



TCSA Model Board Policy Series

600 Series: HR Policies

*Sustainable Education Solutions dba
Trinity Environmental Academy*

INTRODUCTION

The Model Board Policies for Charter Schools is a series of publications by the Texas Charter Schools Association (TCSA). These publications are an educational tool for charter school leaders to aid in the operation and management of open-enrollment charter schools in Texas.

Overall Policy Framework

Each module in the Board Policy Series provides a summary of federal and state statutes, regulations, and related materials applicable to open enrollment charter schools. Citations to these materials are provided throughout the module and many contain a hyperlink so the actual statutory or regulatory provision can be accessed on the Internet. The summary is designated by the LEGAL AUTHORITY tab on the right edge of each page.

After the LEGAL AUTHORITY portion of the module you will find the model policy section designed to comply with current statutory and regulatory requirements described in the LEGAL AUTHORITY summaries. These policies are designated by the red CHARTER BOARD POLICY tab on the right edge of each page.

These are suggested policies to address the requirements set forth in this Module. Prior to adoption of the model policies by the Board of a charter school, each policy should be customized by including the school's name and by tailoring the language, if appropriate, to fit the specific needs, culture and requirements of the school. TCSA recommends that the Board of a charter school consult with and obtain the advice of the school's legal counsel in connection with adopting policies to comply with laws governing charter schools.

TCSA plans to update the Model Board Policies for Charter Schools after each Texas Legislative Session to reflect changes in applicable laws. We also will regularly and continually update the Policy Series when changes occur in state and federal case law and administration regulations that affect open enrollment charter schools. We encourage you to renew your subscription to the policy series each year to ensure that your school has the most recent laws and regulations.

Scope of Service & Copyright Notice

This policy module prepared by the TCSA is designed and intended as a resource of information for charter schools and is not to be construed as legal advice. It should be used in connection with consulting and obtaining the advice of the school's legal counsel to ensure compliance with applicable legal requirements.

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Lavaca, Suite 930, Austin, TX 78701.

For questions concerning the Model Board Policies for Charter Schools contact:
Lindsey Gordon, Texas Charter Schools Association
lgordon@txcharterschools.org
512.584.8272

Module 600: *Human Resources*

The Human Resources Module 600, is the sixth and final module of the Model Board Policies. The material included in this module provides a comprehensive summary of statutes and regulations that apply to charter schools, as well as specific model board policies designed to comply with these legal requirements. Other policy modules currently available include:

Module 100: Financial Operations

Module 200: Charter School Governance & Organization Module

300: General School Operations

Module 400: Students

Module 500: Open Government

Legal Abbreviations Used In the TCSA Model Board Policy Series

| | |
|----------------------|------------------------------|
| Atty. Gen. Op. | Attorney General Opinion |
| C.F.R | Code of Federal Regulations |
| Tex. Admin. Code | Texas Administrative Code |
| Tex. Educ. Code | Texas Education Code |
| Tex. Gov't Code | Texas Government Code |
| Tex. Labor Code | Texas Labor Code |
| Tex. Loc. Gov't Code | Texas Local Government Code |
| U.S.C.A | United States Code Annotated |

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600.020. EQUAL OPPORTUNITY

The governing body (“Board”) of Trinity Environmental Academy (“TriEA”) adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

SECTION 1. Anti-Discrimination Policy

TriEA employees shall not engage in discrimination or harassment motivated by race, color, religion, gender, sexual orientation, national origin, age, disability, military status, genetic information, or any other category protected by law directed toward other TriEA employees or students. A substantiated charge of discrimination and/or harassment shall result in disciplinary action. Retaliation against employees or students who report discrimination and/or harassment is strictly prohibited. Acts of retaliation may result in disciplinary action up to and including termination.

SECTION 2. Investigation

Any allegations of discrimination or harassment of students or employees shall be investigated and addressed.

SECTION 3. Coordinator

TriEA designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments, the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and the Age Discrimination Act of 1975, and this anti-discrimination policy:

Michael J. Hooten
Chief Executive Officer
(972) 920-6558
3837 Simpson Stuart Road
Dallas, Texas 75241

SECTION 4. Complaints

The Coordinator shall be responsible for the investigation of discrimination complaints filed by employees and citizens. Complaints regarding any type of alleged discrimination shall be made in accordance with TriEA’s grievance policy as found in the Employee Handbook.

600.40 DRUG-FREE WORKPLACE

The governing body (“Board”) of Trinity Environmental Academy (“TriEA”) adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

SECTION 1. Drug-Free Policy

TriEA is committed to maintaining a drug-free workplace and shall make a good faith effort to maintain such an environment. The unlawful manufacture, distribution, possession, or use of a controlled substance in the workplace is strictly prohibited. In addition to any consequences established by law, violation of this policy may lead to disciplinary consequences up to and including termination.

SECTION 2. Drug-Free Awareness Program

The CEO, or designee, shall establish a drug-free awareness program in accordance with federal law.

SECTION 3. Notification.

Employees shall notify the CEO, or designee of any conviction based on a drug statute violation that occurred in the workplace within five days of such a conviction. Within 10 days of such notification, or otherwise being notified, the CEO, or designee, shall notify applicable relevant federal granting agencies of the conviction. Within 30 days of such notification the CEO, or designee, shall take appropriate personnel action or require the employee participate in a drug abuse assistance or rehabilitation program.

SECTION 4. Alcohol & Drug Testing

Section 4.1. Establishment of Testing Program & Procedures. In an effort to promote safety and help prevent accidents resulting from alcohol and/or drug misuse, the CEO, or designee, shall establish an alcohol and drug and controlled substance testing program and procedures for the following:

1. Employees who are drivers of charter school-owned or rented vehicles;
2. Employees who perform safety-sensitive functions;
3. Applicants for positions in the above-referenced categories; and
4. Any employee when there is reasonable suspicion of use of alcohol or controlled substances in the workplace.

The CEO shall designate a charter school official who shall be responsible for ensuring that information is provided to all employees regarding prohibited driver conduct, alcohol and

controlled substances tests, and the consequences that follow positive test results.

Section 4.2. Reasonable Suspicion Testing. Only supervisors trained in accordance with federal regulations may, based upon reasonable suspicion, remove an employee and require testing for alcohol and/or controlled substances. The determination of reasonable suspicion shall be based on specific observations of the appearance, behavior, speech, or body

odors of the employee whose motor ability, emotional equilibrium, or mental acuity appears impaired. Such observations must take place just preceding, during, or just after the period of the workday that the employee is on duty.

The observations may include indication of the chronic and withdrawal effects of controlled substances. Within 24 hours of the observed behavior, the supervisor shall provide a signed, written record documenting the observations leading to a controlled substance reasonable suspicion test.

Section 4.3. Required Procedures. The procedures established under Section 4.1 shall require the termination of an employee's employment for refusal to submit to a required test for alcohol or controlled substances.

Section 4.4. Supervisor Training. The CEO, or designee, shall ensure that supervisors are properly trained in accordance with the terms of the applicable law and this policy.

600.060. HIRING PRACTICES & CRIMINAL BACKGROUND CHECKS

The governing body (“Board”) of Trinity Environmental Academy (“TriEA”) adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

SECTION 1. New Hires

Section 1.1. Compliance.

The CEO, or designee, shall ensure compliance with applicable laws and regulations regarding hiring practices of new employees.

Section 1.2. Posting Job Vacancies.

The CEO, or designee, shall ensure that job vacancies are posted with ample time and in various venues so that a broad pool of potentially strong applicants may apply for available positions.

Section 1.3. Pre-employment Affidavits.

The CEO, or designee, shall ensure all applicants for an educator position at TriEA must submit a pre-employment affidavit. An applicant that answers affirmatively as to having an improper relationship with a minor must disclose all relevant facts regarding the charge, adjudication, or conviction, and whether the charge was determined to be false. An applicant is not precluded from being employed with TriEA if the charges were determined to be false.

SECTION 2. Criminal Background Checks

The CEO, or designee, shall ensure compliance with applicable laws and regulations regarding criminal background checks. Upon notification that an employee or prospective employee has engaged in an offense which legally prohibits that individual from employment at an open-enrollment charter school, the CEO, or designee, shall terminate, or not hire as applicable, that individual.

SECTION 3. SBEC Reporting Requirements

Section 3.1 Principal Reporting Requirements. The principal at a TriEA campus must notify the CEO of TriEA no later than 7 business days of:

- a. Learning an educator’s termination of employment or resignation following an alleged incident of misconduct, including an improper relationship with a student; or
- b. Learning about an educator’s criminal record by means other than the criminal history clearinghouse.

Section 3.2. CEO Reporting Requirements. The CEO, or designee, shall ensure compliance with reporting laws and regulations regarding employee termination and background

checks.

- a. If the CEO, or designee, learns of criminal history outside of the clearinghouse background check, the CEO, or designee, must notify SBEC within 7 business days.
- b. Additionally, if an educator is terminated for or resigned due to inappropriate behavior, including being involved in a romantic relationship with or solicited or engaged in sexual contact with a student or minor, the CEO, or designee, shall notify SBEC within 7 business days.
- c. If the CEO, or designee, receives a report from a principal of the TriEA campus, the CEO, or designee, must report to SBEC within 7 business days.

TCSA NOTE: Texas Education Code requires the report to be in writing in a form adopted by the board. The following is a sample list of items that the school will include in the written notice:

Section 3.3. Written Report. A report to SBEC must be in writing and should include the following:

- a. Name of employee
- b. State certification status
- c. Description of incident or description of criminal history
- d. Disciplinary steps taken

Section 4. Improper Relationships with Students

It is the policy of TriEA that all employees maintain a professional relationship and exhibit a professional demeanor in their interactions with students. Employees shall not form personally intimate or romantic relationships with students, regardless of whether the student is 18 years old. Employees found to have engaged in an improper or inappropriate relationship with a student is subject to immediate disciplinary action, including termination.

Section 4.1. Electronic Communication. In order to prevent improper relationships with students, TriEA adopts the following:

- a. Text messages, phone calls, and email communications are prohibited between employees and students, unless provided to them by TriEA through the Google Education Platform, including Google Voice, Google Text Messaging, and Google Hangout, as well as Living Tree or other school-authorized social media

platforms allowed for educational or extracurricular purposes.

- b. Employees may not be friends or connect with students on any social media platform such as Facebook, Twitter, Snapchat, Instagram and others. Also, employees are prohibited from engaging in electronic dating applications with students such as Tinder.

TCSA NOTE: Charter schools that require school employees to be available to students via phone or email to assist with homework or classwork, cannot require an employee to share their personal email or phone number.

Section 4.2. Personal Phone Numbers and Emails. Employees at TriEA are not required to provide personal emails or personal phone numbers with students, parents, or families of students. Employees may elect not to disclose their personal telephone number or e-mail address to students.

Section 4.3. Reporting Inappropriate Behavior.

- a. Employee Reporting.

Employees at TriEA must report any behavior that is observed at school or at any school-related or school-sponsored activity that might violate this policy. Additionally, if employees receive any inappropriate communication from a student, the employee must immediately report the incident to the designated campus administrator. Reports may be submitted directly to the campus administrator via email or verbally in person. A report should include:

- i. Name of the employee involved;
- ii. Name of the student involved;
- iii. Location of incident; and
- iv. Description of incident.
- v. If possible, a report should include any copies of communication between the employee and the student.

- b. Parent Notification

TCSA NOTE: A notice regarding an alleged incident is required to be sent as soon as feasibly possible.

TriEA will notify a parent or guardian of a student when an alleged incident of educator misconduct involving an inappropriate relationship with a student as soon as feasibly possible after learning of the alleged incident, but no later than 24 hours.

Following an investigation into an incident of alleged misconduct involving an inappropriate relationship with a student, TriEA will notify the parent or guardian of the student involved as to whether:

- i. The educator was terminated following the investigation or if the educator resigned before the completion of the investigation; and
- ii. A report was submitted to the SBEC for the alleged misconduct.

600.080. COMPENSATION

The governing body (“Board”) of Trinity Environmental Academy (“TriEA”) adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

SECTION 1. Fair Labor Standards Act (FLSA) Compliance

Section 1.1. Designation of Work Week. For purposes of the FLSA, the board generally designates the 40 hour work-week for employees as Monday at 7:30 am through Friday at 4:15 pm. The Board authorizes the Executive Director to designate separate work weeks for specific school personnel such as, but not limited to, the school maintenance staff.

Section 1.2. Classification of Employees. The CEO shall determine the classification of employees as “exempt” or “nonexempt” for purposes of FLSA compliance.

Section 1.3. Permission Required to Work Overtime. Non-exempt employees may only work over 40 hours per week if they have received prior approval from their supervisor.

SECTION 2. COMPENSATION PLANS FOR SCHOOL EMPLOYEES

The CEO shall recommend for Board approval compensation plans for all categories of charter school employees including salary schedules, stipends, benefits, incentives or other components determined appropriate by the CEO. The CEO shall administer the compensation plan in a manner consistent with the annual budget adopted by the Board.

SECTION 3. Wage Overpayment / Underpayment

TriEA strives to take all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday. In the unlikely event that there is an error in the amount of pay, the employee shall promptly bring the discrepancy to the attention of his or her supervisor so that corrections can be made

as quickly as possible. If the employee has been paid in excess of what he or she has earned, the employee shall return the overpayment to TriEA as soon as possible. No employee is entitled to retain any pay in excess of the amount he or she has earned according to the agreed-upon rate of pay. If a wage overpayment occurs, the overpayment will be regarded as an advance of future wages payable and will be deducted in whole or in part from the next available paycheck(s) until the overpaid amount has been fully repaid. Each employee will be expected to sign a wage deduction authorization agreement authorizing such a deduction either soon after employed with TriEA or as soon as practicable. Such authorization agreement is valid for the duration of the employment relationship.

(TCSA Note: TWC's sample wage deduction authorization agreement)

SECTION 4. Expense Reimbursement

The CEO shall designate allowable expenses for expense reimbursement when employees incur expenses that are pre-approved and related to their work assignments.

Employees shall be required to submit accurate documentation of the expenses for which reimbursement is sought.

SECTION 5. Incentive Payments

TriEA provides every employee with base compensation. However, there are circumstances when additional payment, or incentive pay, may be appropriate to provide a reward for exceptional performance. An employee may earn incentive pay only if he or she is employed on the incentive payment day and has not indicated his or her intent to resign.

An incentive is defined as an after-the-fact discretionary, lump sum, non-cumulative cash award that may be granted to an employee in recognition of an extraordinary contribution which substantially benefits the students at TriEA. Because incentives are for extraordinary contributions, it is not expected that incentives will be awarded annually or on any other regular basis. No property interest exists in the possibility of an award of a incentives.

TriEA may award an incentive to an employee in its sole discretion. General factors that TriEA might consider in exercising its discretion to award an incentive include, but are not limited to:

1. Faculty Retention
2. Scholar Academic Performance
3. Meeting Professional Growth Measures

By the month of September, faculty retention incentives for employees employed on September 15 who worked at TriEA the previous year will be paid as determined by the CEO and the board will be notified. By the month of October, incentives for scholar academic performance and meeting professional growth measures for prior year will be paid as determined by the CEO and the board will be notified.

600.100. TRAINING: CAMPUS ADMINISTRATIVE OFFICERS & BUSINESS MANAGERS

Section 1: Documenting Compliance

The governing body (“Board”) of Trinity Environmental Academy (“TriEA”) adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

Each campus administrative officer and business manager shall comply with and keep accurate records concerning his or her compliance with the commissioner of education rules governing training requirements.

Section 2: Staff Development

The CEO or designee will adopt a policy to provide annual training on suicide prevention for all new staff and a schedule for returning staff to renew their training in line with rules adopted by TEA.

600.120. IMMUNITIES

The governing body (“Board”) of Trinity Environmental Academy (“TriEA”) adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

Section 1. Exhaustion of Administrative Claims

Prior to filing a lawsuit against a professional employee hired by TriEA potential claimants shall exhaust administrative remedies in accordance with state law. Administrative remedies must be pursued through the Board’s grievance process set forth in in the Employee Handbook.

Section 2. Written Notice of Legal Claims

Written notice of a potential legal claim against a professional employee of TriEA shall be provided in accordance with state law and shall be mailed or hand-delivered to the employee’s attention at the charter school’s administrative office at the following address: P.O. Box 570975, Dallas, Texas 75357.

600.140. RETIREMENT AND HEALTH BENEFITS

The governing body (“Board”) of Trinity Environmental Academy (“TriEA”) adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

SECTION 1. Compliance

The CEO shall administer this policy in compliance with all applicable laws and shall ensure that school records pertaining to each employee’s retirement and health benefits are current and accurate.

SECTION 2. Health Benefits

TriEA elects to provide health benefits through TRS – Active Care. All health claims and coverage decisions are final as determined by the school’s selected carrier.

For more information, see TriEA’s Personnel Handbook/Employee Handbook.

SECTION 3. COBRA Notification

The CEO, or designee, shall notify employees of their potential rights under COBRA upon separation from employment with the school, whether for voluntary or involuntary reasons.

SECTION 4. Local Benefits

Local Benefits – TriEA offers the following additional employment benefits for its employees:

- **3 Local Sick Days**
- **Group Life and Accidental Death and Dismemberment Insurance Policy**
- **School contribution towards health care coverage**

SECTION 5. Workers Compensation Benefits

It is the policy of TriEA to provide workers’ compensation insurance. The Executive Director shall notify employees of its coverage decisions in accordance with state law.

SECTION 6. Teacher Retirement System

Section 6.1. TRS Eligibility. TriEA participates in the Teacher Retirement System (TRS). An employee is eligible for membership in TRS when the employee has:

- a. Regular employment with a single public, state-supported education institution in Texas that is expected to last for a period of 4 ½ months or more;
- b. For one-half or more of the full-time workload; and
- c. With compensation paid at a rate comparable to the rate of compensation for other persons employed in similar positions.

An employee at TriEA is considered to meet these requirements if the employee's customary employment is for 20 hours or more each week at a single employer and for 4 ½ months or more in one school year.

TCSA NOTE: This is a required policy.

Section 6.2 Loss of TRS Eligibility. An employee at TriEA is no longer eligible to receive retirement annuity from TRS if the person is convicted of a qualifying felony against a student. A qualifying felony includes the continuous sexual abuse of a young child or children, an improper relationship between an educator and student, sexual assault, or aggravated sexual assault.

600. 160. TEACHER CREDENTIALS & QUALIFICATIONS

The governing body (“Board”) of Trinity Environmental Academy (“TriEA”) adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

SECTION 1. Compliance.

The CEO shall ensure that each teacher employed by TriEA is properly credentialed and qualified as required by state and federal law. Further, the CEO shall ensure that the appropriate notices are sent to parents concerning the credentials and qualifications of the student’s teachers.

SECTION 2. Local Requirements for Teaching Credentials and Qualifications

TriEA will meet federal and state requirements. The Board directs the CEO to hire/make a good faith effort to hire teachers with the following credentials and qualifications:

- a. State certification appropriate for the subject areas being taught by the teacher.
- b. Any ongoing professional development standards that the board requires of its teaching staff will be communicated in the Employee Handbook.

600. 180. EMPLOYEE LEAVES AND ABSENCES

The governing body (“Board”) of Trinity Environmental Academy (“TriEA”) adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

Section 1. Definition

For purposes of this policy, “instructional staff” includes full time employees who work as campus principals, classroom teachers, teacher aides, counselors, and providers of special education services.

Section 2. Administration and Compliance

The CEO shall administer this policy in compliance with all applicable laws and shall ensure that school records pertaining to each employee’s leaves and absences are current and accurate.

Section 3. Family Medical Leave

Section 3.1. 12-Month Period. For purposes of FMLA leave, employees who have been employed by TriEA for at least twelve (12) months and worked at least 1,250 hours within preceding 12-month period are eligible to take up to twelve (12) weeks (480 hours) of unpaid leave per year (based on a 12-month rolling calendar). The leave may be taken in a single block of time or intermittently.

Section 3.2. Concurrent Use of Leave. It is the policy of TriEA for an employee’s paid leave, and/or workers’ compensation leave to run concurrently with FMLA leave.

Section 4. Local Leaves and Absences

Section 4.1. Local Vacation Leave. Paid vacation leave shall be earned by the following classes of charter school employees on the accrual schedule set forth below. An employee shall not be able to earn local vacation leave while using unpaid extended leave such as FMLA leave.

Vacation Days that accrue per month:

| | | |
|-------------------------------|----------------------|-------------|
| Central Office Administrators | (12-month employees) | 1 per month |
| Campus Administrators | (12-month employees) | 1 per month |
| Instructional Staff | (10-month employees) | N/A |
| Other Full Time Staff | | 1 per month |
| Part Time Staff | | N/A |

Section 4.1.1. Limit on Vacation Leave Accrual and Use. Each vacation is day earned by working one full month in a given school year and must be used by 8/31 of the school year in which it was accrued. Vacation leave does not accumulate beyond these limits, unless previously approved by the Board.

Section 4.1.2. Pre-Approval Required. Use of earned vacation leave must be pre-approved by the employee's supervisor according to the Employee Handbook.

Section 4.1.3. State and Local Leave for Instructional Staff. For instructional staff, leave ordinarily may not be taken on the first day of school, on the last of school, during the administration of state assessments, during the administration of local bench-marking assessments, on days immediately before or after Spring Break, Thanksgiving Break, or on days immediately before or after Winter Break, but each employee's supervisor is authorized to make exception to this policy as he or she determines appropriate to accommodate the employee without compromising the interests of the students according to the Employee Handbook.

Section 4.2. State and Local Personal Leave. Each employee is entitled to 3 local days of paid personal leave per year. Personal leave may be used for illness, illness of an employee's family member, personal and family medical appointments, and other personal reasons as determined by the employee. Personal local leave does not accumulate, but state days do and are transferable to another district that may accept them.

Section 4.3. Other Leave. The charter school offers the following additional types of leave for its employees: Military Family Leave, Assault Leave, Bereavement Leave, Jury Duty, Military Leave, and shared leave bank as defined in Employee Handbook and annually approved by the board.

Section 5. Extended Absences from Duty

Section 5.1. Abandoning Work. An employee who misses three days of work without directly notifying the employee's supervisor or gaining appropriate approval is considered to have abandoned the employee's position and will be terminated from employment unless extenuating circumstances exist as determined by the CEO or designee.

Section 5.2. Returning to Work from Extended Leave.

Section 5.2.1. Reinstatement. The reinstatement of an employee returning from extended leave such as family medical leave, military leave, or workers' compensation leave is a high priority for TriEA. Reinstatement to an equivalent position will be determined on a case-by-case basis by the CEO or designee, based on the following factors relating to the best interests of the school and its students:

- a. the applicable laws, policies, and practices governing the employee's absence from duty;

- b. for instructional positions, the time of year, the students' academic and behavior progress, the proximity of school and/or student holidays, the proximity of student

testing, and additional similar factors relating to the academic and behavioral success of the students;

- c. whether the employee is a key employee;
- d. the school's legal obligations to other employees;
- e. the employee's ability to perform the essential functions of the job with or without reasonable accommodation;
- f. the impact of reinstatement on the academic, fiscal, or other operations of the school.

Section 5.3. Pay Increases. Employees returning to their prior employment positions from extended leave such as family medical leave or workers' compensation leave are entitled to any cost of living increases that were awarded during the employee's absence from duty. Unless legally required otherwise, returning employees will be entitled to any pay increases that were awarded based on seniority, length of service or work performance.

600. 200. COMPLAINTS BY SCHOOL EMPLOYEES

The governing body (“Board”) of Trinity Environmental Academy (“TriEA”) adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

SECTION 1. Process for Employee Complaints

Employees of TriEA who have a complaint about their terms or conditions of work are encouraged to resolve their concerns informally with their co-workers and/or supervisors at the lowest level possible. If the employee is not satisfied with the outcome the informal resolution, then the employee may file a formal complaint in accordance with the grievance process set forth in the Employee Handbook

SECTION 2. Exception for Sexual Harassment Complaints

All formal complaints by charter employees must be pursued in accordance with the process set forth in Board Policy 300.120 unless the complaint is a sexual harassment complaint filed by an employee against the employee’s supervisor. Under these circumstances, the employee shall present his or her Level 1 complaint to the school’s CEO who will designate another supervisory level employee to hear and respond to the Level 1 grievance. If the CEO does not reach a decision that is satisfactory to the employee, then the employee may appeal the decision to Levels 2 and 3 as delineated in the Employee Handbook