policies, procedures, or benefits outlined in the personnel policies.**
- **Some of the benefits described are covered in detail in official policy documents, including Summary Plan Descriptions and other documents. You should refer to these**

documents for specific information, since the personnel policies only provide a summary.

- In the event of a conflict between any policy, procedure, or benefit described here and any applicable law or benefit plan document, the applicable law or plan document will prevail.

SECTION II: EMPLOYMENT AT CAPITAL CITY

EMPLOYMENT CATEGORIES

Classifications

Exempt employees are employed in executive, professional, teaching, and certain administrative or other positions that meet the tests set out by the Fair Labor Standards Act (FLSA) and are, therefore, exempt from the overtime provisions of the FLSA. As salaried professionals exempt employees may work additional hours in the course of performing their duties, but they are not entitled to additional pay. All teachers are exempt employees.

Non-exempt employees are employed in office and certain non-managerial administrative and other positions that are subject to the minimum wage and overtime provisions of the FLSA. Non-exempt employees are paid at an overtime rate of one and one-half times their hourly rate for hours worked in excess of 40 hours in any work week. For a more detailed description of overtime provisions, please see the section on Overtime Pay.

Whether your position is exempt or non-exempt will be specified in your offer letter or job description. If you are unsure please check with the Business Manager.

12-month employees, regardless of their job description, work year-round.

10-month employees, usually teachers or other instructional staff, work only during the school year. (10-month employees receive their salary in equal increments spread over 12 months.)

Full-Time teachers are scheduled to work 38.5 hours per week, inclusive of a 30-minute daily lunch break. Other Full-Time employees are scheduled to work 40 hours per week, inclusive of a 30-minute daily lunch break.

Part-Time employees are scheduled to work less than a full-time schedule. Part-time employees who work 20 hours per week or more are eligible for most employee benefits on a prorated basis, as described in the Benefits section.

Hourly employees are part-time employees that are paid by the hour, work less than 20 hours a week, and are only paid for the hours they work.

Temporary employees are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change in writing. Temporary employees are paid only for the days and hours that they work and are not eligible for employee benefits.

AT-WILL EMPLOYMENT STATUS

Consistent with D.C. law, Capital City is an at-will employer. All employees at Capital City are employed “at will,” which means that, as an employee, you enter into employment with Capital City voluntarily. Furthermore, employment may be terminated at any time, with or without cause, and without prior

notice, by Capital City or by you. Neither the personnel policies nor any other Capital City document confers any contractual right to remain a Capital City employee.

THE IMMIGRATION AND REFORM AND CONTROL ACT OF 1986

(I-9 REGULATION)

Under the Immigration Reform and Control Act of 1986, Capital City is required to employ only individuals who are authorized to work in the United States. As a condition of employment, you must properly complete the first section of the Department of Homeland Security Form I-9 and provide Capital City with original documents that establish your identity and employment eligibility on or before your start date. You should consult the List of Acceptable Documents attached to the Form I-9 to determine which documents are sufficient to establish your identity and employment authorization.

Completed Form I-9s shall be maintained for three (3) years after an employee's initial hiring or one (1) year after the date of termination of employment, whichever is later. If you previously worked for Capital City and are being rehired, before commencing work you must also complete the form and provide the necessary documentation if: (1) your previous Form I-9 is more than three years old, (2) the supporting documentation provided is no longer valid, or (3) your Form I-9 cannot be located.

If at any time you cannot verify your right to work in the United States, Capital City will be obligated to terminate your employment. Employees who cannot provide Capital City with appropriate documentation within three working days of their start date will not be permitted to work for Capital City until the documentation is presented.

STAFF QUALIFICATIONS

All employees shall demonstrate a strong commitment to the mission, philosophy, and educational approach of the school and embrace the principles of the school's Expeditionary Learning model through their interactions with students, parents, and co-workers. All Lead Teachers will have a minimum of a bachelor's degree from an accredited college and meet Highly Qualified Teacher requirements as specified by Federal and District policy. Other instructional support staff must have a minimum of two years of college education or the equivalent and the appropriate credentials and experience for their position.

Continuing Education

All employees are required to keep their professional training and knowledge current through ongoing professional development. Principals will work with instructional staff to develop personal professional development plans and to identify and arrange professional development activities that support professional development plans. Supervisors will work with non-instructional staff to support their ongoing professional development. Professional development activities might include attending workshops, taking courses, observing in other classrooms and other schools, self-study, classroom research, and participation in professional organizations and conferences.

Capital City may fully or partially pay for or reimburse employees for coursework, seminars, or workshops related to professional development goals if permitted by the school's annual budget and aligned with school goals. Any such professional development must be approved in advance by a supervisor using procedures

specified in the Employee Handbook. Employees are required to submit documentation of completed coursework and proof of attendance in order to qualify for reimbursement.

RESPONSIBILITIES

Performance of Duties

Employees are responsible for performing the duties outlined in their offer letter, job description or any other document which sets forth Capital City's expectations of a person holding the same or equivalent position.

Staff members may be required to participate in duties unrelated to their assigned duties, including, but not limited to, monitoring students outside of the classroom or the school's facilities, assisting in the maintenance of the school and its resources, and coordinating extracurricular activities. Work may occasionally extend beyond scheduled working hours.

TB Testing

Before the first day of the school year of employment, all new hires must have a tuberculosis test, and provide documentation of a negative result to Capital City. The negative test result will be maintained in a confidential file in the Business Manager's office. Failure to timely provide proper documentation may result in postponement of your start date or rescission of your job offer. Employees must provide documentation of tuberculosis screening every three years before the first day of the school year.

Work Schedules

Instructional staff members are expected to arrive at work 15 minutes before the start of the school day and remain 15 minutes after the close of the school day unless otherwise specified in an offer letter or schedule provided by the Principal or Head of School. Additionally instructional staff members are required to attend professional development on Wednesdays until 4:15 p.m. Every effort will be made to provide all full-time instructional staff with a daily 30-minute duty-free lunch break. Instructional staff may be required to participate in activities directly related to their classroom duties, which may be held outside of the normal school day. These duties may include parent-teacher conferences, teacher in-service sessions conducted within the regular work hours, staff meetings, and information seminars for parents, prospective parents, or others.

Full-time non-instructional staff are expected to work an eight-hour day Monday through Friday, including a lunch break of 30 minutes. Work schedules will be discussed and agreed upon at the time of hire. Supervisors must approve any changes to scheduled hours.

Part-time staff will work the hours specified in their offer letter or approved by their supervisor.

All 10-month instructional staff are required to report to work two weeks before students begin school to attend a two-week summer institute in preparation for the coming school year. (10-month and 12-month instructional staff should avoid taking leave during this time period.) They must work until one day after students are dismissed from school, unless otherwise specified in writing. The latter day is generally allotted for campus staff to complete end of the year responsibilities although there may be a required staff meeting on that day. 10-month employees must complete all of the required end-of-year responsibilities before departing for the summer, even if that means returning after the designated last workday. 10-month employees will be given a detailed checklist of responsibilities before the end of the school year.

10-month employees will not otherwise be required to work when school is not in session, with the exception of designated staff workdays (conference days, expedition planning days, professional development days, report-

writing days, etc.). A calendar will be provided at the start of each school year. 12-month employees are not required to work on designated school holidays, but are required to work or take leave during winter, spring, and summer breaks.

ATTENDANCE, PUNCTUALITY, AND DEPENDABILITY

When you work in an educational setting, you cannot be late to work. Dependability, demonstrated by regular and punctual attendance, is one of the most important assets you can provide to Capital City. Capital City relies upon its staff and teachers' dependability, attendance, punctuality, and commitment to do the job right. Capital City expects and requires its employees to come to work on time every day. Being "on time" means that you are at your assigned place of work (office or classroom) and ready to begin work at the scheduled start time of the workday. You are expected and required to be at work on all scheduled workdays, during all scheduled work hours. If you are tardy or do not come to work as scheduled, this negatively impacts Capital City's operations and is not acceptable.

If you will be absent for a foreseeable reason, you should obtain prior approval from the Principal or your supervisor before taking time off. If you are an instructional staff member and you believe that you will be late for any reason or absent due to an unforeseeable reason, you must call and speak with the Principal. If you are a non-instructional staff member you must contact your supervisor following whatever procedures he/she has specified. An employee who is repeatedly late or has an excessive number of absences may be subject to discipline, up to and including termination. If an employee fails to report to work without notification to the Principal or his/her supervisor, Capital City may consider that employee has abandoned his/her employment and thus voluntarily terminated his/her employment. In such cases, Capital City will provide notice to the employee that his/her employment has been voluntarily terminated.

Upon returning to work after an absence for any reason, you must complete an absence form and provide the completed form to your Principal or supervisor by the end of the workday on which you return to work. If you are absent for medical reasons for more than three (3) working days, Capital City may require you to provide a physician's note.

Timesheets/Sign In Sheets

It is very important that all staff members sign in and out each day. Capital City uses this information to report hours of work when required by law, regulations or other rules. Timesheets and sign-in sheets provide the Business Manager with the necessary information to make sure that nonexempt employees, especially employees who are paid on an hourly basis, get paid correctly and that leave is recorded accurately. If an employee fails to sign in, the time will be charged as personal leave. All timesheets should be reviewed, signed and submitted to the supervisor at the end of the month.

Inclement Weather Or Other Emergency Conditions

The procedures for notifying staff and students of school closings are specified in the Employee Handbook. 10-month employees are not expected to work when school is closed for inclement weather. 12-month employees should contact their supervisor to determine if they must report to work or if they can work from home or take unscheduled leave. Certain staff members are considered essential in an emergency and will be aware of their requirement to report to work when school is closed for weather or emergency conditions.

EMPLOYEE RECORDS

Capital City collects and maintains personal employee information required for business purposes. It is important that you keep your records current, since this information is used for benefits administration, notification in case of an emergency, and other administrative and reporting purposes. Contact the Business Manager if there are any changes in your:

- legal name
- home address or telephone number
- emergency contact information
- marital status
- number of dependents
- designated insurance beneficiary
- military status
- number of W-4 exemptions
- certification status
- professional licenses or educational degrees

Employee records are the property of Capital City. Capital City will make every effort to keep employee records confidential. This does not preclude Capital City from providing information to duly authorized governmental or law enforcement agencies or pursuant to a legally issued summons or judicial order, such as a subpoena or a search warrant.

CONFIDENTIAL PERSONNEL FILE

Capital City shall maintain a confidential personnel file for each employee. The personnel file shall be maintained by the Business Manager and shall be accessible to only the employee, the employee's supervisor, the Business Manager, and other persons on a need-to-know basis. The personnel file will include information such as an employee's application for employment, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

If you wish to review your personnel file you should schedule an appointment with the Business Manager. You are not permitted to remove, deface, or otherwise make notations on the documents in your personnel file. If an employee objects to, disagrees with or wishes to clarify information contained in his/her personnel file, the employee may submit a written statement that will be included in the personnel file. Under no circumstances are former employees permitted access to their personnel files.

Employee medical records, if any, are maintained separately and are not included in your personnel file. These records also will be treated confidentially and will be disclosed as required for the purposes of administering Workers' Compensation, leaves of absence, other lawful purposes or as authorized in writing by the employee.

SECTION III: WORKPLACE PRACTICES

SMOKING POLICY

In accordance with applicable law, Capital City is smoke-free and offers a smoke-free environment to its students, employees, guests and visitors in all Capital City locations. In addition, employees are not permitted to smoke within 50 feet of any Capital City building entrance or at off-site school sponsored events. No employee will be retaliated against for using tobacco products off school grounds on personal time.

WORKPLACE VIOLENCE PREVENTION

Capital City is committed to preventing workplace violence and to maintaining a safe environment for students, families and employees.

All employees, visitors, students and families, without exception, will be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Firearms, weapons and other dangerous or hazardous devices or substances are prohibited from the premises of Capital City without proper authorization, regardless of whether you are licensed to carry the weapon or not. The only exception to this policy is for police officers, security guards, or other individuals who have been given written permission to carry a weapon on Capital City premises.

Conduct that threatens, intimidates or coerces another employee, visitor, student, family, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment based on an individual's sex, sexual orientation, gender identity or expression, race, age, national origin, ethnicity, religion, creed, disability or any other characteristic protected by applicable law. All threats of, or actual, violence, both direct and indirect, must be immediately reported to a Principal, the Chief Operating Officer, or the Head of School. This includes threats or acts by employees as well as by students, family, visitors, vendors, or other members of the public. When reporting a threat or act of violence, be as specific and detailed as possible. All suspicious individuals or activities must be reported as soon as possible to the Principal, the Chief Operating Officer or the Head of School. You should not put yourself or others in peril.

Capital City will promptly and thoroughly investigate all reports of threats of or actual violence and of suspicious individuals or activities. The identity of the individual making the report will be protected as much as is practicable. In order to maintain safety and the integrity of its investigation, Capital City may suspend employees, either with or without pay, pending investigation. Anyone determined to be responsible for threats of, or actual, violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

Capital City encourages you to bring your disputes or differences with other employees to the attention of your Principal or supervisor before the situation escalates into potential violence. Capital City is eager to assist in the resolution of disputes and will not discipline you for raising good faith concerns.

This policy shall not be construed to create any duty or obligation on the part of Capital City to take any action beyond that required of an employer by existing law.

DRESS CODE AND DECORUM

Staff members are expected to model positive behavior for students at all times. Strong staff modeling is more important for ensuring positive student behavior than any written rules or policies.

We recognize that staff members are quite active and engaged with students and that attire must be conducive to the work with students. There is no official dress code for staff and dress at Capital City is generally casual. Staff members are expected to use their best judgment as to when more formal dress is warranted (*i.e.*, special meetings, fieldwork, visitors, etc.). It is important that staff members follow the general guidelines that students are expected to follow with regards to dress. Specifically, shorts and skirts must be of appropriate length, undergarments must not be visible, pants should fit appropriately (not too tight, not falling down), shirts and blouses must offer appropriate coverage of chest and midriff. Additionally, clothing should be clean and without visible holes or tears.

ELECTRONIC DEVICE USAGE

It is essential that employees be engaged and attentive to their duties while at work. Except in cases of emergency, employees should only make or accept personal calls, texts, or send or read personal emails or text messages during scheduled breaks. This applies to Facebook and other social networking sites as well. Use of cell phones and other electronic devices for personal reasons is only permitted during an employee's non-work hours (including breaks).

SECTION IV: COMPENSATION AND PERFORMANCE MANAGEMENT

SALARY

Capital City attempts to offer competitive salaries for all positions, but does not align its salary schedule with any other school or school system. Capital City has a pay scale for teachers, which is evaluated each year and periodically adjusted. For non-teaching positions, salaries are determined based on a variety of factors including comparable salary information, job responsibilities, employee experience, and budget constraints. Employees will receive offer letters each spring specifying salary for the upcoming school year. Employees should contact the Head of School with salary-related questions.

OVERTIME

From time to time, Capital City may require employees to work more than forty (40) hours in a week. We understand that your personal time is important to you, therefore, Capital City will endeavor to limit overtime work to activities which cannot otherwise be performed during regular work schedules and which if deferred might impair performance of a critical aspect of a task. Capital City will make every effort to provide advance notice of overtime requirements. Employees are expected to work overtime when operational demands require.

Overtime compensation is paid to all non-exempt employees in accordance with federal and District of Columbia wage and hour requirements. Overtime pay is based on actual hours worked. Time off on sick leave or any leave of absence, holiday, vacation or other hours not worked but paid will not be considered hours worked for the purpose of computing overtime.

Any and all overtime performed by non-exempt employees must be pre-authorized by the employee's supervisor. An employee is not permitted to decide whether it is necessary to work overtime. If the employee has any questions as to whether they are required to perform overtime, he/she should confirm with his/her supervisor before engaging in overtime.

PERSONNEL EVALUATION

Staff members will be reviewed annually. The designated supervisor is responsible for the evaluation of the staff members who report directly to them. The Principal supervises and evaluates classroom teachers and most specialists. All job descriptions clearly state the direct supervisor for the position. The process is intended to support learning, reflection, and continuous improvement for all staff at Capital City. Specific information about the evaluation process will be provided at the beginning of the year, either in the Employee Handbook or other documents.

PAYMENT OF WAGES

Capital City employees are paid semi-monthly on the 15th and the 30th of each month. If a scheduled payday falls on a holiday, payment will be made on the preceding workday. Any discrepancies regarding paychecks or earnings statements must be identified in writing to the Business Manager within five (5) business days of receipt of any paycheck or other compensation.

Direct Deposit

Capital City encourages the use of direct deposit of funds to either a savings or checking account at your U.S. bank of choice (providing the bank has direct deposit capability). To activate direct deposit, you should complete a Direct Deposit Authorization Form, which can be obtained from the Business Manager.

Lost Paycheck

The Business Manager must be notified of a lost paycheck as soon as possible. The Business Manager will request a stop payment on the lost paycheck and issue a replacement check. The employee may be responsible to reimburse Capital City for any fees associated with replacing a lost paycheck. Capital City encourages all employees to use direct deposit, which eliminates the possibility of lost paychecks.

W-4s and State Withholding Certificates

The amount of federal, state and local (MD only) withholding is affected by the number of exemptions you claim on Form W-4, Employee's Withholding Allowance Certificate, and appropriate state withholding exemption certificates. If your marital status changes or the number of exemptions previously claimed increases or decreases, a new Form W-4 must be completed and submitted to the Business Manager. If you change your name, see the Business Manager to update appropriate forms. You may make changes to your W-4 and/or state withholding at any time.

Payroll Deductions

Capital City is required by law to deduct from your paycheck items such as the Social Security tax and Medicare tax (collectively referred to as "FICA"), federal income tax, state and local income tax and any other required taxes. Other deductions may be made from your paycheck if you authorize them in writing or if the law requires Capital City to do so for other purposes, such as liens, garnishments or court orders. If you have any questions regarding the deductions reflected on your pay stub, please contact the Business Manager.

SECTION V: BENEFITS

Capital City has established a variety of employee benefit programs designed to assist you and your eligible dependents in meeting the financial burdens that can result from illness and disability, and to help you plan for retirement. The personnel policies contain only a very general description of the benefits to which you may be entitled as an employee of Capital City, and is not intended to, and does not, provide you with all the details of these benefits. Therefore, this document does not change or otherwise interpret the terms of the official plan documents, including the Summary Plan Descriptions. Your rights can be determined only by referring to the full text of the official plan documents, which are available from the Business Manager. To the extent that any of the information contained in this document is inconsistent with the official plan documents, the provisions of the official documents will govern in all cases.

Capital City reserves the right, in its sole and absolute discretion, to amend, modify or terminate, in whole or in part, any or all of the provisions of the benefit plans described herein. Further, Capital City reserves the exclusive right, power and authority, in its sole and absolute discretion, to administer, apply and interpret the benefit plans described herein, and to decide all matters arising in connection with the operation or administration of such plans.

For more information regarding any of our benefit programs, please refer to the Summary Plan Descriptions, which are provided to you separately, or contact the Business Manager. If you've lost or misplaced those descriptions, please contact the Business Manager for copies.

HEALTH BENEFITS

Capital City offers health and dental insurance coverage for current full-time staff and part-time staff who work 20 hours or more per week. Capital City contributes a portion of the premium, and the employee is responsible for paying the balance. The amount of the employee's contribution will depend on the coverage, which the employee selects. If you choose to decline health benefits, you must sign the waiver form.

RETIREMENT BENEFITS

Capital City will make the required employer contribution toward federal Social Security for all employees. All employees regularly working more than 20 hours per week, who are not temporary employees, are offered a retirement plan under Section 403b of the Internal Revenue Code. Capital City presently automatically contributes 3% of the employee's salary to the 403b plan and matches any additional employee contribution on a one-to-one basis up to an additional 3% of the employee's salary. An employee must work for Capital City for two years before having a vested interest in the contributions of Capital City to the employee's 403b plan. Capital City contributes these same amounts to existing retirement plans for employees on leave from the District of Columbia Public Schools System who elect to retain their existing retirement plan with the District of Columbia Public Schools System unless they elect to participate in Capital City's 403b plan. All employees are required to complete enrollment forms or waive participation.

OTHER BENEFITS

Other benefits may be provided and will be specified at the time of offer.

COBRA – CONTINUATION OF CERTAIN BENEFITS

The Consolidated Omnibus Budget Reconciliation Act (COBRA), as amended, gives certain former employees, retirees, spouses and dependents of current and former employees who are not eligible for benefits because of a qualifying event (such as termination of employment or reduction in hours) the right to temporary continuation of health insurance coverage. Currently, eligible individuals may be able to continue coverage for up to 18 months, or up to 36 months if certain conditions apply. The employee and/or beneficiary who loses coverage will be responsible for paying 100% of the premium and an administrative charge, if any.

Information concerning COBRA will be mailed to new plan participants within 90 days of the effective date of your coverage under the group health plan. Within 44 days following termination of health plan benefits because of a qualifying event, you and your insured dependents will receive information by mail regarding COBRA options.

WORKERS' COMPENSATION BENEFITS

Employees are automatically insured under the Workers' Compensation Act for injuries sustained in the course of employment. Capital City pays the entire cost of the Workers' Compensation insurance premium. If you are injured at work, your lost time as well as medical and rehabilitation expenses may be paid by Workers' Compensation insurance.

All employees must:

- Immediately report **ALL** on-the-job injuries and job-related illnesses to their supervisor and/or Business Manager, regardless of whether the injury/illness is minor or of little apparent significance.
- Complete a First Report of Injury form and submit any medical claims as instructed by the Workers' Compensation carrier. Claims for work-related injuries/illnesses should **NOT** be submitted to Capital City's group health insurance carrier.

Failure to report and document job-related injuries may result in disciplinary action. Reporting job-related injuries promptly protects both Capital City and the employee. Please contact the Business Manager for more information.

Pay and Benefits During Workers' Compensation Absences

If you are deemed to qualify for Workers' Compensation benefits and are unable to work, you will be reassigned from "active" to "inactive" status. Your wages for lost work time are covered exclusively by Workers' Compensation benefits in accordance with applicable law. In the District of Columbia, you will not be paid lost wages by the Workers' Compensation carrier for the first three days of disability caused by a work-related illness or injury. You may use accrued sick leave or personal leave for the initial three days of absence relating to a work-related injury or illness.

You may be eligible to continue the health and welfare benefits for you and your eligible dependents during an absence arising out of a work-related illness or injury under the same conditions as if you had continued to work, up to a maximum of 16 work weeks. You would be responsible for any premiums or contributions required of an active employee (e.g., your share of health and dental insurance premiums), which will be billed to you by Capital City.

Because Workers' Compensation benefits are not wages, they are not eligible for 403b contributions. Contributions to Capital City's 403b plan are suspended during the period of Workers' Compensation leave. If you return to work within 16 weeks of the onset of Workers' Compensation leave, you may be eligible to make up missed contributions in accordance with IRS limits. You should contact the Business Manager for further information on the impact of Workers' Compensation leave on 403b contributions and benefits.

Return to Work

Capital City may reinstate employees who return from a Workers' Compensation absence to their same or an equivalent position with equivalent benefits, pay, and other terms and conditions of employment following an absence of 16 weeks or less. However, employees have no greater right to reinstatement or other benefits and conditions of employment than if they had been working continuously.

Medical certification/authorization to return to work completed by the employee's physician must be submitted to the Business Manager before an employee is permitted to return from a Workers' Compensation absence. If the employee does not provide the required medical certification supporting their ability to perform their job duties, with or without a reasonable accommodation, the employee is not permitted to resume work and may be terminated.

If you return to work with work restrictions or need accommodations you must contact the Business Manager who will collaborate with the Principal, Head of School and/or your supervisor, to determine whether you can resume work duties. Capital City may require you to consult with a physician of Capital City's choice and at Capital City's expense in situations where work restrictions are indicated or additional medical advice is required.

SECTION VI: LEAVE AND TIME OFF

GENERAL LEAVE PROVISIONS

Regular attendance is imperative for all employees, particularly those with direct responsibility for the education of students. Employees are encouraged to use their leave only when necessary and should make every effort to structure their leave in a manner that is least disruptive to students and co-workers. All employees shall inform the Principal or their supervisor of an anticipated absence in advance, or as soon as possible if the need for leave is unforeseeable, and such leave must be approved by the Principal or supervisor.

Capital City may require employees on leave to provide periodic reports during the leave regarding their status and intent to return to work. You are expected to return to work no later than the next regularly scheduled workday after the expiration of the approved leave. If an extension is desired, you are required to submit a written request to your Principal or supervisor. The Principal or supervisor may require an employee to verify the claimed reason for any absence.

If you are on an approved leave of absence for which a health care certification is required, you may jeopardize your right to leave and/or your continued employment by engaging in activities that are incompatible with the health care certification submitted in support of the leave. Misrepresenting reasons for applying for or continuing a leave of absence may result in disciplinary action, up to and including termination.

Any exceptions to this policy must be reviewed in advance and approved by the Head of School.

PAID HOLIDAYS

Full-time and part-time (not hourly) employees are eligible for paid holiday leave immediately upon employment. Temporary employees are not eligible for paid holidays. 10-month employees are paid for scheduled holidays that occur during the school year. Part-time employees will be paid for holidays based upon their hours of work and work schedules.

Capital City will establish a school calendar before the beginning of each school year that identifies all school holidays. Staff should refer to the schedule for a listing of paid holidays. Capital City generally observes the following scheduled holidays:

- New Year's Day
- Dr. Martin Luther King, Jr.'s Birthday
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Thanksgiving Day
- Day After Thanksgiving

- Christmas Eve
- Christmas Day

Other holidays may be designated by the Head of School. When a holiday falls on a Saturday or Sunday, the preceding Friday or the following Monday, respectively, will be observed as a substitute paid holiday.

SICK LEAVE

Sick leave is available to employees to provide for full salary and benefits for absences due to the following reasons:

1. A health condition caused by an accident or illness that requires the employee to be absent from work.
2. Illness of a child, parent, spouse, domestic partner, or any other family member who has a physical or mental illness, injury or medical condition or needs to obtain a professional medical diagnosis or care, or preventive medical care.
3. Doctor's appointment.
4. A contagious illness that would pose an unacceptable risk of illness to students or staff exposed through the employee's normal duties.
5. To obtain social or legal services pertaining to stalking, domestic violence or sexual abuse of the employee or the employee's child, parent, spouse, domestic partner, or any other family member.

Full-time 12-month staff accrue sick leave at a rate of one day per month (12 days per year). 10-month staff shall accrue sick leave at a rate of one day per month, up to 8 days per school year. Your Principal or supervisor may advance sick leave not yet accrued up to the annual maximum that the employee may accrue under this policy.

Sick leave is granted only for the reasons listed above unless otherwise required by law. Unused sick leave can be carried over in future years, but will not be paid out if not utilized prior to the end of employment.

Notifying the School When You Take Sick Leave

All staff members are required to call your Principal or supervisor as soon as you know that you will be absent, but not after 10:00 p.m. or before 6:00 a.m. (unless otherwise instructed to do so). The Principal or supervisor will provide staff with contact numbers. Please do not leave a voicemail message on the school phone, which likely will not be received until after the school day begins. Instructional staff members must also contact their teaching partner or other teacher who will be substituting to give plans for the day. When you return to work, you must fill out a leave form and submit it to your supervisor, and you must indicate on your timesheet that you took sick leave.

PERSONAL LEAVE

Full-time 10-month instructional staff are permitted up to 4 days of leave per school year for urgent personal business or other emergencies. Please keep in mind that because instructional staff have paid time off during all school breaks, personal leave is not intended to be used as vacation. It is intended to cover "urgent personal business" that can only be taken care of when school is in session and that is not covered by administrative leave.

Personal Leave must be approved in advance by your Principal and may be denied. Personal Leave will generally not be approved on days immediately before or after a holiday or on professional development days. Unused personal leave will convert to sick leave at the end of the school year and be carried forward as sick leave.

As of June 30, 2012 any previously accrued personal leave will be considered as grandfathered and may be retained and carried over until used. All leave accrued beginning August 2012 will be covered by the provisions in the above paragraph. Leave taken in any given year will be deducted from recently accrued leave first.

ANNUAL LEAVE

Full-time 12-month staff members accrue 20 days of Annual Leave per calendar year for vacation or other activities of their choice. Annual Leave accrues at a rate of 13.33 hours per week and may not be used before it is accrued without permission from the supervisor and the Head of School. Only the Head of School may grant additional leave. Such leave shall be at full pay and benefits. Unused Annual Leave up to 15 days can be carried over into the next fiscal year, and up to 10 days of accrued unused Annual Leave will be paid out if not utilized prior to the end of employment.

As of June 30, 2012 any unused leave of 15 days or more will be considered as grandfathered and may be retained and carried over until used. All leave accrued beginning July 2012 will be covered by the provisions in the above paragraph, and only 15 days of new leave can be carried over to the next year. Leave taken in any given year will be deducted from recently accrued leave first. Regardless of the amount of leave available, only 10 days of Annual Leave will be paid out upon the end of employment.

ADMINISTRATIVE LEAVE

Administrative leave is granted to employees to provide for full salary and benefits for absences due to the following personal matters:

1. Up to five work days for an appearance in court as a party to a case or pursuant to a subpoena as necessary to protect the rights of the employee.
2. Up to three work days following the death of an immediate family member.
3. Up to three days for religious observance as required by an employee's faith.
4. Attendance at professional development activities approved by the Principal or supervisor.

Leave should be requested from the supervisor and verification may be required in some circumstances.

JURY DUTY

Capital City recognizes and respects employees' civic obligation to perform jury duty when summoned and grants employees leave for this purpose. If an employee must report for jury duty during regular work hours, time off with no loss of salary, limited to two (2) weeks, will be provided for jury duty required to be served during normal work hours. Any employee, when advised of his/her notification of jury duty, must immediately inform the his/her principal or supervisor. Whenever possible 10-month employees are strongly encouraged to request postponement of jury service to the summer.

MATERNITY/PATERNITY LEAVE

Capital City will provide eight (8) weeks of leave for all full-time employees who have been employed for at least 12 months at the time of birth or adoption, for the birth or adoption of a child or the acceptance of a foster child. The eight weeks run consecutively and begin upon the birth or adoption of a child, whether or not the leave is taken. If the time period immediately following the event does not include any work days, Maternity/Paternity Leave does not apply. This leave cannot be deferred by any employee and used at a later time period.

The first two weeks will be with full pay, and the next six weeks will be with half pay. Any health benefits provided to the employee by Capital City will continue to be provided during this leave. Whenever possible, such leave must be pre-approved by the Principal or supervisor with at least 30 days advance notice.

Full-time employees will receive full pay for any holidays that occur within the 8-week period, and holidays will count towards the 8 weeks of leave. For 10-month employees, if birth or adoption occurs immediately before a school break, the Maternity/Paternity Leave period occurs concurrently with the break. Employees will not under any circumstances receive more than full pay and may not defer unused Maternity/Paternity Leave to a later time period.

Maternity/Paternity Leave is a paid leave benefit that Capital City chooses to offer its employees. The intent of the policy is to allow employees to remain at home during the first 8 weeks following birth or adoption. It is distinct from unpaid family and medical leave guaranteed to all employees under Federal and District law (FMLA), and the provisions governing the use of this leave are established by Capital City and distinct from FMLA.

Any Maternity/Paternity Leave used by employees will be considered as a substitution of paid leave for unpaid leave and will be considered to run concurrently with the FMLA entitlement to unpaid leave. It does not extend the total amount of leave available under FMLA. Employees may be permitted to take additional weeks of unpaid leave (past 16 weeks) if approved as part of a leave plan.

As soon as reasonably possible, the employee should meet with her/his supervisor and the Business Manager to discuss a leave plan. A leave plan should be drafted and submitted to the principal or supervisor for approval that indicates the number of weeks of leave requested and the amount of accrued sick leave or annual/personal leave that will be used.

Employees may use accrued personal leave or annual leave to supplement Maternity/Paternity Leave to extend the amount of paid leave available. Employees may use accrued sick leave during the first 8 weeks or at any other time that conditions for use of sick leave apply. Under certain conditions, an employee may return to work half-time, with the approval of her/his supervisor, and continue to receive half-time paid leave. (Employees wishing to make arrangements for temporary part-time schedules should discuss this with their supervisor well in advance and should be aware that approval is dependent on the needs of the school.)

It is understandable that a leave plan may need to be modified. Revised requests should be submitted to the Principal or supervisor and the Business Manger.

Examples of timeline:

Scenario 1: Birth or adoption occurs on a Sunday and is followed by two full weeks of school. Employee can be at home for two full weeks, receiving full pay. Two weeks of leave will be charged as Maternity/Paternity leave. The third through eighth weeks the employee is eligible to remain at home while receiving half pay, which may

be augmented with available sick leave. The employee will receive full pay for any scheduled holidays that occur during this time, but holidays will count towards the 8 weeks.

Scenario 2: A holiday (all employees) or paid vacation (10-month employees) falls during the first two weeks following birth or adoption. Employee can be at home for two full weeks, receiving full pay. Upon the third week, half-pay begins.

Scenario 3: Birth or adoption occurs in mid-summer for a 10-month employee. Employee does not miss any days of work, and does not use any leave, paid or unpaid. Employee continues to receive full pay and Maternity/Paternity Leave does not come into play. If the school year resumes within 8 weeks of the birth/adoption event, the employee may be entitled to some weeks of half-time pay.

Employees should consult with the Business Manager to learn more about how various leave programs interact.

FAMILY AND MEDICAL LEAVE

Capital City recognizes that certain circumstances, such as personal illness, the illness of a family member, or the birth, adoption or placement for foster care of a child, may require an employee to be away from work for an extended period. It is Capital City's policy to comply with both the federal Family and Medical Leave Act of 1993 ("federal FMLA) and the District of Columbia Family and Medical Leave Act ("DC FMLA). Any leave taken under this policy may count toward the leave entitlement under both laws and is unpaid. When both laws apply, the more generous leave period is applicable. Leave generally may be taken continuously, intermittently or on a reduced leave schedule.

This policy is intended to provide a descriptive summary of employees' rights and responsibilities. More detailed information about family and medical leave may be obtained in the attached Employee Rights and Responsibilities (federal FMLA) and by contacting the Business Manager.

Employee Eligibility

To be eligible for DC Family and Medical Leave you must have:

- been employed by Capital City for at least 12 months, and
- worked at least 1,000 hours in the 12-month period immediately before the date when the leave begins.

To be eligible for federal Family and Medical Leave you must have:

- been employed by Capital City for at least 12 months, and
- worked at least 1,250 hours in the 12-month period immediately before the date when the leave begins.

Length of Leave

Under the DC FMLA, employees are entitled to medical leave of up to sixteen 16 weeks in any 24-month period, and family leave of up to 16 weeks during any 24-month period. The 24-month period for determining leave is calculated on a "rolling" basis. For example, if you take 16 weeks of medical leave beginning September 1 for your own serious health condition, you generally would not be able to take additional DC FMLA medical leave until September 1 of the next following year, but you would be able to take 16 weeks of family leave to care for a family member with a serious health condition within that 24-month time period, and federal Medical Leave as described below.

Under the federal Family and Medical Leave Act, an employee is eligible for up to 12 work weeks of leave in a 12-month period for his/her own serious health condition, to care for a spouse, parent son or daughter with a serious health condition, for the birth, adoption or placement for foster care of a child or to care for a newborn child. For example, if you take 12 weeks of medical leave beginning September 1 for your own serious health condition, you would not be able to take medical or family leave under the federal FMLA until September 1 of the following year, but you may be able to take leave under DC FMLA as explained above.

You will only be entitled to leave for your own serious health condition or to care for a family member with a serious health condition if a physician or other legally qualified health care provider provides medical certification.

If two family members are eligible for Family and Medical Leave, and both are employed by Capital City:

- Capital City can limit these persons to an aggregate of 16 weeks of leave during any 24-month period for DC Family Leave if the leave is taken for the birth, placement, or adoption of a child, or to care for a family member who has a serious health condition; and 4 weeks of the Family Leave can be taken simultaneously.
- If the leave only qualifies under the federal Family and Medical Leave Act, a combined total of 12 weeks of leave during any 12-month period can be taken if the leave is taken to care for the employee's parent with a serious health condition, for the birth of the employee's son or daughter or to care for the child after the birth, or for placement of a son or daughter with the employee for adoption or foster care or to care for the child after placement.
- If the leave qualifies for service member Family Leave or a combination of service member and other Family Leave under the federal FMLA, the aggregate number of work weeks will be limited to 26 weeks during a single 12-month period.

Circumstances Qualifying for Leave

- Leave for the Birth or Placement of a Child and to Care for Such Child

Eligible employees may take leave for the birth, adoption, or foster placement of a child and to care for the child after such birth or placement. The leave(s) must be completed within the first 12 months after the child's birth or placement.

- Leave to Care for a Family Member With a Serious Health Condition

Eligible employees may take leave to care for a family member with a serious health condition. For purposes of the DC FMLA leave policy, a "family member" is a spouse, domestic partner, parent, child, stepchild, adopted child, or any child with whom the employee is functioning in the role of a parent and any person to whom the employee is related by blood, legal custody or marriage; or a person with whom the employee shares or has shared, within the last year, a mutual residence and with whom the employee maintains a committed relationship. For purposes of federal FMLA, a "family member" is a spouse, or a son, daughter, or parent, of the employee. A child must be under 18 years old, or if 18 years of age or older be incapable of self-care because of a mental or physical disability.

- Leave for the Employee's Own Serious Health Condition

Eligible employees may take leave in connection with their own serious health condition that makes the employee unable to perform the functions of his/her job.

- Leave to Care for a Service Member

Eligible employees may take up to 26 workweeks of leave in a single 12-month period to care for a spouse, son, daughter, parent, or next of kin who is a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.

- Exigent Leave

Eligible employees can take up to 12 workweeks of federal FMLA leave for any qualifying exigency arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation. The total amount of federal FMLA leave which an employee can take, including for a qualified exigency, is 26 workweeks in a single 12-month period.

Other Leave Conditions

Any health benefits provided to the employee by Capital City will continue to be provided during family or medical leave. Whenever possible, such leave must be pre-approved by your Principal or supervisor and at least 30 days advance notice shall be given to Capital City by the employee. Otherwise, the maximum notice practicable must be provided, generally within one to two business days of knowledge of the probable need for leave. Every attempt should be made to schedule medical treatment so as to not unduly disrupt Capital City's operations. If the employee fails to provide 30 days notice for foreseeable leave with no reasonable excuse for the delay, the leave request may be denied until at least 30 days from the date Capital City receives notice.

Capital City may designate leave as FMLA after an employee returns to work if Capital City was unaware until the employee returned from absence that the absence qualified as FMLA or if Capital City knew the employee was absent but could not confirm the extent to which the leave was covered by FMLA.

Use of Paid and Unpaid Leave

If you have available sick leave, annual or maternity/paternity leave, you may use that paid leave according to the guidelines specified above for the use of that leave to cover all or a portion of your FMLA weeks, and take the remainder of the Family and Medical Leave (FMLA) weeks as unpaid leave. If any or all of your FMLA leave is unpaid, you will need to contact the Business Manager to make arrangements to pay the employee portion of the health benefits premium.

Return to Work Medical Certification

For leave due to an employee's own serious health condition, Capital City requires that the employee's physician complete a medical certification/authorization to return to work. The certification must be submitted to the Chief Operating Officer, Principal or supervisor before an employee may return to work. If the employee does not provide the required medical certification supporting his/her ability to return to work, with or without a reasonable accommodation, the employee is not permitted to resume work and may be terminated. If the employee's physician charges a fee for the medical certification/authorization, the employee must bear the cost of obtaining the certification.

LACTATION ACCOMMODATION

In recognition of the well-documented health advantages of breastfeeding for infants and mothers, Capital City provides a supportive environment to enable breastfeeding mothers to express their breast milk during work

hours. Capital City will provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee's infant child. The break time, if possible, should run concurrently with break and meal periods already provided to the employee. If the break time cannot run concurrently with break and meal periods already provided to the employee, the break time may be unpaid. Where unpaid breaks or additional time are required, the employee will work with her Principal or supervisor regarding scheduling.

Capital City will make reasonable efforts to provide employees with the use of a room or private location near the employee's work location, other than a toilet stall, for the employee to express milk. This location may be the employee's private office, if applicable. Employees should discuss with their Principal, supervisor or the Business Manager about the location to express their breast milk and for storage of expressed milk, and to make any other arrangements under this policy.

PARENTAL LEAVE

Capital City provides each of its employees up to 24 hours of unpaid Parental Leave each year to attend or participate in a child's school or school-related events. School-related events include, but are not limited to, parent-teacher conferences, and child participation in plays, concerts, or sports events, including practices and rehearsals.

Parents include mothers and fathers, legal guardians, a person who acts as a guardian whether or not legally appointed, aunts, uncles, grandparents, and any person married or partnered to one of the individuals listed above.

If employees are interested in taking unpaid Parental Leave, they must notify their supervisor at least 10 calendar days in advance of the planned leave unless the event could not have been reasonably foreseen. In the case of unexpected events, the supervisor must be notified immediately. The smallest increment of Parental Leave that an employee may take is 2 hours. Employees are granted the leave only if their absence does not seriously disrupt Capital City's operations or the activities scheduled at that time for their department or school. Employees may elect to use available paid leave (personal or annual) while on Parental Leave.

Capital City employees attending parent-teacher conferences, expedition showcases, or performances at Capital City during the work day will generally not be charged leave, but if leave is not taken, they are expected to make up for the time lost from work. Longer absences; for example, chaperoning fieldwork; require advance approval by a supervisor and use of paid or unpaid leave.

MILITARY LEAVE

Capital City is committed to protecting the job rights of employees absent on military leave, and complies with all requirements of the Uniformed Services Employment and Reemployment Rights Act (USERRA), the National Defense Authorization Act of January, 2008, and all applicable local laws. It is Capital City's policy that no employee or prospective employee will be subjected to any form of discrimination on the basis of that person's membership in, or obligation to perform service for, any of the uniformed services of the United States, or be subjected to retaliation or adverse employment action because such person has exercised his or her rights under this policy. If any employee believes that he or she has been subjected to discrimination in violation of this policy, the employee should immediately contact the Head of School.

Employees directed to participate in extended military duties in the U.S. Armed Forces that exceed 10 working days will be placed on an unpaid military leave of absence status for a period of up to five (5) years and will be entitled to rights and benefits according to applicable laws.

SABBATICAL LEAVE

Teachers who have been employed at Capital City in a lead teaching role for a minimum of five school years, may request a sabbatical leave for the purpose of engaging in activities that support personal and professional growth and development. Sabbatical leave is generally unpaid and can be taken for a full school year or part of a school year as specified in a sabbatical plan. Teachers interested in applying for sabbatical leave, must submit a letter in writing to the principal outlining the length of leave and purpose. Sabbatical leave requests must be submitted at least six months in advance of the intended leave. Many factors are considered in reviewing requests including the length of service to Capital City, activities planned for the leave, and the ability of the school to provide quality instruction in the teacher's absence. If leave is approved by the Principal, a sabbatical plan will be drafted.

Teachers on sabbatical leave will retain previously accrued sick leave, but will not accrue additional leave during their absence. Teachers on sabbatical leave will maintain their step level for salary purposes, but will not receive a step increase for the sabbatical year unless they have worked for at least three months of the year. On return from sabbatical at the time outlined in the sabbatical plan, employees will be granted their same or an equivalent position with equivalent benefits, pay, and other terms and conditions of employment. However, employees have no greater right to reinstatement or other benefits and conditions of employment than if they hadn't taken a sabbatical.

SECTION VII: STANDARDS OF BUSINESS CONDUCT

GENERAL POLICY

We expect our employees to be exemplary role models. It is necessary that employees comply with the policies and procedures outlined in the personnel policies for Capital City to operate efficiently and safely and in compliance with regulations governing the workplace. Beyond what is required in these policies, however, we expect employees to use good judgment in all matters and to behave according to generally accepted standards of professional conduct. Not only can misconduct jeopardize employment, but it can also teach the wrong values and behaviors to the students that we serve.

Any employee who violates a law, regulation, or Capital City policy will be subject to disciplinary action, up to and including termination. In addition, disciplinary action may result from encouraging others to violate the law, regulations, or Capital City policies; failing to cooperate in an investigation of possible violations; failing to promptly report violations of law, regulations, or Capital City policies to appropriate management personnel; retaliating against another employee for reporting or participating in the investigation of a concern or violation; or failing to monitor effectively the actions of subordinates.

REPORTING OF SUSPECTED CHILD ABUSE

Capital City's employees are required by law to know the procedures for reporting suspected child abuse and/or neglect, and to report suspected child abuse cases to the proper authorities. Failure to do so can result in prosecution.

In the event of suspected child abuse and/or neglect, you must:

- immediately notify the Principal or school counselor;
- document the signs of suspected abuse and/or neglect;
- follow up with the Principal or school counselor to ensure that a report was made to the proper authorities; and
- contact District of Columbia Child and Family Services Agency or the Metropolitan Police Department if a report has not been made.

Reporting suspected child abuse and/or neglect is an individual responsibility, and employees are not excused from reporting by relying on a supervisor or administrator to make the report for them. A mandated reporter's willful failure to report suspected child abuse is subject to fines and/or imprisonment. In addition, failure to report suspected child abuse and/or neglect will be considered a serious disciplinary matter.

BRIBES AND KICKBACKS

Capital City does not permit or condone bribes, kickbacks, or any other illegal, secret, or improper payments, transfers, or receipts by or to employees or employee friends, acquaintances, or family members. This prohibition applies both to the giving and the receiving of payments or gifts.

All payments and transfers of premiums and other items of value to employees of other entities or to such entities themselves shall be made openly and must be disclosed and authorized in advance by the Head of School or Board of Trustees. All fees, commissions and expenses paid to outside agents must be based upon proper billings, accurate record keeping, and reasonable standards for services rendered.

A violation of this policy will result in immediate and appropriate discipline, up to and including termination of employment.

GIFTS AND ENTERTAINMENT

Except in connection with and specifically pursuant to programs officially authorized by Capital City, employees may not solicit or accept, directly or indirectly, any gift, gratuity, reward, money, objects of value, or premiums from any person or company that is doing, or seeking to do, business with Capital City, or that might influence or appear to influence the judgment or conduct of the employee in the performance of his or her job. All employees must disclose transactions of this nature to their Principal or the Head of School.

You may accept and/or give only gifts, gratuities, rewards, or favors when authorized by Capital City and when the value involved is nominal, or when it is customary in the industry, does not violate any laws, will not influence or appear to influence your judgment or conduct at Capital City, or the judgment or conduct of another, and clearly will not create an obligation to the donor.

CONFLICTS OF INTEREST

You have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. An actual or potential conflict of interest occurs when you are in a position to influence a decision that may result in a personal gain for you or for a relative as a result of Capital City's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with you is similar to that of persons who are related by blood or marriage.

This policy establishes only the framework within which Capital City wishes the business to operate. The purpose of these guidelines is to provide general direction so that you can seek further clarification on issues related to the subject of acceptable standards of operation. You shall never use your position with Capital City or information acquired during employment in a manner that may create a conflict, or the appearance of a conflict, between your personal interests and those of Capital City. All activities conducted as an employee of Capital City should always place the lawful and legitimate interests of Capital City over personal gain.

Anything that might be perceived as a conflict of interest should be disclosed to your supervisor or the Head of School. If you have any questions about whether an action or proposed course of conduct would create a conflict of interest, you should immediately contact your supervisor or the Head of School to obtain advice on the issue. The purpose of this policy is to protect employees and Capital City from any conflict of interest that may arise.

A violation of this policy will result in immediate and appropriate discipline, up to and including termination of employment.

CAPITAL CITY ASSETS AND INTELLECTUAL PROPERTY

Employees should make every effort to protect Capital City's assets and ensure their effective and efficient use. Theft, carelessness and waste have a direct impact on Capital City. Any suspected fraud or theft must be reported immediately to your Principal, Business Manager, or the Head of School.

Capital City patents, trademarks, and copyrights are also assets to be protected. It is important that you identify and disclose through appropriate Capital City channels any new ideas, works of authorship, technological advances, or unique solutions, so that Capital City can properly obtain protection for this intellectual property. This will enable Capital City to protect these new ideas and works from infringement. Please contact the Head of School if you suspect that any Capital City intellectual property is being infringed or used without proper authorization.

All writings and creations made by employees in the course of or relating to their work for Capital City are owned by Capital City, and employees must take such steps as are necessary to protect the ownership interests of Capital City in such works. We encourage staff members to share at conferences and on EL Commons and other venues, and require employees to include the Capital City name or logo to properly attribute work to the school.

Unauthorized use or distribution of any Capital City proprietary information would violate this policy and could result in civil or criminal penalties.

CONFIDENTIALITY OF INFORMATION AND RECORDS

The protection of Capital City's business information, property and all other Capital City assets is vital to the interests and success of Capital City and the community it serves. All records and information relating to Capital City, including its employees, students, families, and suppliers, must therefore be treated confidentially and in compliance with the Family Educational Rights and Privacy Act (FERPA) and all other regulations as applicable. No Capital City related information, including but not limited to, documents, files, records, computer files, equipment, office supplies or any other materials relating to Capital City's operations, may be removed from Capital City premises without permission from the Principal or Head of School.

Additionally, the contents of Capital City's records or information otherwise obtained regarding Capital City business may not be disclosed to anyone, except those with both a specific business need and authorization to receive such information. Employees may not disclose any confidential information, purposefully or inadvertently through casual conversation, to any unauthorized person inside or outside Capital City. Employees who are unsure about the confidential nature of specific information must ask their Principal or supervisor for clarification. In addition, employees may not access documents or files that they do not have permission to access. Concerns about any student's health, safety or welfare should be raised directly with the student's parent or guardian, or the Principal.

When transmitting confidential information, you should ensure that the transmission is secure. If the information is in paper form, it should be transmitted in a sealed envelope with the word "Confidential" on the

envelope. You should not leave confidential information unsecured at any time. If you have custody of confidential information and do not have access to locking files, you must notify your Principal or supervisor.

If you should improperly use or disclose confidential information, you will be subject to disciplinary action, up to and including termination of employment, as well as possible legal action, even if you do not actually benefit from the disclosed information.

POLITICAL AND CHARITABLE CONTRIBUTIONS

Although you are encouraged to be socially responsible and politically active, you may not contribute Capital City funds or assets to any political candidates, party, charity, or similar organization, unless such contribution is expressly permitted by law and has been pre-approved by the Board of Trustees.

It is typical in the context of expeditions and projects for classes to raise money for charities. Although these are student-raised funds and not school operational funds, all plans to raise money for specific charities or donations to charities must be approved by the Principal or Head of School.

OUTSIDE ACTIVITIES

Capital City recognizes the right of employees to engage in activities outside of their employment which are of a private nature and unrelated to school business. However, you must disclose any possible conflicts so that Capital City may assess and prevent potential conflicts of interest from arising.

You should not engage in any outside work activities when such activities would:

- negatively impact the performance of your duties for Capital City;
- prevent you from fully performing your work for Capital City, including overtime assignments;
- involve companies that are doing or seek to do business with Capital City, including actual or potential vendors;
- violate provisions of law or Capital City's policies or rules; and
- otherwise be in conflict with the interests of Capital City.

If you desire to hold outside employment, you must discuss your intention with your Principal or supervisor and obtain approval. If Capital City determines that your outside work interferes with your performance or your ability to meet the requirements of Capital City, you may be asked to terminate the outside employment if you wish to remain employed with Capital City. "Outside work" also includes taking on additional work duties at Capital City, such as coaching, employment in after-school programs, or other time commitments, and should be discussed in advance with your supervisor.

Ten-month employees do not need the approval of a supervisor to pursue outside employment during the summer months but should be aware of any potential conflicts of interest.

If you believe that your outside work activities present a potential conflict of interest with Capital City, you must immediately notify your Principal or supervisor, who will determine if a conflict of interest exists.

PUBLIC RELATIONS

To ensure the quality and consistency of school information disseminated to media sources, all media inquiries are to be handled by the Head of School, or her/his designee, regardless of who the media representative is, whom he or she represents, or how innocuous the request may appear. Similarly, all press releases and other school publications are required to be approved by the Head of School or her/his designee prior to dissemination. Employees may not suggest that they speak for Capital City unless expressly authorized by the Head of School or her/his designee.

Employees cannot be precluded from speaking with members of the media on matters of public interest, but if they do so, they must expressly state that they are speaking only for themselves and not as a representative of Capital City. In doing so, employees are encouraged to promote positive media relations. Employees must refer all inquiries regarding Capital City to the Head of School, or her/his designee.

Any employee who wishes to publish an article or paper in which she or he will be affiliated with Capital City must obtain approval from the Head of School before publication.

DRUG- AND ALCOHOL-FREE WORKPLACE

Capital City is committed to providing a working environment free from the use of non-prescribed drugs and alcohol. Given the risks that arise if employees are attempting to perform their duties while using or having used drugs or alcohol, Capital City has adopted a zero-tolerance policy. As such, Capital City strictly prohibits the sale, purchase, use, or possession of or reporting to work under the influence of any intoxicating substances, non-prescribed narcotics, hallucinogenic drugs, marijuana, or other non-prescribed controlled substances while on Capital City premises and/or property and/or during working hours. In addition, employees are prohibited from using alcohol during working hours and from reporting to work under the influence of alcohol. This provision does not apply to reasonable consumption of alcohol at Capital City-sponsored events, where providing alcohol for consumption by staff or other adults has been approved.

Employees who are taking prescription medications that may affect job performance are required to report the use of such medications and their possible side effects to their Principal or supervisor so that a determination can be made regarding their capacity to perform the essential functions of their jobs, either with or without a reasonable accommodation. Employees may be required to disclose the medication they are on or the medical condition for which they are taking the medication. To the extent possible, Capital City will keep this information confidential.

Further, teachers should never keep medication for students or administer medication to students unless special approved circumstances exist such as an emergency or fieldwork. This includes over the counter medication like Tylenol, Ibuprofen or cough syrup. Students are not permitted to bring medications to school (over-the-counter or prescription). If you see a student with medication, take the medication from the student and contact the Director of Student Services or the Principal.

The violation of this policy is grounds for immediate dismissal.

CORPORAL PUNISHMENT CODE OF CONDUCT

Under no circumstances does Capital City tolerate the use or attempted use of corporal punishment against its students. Allegations of the use of, or condoning the use of, corporal punishment will be promptly investigated. If a Capital City employee (teaching or non-teaching) is found to have violated Capital City's Corporal Punishment Code of Conduct, he or she may be subject to disciplinary action, up to and including termination of employment.

For the purposes of this policy, "corporal punishment" is defined as the use or attempted use of physical force on or against a student as punishment or in an attempt to modify the behavior, a "thought," or an "attitude" of the student.

Examples of prohibited contact include, but are not limited to:

- shoving
- striking
- grabbing
- shaking
- throwing of objects
- unreasonable restraint

Capital City employees are tasked with maintaining a safe and secure environment that is conducive to learning, and may, on a rare occasion, be required to use reasonable and appropriate physical intervention under circumstances such as:

- preventing a student from inflicting harm on himself or herself
- protecting persons or property
- self-defense
- quelling a disturbance that threatens physical injury to another person
- obtaining possession of weapons or other dangerous objects on or within the control of the student

If any such circumstance arises, the Capital City employee involved should make a full report verbally and in writing to the Principal immediately following the incident. Employees should be aware that if, in the judgment of the Principal or Head of School they have engaged in abusive or inappropriate conduct directed at a student, Capital City may have no choice but to report the incident to the authorities and implement any disciplinary action/penalty that may be imposed.

STAFF-STUDENT RELATIONSHIPS

The relationship between a Capital City employee and a student should be professional at all times. It is Capital City's policy to prohibit any type of close personal relationship between a student and employee that could be deemed inappropriate. An employee shall not engage in any conduct with a student, which creates the appearance of impropriety or inappropriate conduct. Capital City teachers and staff shall not entertain students, socialize with students outside of school, or spend an excessive amount of time with students in such a manner

as to create the impression to families, students, coworkers or the public that an unprofessional relationship exists. We recognize that staff are committed to the success of their students and often tutor students outside of school hours. Staff members are discouraged from working with a single student alone during or after school hours and are encouraged to always be in the company of others to eliminate the appearance of impropriety.

It is the policy of Capital City to prohibit any type of sexual relationship, contact or sexually unwanted behavior or communication between a staff member and a student. Prohibited behavior includes, but is not limited to: flirting and bantering with sexual overtones, dating or engaging in a personal relationship that is sexually motivated, having any physical sexual contact or sexual intercourse with any student. Staff members should exercise caution if communicating with students via social media sites, such as Facebook, chat rooms, instant messaging, texting, emails or other electronic communications, and behave professionally and appropriately at all times. This policy applies regardless of whether the student or the staff member initiated the inappropriate behavior and whether or not the student welcomes or reciprocates the attention.

It is the obligation of all staff members to report immediately conduct that they believe violates this policy, including student-initiated inappropriate behavior, to the Principal or Head of School. Capital City will investigate promptly and thoroughly any complaint of inappropriate behavior. The investigation will be kept confidential to the extent possible. If it is determined a staff member has engaged in inappropriate behavior, Capital City will take corrective action to ensure that the behavior ends and the employee will face disciplinary action up to and including termination. Further, where Capital City suspects a staff member is mentally or physically abusing a student, Capital City will immediately report such knowledge or suspicion to either the Metropolitan Police Department of the District of Columbia or the Child and Family Services Agency.

EMPLOYEE CONDUCT

To assure orderly operations and to provide the best possible work environment, Capital City expects that employees will not engage in misconduct. Any misconduct may result in disciplinary action, up to and including immediate termination of employment.

The following list includes examples of misconduct, but is not intended to be all-inclusive, and does not change the employment-at-will relationship between employees and Capital City:

- inappropriate contact with a student, either physical or sexual in nature
- any interaction with a student which creates the appearance of impropriety
- using abusive or offensive language, making disparaging remarks, being discourteous, or threatening, coercing or interfering with employees, students, parents or visitors
- discrimination or harassment as set forth in Capital City's Equal Employment Opportunity, Harassment, and Sexual Harassment policies
- fighting or otherwise engaging in disorderly, threatening, or intimidating conduct in the workplace
- excessive or unexcused late arrivals or absences
- undue and unauthorized absence from duty during regularly scheduled work hours
- sleeping during scheduled work hours
- possession of, using, manufacturing, purchasing, distributing, selling, trading, or offering for sale or being under the influence of alcohol or illegal drugs in the work place, or any other conduct that violates

Capital City's Drug- And Alcohol-Free Workplace policy, including failure to submit to reasonable-suspicion testing.

- negligence or improper conduct leading to damage of property owned by Capital City or by any employee, student, or visitor of Capital City
- theft or unauthorized possession, removal or use of property belonging to Capital City or any employee, student or visitor of Capital City
- unauthorized possession, use or copying of any records that are the property of Capital City or disclosure of proprietary or confidential information to any unauthorized persons
- falsification of timekeeping, employment, or other records, including misrepresentation when applying for sick leave, leaves of absence, or other time off
- misappropriation of funds or failure to handle funds in accordance with Capital City's guidelines
- committing a fraudulent act or a breach of trust
- soliciting or accepting gratuities or bribes of any nature
- gambling or conducting games of chance on Capital City's premises or during work hours
- failure to perform properly assigned work, refusal to perform service connected with your job, refusal to obey any reasonable directive given by management, or behaving in a disrespectful or other manner that would undermine management authority
- working on matters other than school business during working hours other than breaks
- failure to comply with safety standards, including failure to report a workplace injury as soon as possible, violation of security or safety rules, failure to observe safety rules or Capital City safety practices, negligence or any careless action which endangers the life or safety or another person, including tampering with any Capital City equipment, including safety equipment
- possession, transportation and/or use of firearms, explosives or other dangerous weapons on Capital City property, including parking lots, or at any Capital City event. This policy applies even if the individual is licensed to carry the weapon. The only exception to this policy is for police officers, security guards, or other individuals who have been given written permission to carry a weapon on Capital City premises
- smoking on Capital City premises in prohibited areas or within 50 feet of a Capital City building entrance
- refusal to fully cooperate with Capital City in any investigation related to the workplace
- illegal conduct of any kind
- inducing or assisting other employees in violating any of the foregoing rules or other handbook policies
- conviction for violation of local, state or federal law while on duty or off duty, when such violation could have an impact on an employee's position or on Capital City
- lewd, indecent, or immoral behavior while on duty or Capital City premises
- gross negligence
- any other action deemed to constitute employee misconduct by Capital City

Section VIII: USE OF ELECTRONIC resources and other company property

COMPUTER, INTERNET AND EMAIL USAGE

There is a separate policy that governs computers, technology and use of the internet. All staff must read and acknowledge receipt of this document annually.

SECTION IX: DISPUTE RESOLUTION PROCEDURE

Capital City has adopted the following dispute resolution procedures to solve problems as quickly, fairly, and informally as possible. If you believe you have been treated unfairly regarding your employment, you should use the following dispute resolution procedures:

Step 1: In the event that an employee believes she/he has been treated unfairly, the employee should discuss the issue with her/his Principal or supervisor in an effort to resolve the issue.

Step 2: If a resolution cannot be reached through discussion with the Principal or supervisor, the employee should submit her/his concern(s) in writing to the Head of School or her/his designee for resolution. The decision of the Head of School or her/his designee is final.

Alternative Step 2: If the Head of School is the supervisor and the subject of the concern, the employee may, if unable to reach a resolution through Step 1, submit her/his concern in writing to the Chair of the Board of Trustees.

Employees are required to cooperate with any investigation conducted by Capital City of any concern(s) raised by them or against them pursuant to these procedures. There will be no retaliation of any kind against any employee for participating in these dispute resolution procedures.

SECTION X: TERMINATION OF EMPLOYMENT

TERMINATION

All employment at Capital City is at will. Capital City may terminate a person's employment at any time for any or no reason with or without notice. An employee who is terminated involuntarily will receive his/her final paycheck by the next school day following the date of termination.

RESIGNATION

In the event an employee finds it necessary to resign during the school year, Capital City requests that the employee give written notice to the Principal or supervisor as soon as possible. In the case of instructional staff, at least 30 school days before the effective date of resignation is preferred. An employee who resigns will be paid either by the next regular payday or within seven (7) days after the date of resignation, whichever is earlier.

SECTION XI: POLICY AGAINST WORKPLACE DISCRIMINATION AND RETALIATION

EQUAL EMPLOYMENT OPPORTUNITY

Equal employment opportunity has been, and will continue to be, a fundamental principle at Capital City. Capital City's policy is to provide equal employment opportunity to all qualified applicants and employees regardless of their race, color, religion, sex, age, national origin, disability, sexual orientation, gender identity or expression, marital status, genetic information, veteran status, status as a special disabled veteran, or any other protected criteria as established by federal or local law. This covers all areas of employment, recruitment, advertising, hiring, promotion, demotion, lateral reassignment, transfer, layoff, discharge, rates of pay or other compensation, training, or any other benefits. Employment decisions at Capital City are based solely upon relevant criteria, including an individual's capabilities, qualifications, training, experience and suitability.

The Chief Operating Officer has overall responsibility for the application of this policy and for maintaining reporting and monitoring procedures. Questions or concerns should be referred to the Chief Operating Officer. In the event a concern involves the Chief Operating Officer, the concern should be brought to the Head of School.

Appropriate disciplinary action, up to and including termination, will be taken against any employee who violates this policy.

PROHIBITION OF DISCRIMINATION AND HARASSMENT

Capital City is committed to a work environment in which all employees are treated with respect and dignity. Each employee has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Therefore, Capital City expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice, and harassment.

Employees and applicants for employment shall not be discriminated against or harassed on the basis of any legally protected characteristic. This policy prohibits discrimination and harassment in all employment decisions, including, but not limited to, recruitment, hiring, compensation, benefits, training, promotion, demotion, transfer, layoff, termination, and all other terms and conditions of employment. This policy also prohibits discrimination and harassment by co-workers, supervisors, or others with whom you come into contact, such as families, consultants, vendors or volunteers. Discrimination and harassment are prohibited wherever Capital City work is being performed, whether in a Capital City building or in another location, during a business trip, or during a business-related social event.

Sexual Harassment

Capital City is committed to providing a work environment that is free from sexual harassment. In compliance with federal and local laws, Capital City prohibits sexual harassment of employees by other employees, families, students, vendors, or volunteers in any form, whether or not the incidents occur on Capital City premises and whether or not the incidents occur during working hours. Capital City will investigate any complaints of sexual harassment and will take immediate and appropriate steps to ensure a safe work place. Capital City will take disciplinary action, up to and including termination, if it finds that an employee has violated the school's prohibition against sexual harassment.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other visual, verbal or physical acts of a sexual or sex-based nature where submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, an employment decision is based on an individual's acceptance or rejection of such conduct, or such conduct interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment.

Determining what constitutes sexual harassment depends upon the specific facts and the context in which the conduct occurs. Sexual harassment may take many forms – subtle and indirect, or blatant and overt. Some examples of sexual harassment include, but are not limited to:

- unwanted sexual advances, including making sexual or romantic advances toward an employee and persisting despite the employee's rejection of the advances
- promising, directly or indirectly, rewards or employment benefits if the employee complies with a sexually oriented request, and/or threatening, directly or indirectly, to retaliate against an employee if the employee refuses to comply with a sexually oriented request
- visual conduct that includes leering, making sexual gestures or displaying of sexually suggestive objects, pictures, cartoons or posters
- verbal conduct that includes making or using derogatory comments, epithets, slurs or jokes, sexual advances or propositions, or verbal abuse of a sexual nature, graphic verbal comments about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes or invitations
- engaging in sexually suggestive physical contact, or touching another employee in a way that is unwelcome, including touching, assaulting, or impeding or blocking movements
- displaying, storing, or transmitting pornographic or sexually oriented materials using electronic communication devices or social media while on duty or Capital City resources.

Conduct need not involve physical touching to be inappropriate sexual harassment. Sexual harassment may consist of repeated actions or may arise from a single incident. Sexual harassment may be conducted toward an individual of the opposite sex or same sex, and it can occur between peers, between individuals in a reporting relationship, or between an employee and anyone with whom he/she comes in contact in the course of his/her employment with Capital City.

Harassment Other Than Sexual Harassment

Harassment other than sexual harassment is also prohibited and, if found to have occurred, will result in discipline for the offending employee, up to and including termination. Harassment other than sexual harassment is verbal, physical, or visual conduct that denigrates or shows hostility or aversion to an employee based on a legally protected characteristic when such conduct has the purpose or effect of unreasonably interfering with an employee's work performance, creating an intimidating, hostile or offensive work environment, or otherwise adversely affecting an individual's employment conditions. Capital City will not tolerate such conduct.

The following behaviors, among others, are improper and may lead to discipline, including termination of the offending employee:

- epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to an employee's status (e.g., an employee's race, color, religion, sex, age, national origin, disability, sexual

orientation, gender identity or expression, genetic information, marital status, veteran status, or any other status protected by law)

- written or graphic material that denigrates or shows hostility or aversion to an individual because of such status and that is placed or circulated in the workplace
- jokes or teasing related to an employee's protected status.
- retaliation for making harassment reports or threatening to report harassment.

If you are offended by the unwelcome conduct of another, you are encouraged, whenever you consider it reasonably possible, to clearly and firmly tell the person engaging in the offensive conduct to cease. Otherwise, you should follow the complaint procedure in this section to let Capital City know that you have experienced or observed conduct which you believe is harassment.

COMPLAINT PROCEDURE FOR CLAIMS OF UNLAWFUL HARASSMENT OR DISCRIMINATION

Capital City strongly urges the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe they have witnessed or experienced conduct that is contrary to Capital City's Equal Employment Opportunity, anti-discrimination, sexual harassment or other harassment policies have a responsibility to immediately file a complaint with your supervisor, the Principal, the Head of School, the Chief Operating Officer or any other member of the leadership team with whom you feel comfortable. The complaint should be as detailed as possible and should include the names of the individuals involved, the names of any witnesses, a description of the behavior, time(s) and date(s) of the incident(s), and any supporting documentation. Complaints shall be handled by the Chief Operating Officer. In the event a concern involves the Chief Operating Officer, the concern should be brought to the Head of School.

Investigation of Complaints

All complaints of discrimination or harassment will be investigated promptly, thoroughly and impartially. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action. All employees who become involved in the investigation are required to treat the matter confidentially. All employees are expected to cooperate fully in any investigation. Failure or refusal to cooperate in an investigation may result in disciplinary action up to and including termination of employment. Capital City will notify the employee who made the complaint and the alleged perpetrator(s) when the investigation has been concluded. If Capital City finds that a supervisor or manager has knowingly allowed or tolerated discrimination or harassment in violation of Capital City's policies, Capital City will take disciplinary action against such supervisor or manager, up to and including termination of employment. If it is determined after an investigation that an employee engaged in conduct in violation of this policy that person will be subject to disciplinary action up to and including termination of employment.

Non-Retaliation for Complaints

Capital City does not tolerate any retaliation against an employee who has, in good faith, reported sexual or other harassment or discrimination, or who has participated in an investigation of harassment or discrimination. This no-retaliation policy applies whether the complaint of harassment or discrimination is ultimately determined to be well-founded or unfounded.

If you feel that you have been retaliated against in violation of this policy, you should report the matter promptly to management in the same manner as any other form of harassment or discrimination.

Knowingly False Complaints

A knowingly false complaint of harassment of any type or discrimination may result in disciplinary action up to and including termination of employment.

PROHIBITION OF DISCRIMINATION AGAINST INDIVIDUALS WITH DISABILITIES

Capital City is committed to complying with applicable provisions of the Americans with Disabilities Act (ADA) and local laws, and ensuring equal opportunity in employment for otherwise qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis. Capital City prohibits discrimination against any otherwise qualified disabled employee or applicant with regard to job application procedures, hiring, advancement or discharge, compensation, job training, and any other terms, conditions and privileges of employment. A “qualified” employee or applicant is one who can perform the essential functions of a position with or without reasonable accommodation.

Consistent with this policy of nondiscrimination and in accordance with applicable law, Capital City will provide reasonable accommodation for the physical or mental limitations caused by the disability of an otherwise qualified employee or applicant. The disability must be known to Capital City, and Capital City must be aware of the employee’s need for a reasonable accommodation. Capital City will provide a reasonable accommodation so long as it would not impose an undue hardship on Capital City and the individual would not pose a direct threat to the health or safety of the individual, other employees or students.

If you are an employee or applicant with a disability, you must contact your supervisor, the Principal or the Business Manager if you believe that you need a reasonable accommodation to ensure equal opportunity in the job application procedure, to perform the essential functions of your job, or to enjoy equal privileges of employment as are enjoyed by similarly situated employees without disabilities. Capital City encourages individuals with disabilities to request a reasonable accommodation.

Upon receipt of an accommodation request, the Chief Operating Officer or his/her designee will meet with you and, if appropriate, your immediate supervisor to discuss your limitations related to the disability, and possible accommodations.

Capital City generally will determine the feasibility of an accommodation by considering various factors. For example, Capital City may consider the nature and cost of an accommodation, Capital City’s overall financial resources and an accommodation impact on the operation of Capital City, including whether it would be disruptive, would impact other employees’ ability to perform their duties and/or would impact Capital City’s operations.

Applicable law does not require Capital City to make the best possible accommodation from the employee’s perspective, nor does it require Capital City to reallocate essential job functions or provide personal use items (e.g., eyeglasses, hearing aids, wheelchairs). Capital City is required to provide an accommodation that effectively allows you to perform your essential job duties. If you disagree with Capital City’s decision concerning a requested accommodation, you may use the dispute resolution policy.

ACKNOWLEDGEMENT OF RECEIPT OF PERSONNEL POLICIES

I have received a copy of the Capital City Public Charter School Personnel Policies. I understand it is my responsibility to read this document, including, but not limited to, its provisions regarding Capital City's anti-discrimination, harassment, sexual harassment, conflict of interest, and confidentiality policies, and to bring any questions I may have about its provisions to my Principal or the Chief Operating Officer. I understand that this Personnel Policy replaces and supersedes any previous handbooks, manuals, or personnel policies that I have received or that have been issued by Capital City Public Charter School.

Finally, I understand that Capital City may change, modify, amend or delete any or all of the contents of these Personnel Policies at any time.

Employee Signature

Date

Employee Printed Name

PLEASE SIGN AND RETURN THIS ACKNOWLEDGEMENT TO THE BUSINESS MANAGER