



# Employee Handbook



**The SEED Public Charter School of Washington D.C.**

***Founded 1998***

<b>LETTER FROM THE HEAD OF SCHOOL .....</b>	<b>1</b>
<b>INTRODUCTION.....</b>	<b>2</b>
About SEED.....	2
SEED Core Values.....	2
 <b>GENERAL EMPLOYMENT POLICIES.....</b>	 <b>3</b>
Nature of Employment and Purpose of the Employee Handbook.....	3
Disclaimer .....	3
Hours of Operation.....	3
Human Resources Roles.....	4
 <b>STANDARD EMPLOYMENT PRACTICES.....</b>	 <b>4</b>
Equal Employment Opportunity.....	4
Americans with Disabilities Act Policy Statement.....	4
Lactating Mothers.....	5
Background Checks.....	5
Employment At-Will.....	5
Non-Harassment Policy.....	5
Policy Against Sexual Harassment.....	6
Sexual Harassment Complaint Procedure.....	7
Reporting Discrimination.....	8
Retaliation Prohibited.....	8
Legal Information.....	9
Whistleblower Policy.....	10
Outside Employment.....	10
Employment of Relatives/Fraternization.....	10
Conflicts of Interest.....	11
Confidentiality Policy.....	11
Performance Evaluations.....	13
Personnel File Management.....	13
HIPPA and Medical Records.....	13
Media Relations Policy.....	14
Fundraising.....	14
Bulletin Boards.....	15
Use of Facilities.....	16
Alterations of Facilities.....	16
Maintenance of Campus Facilities.....	16
Fire and Evacuation Drills.....	16
Unauthorized Parking Policy.....	17
Graduation Policy.....	17
 <b>WORK PLACE CONDUCT.....</b>	 <b>17</b>
Standard of Conduct.....	17
Attendance and Punctuality.....	17
Flexible Schedule.....	18
Telecommuting.....	18

Dress Code.....	18
Inappropriate Conduct.....	19
Verbal Professionalism.....	20
Violence or Threats.....	21
Solicitation and Distribution of Literature.....	21
Telephone and Mail Systems.....	21
Pets on Campus.....	22
<b>ELECTRONIC COMMUNICATIONS POLICY.....</b>	<b>24</b>
Use of Computers and the Internet.....	24
Computer Equipment Care and Use Policy.....	24
Acceptable Use Policy.....	25
Privacy Policy.....	26
Social Media Policy .....	26
Limitation of Liability.....	27
<b>CLASSIFICATION OF EMPLOYEES.....</b>	<b>27</b>
Employee Categories.....	27
Regular Full-Time.....	28
Regular Part-Time.....	28
Temporary Employee.....	28
Exempt Vs. Non-Exempt.....	28
<b>COMPENSATION.....</b>	<b>28</b>
Paychecks.....	28
Overtime Pay.....	29
Time Records.....	29
Errors in Time Sheets or Paychecks.....	30
Overpayment.....	30
<b>ABSENSE FROM WORK.....</b>	<b>30</b>
Vacation Leave.....	30
Sick and Safe Leave.....	31
Personal Leave.....	33
Bereavement Leave.....	34
Paid Holidays.....	34
Jury Duty.....	34
Military Leave.....	35
Leave for Religious Reasons.....	35
Time of to Vote.....	35
Summer Work Obligations.....	35
Weather Emergency Policies.....	36
<b>FAMILY AND MEDICAL LEAVE POLICY.....</b>	<b>37</b>
Eligibility.....	37
Notice.....	37

Use of Accrued Paid Time Off.....	38
Paid Family Leave.....	38
Conditions On Use of Leave.....	38
Intermittent Leave or Leave on a Reduced Schedule.....	40
Covered Service Member.....	41
Qualifying Exigency.....	41
Medical Certification.....	41
Medical Insurance/Other Benefits.....	42
Reinstatement/Transfer to Alternate Positions.....	42
Paid Portions of Leave.....	43
Coordination with Other Statues.....	43
Miscellaneous.....	43
Instructional Employees.....	43
Parental Leave.....	45
Leave of Absence without Pay.....	46
<b>EMPLOYEE BENEFITS.....</b>	<b>46</b>
Health Insurance.....	47
Short-Term Disability.....	47
Long-Term Disability.....	48
Group Life Insurance.....	48
Cobra Health Insurance Continuation Coverage.....	48
Workers Compensation.....	48
403(b) Plan.....	48
Tuition Assistance.....	48
Professional Development.....	49
<b>GENERAL POLICIES GOVERNING WORK WITH STUDENTS.....</b>	<b>50</b>
Corporal Punishment.....	50
Legal Requirement for Reporting Abuse.....	50
Medication and Student Administering.....	51
Student Files.....	51
Student Records and FERPA.....	52
<b>POLICY FOR AN ALCOHOL AND DRUG-FREE SCHOOL ENVIRONMENT.....</b>	<b>55</b>
Purpose.....	55
Definitions.....	55
Policy Statement.....	56
Assistance.....	56
Testing of Current Employees.....	57
Smoking.....	58
<b>USE OF VEHICLES.....</b>	<b>58</b>
School Van Use.....	60
Vehicle Requests.....	60
Drivers.....	61

Key/Trip Ticket Pick-Up.....	61
Van and Key/Trip Ticket Return.....	61
Associated Charges/Costs.....	62
Vehicle Operations.....	62
Damages/Breakdowns/Accidents.....	62
<b>CAMPUS RESIDENCY.....</b>	<b>62</b>
Residential and Campus Housing.....	62
Spouses and Dependents.....	63
Dependent Supervision.....	63
Laundry Facilities.....	63
Housing Maintenance, Expectations, and Insurance.....	64
Overnight Guests/Cohabitations Policies.....	64
Alcohol on School Premises.....	64
Students in Campus Living Quarters/Classrooms/Offices.....	64
Employee Responsibility/Liability Concerning Guests.....	64
Dependent Occupancy Regulations.....	65
<b>CAMPUS SECURITY.....</b>	<b>65</b>
General Campus Security.....	65
Environmental Expectations.....	65
Protections of SEED Property- Security.....	65
Keys/Security Cards.....	66
Visitors in the Workplace.....	66
Trespassing.....	67
Employee Visitors' Responsibility.....	67
Former Employee/Dismissed Students.....	67
<b>SEPARATION FROM EMPLOYMENT.....</b>	<b>67</b>
Return of SEED Property.....	68
Voluntary Termination.....	68
Resignation.....	68
Involuntary Termination.....	68
Exit Interview.....	68
<b>DISCIPLINE.....</b>	<b>69</b>
<b>RECEIPT AND ACKNOWLEDGMENT.....</b>	<b>70</b>

## Letter from the Head of School

Dear SEED DC Employees,

Thank you for choosing to work at SEED DC. As you know, our mission is to prepare all students for success in college and beyond. This is an incredibly important mission, and we cannot achieve it without the hard work and dedication of our employees. Without question, you are our most important asset.

The purpose of this handbook is to outline SEED's employee policies in one place..It should serve as a helpful resource to you as you perform your work throughout the year. However, there are several things to keep in mind about the handbook:

- It contains only general information and guidelines. It is 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 the Office of Human Resources.
- It is intended as a resource for you to consult throughout your employment at SEED DC.
- The procedures, practices, policies, and benefits described here may be modified or discontinued from time to time. The school will take reasonable measures to inform you of any changes as they occur.
- Several of the subjects described here are covered in detail in other documents. You should refer to these documents for specific information since this handbook only briefly summarizes certain policies or benefits.

Our goal is to make SEED DC one of the best places to work, learn, and grow. We look forward to creating this work environment with you.

Again, thank you for choosing to work at SEED DC and committing your time, energy, and ideas to our collective mission.

Best,

Brian Rahaman  
*Head of School*

## INTRODUCTION

### About SEED

The mission of SEED schools is *to provide an outstanding, intensive educational program that prepares children, both academically and socially, for success in college and beyond.*

The SEED Public Charter School of Washington, D.C. (SEED DC) opened in 1998 as the nation's first urban public college preparatory boarding school. SEED DC empowers over 250 scholars in grades 8-12 to achieve their full potential within our 24-hour learning environment and exposure opportunities. By the year 2020-2021, SEED will serve grades 9-12 only as we transition to providing more high-quality, high school seats to families in the District. All SEED scholars live on campus between Sunday evenings and Friday afternoons.

Our innovative model integrates a rigorous academic program with a nurturing boarding program that teaches life skills and provides a safe and secure environment. This boarding school model provides a comprehensive solution to the challenges facing urban youth and serves as a prototype for expansion nationwide. Our model has proven successful: over 90 percent of SEED graduates have been accepted to four-year colleges and universities throughout the country and over 60 percent remain enrolled in college or already have earned college degrees.

We believe that all young people, regardless of circumstances, should be able to achieve their true potential in life. Together with students, families, educators, activists, communities, and policymakers who share this belief, SEED strives to foster a nation where:

- ✓ Students who need it most have access to a high-quality, college-preparatory, public boarding education;
- ✓ Low-income, first-generation, college-bound students receive the support they need to thrive in college and beyond; and
- ✓ Our public education system embraces innovation to empower all students to own their educational journeys.

### SEED Core Values

In our pursuit of excellence, at SEED, we will live by our shared values and beliefs. Our core values and belief statements are essential to our work with students and families, our collaboration as a team, and our partnerships with stakeholders. These values provide guidance to ensure that SEED and the people who make up the SEED community are working from a shared understanding that best helps us achieve our vision and clearly define our culture and identity.

- ✓ I show **RESPECT** for all people by being civil, cordial, courteous, and having unconditional appreciation for the value and dignity of all people and things.
- ✓ I display **RESPONSIBILITY** by taking ownership and being accountable for my words, actions, and results.

- ✓ I exemplify **PERSEVERANCE** by having steady commitment, persistence, and patience, even when there are obstacles or discouragement.
- ✓ I act with **INTEGRITY** by being honest and fair and doing the right thing even when no one is looking.
- ✓ I exhibit **COMPASSION** by showing concern and empathy, being helpful, and supporting others.
- ✓ I show **GRATITUDE** by extending kindness and expressing appreciation for the gifts, time, and talent of others.
- ✓ I demonstrate **GROWTH** through my commitment to excellence, continuous improvement, and learning.

## **GENERAL EMPLOYMENT POLICIES**

### **Nature of Employment and Purpose of the Employee Handbook**

The purpose of this handbook is to briefly outline the employment policies of The SEED School of Washington, D.C. (SEED DC), and act as a guideline for employees. It is intended to ensure the efficient and productive operation of SEED DC, to ensure all SEED DC employees understand the terms and conditions of their employment, and to promote consistent treatment of employees. It does not, however, present all policies and procedures that may apply. This handbook is not a contract of employment and does not conger contractual rights, either expressed or implied, upon any employee nor does it guarantee employment for any period of time.

SEED DC deserves the right to revise, delete, or add to any and all policies, procedures, work rules or benefits set forth in this handbook or anywhere else at any time, with or without prior notice. SEED DC may attempt to inform employees when such changes are made. No one at SEED DC has the authority to alter, revise, amend or revoke any policy orally or to make contractual commitments without the express written consent of the Head of School.

### **Disclaimer**

This handbook is not, and should not be construed as a contract of employment. Employment at SEED DC is “at will,” which means that the organization or the employee may terminate the employment relationship at any time, with or without notice, for any or no reason. Nothing in this handbook, not any oral or written representation by a representative of SEED, other than an express written agreement signed by the Head of School, shall modify the at-will nature of employment.

### **Hours of Operation**

By being ready, willing and able to serve our customers (students, internal departments, families, and other stakeholders) efficiently at any time, we increase the opportunity for excellence. SEED DC is a 24-hour operation campus, however, the core business hours are Monday through Friday 8:00 a.m. to 5:00 p.m. All employees are encouraged to take a half-hour lunch period.



Administrative employees are expected to work during core business hours unless approval is given by their immediate manager to work an alternate schedule. The Student Life Department maintains hours outside of the core business hours.

### **Human Resources Roles**

The Human Resources Department assists with the administration and interpretation of policies, compensation, benefits, and may assist in supporting payroll. Human Resources also assists other departments with recruiting new employees to meet their staffing goals, conduct trainings, and manage job performance or other employee related matters as needed. When reference is made to the Human Resources Department in this handbook, employees are encouraged to contact the Human Resources Manager at SEED DC.

## **STANDARD EMPLOYMENT PRACTICES**

### **Equal Employment Opportunity**

SEED is an equal opportunity employer and follows a policy of administering all employment decisions and personnel actions without regard to race, color, religion, creed, national origin, sex, age, marital status, veteran status, personal appearance, sexual orientation, gender identity or expression, physical or mental disability, genetic disposition or carrier status, pregnancy, childbirth or related medical conditions, family responsibilities, matriculation, political affiliation, or any other characteristic protected under applicable federal, state or local law.

This policy of non-discrimination applies to but is not limited to the following activities: recruitment, employment, promotions, demotions, transfers, layoffs, compensation, benefits, training, disciplinary actions, and all other terms and conditions of employment. SEED is committed to providing equal employment opportunities to all qualified individuals.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Human Resources Department. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination or inappropriate conduct will be subject to disciplinary action, up to and including termination of employment.

### **Americans with Disabilities Act Policy Statement**

SEED DC is committed to complying with all applicable provisions of the Americans with Disabilities Act ("ADA") and any state or local analogs. It is SEED's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with this policy of nondiscrimination, SEED will provide reasonable accommodations to qualified individuals with disabilities, unless doing so would cause SEED an undue hardship.

Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact the Human Resources Department. SEED DC encourages individuals with disabilities to come forward and request reasonable accommodations.

### **Lactating Mothers**

SEED is committed to ensuring reasonable break times for an employee to express breast milk for a year after her child's birth. SEED DC has designated lactation spaces for this purpose. If an employee exceeds 20 minutes in length, the break will be unpaid and the employee should inform their supervisors of their time record for timekeeping purposes. As an alternative, employees may use personal leave or may make up the time as negotiated with their supervisors.

All employees utilizing the lactation suite are responsible for proper storage of their milk using either company provided refrigerator/personal storage coolers. This can include labeling the milk expressed with their name and date collected, so it is not inadvertently confused with another employee's milk. It is expected that all employees will assist in providing a positive atmosphere of support for breastfeeding employees.

### **Background checks**

During the pre-employment period, a comprehensive background check will be conducted. All offers of employment are contingent on receipt of a background check report that is acceptable to SEED DC. All background checks are conducted in conformity with the Federal Fair Credit Reporting Act, and state and federal privacy and anti-discrimination laws. Reports are kept confidential and are only viewed by individuals involved in the hiring process. A comprehensive background check consists of employment verification, professional reference checks, and criminal background check. Employees, volunteers, and contractors working at SEED DC will undergo the standard background check process and an FBI background check.

In addition to background checks conducted pre-employment, employees, volunteers, and contractors will be subject to satisfactory background checks every two years after the commencement of their tenure at SEED DC.

### **Employment At-Will**

Employment with SEED DC is at-will. This means that both the employee and the School may terminate the employment relationship at any time, with or without notice, and for any reason. Nothing in this handbook or in any other document or oral statement shall limit the at-will nature of the employment relationship. No one at the School has the authority to alter the at-will nature of the employment relationship without the express written consent of the Head of School.

### **Non-Harassment Policy**

It is SEED's policy that all employees should be able to enjoy a work environment free of discrimination and harassment. This requires that each employee treat with courtesy and respect every other employee and individual with whom the employee has contact in the course of the employee's employment. SEED strictly forbids discrimination or harassment of any kind, including discrimination based on race, color, religion, sex (including pregnancy, childbirth, related medical conditions, breastfeeding or reproductive health decisions), gender identity or expression, national origin, age, marital status, ancestry, physical or mental disability, sexual orientation, personal appearance, genetic information, family responsibilities, matriculation, political affiliation, military or veteran status, or any other category protected under applicable federal, state or local law. This policy extends to each and every level of our operation.

Accordingly, any form of harassment, whether by a fellow employee, manager, supervisor, or by a third party doing business with SEED, will not be tolerated.

If an employee believes that he or she has been the subject of discrimination or harassment or that he or she has witnessed it in the workplace, the employee should immediately bring concerns to the attention of their supervisor, Human Resources, or any member of management with whom the employee is comfortable.

Acts that may constitute harassment include, but are not limited to:

- Jokes
- Verbal abuse and epithets
- Degrading comments
- The display of offensive objects and pictures
- Other conduct that the individual might reasonably find offensive.

### **Policy Against Sexual Harassment**

SEED DC's policy is to provide its employees with a work environment free from harassment, which includes but is not limited to, harassment on the basis of sex. Sexual harassment is a form of sex discrimination that the School will not tolerate and is against the law. Sexual harassment may include the following conduct where it is unwelcome to the recipient-employee:

- Verbal comments or propositions of a sexual nature,
- The display or circulation of sexually suggestive or explicit visual or printed material, or
- Physical conduct of a sexual nature.

Every employee is expected to be aware of this policy and of the types of conduct that may constitute unlawful harassment, as well as the avenues of assistance provided by SEED for addressing complaints of sexual harassment.

This policy extends to each and every level of the School's operations. Accordingly, sexual harassment, whether by a fellow employee, manager, or non-employee doing business with the School (whether of the same sex or the opposite sex), will not be tolerated. In furtherance of SEED DC's policy to provide each employee with a work environment free from harassment, SEED DC requires that each of its managers be responsible for the prevention and elimination of all forms of harassment within their respective departments.

Acts that are considered to constitute sexual harassment include, but are not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where:

- Submission to such conduct is either an express or implied term or condition of employment;
- Submission to or rejection of such conduct is used as a basis for an employment decision affecting the harassed person;
- The purpose of such conduct is to substantially interfere with the affected individual's work performance, or to create an intimidating, hostile or offensive work environment; or

- The effect of such conduct is to substantially interfere with the affected individual's work performance or create an intimidating, hostile, or offensive work environment.

Examples of conduct that, if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances, including the severity of the conduct and its pervasiveness, include:

- Direct or implied requests by a manager for sexual favors in exchange for actual or promised job benefits (favorable reviews, promotions, salary increases);
- Touching any part of another employee's body;
- Derogatory or provoking remarks about or relating to an employee's gender, sexual orientation or sexual activity;
- Displaying or transmitting sexually suggestive materials or using sexually explicit language or gestures;
- Continuing to ask an employee to socialize on or off duty when that person has indicated an unwillingness to do so;
- Coerced sexual acts;
- Off-duty conduct which falls within the above definition and affects the work environment.

Please note that while this policy is set forth by the Department of Human Resources of promoting a workplace that is free of sexual harassment, the policy is not designed or intended to limit the School's authority to discipline or take remedial action for unacceptable workplace conduct, regardless of whether that conduct satisfies the definition of sexual harassment.

A copy of this policy will be provided to every employee upon hire, and extra copies will be available from the Human Resources Department.

### **Sexual Harassment Complaint Procedure**

Sexual harassment of any kind serves no legitimate purpose and has a disruptive effect on the employee's ability to perform the employee's job properly. SEED DC takes allegations of harassment very seriously and will actively investigate all complaints. If it is determined that harassment has occurred, management will take appropriate action against the offending persons, up to and including termination of employment.

If an employee believes that he or she has been harassed or has witnessed the harassment of others, he or she needs to bring the concerns to the attention of management immediately in any of the following ways:

- Report the conduct to the employee's immediate manager;
- Report the conduct to the employee's manager's manager;
- Report the conduct to the Human Resources Department; or
- Report the conduct to any member of management with whom the employee feels comfortable.

**IMPORTANT NOTE:** If the particular circumstances make a discussion with or a complaint to the employee's own manager inappropriate (for example the complaint involves the employee's manager), the employee should not hesitate to immediately bring the matter to the attention of the Human Resources Department or any member of senior management.

It is the School's policy that all such matters will be handled with appropriate care and discretion and receives a thorough investigation. When an employee brings a complaint to the attention of any member of management, the Human Resources Manager will be notified and an investigation of the allegations will be undertaken promptly. Such investigation shall generally include, at a minimum, interviews with all persons identified as having direct and personal knowledge of the incident(s) in question.

If the investigation reveals that inappropriate workplace conduct has occurred, management will take prompt and effective remedial action. Such measures are designed to put an immediate stop to the inappropriate conduct as well as prevent its recurrence. Therefore, management retains the right to take whatever action it believes appropriate under the circumstances, up to and including terminating the employment of the offending person.

### **Reporting Discrimination**

An employee who believes that they are being unlawfully subject to discrimination, or who may have observed or received a complaint of discrimination should immediately report the incident(s) to their supervisor or directly to Human Resources. Any supervisor who receives a complaint of harassment or discrimination must report it to Human Resources.

Any person found to have unlawfully harassed another employee will be subject to appropriate disciplinary action, up to and including termination.

### **Retaliation Prohibited**

In addition, retaliation against employees for reporting or complaining of sexual harassment, or for cooperating in the investigation of a report or complaint, is unlawful and will not be tolerated. Retaliation in this context refers to adverse conduct taken because employees reported an actual or perceived violation, opposed practices prohibited, or participated in the reporting and investigation process. Any retaliation will warrant disciplinary action, up to and including terminating the employment of the offending person.

### **Legal Information**

Sexual harassment and the other forms of harassment described above are unlawful under both federal and state law. SEED DC is committed to responding quickly and effectively to any report of harassment and hopes that employees will feel comfortable coming forward and allowing the School to pursue an internal investigation and resolution of the matter. In addition to the School's internal complaint procedure, an employee may also pursue a complaint of sexual harassment by contacting the federal and state agencies listed below:

The United States Equal Employment Opportunity Commission ("EEOC")  
1400 L Street, N.W.  
Washington, DC 20005

(202) 275-7377 or (800) 669-4000

The District of Columbia Office of Human Rights  
441 4th Street, N.W.  
Suite 570  
Washington, DC 20001  
(202) 727-4559

Both of these agencies can be contacted by employees who wish to file a formal charge of harassment. However, as stated above, SEED is committed to responding quickly and effectively to any report of harassment and hopes that all employees will feel comfortable coming forward and allowing us to pursue a resolution of the matter internally.

### **Open Door Policy**

SEED DC believes it is necessary to provide employees with channels of communication so they can have issues or questions promptly addressed. Therefore, employees should feel free to contact the Human Resources Department or any member of management with employment-related questions or concerns. If an employee has an unresolved concern, the employee has the right and responsibility to bring the concern to the attention of upper management. We believe that such concerns can be resolved within SEED DC.

### **Whistleblower Policy**

SEED requires all employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of SEED, employees are expected to practice honesty and integrity in fulfilling our responsibilities. This policy is intended to encourage and enable employees to raise serious concerns internally so that SEED can address and correct inappropriate and unethical conduct and actions.

A whistleblower as defined by this policy is an employee of SEED who reports an activity that he/she considers to be illegal or dishonest. The whistleblower is not responsible for investigating any activities or for determining fault. Appropriate management officials are charged with this responsibility and are expected to take corrective measures.

If an employee has knowledge of a concern or illegal and/or dishonest fraudulent activity, the employee should contact their supervisor or Human Resources immediately. If the employee is not comfortable with or not satisfied with the response provided, employees are encouraged to speak with the Head of School, Assistant Head of School, or the Managing Director. Employees may also confidentially report illegal or dishonest behavior confidentially by mailing a letter to the attention of the Human Resources Manager.

Anyone reporting a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the conflict of interest policy or of applicable laws and regulations. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense. An individual who makes allegations that are not substantiated, in good faith, is fully protected by this policy.

To the extent practicable, confidentiality will be maintained consistent with the needs to conduct an adequate investigation. This whistleblower policy is intended to encourage and enable employees to raise concerns within the organization for investigation and appropriate action. With this goal in mind, no employee who, in good faith, reports a concern shall be subject to retaliation. Moreover, an employee who retaliates against someone who has reported a concern in good faith is subject to discipline up to and including dismissal from the volunteer position or termination of employment. Any whistleblower who believes he/she is being retaliated against should contact Human Resources immediately.

Employees with any question regarding this policy should contact Human Resources.

### **Outside Employment**

Employees may engage in outside employment provided that it does not interfere with job performance and attendance, or otherwise present a conflict of interest with SEED or SEED's operations.. All employees will be judged by the same performance standards and will be subject to SEED's scheduling requirements, regardless of any existing outside work commitments. All outside employment needs to be acknowledged in writing to your manager. However, an employee's decision to pursue outside employment may neither reveal nor depend upon confidential information regarding the School. A conflict of interest occurs when an employee places or find themselves in a position where their private interests may conflict with the interests of the school or have an adverse effect on the employee's motivation or the proper performance of their job.

During their employment with SEED DC, employees shall devote their full attention and best efforts to the business of the School to protect the interests of both the employees and the School. Activity that involves a potential or apparent conflict of interest may be undertaken only after disclosure by the employee and review and approval, in writing, by the Human Resources Manager. If the School determines that an employee's outside activities interfere with performance or the ability to meet the requirements of the employee's position, the employee may be required to terminate the outside activity if he or she wishes to remain employed with the School.

### **Employment of Relatives/Fraternization**

SEED DC permits the employment of relatives, life partners, or significant others in circumstances that do not present an apparent conflict of interest. SEED DC, in its sole discretion, will determine whether a conflict of interest exists.

Relatives, significant others or life partners will not be permitted to supervise one another (directly or indirectly), and relatives, life partners, or significant others will not be promoted or transferred into the same department or "chain of command" as an employee who is a relative, life partner, or significant other. Employees also should not be assigned to positions in which they have access to salaries, performance reviews, or other confidential information concerning a relative, life partner, or significant other. If two employees become related or involved with one another after employment and their positions present a conflict with this policy, one of the two

should be reassigned to another position if it is available. If this is not possible, the situation will be discussed and resolved with the employees, their managers, and Human Resources. This policy applies to all categories of employment at SEED DC, including regular, temporary, full-time and part-time classifications.

If a relationship between employees results in disruptions in the workplace, disrupts performance or poses a conflict of interest, the matter will be addressed as appropriate. If it is determined that a conflict exists, then disciplinary action may result, up to and including termination of employment.

### **Conflicts of Interest**

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which SEED wishes the School to operate. The purpose of these guidelines is to provide general directives so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Please contact the Human Resources Department or the Managing Director for more information or questions about conflicts of interest.

Transactions with outside firms must be conducted within a framework established and controlled by the Head of School. Business dealings with outside firms should be fair and at market prices and terms and may not involve bribes, product bonuses, special fringe benefits, unusual price breaks, or other windfalls designed to benefit the employee or the outside firm. Promotional plans that could be interpreted to involve unusual gain require prior approval from the Head of School.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee, a personal friend or for a relative as a result of SEED DC's business dealings. No "presumption of guilt" is created by the mere existence of a relationship with outside firms, Schools, etc. However, if an employee has any influence on transactions involving purchases, contracts, or leases, it is imperative that he/she discloses to SEED as soon as possible, the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

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

### **Confidentiality Policy**

All information and know-how, whether or not in writing, of a private, secret or confidential nature concerning SEED DC's operations, internal matters, developments or financial affairs (collectively, "Confidential Information") is and shall be the exclusive property of SEED DC. By way of illustration, but not limitation, Confidential Information may include SEED DC business plans, operations, projects, programs, terms and conditions of contractual arrangements, financial data, personnel data obtained pursuant to an employee's duties or responsibilities,



student data, student records, donor, member, grant partner and prospect lists, software, systems, codes, or developments and marketing research and information. Employees may not disclose any Confidential Information to others outside SEED DC or use the same for any unauthorized purposes, either during or after the employee's employment, unless and until such Confidential Information has become public knowledge without fault by the employee.

All files, letters, electronic e-mails, facsimiles, reports, records, data, drawings, or other written, photographic or tangible materials containing Confidential Information, whether created by the employee or others which shall come into the employee's custody or possession, shall be and are the exclusive property of SEED to be used by the employee only in the course of employment and in the best interest of SEED.

An employee's obligation not to disclose or to use information, know-how, and records of the type set forth in this policy, also extends to such types of information, know-how, records and tangible property of partners, donors, members, or grant partners of the School or suppliers to the School or other third parties who may have disclosed or entrusted the same to the School or to the employee in the course of the School's business.

An employee's obligation not to disclose or to use information, know-how, and records of the type set forth in this policy extends beyond the termination of the employment relationship with the School.

Employees who are unsure about the confidential nature of specific information must ask their supervisor for clarification. Employees will be subject to appropriate disciplinary action, up to and including termination of employment for knowingly or unknowingly revealing information of a confidential nature.

Nothing in this policy or elsewhere prohibits an employee from communicating with government agencies about possible violations of federal, state, or local laws or otherwise providing information to government agencies, filing a complaint with government agencies, or participating in government agency investigations or proceedings. An employee is not required to notify the School of any such communications; provided, however, that nothing herein authorizes the disclosure of information an employee obtained through a communication that was subject to the attorney-client privilege. Further, notwithstanding employees' confidentiality and nondisclosure obligations, employees are hereby advised as follows pursuant to the Defend Trade Secrets Act: "An individual shall not be held criminally or civilly liable under any Federal or State trade secret law for the disclosure of a trade secret that (A) is made (i) in confidence to a Federal, State, or local government official, either directly or indirectly, or to an attorney; and (ii) solely for the purpose of reporting or investigating a suspected violation of law; or (B) is made in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal. An individual who files a lawsuit for retaliation by an employer for reporting a suspected violation of law may disclose the trade secret to the attorney of the individual and use the trade secret information in the court proceeding, if the individual (A) files any document containing the trade secret under seal; and (B) does not disclose the trade secret, except pursuant to court order."

### **Performance Evaluations**

Timely and accurate feedback is key to retaining a confident and reliable workforce. SEED DC has implemented a Performance Evaluation System to facilitate regular performance assessments. In addition to providing regular feedback throughout the year, SEED strives to complete staff performance evaluations on an annual basis. Positive performance evaluations do not guarantee increases in salary or payment of bonuses or any other type of discretionary compensation. Promotions, salary increases, and discretionary payments of any kind are solely within discretion of management and depend upon many factors in addition to individual performance. If appropriate, merit increases are effective in July or at contract renewal. Supervisors will provide a completed copy of the Performance Evaluation Program for all employees to the Human Resources Department.

Employees will receive written introductory (due at 90 days of employment) and annual performance evaluations, which are to be prepared by employee's immediate supervisor in agreement with the next level of management. The evaluations are used to assess employees' performance on specific job responsibilities, address training status, review the status of goals from the previous period (if applicable), and identify individual goals for the new fiscal year. Employees may be placed on probation or terminated as a result of negative performance evaluation.

Supervisory personnel must complete performance evaluations by the due date for their direct reports in order for them to receive salary upgrades or merit increases. Exceptions require the approval of Head of School or the Human Resources Department.

### **Personnel File Management**

Employees' personnel files are maintained in the Human Resources Department. Employees' personnel files shall be kept strictly confidential. Employees are not permitted unauthorized access to other employees' personnel files. Employees who wish to review their own file should contact the Human Resources Department.

It is the employee's responsibility to update their personnel files when their personal information changes. Specifically, employees must inform the Human Resources Department in writing when they have a change in name, marital status, address, telephone number, emergency contact information, and any other relevant information.

### **HIPAA and Medical Records**

SEED DC privacy policies and practices comply with the Health Insurance Portability and Accountability Act (HIPAA) of 1996 and other stringent state laws. We understand and abide by the rules and procedures established to protect the confidential health information of staff and students we serve in our programs. SEED DC abides by the rules related to employee's right to inspect and obtain a copy of their confidential and protected health information. SEED DC will take reasonable steps, to the extent required by law, to maintain the privacy and confidentiality of any employee protected health information. Employees who wish to review their own medical file should contact the Human Resources Department.

### **Media Relations Policy**

Because much of the information we work with is confidential or sensitive, all contacts with the media on behalf of the School must be referred to the Head of School or the Board Chair of Trustees. All papers, articles, speeches, media responses, or presentations on behalf of the School must be first approved by the Head of School or Board Chair prior to communication, publication or presentation; provided, however, that nothing herein is intended to restrict an employee's ability to discuss matters related to the terms and conditions of their employment. This concerns information which includes any data, research, or general opinions, etc., about The SEED Network included but not limited to: The SEED Foundation and affiliates, SEED DC employees, students, parents, board members/trustees, donors, and programs.

It is important that only those authorized by the Head of School to speak on behalf of SEED to the media about predetermined and authorized topics.

### **Fundraising**

All SEED DC fundraising projects must receive approval from the Development Office, Assistant Head of School or the Head of School. All employees and students must: 1) submit a Fundraising Project Form; 2) receive approval of the fundraising project before beginning any fundraising activities; and 3) submit and report all donations received to the Finance Office and Development Office, respectively.

This fundraising procedure will ensure that all of our fundraising and development activities are synchronized and in-line with the mission of the School.

#### *Reasons for implementation of the fundraising policy:*

- I. The School and the Foundation are both pursuing a number of donations and partners at any given time and may be soliciting the same individuals and groups that you are contacting for supplies and donations. Many donors can/will only donate one gift per year to an organization, and smaller fundraising efforts (such as asking for small project/equipment donations) may prevent us from obtaining much larger gifts.
- II. Many grants have implications for other departments at the School. Example: Some grants or donations may require us to implement special accounting procedures to identify exactly how the funds are spent.
- III. Some grants or in-kind donations may create additional work for another department that makes the donation less valuable. Example: We might get a donation of used computers, but they have so many problems that it takes our technology staff 3 days to decide that we have to throw them away! OR: A grant for a relatively small amount of money may have a LOT of reporting requirements – it might not be worth the time.
- IV. Many organizations have reporting requirements. If we fail to comply with these, then we may lose the opportunity to request funds from them again!
- V. The School and The Foundation have procedures for recognizing all of our donors (with thank you letters, recognition in the Annual Report, and mailings). We want to make sure we thank everyone who supports SEED DC.

- VI. All solicitations (requests for donations) MUST align with the mission of the School and contain accurate information about the School. Additionally, all solicitations to potential donors must utilize the same language and format. This enables SEED DC to communicate a consistent image and message for the School.

*Examples of Fundraising Activities*

This policy applies to ALL fundraising activities that will benefit the School, SEED DC families, and employees, including those listed below. If you are unsure whether your idea is a fundraising activity, please contact the Development Office.

*Examples of Off-Campus Fundraising Activities:*

- Inviting friends to your house for drinks and asking for a donation at the door;
- A personal friend has offered to provide space and refreshments in a home, restaurant, bar, hotel, etc. free of charge to host an event where you request a cover, donations, host an auction or raffle, etc.;
- Sending a letter requesting a donation of cash, goods or services to an individual whom you know or don't know;
- Sending a grant proposal to an individual, corporation or grant-making organization.

*Examples of On-Campus Fundraising Activities:*

- Placing a coin jar in classrooms for students and employees to contribute to;
- Movie night;
- Bake sale;
- Yard sale;
- Dress down day;
- Raffle;
- Dance;
- Auction;
- Selling donated or discounted foods (e.g. donuts, candy, pizza, etc.).

***Special Note:*** Fundraising for Other Charities on SEED DC's Campus

Some employees raise funds to support other organizations, such as asking for sponsors for a race, selling goods, or holding on-campus activities such as bake sales, etc. This fundraising policy only applies to activities on behalf of SEED DC, but if you are holding an organized event or engaging in any of the on-campus activities outlined above, please check with the Development Office and also refer to the Solicitation and Distribution of Literature policy.

**Bulletin Boards**

The posting of written solicitations on school bulletin boards is restricted. Designated bulletin boards in offices and residential and academic faculty lounges are reserved for the exclusive use of the School for posting work-related notices or notices that must be posted pursuant to federal, state or local law. From time to time, special notices and information for employees will be posted by the School on bulletin boards. Please check the boards regularly for such notices.

Employees may post tasteful and appropriate notices of events and activities on the bulletin boards located in the student-restricted areas of faculty lounges. SEED DC reserves the right to remove postings that it deems to be inappropriate, in its sole discretion.

### **Use of Facilities**

The use of all SEED DC facilities is for the sole use of the employees and students. No one may use any SEED DC premises, including the grounds, rooms or buildings, for personal reasons without the prior approval of the Head of School. Requests and approval for any facility use must be submitted to the Managing Director at least three (3) working days prior to the event need. If an employee has need of a particular community facility/room, this request must be submitted to the employee's supervisor and the Managing Director.

### **Alterations of Facilities**

The campus, grounds, and buildings of the School are of tremendous value to all of us. The Managing Director is responsible for the care, repair, and maintenance of all School premises, including buildings and grounds. An official request must be submitted to the Managing Director and the immediate supervisor for their approval of all proposed alterations to any facility, room, building, or grounds. Absolutely no alterations shall be made to any room, area, building or grounds without the concurrence and prior written approval of the Managing Director and the Head of School.

### **Maintenance of Campus Facilities**

When any problem exists concerning the operation of equipment, plumbing, electricity, malfunctioning appliances, elevator, hot/cold water, whether in apartments, classrooms or in any location on School premises, you are expected and requested to contact the Campus Operations Manager, prior to making any effort to correct the problem yourself. You should notify your immediate supervisor regarding the problem as well as notifying security, if necessary. The smooth operation of all campus facilities and equipment is of utmost importance.

Employees are responsible for all property, material, or written information issued to them or in their possession or control. Each supervisor of an employee intending or directed to finalize employment with the School must arrange for an inspection of living quarters, office or assigned classroom or dormitory prior to the employee's final departure. He/she must return all property and satisfy all debts immediately upon request or upon termination/resignation of employment. Where permitted by applicable law, the School may withhold from the employee's check or final paycheck the cost of any items or damage/debts. The School may also take all action deemed appropriate to recover or protect School property.

### **Fire and Evacuation Drills**

Fire and evacuation drills are held in accordance with regulations in all educational and residential facilities. Drills are in preparation for emergencies and should not be taken lightly. Drills will have an initial prior announcement for training purposes, but will subsequently revert to no prior announcement; therefore, all episodes must be treated as being real. An emergency

procedure is in place to follow in the event of fire or disaster. For more information, please contact Human Resources.

### **Unauthorized Parking Policy**

To ensure the safe operation of the School in assessing and responding to emergencies, employees may not park in the emergency parking areas and/or fire lanes; the handicapped parking spots, as well as the area between the two spots, and/or the dumpster service area. Violations of this policy will result in disciplinary measures, up to and including termination of employment.

*The School requests that employees who occupy campus residences be limited to one vehicle parking space per driver on campus grounds.*

### **Graduation Policy**

Commencement is an opportunity for all employees to join in celebrating the success of students and the start of the next phase in their lives. The commencement becomes official by the presence of the faculty who prepared each student for graduation and for success in college. Thus all employees are expected to attend SEED commencement exercises as noted on the school calendar. Each academic and student life faculty member wear academic regalia and joins the procession and ceremony. Academic regalia will be provided by SEED DC for all employees.

## **WORKPLACE CONDUCT**

### **Standard of Conduct**

SEED DC employees are expected to accept certain responsibilities and conduct themselves with a high degree of personal and professional integrity and dignity. This involves respect for the rights and opinions of fellow employees. An employee should refrain from behaviors that may be harmful to themselves, to other employees, to the organization, their donors, and business partners. SEED DC requires that all employees maintain the highest level of professionalism at all times. Employees should report any dishonest activities or damaging conduct to an appropriate supervisor.

In the event that an employee becomes aware of another employee's behavior or actions, which he or she believes are inappropriate, or in any way inhibit or affect job performance or the School work environment, the employee should discuss such behavior and actions with their supervisor, Human Resources, or other appropriate management personnel.

All reasonable concerns will be promptly, thoroughly and confidentially investigated by SEED DC and, where necessary, appropriate corrective action will be taken.

### **Attendance and Punctuality**

Punctuality and regular attendance are important to the smooth operation of SEED's business. If an employee is consistently late or excessively absent, SEED's ability to perform work is affected and an unfair burden is placed on co-workers. Therefore, unless an employee's absence

is permitted or excused under SEED DC's holiday, vacation, sick, short/long term disability or other leave policies, the employee is responsible for being at work and arriving on time. Moreover, an employee must notify their supervisor as far in advance as possible, but not later than one hour before their scheduled starting time if they expect to be late or absent (unless such leave is not foreseeable or an emergency prevents the employee from making prior notification to SEED, in which case notice should be provided as soon as practicable). This policy applies for each day they are absent.

If an employee is absent for more than one day in a row, the employee must notify their supervisor each day, and if the employee is absent due to sickness for 3 or more days, the employee may be required to provide a physician's note. An employee's failure to notify their supervisor of an absence for three (3) consecutive days will normally be considered job abandonment.

Any employee who is absent for reasons other than those permitted or excused by SEED's holiday, sick, vacation, short/long term disability or other leave policies, or who repeatedly fails to provide notice as required, will be subject to appropriate disciplinary action, up to and including termination.

### **Flexible Schedule**

Flextime at SEED DC is a work schedule with a time of arrival and departure that differs from the standard operating hours by no more than two hours and must be approved in writing by an employee's immediate supervisor with a minimum of a week in advance notice. An employee must first discuss flextime arrangements with his/her supervisor. SEED DC will try their best to honor flextime request; however, approvals will be granted on a case-by-case basis, and in SEED DC's sole discretion. A supervisor will approve or deny flextime request based on staffing needs, the employee's duties, work record, and the employee's ability to return to a standard schedule.

Only under extenuating circumstances would flexible schedules be considered for an extended period of time and employee's must complete the Flextime Request Form at the Human Resources Department for consideration after obtaining supervisory approval. A flextime arrangement may be suspended or canceled at any time.

### **Telecommuting**

The School may provide flexible work schedules, in its sole discretion, for positions that may adapt to such changes; provided, however, that telecommuting is not appropriate for all types of jobs or all individuals. Telecommuting arrangements are at the School's discretion; employees must receive prior written approval from their manager, along with the Head of School and/or Human Resources Manager, in order to do so. The School reserves the right to suspend or terminate any arrangement made to allow an employee to telecommute at any time and for any reason.

### **Dress Code**

All employees are expected to dress in accordance with an acceptable standard of professional appearance. Businesslike, neat and clean clothing are acceptable as standard professional dress. Any event involving parents and families requires business attire; otherwise, business casual

attire is acceptable when employees report to work. Employees may not wear sloppy, dirty, damaged or unkempt clothing, clothing with offensive graphics, words, or phrases, headgear, hats, sweatpants, spandex, sexually suggestive clothes such as tightly fitted or revealing clothing, tee shirts, sweatshirts, halter tops or tank tops.

At its discretion, the School reserves the right to require any employee whose dress is not acceptable to go home, change clothing, and return to work with loss of pay for non-exempt employees' time not worked. Failure to comply with this policy may result in disciplinary action, up to and including termination of employment.

An occasional "dress down day" may be established in conjunction with a particular celebration or seasonal event or when taking students out on an activity. Fridays are "Jean Fridays" when it is acceptable to wear jeans to work. Please make sure that your jeans are work appropriate. There should be respect shown for the students' dress code and adults should not dress below that standard, especially since the dress code is to prepare students for college.

### **Inappropriate Conduct**

The following are examples of infractions of rules of conduct that are considered unacceptable in the School environment and could result in disciplinary action, up to and including immediate termination. This list is not exhaustive but includes examples of serious offenses that would be grounds for disciplinary action.

- Falsifying employment, timekeeping or other SEED DC records;
- Engaging in any conduct that violates SEED DC's policies against discrimination, harassment, and/or retaliation;
- Soliciting or accepting gratuities from vendors;
- Excessive absenteeism or any absence without notice which constitutes job abandonment;
- Excessive tardiness;
- Excessive, unnecessary, or unauthorized use of SEED DC property and supplies, including for personal purposes, such as unauthorized use of telephones, mail system, cell phones, electronic mail system, or other employer-owned equipment and systems,
- Reporting to work under the influence of drugs or alcohol, and the illegal manufacture, possession, use, sale, distribution or transportation of drugs on School premises, in the workplace, while on duty, or while operating employer-owned vehicles or equipment, etc.;
- Fighting or using obscene, abusive, or threatening language or gestures;
- Theft of property from co-workers, members of the School community, or from SEED DC;
- Unauthorized possession of dangerous or unauthorized materials, such as explosives, firearms or weapons on SEED DC premises or while on SEED DC business;
- Disregarding safety or security regulations;
- Insubordination;
- Failing to maintain the confidentiality of SEED DC or student information (includes public discussion of personal student (named) information in public meetings);



- Negligence or improper conduct leading to damage of student-owned, SEED DC- owned or employee-owned property or persons;
- Unauthorized absence from work during the workday;
- Violation of personnel policies (as established with/by supervisors and as noted in this handbook);
- Distraction from supervision or work responsibilities due to unauthorized visitors while on the clock, i.e. family, friends, etc.;
- Unsatisfactory performance or conduct;
- Attempting to or making copies of any SEED DC key or the giving of key(s) and/or electronic pass cards to unauthorized persons, especially any student;
- Any sexual contact or romantic relationship by an adult (employee or dependent) and a SEED student, or minor; and
- Any attempt to violate security or fire/safety measures including, but not limited to, tampering with locking devices, fire alarms or smoke detectors.
- Smoking in any area of the School premises;
- Boisterous, disruptive or excessively loud activity unbecoming to the School environment, in residential or academic areas, (Community living requires that every resident/employee is respectful of the entire community.);

Should an employee's performance, work habits, overall attitude, conduct or demeanor become unsatisfactory based on violations of any SEED policies, rules, or regulations, you will be subject to disciplinary action, up to and including termination of employment. Before or during the imposition of any discipline, if appropriate, employees may be given an opportunity to relate their version of the incident or problem at issue and provide any explanation or justification they consider relevant. Nothing in this policy gives the employee the right to receive any particular level of discipline in any given situation, nor does anything in this policy limit the School or the employee's right to terminate the employment relationship at any time, with or without cause and with or without notice.

### **Verbal Professionalism**

We have the right to disagree with each other in that we have the right to own our opinions regarding any issue. A perspective from a different set of lenses can only help us be informed decision-makers. However, we do not have the professional right to vent frustrations and anger in confrontational dialogue with colleagues, parents, students or any employee in the presence of students or parents. If inappropriate, offensive dialogue occurs, it is expected that participants in this dialogue leave the venue of altercation with a spirit of "leaving it behind" without personalizing and carrying any animosity from the conversation. We are role models every day, all day and, especially, in the presence of colleagues, parents, and students. We must take a stand to diffuse conflicts within us and around us through dialogue, compromise, and negotiation. We can agree to disagree. When a decision must be made, consensus may be impossible, and, therefore, the issue brought to the supervisor(s).

How we speak to people is as essential as what we say to people. It is not acceptable to communicate with students in a discourteous manner, whether giving directions or reacting to something. As a rule, students generally treat adults in the way they are treated. Being honest,

consistent, fair and clear in our expectations, without emotional emphasis or loudness, will generate far more positive responses from young people. Active listening is key.

### **Violence or Threats**

SEED DC strongly believes that all employees, and other persons with whom employees may have contact with while on School premises or School business, should be treated with courtesy and respect at all times. SEED DC has a zero-tolerance for any kind of violence or threat of violence that occurs in the workplace or otherwise effects the workplace. Prohibited acts include, but are not limited to, any threats of violence, destruction of personal or School property, acts of physical violence, intimidation or behavior that may endanger another. This policy also prohibits any threats or actions that may be made in jest.

All employees are expected to refrain from fighting, “horseplay” or other conduct that may be dangerous to others. Employees and visitors to our facility may not possess firearms, weapons, fireworks, or other dangerous or hazardous devices or substances on SEED DC premises or while on SEED DC business.

It is the responsibility of all employees to be aware of what is going on around them and to immediately report to any supervisor or the Human Resources Department the threat of any kind of violence that might endanger the safety of employees, students or anyone else. All threats or acts of violence will be taken seriously and SEED DC will promptly respond to any incident or suggestion of violence (including violence that is threatened by an individual against himself or herself). Employees who engage in conduct prohibited under this policy will be subject to disciplinary action, up to and including immediate termination of employment.

### **Solicitation and Distribution of Literature**

Employees are to refrain from soliciting other employees on behalf of any third-party organization for any purpose during work time. Third parties include any entity, for-profit or not-for-profit other than The SEED Foundation, any SEED School, or any affiliate of The SEED Foundation or a SEED School.

SEED DC recognizes that employees may have interests in events and organizations outside the workplace. However, an employee may not solicit, promote, support or distribute literature concerning any cause or organization during the employee’s working time or during the working time of employees at whom such activity is directed.

Persons not employed by SEED may not solicit or distribute literature on SEED DC premises at any time, for any purpose.

### **Telephone and Mail Systems**

Personal use of telephones for long-distance and toll calls is prohibited. Employees should practice discretion in using School telephones when making local personal calls and may be required to reimburse the School for any charges resulting from excessive or non-authorized personal use of telephones. Emergency need for telephone usage should be authorized by the employee’s supervisor. Employees should be considerate of keeping telephone lines open for school business use.

SEED DC provides local and limited long-distance phone services to all resident employees. Any and all additional phone charges are the sole responsibility of the employee assigned the originating phone extension. An additional telephone usage charge could be, but is not limited to, charge service calls, like 900 numbers, contestant entries, or network poll response calls. It is the responsibility of the user to notify the campus operations office of the date and time of any additional phone charges. The School will charge the employee for the billed costs of additional phone service.

*No employee will be called from their job responsibilities to answer a personal call, unless there is an established emergency.*

Home/School regular phone system, working voice mail systems and e-mail should be the central means of electronic communication with SEED personnel, families, etc. Every office telephone system has a “red light” notification that indicates when a message has been received. With communication to the outside and inside the community being of primary importance, it is expected that responses to voice mails will be prompt and timely. Messages should be retrieved regularly during each workday.

Individual mailboxes are provided in the security office for all School employees. It is expected that each employee checks their mailbox for and mail once in the morning and once in the afternoon.

The use of SEED DC paid postage for personal correspondence is prohibited. Violations will result in disciplinary action, up to and including termination of employment.

A facility will be provided for out-going personal/professional mail and for incoming mail for employees and those who reside on the campus.

### **Pets on Campus**

SEED DC recognizes the important role of pets in the lives of some employees. Employees are welcome to bring pets into the workplace in accordance with the policy detailed below. Pets must be cared for in a responsible manner that ensures the safety of those on the School campus, as well as the safety of the pet. Employees may be asked to discontinue bringing their pet to the workplace if the relevant policy and procedures are not upheld.

Before bringing a pet into the work environment, employees must check first with others in the work environment to ensure that there are no concerns, such as allergies to dogs, etc. In the event of legitimate health problems, the pet may not be brought to that area. Otherwise, employees are encouraged to work together to find a reasonable compromise that is acceptable to everyone.

### *Guidelines*

- Any pet brought into the work environment must have up-to-date medical vaccinations, certification of which must be provided to Human Resources prior to bringing the pet onsite.
- Owners are required to pick-up after their pet.
- Pets must be on a leash.

A pet is defined as a domestic animal that is owned by, resides with, and is cared for by an employee. This includes dogs, cats, and fish in aquariums holding less than 25 gallons of water. For the purposes of this policy, pets are not snakes, ferrets, reptiles, etc. Those with questions about domestic animals that are not specifically addressed here should contact the Human Resources Department. Decisions about the appropriateness of bringing a pet to the School campus will be made based on any potential risk to the pet and to employees and students in the SEED community, and to the perceived disruptions caused by the pet.

In consideration for the general well-being, health and safety of all employees and students of the School, the following list details areas where pets are allowed and restricted areas.

### *Areas of Campus Where Pets Are Allowed*

- Outdoors, on a leash, under control, and accompanied by the pet owner.
- Individual private offices with walls and a door. This includes the private office of employees as well as the private offices of colleagues of employees, where advance permission has been obtained from that person. For example, an employee may bring their pet to a small meeting in a colleague's private office, provided that the colleague has given permission to the employee to do so.
- Academic Building apartment suites.

### *Restricted Areas*

Pets are not allowed in locations or situations other than those noted as allowed above. Such areas of campus where pets are NOT ALLOWED include:

- Classrooms and student rooms in the dormitories;
- Indoor areas that are open to the public and commonly used, such as the library, the security office, bathrooms, copy rooms, lounges, meeting and conference rooms, except as necessary to travel en route to permitted locations;
- Dining and food preparation areas;
- Private offices that are essentially public areas due to the frequency with which they are visited by others and used for meetings (i.e. academic suite);
- Any area or situation in which another person has raised a legitimate concern for health or other reasons about the presence of a pet, except for designated guide or working pets assisting employees or students with documented disabilities.

Employees may be asked to discontinue bringing their pet to campus if the relevant policy and procedures are not upheld. Employees with questions about this policy should direct them to the Office of Human Resources.

Any accident and/or financial liability involving the employee's pet will be solely the responsibility of the employee and not that of SEED DC.

Note – this policy is not intended to restrict an employee's right to use a service animal while working at SEED DC.

## **ELECTRONIC COMMUNICATIONS POLICY**

### **Use of Computers and the Internet**

SEED DC provides employees with access to The SEED School Network, the internet, and other computer equipment and programs, for work related to the curriculum, School business and for exploration connected with the appropriate personal interest.

All employees are expected to respect the School's technology resources. No employee shall abuse School equipment, including hardware and software. The School reserves the right to, for any legitimate business purpose, track network use and to look at data and email communications created by anyone using the School's network or other technology at the School.

Use of these systems and the Internet must be consistent with all policies and practices of the School, and violations of such policies and practices by employees may result in loss of use of the system in question or in other forms of disciplinary action, up to and including termination of employment. While the School recognizes that these systems are occasionally used for personal purposes, any personal use of the email or the Internet remains subject to this policy.

### **Computer Equipment Care and Use Policy**

All Electronic Information systems are to be used primarily for business-related purposes. Although some personal use is permitted, excessive personal use and inappropriate use as described herein or use in contravention of any of the School's policies is prohibited.

Users are required to:

- Exercise appropriate language, behavior, and style in their use of information technology resources;
- Treat all equipment with respect and care in order to avoid damage;
- Notify a member of the Technology Department when equipment is not working properly;
- Return any borrowed equipment promptly;
- Maintain exclusive use of employee laptops. Employee laptops should not be loaned to family members, friends and/or acquaintances;

- Check with the Technology Department prior to downloading academic software to ensure that downloads will not impair the functionality of the laptop.

### **Acceptable Use Policy**

It is important to be aware that Internet sites “visited” electronically from the School’s computer resources, including equipment accessed from the user’s home, identify the School as the originator of each message “visit.” As such, any use of the School’s electronic resources to visit sites that could negatively impact the School’s reputation and name is unacceptable.

The following behaviors are prohibited while using SEED’s information technology resources:

- Modifying system or network facilities, or attempting to crash systems or networks;
- Using, duplicating or transmitting copyrighted material without first obtaining the owner’s permission, in any way that may reasonably be expected to constitute an infringement, or that exceeds the scope of a license, or violates other contracts;
- Tampering with software protections or restrictions placed on computer applications or files;
- Using the SEED name or logo as well as School publications and general School information on any public website in a manner contrary to the School’s community values;
- Using school technology resources for personal profit;
- Accessing inappropriate information, such as pornographic materials;
- The use of language or imagery that the School deems to be foul, obscene, sexually explicit, pornographic, harassing or otherwise inappropriate when sending messages on email;
- Sending messages that may harass, annoy, or intimidate other employees or third parties (employees who receive such inappropriate messages should immediately report them to their supervisors, Human Resources or the Head of School);
- Using the Internet, including School-provided web browsers, to send, display, download or print potentially offensive messages, pornographic or sexually explicit pictures, or derogatory religious or racial materials;
- Using information technology resources to obtain unauthorized access to records, data and other forms of information owned, used, possessed by, or pertaining to the School or individuals;
- Making unauthorized use of records, data and other forms of information owned, used, possessed by, or pertaining to the School or individuals;
- Accessing another person’s computer account without permission;
- Intentionally introducing computer viruses, worms, Trojan Horses, or other rogue programs into information technology resources of the School;
- Physically damaging information technology resources.

## **Privacy Policy**

The School's electronic communications systems (including all computer hardware, software, voicemail, the network, and all stored data) are the property of the School. Employees should be aware that emails, web searches, and websites visited are all logged electronically. While the School respects the privacy of all members of the community, it reserves the right to examine electronic logs of email, web-use and downloads for any legitimate business purpose. Therefore, you have no expectation of privacy in any message, file, data, document, communication or facsimile, or any other form of information accessed, transmitted to, received from or stored on any electronic communication or information system made available by the School. All inbound and outbound Internet, email, and instant messages, including messages transmitted via personal email accounts (i.e. Gmail, Yahoo, etc.) are maintained by and are subject to review by School Administration.

While employees may need a password or other personal code to access their computer, email, or voice mail systems, the School is able to override all passwords and access these systems without using the password. Users of these systems do not have a privacy right in the contents of their computer system, including messages sent, received or stored on the email or voice mail systems or in their use of the Internet. Passwords to these systems exist for the benefit of the School, to enable employees to properly manage their work product and protect that work product from third persons. Employees should have no expectation that the ability to choose a password for a system in any way limits the School's ability or right to monitor their activity on that system.

The School regularly retains and deletes email and voice mail messages from its systems and maintains the right to alter its practices in this area at any time with or without notice to employees.

For purposes of this policy, a "legitimate business purpose" for reviewing e-mail or voice mail communications and Internet use includes, but is not limited to, the following situations:

- routine monitoring for quality control and to ensure proper operation of the systems and compliance by employees with SEED's workplace policies;
- investigations to determine if there have been violations of SEED's workplace policies or criminal or civil wrongdoing by e-mail, voice mail and Internet users where the wrongdoing may have included the use of SEED's electronic systems;
- where the user is unavailable and there is a business need to review the contents of electronic communications on an expedited basis.

## **Social Media Policy**

This policy covers all communications over the Internet, including, but not limited to, blogs, discussion forums, chat rooms, personal web sites, social networking or affinity web sites (Facebook, LinkedIn, Snapchat, Twitter, YouTube, Instagram, TikTok, etc.).

Employees' use of social media must comply with all other School policies, including, without limitation, the School's Confidentiality Policy, Non-Harassment Policy, Policy Against Sexual Harassment, Inappropriate Conduct Policy, and Electronic Communications Policies. Therefore, employees may not disclose or discuss Company confidential information (as defined in the Company's Confidentiality Policy) through on-line media. Employees also may not post any material online that could be viewed as obscene, defamatory, libelous, threatening, harassing, abusive, retaliatory, intimidating or embarrassing. Examples of such conduct might include offensive posts meant to harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, age, sex, disability, religion, or any other status protected by applicable law.

Employees may not use social media while on work time and may not at any time use Company equipment such as computers, laptops, Company-provided personal devices, or the Company server to do so, unless such use of social media is work-related and authorized by an employee's supervisor. Employees may not use their Company-provided e-mail address to register for social networks, blogs, or other online tools unless the use of such online tools is work-related.

An employee commenting or posting on any online media should not represent him or herself as a spokesperson for the Company without prior approval. If an employee chooses to publish comments online related to or concerning the Company that the views expressed represents the employee's views and are not on behalf of the Company.

Failure to follow these policies may result in disciplinary action, up to and including discharge. If you have any questions regarding the Company's Social Media Guidelines, please contact the Human Resources Department.

### **Limitation of Liability**

The School makes no guarantee that the functions of the services provided by or through The SEED School Network will be error-free or without defect. The School will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. The School is not responsible for the accuracy or quality of the information obtained through or stored on the Network. The School will not be responsible for financial obligations arising through the unauthorized use of the Network or computer system.

## **CLASSIFICATION OF EMPLOYEES**

### **Employee Categories**

Based on the terms of employment, employees of SEED fall into the following categories:

- Regular Full-Time
- Regular Part-time
- Temporary Employees



**Regular Full-Time**

An employee who is regularly scheduled to work at least 35 hours per week. Generally, regular full-time employees may participate in any and all benefit programs that the School establishes and makes available to its employees from time to time, subject to the eligibility requirements of the applicable plan or policy.

**Regular Part-Time**

An employee who is regularly scheduled to work less than 35 hours per week. Regular part-time employees may be eligible to participate in certain benefit programs that the School establishes and makes available to its employees, subject to the eligibility requirements of the applicable plan or policy. Please contact the Human Resources Department for more information regarding benefit programs.

**Temporary Employees**

A temporary employee is generally hired for a specified project or time frame. Individuals defined by SEED as temporary employees may work a full-time or part-time schedule and are ineligible for holiday pay and employee benefits, except as required by applicable law.

**Exempt vs. Non-exempt**

All employees are either exempt or non-exempt from the Fair Labor Standards Act (FLSA) for purposes of overtime wages.

Exempt employees are classified as such if their positions meet specific tests established by applicable state and federal law. Exempt employees are not eligible for overtime pay since it is intended in setting compensation that the workweek may include extended hours to complete their job duties.

Non-exempt employees are entitled to overtime wages for hours worked in excess of 40 hours in one week.

## **COMPENSATION**

**Paychecks**

All SEED DC employees are paid semi-monthly on the fifteenth (15th) and the last workday of each month. Each paycheck will include earnings for all work performed through the end of the previous payroll period. Employees may be paid by check or through direct deposit of funds to either a checking or savings account at their bank of choice (provided that the bank has direct deposit capability). To activate direct deposit, a Direct Deposit Authorization Form may be obtained from the Payroll Manager and Human Resources Department. The form must be completed by the employee and returned to the Human Resources Department for processing. Due to banking requirements, it may take up to two (2) pay periods for activation of direct deposit.

Payroll deductions are made in compliance with federal and state law. The amount of federal and state withholding is affected by the number of exemptions claimed on Form W-4, Employee's Withholding Allowance Certificate.

If the employee's marital status changes or the number of exemptions previously claimed increases or decreases, a new Form W-4 must be completed and submitted to Payroll and/or Human Resources Department.

In the event that a regularly scheduled payday falls on a holiday or the weekend, employees will receive pay on the last day of work before the regularly scheduled payday.

Except for extreme emergencies, no salary advances will be made. Please contact Human Resources regarding salary advances.

It is our policy and practice to accurately compensate employees in compliance with all applicable state and federal laws. We strive to ensure our employees are paid correctly. Occasionally, however, inadvertent mistakes can happen. When such mistakes are called to our attention, we will promptly make any correction or reimbursement that is necessary. Please review your pay stub when you receive it to make sure it is correct. If you believe there is a mistake or if you have any questions about your pay or any deductions from your pay, please notify Human Resources immediately. If you believe your wages have been subject to any improper deductions or your pay does not accurately reflect all hours worked, you should report your concerns to Human Resources immediately so that they can be promptly addressed and any errors remedied.

### **Overtime Pay**

Non-exempt employees are eligible for overtime pay for all hours worked in excess of forty (40) hours during the employee's regularly scheduled workweek. This means that all non-exempt employees will be paid one and one-half times their regular hourly rate of pay for all hours worked in excess of forty (40) hours in any workweek. Time paid but not worked, such as holidays, sick days, vacation time, and early closings will not be considered hours worked in a given week for the purpose of computing overtime pay.

All overtime must be approved by the supervisor prior to an employee actually working overtime. Employees working overtime without approval will be subject to disciplinary action, up to and including termination of employment.

Exempt employees are expected to work whatever hours are necessary to fulfill their job requirements and are not entitled to overtime compensation.

### **Time Records**

All non-exempt employees are required to record time worked for payroll purposes. Such employees must record their own time at the start and end of each work period, including before and after lunch. All non-exempt regular full-time and regular part-time employees will receive a half-hour paid lunch period for each day that such an employee works at least 7.5 hours. In addition, non-exempt employees must record any sick time and vacation time. Both the employee and their supervisor should initial any changes to a time record. Each employee is

responsible for their own recordkeeping. A schedule is provided for all employees who submit timesheets and it is expected that deadlines will be met.

Exempt employees are not required to sign in or out, however business trips, vacation, sick, personal days and any other leave must be recorded on a Leave Request Form and submitted to the Payroll and/or Human Resources Department.

### **Errors in Time Sheets or Paychecks**

In the event of an error on employees' time sheet or paycheck, employees should immediately notify their immediate supervisor and then contact the Payroll Department and/or Human Resources. Needed corrections will be made in a timely manner and no later than the next regularly scheduled payroll. Any notices regarding errors in leave balances should be directed immediately to the Payroll Department for resolution.

### **Overpayment**

If a SEED DC employee is overpaid through SEED DC's error or the employee's own error, the employee is required to notify the Payroll Department immediately and repay the overpayment amount. SEED DC may recoup the overpayment through legally permitted payroll deduction, and by signing the acknowledgment for this handbook, the employee specifically permits SEED DC to deduct said overpayments from their future earnings with SEED. Overpayments which are not reported and/or corrected may lead to disciplinary action, including termination from employment.

## **ABSENCE FROM WORK**

While SEED will strive to provide the paid leave benefits described below, there may be times when employees' leave will be reduced for budgetary or other reasons. All employees are required to complete a leave request form which captures time off from work. This form must be completed and signed by your manager and returned to Payroll, and the Human Resources Department for processing.

SEED DC reserves the right to identify "blackout periods" where vacation requests will not be granted. Standard blackout periods include: Mandatory staff trainings, network-wide professional development days, MAPP and PAARC testing week, two weeks before school starts, the first week of school, and the day after Memorial Day through the end of year professional development. Blackout periods not included above shall be communicated to staff in writing by the Head of School at least 30 calendar days before the implementation of additional blackout periods. If employees do not adhere to this policy, it may result in termination from employment and/or unpaid leave.

### **Vacation Leave**

#### *12-Month Employees*

Vacation leave is paid time off and may be used for any purpose for all regular full-time 12-Month employees. This includes vacation leave equivalent to fifteen (15) days per fiscal year. 12-Month employees are required to obtain manager approval prior to commencing vacation leave.

Employees should utilize all of their allotted vacation time during the fiscal year because employees will not be permitted to carry vacation time not used into the following fiscal year. In other words, vacation leave not used is not preserved and will be forfeited. Where special business necessity requires an exception, prior written approval must be given by the employee's supervisor and the Head of School.

Generally, employees should make their vacation requests to their supervisors at least two (2) weeks in advance of the requested leave date. Based on department needs, SEED DC will attempt to grant an employee the vacation dates he/she requests. However, management reserves the right to designate when some or all of the leave must be taken. When a recognized holiday falls during a scheduled vacation, it will not be counted as a vacation day. Any employee that becomes ill during a scheduled vacation cannot change a vacation day to a sick day.

Upon separation from employment with SEED, employees will not be paid for their unused vacation leave.

#### *10-Month Employees*

10-month employees are not eligible to accrue or use vacation leave during the 10 months of employment. Taking vacation during the 10-months will constitute unauthorized leave and may result in unpaid leave and/or termination from employment.

#### **Sick and Safe Leave**

SEED DC provides paid sick and safe leave benefits to all eligible employees for periods of temporary absence due to illness or injury.

#### *12-Month Employees*

- Regular full-time employees: 12 days per year
- Regular part-time employees: 6 days per year

#### *10-Month Employees*

- Regular full-time employees: 10 days per year

Leave for all other employees (including temporary employees) will be provided at a prorated amount, at a rate not less than one hour for every 37 hours worked, up to a cap of seven (7) days in any year.

Newly hired employees may initially receive pro-rated sick leave based on their hire date (at a rate not less than one hour for every 43 hours worked, up to a cap of 5 days in any year).

#### *12-Month Employees*

<b>Hire Date</b>	<b>Full-time</b>	<b>Part-time</b>
July 1-September 30	12 days	6 days
October 1-December 31	9 days	4 days

January 1-March 31	6 days	2 days
April 1-June 30	3 days	0 days

*10-Month Employees*

<b>Hire Date</b>	<b>Full-time</b>	<b>Part-time</b>
July 1-September 30	10 days	6 days
October 1-December 31	7 days	4 days
January 1-March 31	4 days	2 days
April 1-June 30	1 day	0 days

Paid sick and/or safe leave may be used for the following situations:

- To care for the employee’s child, spouse, parent, or parent of a spouse, or any other family member protected by applicable law (each, a “family member”) who is suffering from a physical or mental illness, injury, or medical condition that requires home care, professional medical diagnosis or care, or preventative medical care;
- To care for the employee’s own physical or mental illness, injury, or medical condition that requires home care, professional medical diagnosis or care, or preventative medical care;
- To attend the employee’s routine medical appointment or a routine medical appointment for a family member of the employee; or
- An absence if the employee or the employee’s family member is a victim of stalking, domestic violence, or sexual abuse; provided, that the absence is directly related to social or legal services pertaining to the stalking, domestic violence, or sexual abuse, to:
  - Seek medical attention for the employee or the employee’s family member to recover from physical or psychological injury or disability caused by domestic violence or sexual abuse;
  - Obtain services from a victim services organization;
  - Obtain psychological or other counseling;
  - Temporarily or permanently relocate;
  - Take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from the domestic violence or sexual abuse; or
  - Take other actions to enhance the physical, psychological, or economic health or safety of the employee or the employee’s family member or to enhance the safety of those who associate or work with the employee.

Employees must make a good faith effort to provide notice of the need for leave in advance, when the need is foreseeable. If the need for paid sick leave is not foreseeable, an employee (or someone acting on behalf of an employee) should contact the employee’s supervisor as soon as

practicable (whenever possible, by the start of the work day). If the supervisor is not available, the employee or appointee acting on his/her behalf should notify the Human Resources Department.

SEED DC may require employees to provide certification relating to the absence if the employee is on leave for more than three consecutive days or otherwise as permitted by law. After three consecutive days, employees are required to submit a return to work form from their medical provider. All forms are requested to be returned to the Human Resources Department.

Sick and safe leave may be carried over from one fiscal year to the next; provided, however, that employees are not permitted to use more paid leave in one fiscal year than the employee accrues during such year (this means that 12-month employees are only permitted to take up to twelve (12) days and 10-month employees are only allowed to take ten (10) days in the current school year). There is no payout of accrued sick and safe leave upon an employee's separation from employment for any reason.

Abuse of sick and safe leave provided pursuant to this policy will result in disciplinary action, up to and including termination from employment.

The School's sick leave policy is in addition to the School's policies and practices with respect to other paid time off and is intended to comply with all applicable state and local sick leave laws. In the event there is a conflict between this policy and any applicable law or regulation, the terms and conditions of that law or regulation will apply.

#### **Personal Leave (10-Month and 12-Month Employees)**

Newly hired regular full-time employees may initially receive pro-rated personal leave based on their hire date.

<b>Hire Date</b>	<b>Regular Full-time</b>
July 1 – December 31	2 days
January 1 – June 30	1 day

Personal Leave is intended for the sole purpose of conducting personal and non-School related business which necessitates being absent during the regular workday or scheduled hours of employment. A written request must be submitted, at least two (2) days in advance, and must receive the supervisor's approval, except in cases of emergency where the advance notice may be waived at the sole discretion of the supervisor. Approval must be granted prior to utilizing personal days. There is no carryover from one school year to the next. Employees are not compensated for unused personal leave upon resignation or termination of employment. Part-time employees do not qualify for personal leave.

Exclusions: Personal days will not be granted during the following time periods:

- a. the first month of the school year,
- b. the last month of the school year,
- c. the day preceding or the day following any holiday,
- d. staff orientation and in-service days,

- e. staff development program days, and
- f. all-school meeting days.

### **Bereavement Leave**

Upon request, regular full-time employees and regular part-time employees are allowed up to five (5) days of leave with pay per school year when a death occurs in the employee's immediate family, provided that the employee was regularly scheduled to work those days.

SEED DC defines "immediate family" as: a spouse, domestic partner, aunt, uncle, (step) child, parent, parent-in-law, (step) sibling, grandparent, grandchild, or legal guardian. Employees requiring additional time off may use any available personal leave as Bereavement Leave with supervisor approval.

Employees are granted one (1) bereavement day for non-immediate family members.

In order to be paid for bereavement leave, an employee must notify their supervisor and request bereavement leave no later than the first day of absence. SEED DC respectfully requires documentation regarding these absences (e.g. funeral announcement or obituary).

### **Paid Holidays**

All regular full-time employees are entitled to paid holidays as noted on the school calendar with pay unless otherwise notified. Unless otherwise noted on the annual calendar, SEED DC generally observes Federal Holidays. Due to the unique needs of a boarding school calendar and schedule, some official holidays may change from year to year. If an employee would like to use a holiday outside of the SEED DC school calendar, the employee will need to use a vacation day or personal day.

### **Jury Duty**

All regular full-time employees may be granted a leave of absence with pay for up to ten (10) days if they have been summoned or subpoenaed by proper authority for jury duty or to appear as a witness in a trial or other administrative or judicial proceeding occurring during their normal scheduled working hours. Employees are not eligible for paid leave for jury duty if he or she would not have earned wages while serving on jury duty or would not have worked more than half of a shift that extends into the next day.

Eligible employees required to serve or to appear for longer than ten (10) days may use any available paid time off or may request an unpaid jury duty leave of absence. Exempt employees will be paid in full for any week during which they serve on a jury and perform work for the School, provided, however, that if such employees do not perform any work for the School in a given week during unpaid jury duty leave, they will not receive pay. For time off due to required (non-work related) court appearances other than jury duty, employees may use personal leave or take leave without pay.

To qualify for such leave, the employee must submit a copy of the summons or subpoena to their immediate supervisor along with a completed leave request form. Employees on jury duty or serving as subpoenaed witnesses during their normal work shift shall receive their regular salaries, less any jury compensation received by the court for the period of service. Receipts of

payment for such service must be submitted to the Human Resources Department upon the employee's return to work.

### **Military Leave**

SEED DC will provide military leave in accordance with the requirements of federal and state law. Employees must provide as much notice as possible prior to taking military leave.

### **Leave for Religious Reasons**

Employees seeking to take leave for sincerely held religious beliefs should submit the request in writing to their supervisor. SEED DC will make every effort to accommodate employees request for leave for religious reasons.

### **Time Off to Vote**

Employees should try, whenever possible, to schedule their voting time either before or after their normal work schedule. An employee needing time off work to vote must obtain their immediate supervisor's prior approval. Employees must request time off to vote in writing, at least two (2) working days prior to the Election Day. Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the workday, whichever provides the least disruption to the work schedule.

### **Summer Work Obligations**

As annual salaries will continue during the summer months for all eligible 10-month employees that make a commitment to return as employees with SEED DC for the next school year, SEED DC will begin making semi-monthly salary payments to eligible employees in July. Accordingly, employees agree that if they fail to commence their job duties at the start of the school year in August, they will immediately re-pay to SEED DC all that is owed to them during the months of July and August, excluding any amounts paid to them for their participation in required orientation programs and meetings during such time period.

Summer work obligations are outlined below:

1. All academic and student life faculty employees are expected to participate in New Student Orientation week and staff training during the month of August. Requests for vacation or personal leave during the month of August will be denied.
2. It is the expectation that all SEED DC employees will work during school sanctioned events such as the lottery, graduation, open house or other school sanctioned events deemed by the Head of School even if that event falls on a Saturday. For the avoidance of doubt, non-exempt employees will be paid for all such time worked.
3. New employees begin service on July 1 of each school year or immediately upon the date of hire.

Active employees who elect not to return as employees of SEED DC for the following school year but otherwise fulfill their duties for the current school year will have an effective termination date of June 30 and their wages will cease on that date; provided, however, that nothing alters SEED DC's policy of at-will employment.



## **Weather Emergency Policies**

### *School Closure – Prior to the Beginning of School Day*

In the case of a weather emergency and/or the closure of the DC Public Schools, a determination will be made by the Head of School in collaboration with the Principal, Director of Student Life, Managing Director and the Campus Operations Manager no later than 6:00 a.m. as to the status of the School for the day. Because of SEED's mission as a boarding school, the School is only closed in severe weather emergencies. If extreme or severe weather is forecasted and imminent, SEED DC may close school in advance of the start of severe weather to allow for students to return home. As needed, phone calls will be made via our automated phone system, email, text messaging and/or phone trees to appropriate personnel to inform them as to the decision to alter the start of the school day or to close school. Availability of food, road safety and expected weather patterns will all be taken into consideration before a final decision is made.

“Late Start” day means that there will be a 10:00 a.m. (2 hr. delay) opening of the School which will be communicated via the automated phone system, email, text messaging and/or a phone tree. Student Life Faculty will occupy students in the dormitory, except for meals (unless food is available in the dormitory), until the academic faculty arrives.

“School Closures – Students Return Home” means that academic faculty and administrative employees will not come to School (unless the presence of specific individuals is requested by the Head of School), and Student Life staff will facilitate student release for the day(s). Clear communication must occur with families so they will understand expectations for school re-entry.

“School Closure – Administrators Only/Students Stay” means that academic faculty will not be required to report to School (unless the presence of specific individuals is requested by the Head of School). Student Life employees, residents and on-campus administrative employees will be required to report to school to work with students for the length of time designated in this category by the Head of School. Other administrative employees are expected to report to school at times to be determined. This emergency option is used only in extreme emergency circumstances.

\*Please know that the above are contingency plans, and in extreme weather or emergency or crisis situations, all employees that reside on campus will be expected to supervise students until other arrangements can be made.

### *Mid-Day Weather Emergencies*

If weather conditions deteriorate during the school day, early School closure may be considered. The decision will be made by the Head of School in consultation with the Principal and Director of Student Life and the Campus Operations Manager. If classes for teachers can be adequately covered, the academic day may continue. If this is not possible, students will return to the dormitories for in-house activities under the Director of Student Life's supervision. (They may be released to their parents in anticipation of the school closing. Students will be picked up and transported via public transportation with minimal baggage and as is age-appropriate and authorized by parents or legal guardians.)

## **FAMILY AND MEDICAL LEAVE POLICY**

### **Eligibility**

Any employee who has worked for SEED DC for at least twelve months and has worked at least 1,250 hours in the 12-month period immediately preceding the commencement of the leave and who works at a SEED DC worksite where 50 or more employees are employed within 75 miles of the worksite is eligible for family and medical leave in the circumstances described below.<sup>1</sup>

1. An eligible employee may take a maximum of 12 weeks of unpaid family and medical leave during any rolling 12-month period for one or more of the following reasons:<sup>2</sup>
  - a. Because of the birth or placement for adoption or foster care of a new son or daughter and in order to care for that child;
  - b. To care for an employee's parent, spouse, son or daughter with a serious health condition;
  - c. Where a serious health condition makes the employee unable to perform the essential functions of their position; and
  - d. Because of any qualifying exigency arising out of the fact that the spouse, 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 support of a contingency operation.
2. An eligible employee may take up to 26 weeks of total family and medical leave in a single 12-month period to care for a spouse, son, daughter, parent or next of kin who is a current member of the Armed Forces, including 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 incurred in the line of active duty (a "covered service member"). During this single 12-month period, any family and medical leave is taken by the employee for the reasons set forth in paragraph 1 of this section will count toward the employee's 26 weeks of service member family leave. The 26-week service member family leave entitlement shall only be available during a single 12-month period.

### **Notice**

Employees are expected to submit a written request for leave as far in advance as possible to the Human Resources Department. In cases of foreseeable leave due to a qualifying exigency arising out of the active duty or call to active duty of a covered family member, employees must provide notice to the School as soon as practicable. In other instances, where leave is foreseeable, employees must provide at least a 30-day advance notice of the leave request. In cases of planned medical treatment, employees must consult with their immediate supervisor in

---

<sup>1</sup> Please note that employees in the District of Columbia may be eligible for certain types of family and medical leave under the District of Columbia's Family and Medical Leave Act (the "DCFMLA") if they have been employed by the School for at least one year without a break in service and worked for at least 1,000 hours during the 12-month period immediately preceding the leave.

<sup>2</sup> D.C. employees who are eligible for leave under the DCFMLA may take up to sixteen weeks of family leave and 16 weeks of medical leave during a 24-month period pursuant to the terms and conditions of the DCFMLA. No more than 32 weeks of leave may be granted under the DCFMLA in a 24-month period. All references to 16 week leave periods in this policy apply to D.C. employees only. Please contact the Human Resources Department for more details regarding the DCFMLA.

an attempt to schedule the treatment so as to not unduly disrupt SEED DC operations, subject to the approval of the health care provider. Where leave is not foreseeable, such as during a medical emergency, notice must be given as soon as is practicable, and ordinarily within one or two business days of when the employee learns of the need for the leave.

In the case of a foreseeable intermittent leave for planned medical treatment for the employee, a family member or a covered service member, including during recovery from a serious health condition or a serious injury or illness for a covered service member, the School may require an employee to transfer temporarily to an available alternative position, at the equivalent pay and benefits, for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position.

When leave is foreseeable, an employee must, upon giving notice of an intention to take leave, inform the School of the anticipated timing and duration of the leave. An employee who fails to return to work at the end of their leave will be considered to have voluntarily resigned from their employment unless the employee and the Head of School have previously agreed to extend the employee's leave.

#### **Use of Accrued Paid Time Off in Conjunction with Family and Medical Leave**

Any paid time off used by an employee in conjunction with FMLA leave will be counted against the 12, 16 or 26-week maximum leave periods described above. For any FMLA leave where accrued paid time is substituted, the employee must meet the procedural requirements of the paid time off policy in order to receive pay.

#### **Paid Family Leave**

Beginning in July 2020, covered employees will be able to start filing claims with the DC Office of Paid Family Leave for PFL benefits for the following types of qualified leave:

- Qualified Parental Leave: up to eight weeks of PFL within a 52 week period to care for a new child (including baby bonding time),
- Qualified Family Leave: up to six weeks of PFL within a 52 week period to care for a family member with a serious health condition, or
- Qualified Medical Leave: up to two weeks of PFL within a 52 week period for the employee's own serious health condition.

All eligibility determinations concerning PFL will be made by the DC Department of Employment Services. Covered employees will be allowed to take DC PFL intermittently in one-day increments. The benefit amount will be based on the employee's average weekly wage in the five quarters prior to the leave (known as the base period). The maximum weekly benefit is \$1,000.

The leave will run concurrently with all other types of available leave, including without limitation federal FMLA and DC FMLA, to the extent permitted by applicable law. .

#### **Conditions On Use of Leave**

1. *Birth or Placement for Adoption or Foster Care of a New Son or Daughter*

All leave taken for purposes of birth and caring for a new son or daughter, or placement of a new son or daughter for adoption or foster care must be taken consecutively during a period of no more than 12 or 16 weeks and may not be taken on an intermittent or reduced work schedule. An employee must conclude any such leave within one year of the birth or placement for adoption or foster care of a new son or daughter. In the event that an employee's spouse works for the School, the employee and the spouse are limited to a combined total of 12 or 16 weeks of leave in the event that leave is taken for the birth or placement for adoption or foster care of a new son or daughter.

2. *Serious Health Condition of the Employee or a Family Member*

In accordance with the FMLA, a "serious health condition" means an illness, injury, impairment, or physical or mental condition that involves one of the following:

A. Inpatient Care

Inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity<sup>3</sup> or subsequent treatment in connection with such inpatient care.

B. Continuing Treatment by a Health Care Provider

Continuing treatment by a health care provider includes any one or more of the following:

i. **Incapacity and Treatment**

A period of incapacity of more than three consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition, that also involves:

- a. Treatment<sup>4</sup> two or more times, within 30 days of the first day of incapacity, unless extenuating circumstances<sup>5</sup> exist by a health care provider, by a nurse under direct supervision of a health care provider, or by a provider of health care services (e.g., physical therapist) under order of, or on referral by, a health care provider; or
- b. Treatment by a health care provider on at least one occasion, which results in a regimen of continuing treatment<sup>6</sup> under the supervision of the health care provider.

The requirements in (a) and (b) above for treatment by a health care provider require an in-person visit to a health care provider. The first or

---

<sup>3</sup> The term "incapacity" means the inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment there for, or recovery therefrom.

<sup>4</sup> The term "treatment" includes, but is not limited to, examinations to determine if a serious health condition exists and evaluations of the condition. Treatment does not include routine physical examinations, eye examinations, or dental examinations.

<sup>5</sup> The term "extenuating circumstances" means circumstances beyond the employee's control that prevent the follow-up visit from occurring as planned by the health care provider, such as the unavailability of appointments during the 30-day time period.

<sup>6</sup> A "regimen of continuing treatment" includes, for example, a course of prescription medication (e.g., an antibiotic) or therapy requiring special equipment to resolve or alleviate the health condition and does not include the taking of over-the-counter medications such as aspirin, antihistamines, or salves; or bed-rest, drinking fluids, exercise, and other similar activities that can be initiated without a visit to a health care provider.

only in-person visit must take place within seven days of the first day of incapacity. Whether additional treatment visits or a regimen of continuing treatment is necessary within the 30-day period shall be determined by the health care provider.

**ii. Pregnancy**

Any period of incapacity due to pregnancy, or for prenatal care.

**iii. Chronic Conditions**

Any period of treatment or incapacity for a chronic serious health condition which is one that:

- a. Requires periodic (at least twice a year) visits for treatment by a health care provider, or by a nurse under direct supervision of a health care provider;
- b. Continues over an extended period of time (including recurring episodes of a single underlying condition); and
- c. May cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.).

**iv. Permanent or Long-Term Conditions Requiring Supervision**

A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider. Examples include Alzheimer's, a severe stroke, or the terminal stages of a disease.

**v. Conditions Requiring Multiple Treatments**

Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive, full calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy) or kidney disease (dialysis).

SEED retains the right to make an independent assessment of whether an injury, illness, or impairment involving certain medical treatment constitutes a "serious health condition" for purposes of this policy. If an employee has questions as to whether an injury, illness or impairment involving certain medical treatment constitutes a "serious health condition," inquiries should be directed to the Human Resources Department.

**Intermittent Leave or Leave on a Reduced Leave Schedule**

Intermittent leave or leave on a reduced leave schedule, as a result of an employee's serious health condition, the serious health condition of a covered family member or the serious injury or illness of a covered service member, may be taken where medically necessary. If an employee desires to take intermittent or reduced leave, the employee must provide the School with a medical certification stating that it is medically necessary for the employee to be off work on an

intermittent or reduced basis, the reasons why the intermittent or reduced leave schedule is necessary and the expected duration and schedule of the intermittent or reduced leave. Employees needing intermittent or reduced leave must attempt to schedule their leave so as not to disrupt the School's operations, subject to the approval of the health care provider. In addition, employees may take intermittent or reduced leave because of any qualifying exigency arising out of the fact that a spouse, 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 support of a contingency operation.

### **Covered Service Member**

As described above, an eligible employee is entitled to up to 26 weeks of leave to care for a covered service member with a serious illness or injury during a single 12-month period. In accordance with the FMLA, the term "serious injury or illness" means an injury or illness incurred by the covered service member in the line of duty on active duty that may render the service member medically unfit to perform the duties of the service member's office, grade, rank or rating. For purposes of covered service member leave, the "single 12-month period" begins on the first day the eligible employee takes FMLA leave to care for a covered service member and ends 12 months after that date, regardless of the method used by the School to determine the employee's leave entitlement for other FMLA-qualifying reasons. The term "next of kin" of a covered service member means the nearest blood relative other than the covered service member's spouse, parent, son or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered service member by Court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered service member has specifically designated in writing another blood relative as their nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made, and there are multiple family members with the same level of relationship to the covered service member, all such family members shall be considered the covered service member's next of kin and may take FMLA leave to provide care to the covered service member, either consecutively or simultaneously.

### **Qualifying Exigency**

In accordance with the FMLA, a qualifying exigency includes one or more of the following exigencies: (1) short-notice deployment, (2) military events and related activities, (3) childcare and school activities, (4) financial and legal arrangements, (5) counseling, (6) rest and recuperation, (7) post-deployment activities and (8) additional activities to address other events which arise out of the covered military member's active duty or call to active duty status, provided that the School and the employee agree that such leave shall qualify as an exigency and agree to both the timing and duration of such leave.

### **Medical Certification**

SEED DC requires certification by a health care provider of any serious health condition for which an employee takes leave under this policy, including certification of a serious health condition of a spouse, child or parent of the employee. The School also requires that an employee's leave because of a qualifying exigency or to care for a covered service member with a serious injury or illness be supported by certification. An employee must provide the requested certification within 15 calendar days after the School's request for certification unless it is not

practicable under the particular circumstances to do so despite the employee's diligent good faith efforts. Failure to provide the medical certification within the above-described period may result in the denial of FMLA leave and/or disciplinary action, up to and including termination. SEED DC also may require that an employee provide periodic updates on the employee's status and intent to return to work. At its discretion, the School may also require recertification under certain circumstances, such as if circumstances described by the previous certification have changed significantly or the School receives information that casts doubt upon the employee's stated reason for the absence or the continuing validity of the certification.

When leave is taken on the basis of a serious health condition of the employee or the employee's spouse, child or parent, the School also may require a second opinion from a health care provider of its choosing and if necessary, a third opinion from a health care provider jointly chosen by the School and the employee regarding the serious health condition for which leave is to be or has been taken under this policy. If the School requires that an employee obtain a second or third opinion, the School will pay the costs associated with obtaining that opinion.

SEED DC requires an employee who takes leave as a result of their own serious illness to provide a fitness for duty certification stating that the employee may resume work and signed by a health care provider before returning to work. An employee may not resume work until he or she provides such a certification.

#### **Medical Insurance/Other Benefits**

If SEED DC pays for any portion of an employee's health insurance, the School will continue to pay its normal share of insurance costs while the employee is out on FMLA leave. The School will also pay the employees' cost while he/she is out on FMLA leave. In the event that the employee does not return to work after their leave, the employee must reimburse the School for any health insurance payments made for the employee's benefit while the employee was on unpaid leave, except if the reason is due to the continuation, recurrence or onset of either a serious health condition of the employee or the employee's family member or a serious illness or injury of a covered service member or other circumstances beyond the employee's control. If the employee elects to continue certain non-health benefits while on leave, such as life or vision insurance, he or she will be required to pay their normal costs associated with the maintenance of such benefits. The School may recover any costs incurred for paying the employee's share of any premiums, whether or not the employee returns from leave. The School also may recover the benefit payments above through any allowable deduction from any sums owed to the employee or through legal action.

#### **Reinstatement/Transfer to Alternate Position**

Any employee who takes leave under this policy will be restored to the same position the employee held when leave commenced or an equivalent position with equivalent pay, benefits and other terms and conditions of employment upon their return from leave, provided that the employee's job still exists and the employee would have continued to be employed in that job had he or she not taken leave. Nothing in this policy grants an employee a right to return to the employee's former position following a return from leave. In the event that an employee takes intermittent leave or works a reduced work schedule based on planned medical treatment for the employee, a family member or a covered service member, including during a period of recovery

from the employee's own serious health condition, a serious health condition of a family member, or a serious illness or injury of a covered service member, SEED DC may, at its discretion, transfer the employee to another position at the School for which the employee is qualified and that better accommodates recurring periods of leave for the duration of the intermittent leave or reduced work schedule. In the event the School chooses to make such a reassignment, the employee will continue to receive the same rate of pay and benefits as the employee received in their previous job.

SEED DC may deny reinstatement to an employee if the School determines that the individual is a key employee whose reinstatement would cause substantial and grievous economic injury to the School's operations. The School will inform all employees who fall within this category of their status as key employees before commencement of FMLA leave.

### **Paid Portions of Leave**

Family and medical leave are generally unpaid unless the employee receives pay through paid time off or qualifies to receive pay in accordance with the School's short-term or long-term disability policies, paid parental leave policy, or by the Department of Employment Services for Paid Family Leave. Any paid leave time will run concurrently with FMLA time where applicable. Please refer to these policies for additional information.

### **Coordination with Other Statutes**

The FMLA does not supersede any provision of any state or local law that provides greater family or medical leave rights than the rights established under the federal law. Leave entitlements under state law and the FMLA run concurrently where legally allowed and where both laws cover the same type of leave. For example, if the state in which you work provides maternity leave, time spent on such leave will simultaneously be counted toward your FMLA leave eligibility.

### **Miscellaneous**

An employee does not accrue additional benefits such as paid time off while on FMLA leave. Requests for extension of unpaid leave beyond the 12 weeks set by this policy (or 26 weeks for covered service member family leave) will be considered on a case-by-case basis, only after the employee makes a written request for an extension to the Human Resources Department. A decision to extend leave is solely within the discretion of the management of the School. Employees who are granted leaves beyond their FMLA leave may not be guaranteed job restoration. When an employee notifies the School of a need for FMLA leave, the School will provide the employee with notice regarding the employee's eligibility, rights and responsibilities, and designation of time as FMLA.

### **Instructional Employees**

Special rules affect the taking of intermittent leave, leave on a reduced leave schedule, or leave near the end of an academic term by instructional employees. Instructional employees are those employees whose principal function is to teach and instruct students in a class, a small group, or an individual setting. This term includes not only teachers, but also athletic coaches, driving instructors, and special education assistants such as signers for the hearing impaired. It does not include teacher assistants or aides who do not have as their principal job actual teaching or



instructing, nor does it include auxiliary personnel such as counselors, psychologists, or curriculum specialists. It also does not include cafeteria workers, maintenance workers, or bus drivers.

Instructional employees are expected to submit a written request for leave in the form of a leave application as far in advance as possible to their manager and the Human Resources department. If an instructional employee does not give required notice of foreseeable FMLA leave to be taken intermittently or on a reduced leave schedule, SEED may require the employee to take leave of a particular duration or to transfer temporarily to an alternative position. Alternatively, SEED may require the employee to delay the taking of leave until the notice provision is met.

Leave taken for a period that ends with the school year and begins with the next semester will be considered leave taken consecutively rather than intermittently. Leave taken during the summer vacation, when instructional employees are not scheduled to report for duty, will not be counted against the FMLA leave entitlement. Instructional employees who are on FMLA leave at the end of the school year will be provided with any benefits during the summer that eligible employees normally would receive if they were working when the school term ended.

If an eligible instructional employee needs intermittent leave or leave on a reduced leave schedule to care for a family member with a serious health condition, to care for a covered service member, or for the employee's own serious health condition, which is foreseeable based on planned medical treatment, and the employee would be on leave for more than 20% of the total number of working days over the period the leave would extend, SEED DC may require the employee to choose either to:

- Transfer temporarily to an available alternative position for which the employee is qualified, which has equivalent pay and benefits and which better accommodates recurring periods of leave than does the employee's regular position; or
- Take leave for a period or periods of a particular duration, not greater than the duration of the planned treatment.

There are also special rules for instructional employees who begin leave more than five (5) weeks before the end of a term, less than five (5) weeks before the end of a term, and less than three (3) weeks before the end of a term.

If an instructional employee begins leave more than five (5) weeks before the end of a term, SEED DC may require the employee to continue taking leave until the end of the term if:

- i. The leave will last at least three (3) weeks, and
- ii. The employee would return to work during the three-week period before the end of the term.

If the employee begins leave during the five (5) week period before the end of a term because of the birth of a child; the placement of a child for adoption or foster care; to care for a spouse, son, daughter, or parent with a serious health condition; or to care for a covered service member, SEED DC may require the employee to continue taking leave until the end of the term if:

- i. The leave will last more than two (2) weeks, and

- ii. The employee would return to work during the two (2) week period before the end of the term.

If the employee begins leave during the three (3) week period before the end of a term because of the birth of a child; the placement of a child for adoption or foster care; to care for a spouse, son, daughter, or parent with a serious health condition; or to care for a covered service member, SEED DC may require the employee to continue taking leave until the end of the term if the leave will last more than five (5) working days.

If an employee is required to take leave until the end of an academic term, only the period of leave until the employee is ready and able to return to work shall be charged against the employee's FMLA leave entitlement. SEED DC retains the option not to require the employee to stay on leave until the end of the school term. If an employee chooses to take leave for periods of a particular duration in the case of intermittent or reduced schedule leave, the entire period of leave taken will count as FMLA leave.

### **Parental Leave**

The Washington D.C. Parental Leave Act of 1994 allows a "parent" 24 hours of leave during any 12-month period to attend or participate in school-related events for their child, or to celebrate the District of Columbia Emancipation Day. A "parent" is defined by the Act as:

- the natural mother or father of a child;
- a person who has legal custody of a child;
- a person who acts as a guardian of a child regardless of whether he or she has been appointed legally as such;
- an aunt, uncle or grandparent of a child; or
- a person who is married to one of the individuals listed above.

A "child" is defined as a person under twenty-one (21) years of age, a person who, through twenty-one years of age or older, is substantially dependent upon the parent by reason of physical or mental disability, or a person who is under twenty-three (23) years of age and is a full-time student at an accredited college or university.

A "school-related event" is an activity sponsored by either a school or an associated organization such as a parent-teacher association in which the parent's child involves the child directly either as a participant or subject, but not as a spectator. Examples of school-related events are:

- a student performance such as a concert, play or rehearsal;
- the sporting game of a school team or practice;
- a meeting with a teacher or counselor;
- or any similar type of activity.

Employees are not entitled to be paid for parental leave unless they elect to use accrued paid leave time (e.g., vacation, personal days).

To request parental leave, employees should notify their supervisor and the Human Resources Department of their desire for leave at least 10 calendar days prior to the event, unless the need to attend the school-related event cannot be reasonably foreseen, in which case employees should inform their supervisor and the Human Resources Department as soon as possible of the desire for leave.

SEED DC may deny a request for parental leave only if granting the leave would disrupt SEED DC's business and make the achievement of production or service delivery unusually difficult.

Employees who take parental leave are entitled to retain all employment benefits or seniority accrued before and during the date of the leave.

### **Leave of Absence Without Pay**

Should a situation arise that temporarily prevents an employee from working, he/she may be eligible for a Personal Leave of Absence Without Pay (LWOP). However, employees must be employed for at least three (3) continuous months to be eligible for a leave of absence. Any request for a leave of absence without pay must be submitted in writing as far in advance as possible. Requests will be reviewed on a case-by-case basis by the employee's supervisor/manager and the Human Resources Department. The decision to approve or disapprove the leave request will be based on various circumstances including, but not limited to: length of time requested; employee's job performance; attendance and punctuality record; reasons for the leave; the effect the employee's absence will have on work in the department; and the expectation that the employee will return to work when the leave expires.

A leave of absence will be considered only after all vacation and personal time have been exhausted unless the leave is imposed for disciplinary reasons or for special prearranged circumstances. Unemployment Insurance benefits cannot be collected while on a leave of absence without pay.

If such leave is granted, SEED DC cannot guarantee that the employee's position will, in fact, be open upon the employee's return to work.

## **EMPLOYEE BENEFITS**

SEED DC has established a variety of employee benefit programs designed to assist its employees and their eligible dependents in meeting the financial burdens that can result from illness and disability and to help employees plan for retirement. This portion of the handbook contains a general description of the benefits for which you may be eligible as an employee of the School. Please understand that this general explanation is not intended to, and does not, provide you with all the details of these benefits. Therefore, this handbook does not change or otherwise interpret the terms of the official plan documents. Your rights can be determined only by referring to the full text of the official plan documents, which are available for your examination from the Human Resources Department. To the extent that any of the information contained in this handbook is inconsistent with the official plan documents, the provisions of the official documents will govern.

Please note that nothing contained in the benefit plans described herein shall be held or construed to create a promise of employment or future benefits, or a binding contract between SEED DC and its employees, retirees or their dependents, for benefits or for any other purpose. All employees shall remain at-will and subject to discharge or discipline to the same extent as if these plans had not been put into effect.

SEED DC 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, including any health benefits that may be extended to retirees and their dependents. Further, SEED DC 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 complete information regarding any of our benefit programs, please contact the Human Resources Department.

### **Health Insurance**

All regular full-time employees are eligible to receive benefits under SEED DC's health insurance plan. Details are provided in the respective plan brochures that are provided to each employee upon hire.

Employees have up to 30 days from their date of hire to make a medical plan election. Benefits begin on the first day of the calendar month following the date of hire. Once made, the election is generally fixed for the remainder of the plan year. However, if an employee undergoes a qualifying event, such as a change in family status (as defined in the Plan documents), he or she may make a mid-year change in coverage (i.e., the employee may change coverage from individual to family or from family to individual, add or delete dependents, and/or revoke coverage), provided he or she does so within 30 days from the date of the qualifying event. Please contact the Human Resources Department to determine whether a qualifying event has occurred.

At the end of each plan year, during open enrollment eligible employees are free to change medical benefit elections for the following plan year, regardless of whether or not a qualifying event has occurred. The Human Resources Department will assist employees in making the necessary arrangements for enrollment. A complete description of the plans is provided to each employee as Summary Plan Descriptions and appropriate supplements.

### **Short-Term Disability**

SEED DC offers eligible regular full-time employees a non-contributory Short-Term Disability (STD) plan. The Short-term Disability Plan provides eligible employees with continued income and benefit protection if they become disabled and unable to work due to illness, injury or pregnancy while employed at SEED DC. Short-term disability coverage terminates on the last day of employment. A summary plan description is available from Human Resources. Employees should consult the plan for eligibility requirements and details of the plan.

### **Long-Term Disability**

SEED DC offers regular full-time eligible employees a non-contributory Long-Term Disability (LTD) plan. This non-contributory plan provides eligible employees with monthly LTD benefits of 60% of basic monthly earnings up to a maximum benefit of \$6,000 per month depending on salary, less any other offsets. Eligible employees are automatically enrolled as of the first day of employment. Long-term disability coverage terminates on the last day of employment. A summary plan description is available from Human Resources. Employees should consult the plan for eligibility requirements and details of the plan.

### **Group Life Insurance**

SEED DC offers regular full-time employees an employer-paid basic group term life policy. The policy generally pays a death benefit equal to the lesser of their "Annual Salary" (as defined in the Plan document) or \$50,000 for eligible employees. Group term life insurance coverage terminates on the last day of employment.

### **Cobra Health Insurance Continuation Coverage**

In compliance with the Consolidated Omnibus Budget Reconciliation Act of 1985 ("COBRA"), SEED DC offers eligible employees and/or their covered dependents the opportunity for a temporary extension of health coverage (called "continuation coverage") at group rates and any allowable surcharge in certain instances where coverage under the Plan would terminate.

A full description of COBRA benefits is provided to each regular full-time employee when their employment begins and ends.

### **Workers' Compensation**

SEED DC provides benefits as required by the Workers' Compensation law of the District of Columbia. In order to facilitate workers' compensation claims, employees should report to the Human Resources Department any work-site or job-related accident as soon as possible and within twenty-four (24) hours of its occurrence, even if there are no injuries apparent at the time. Workers' compensation claim forms must be filed within ten (10) days of the incident and are available from the Human Resources Department. Medical expense claims must also be timely submitted to the Human Resources Department.

### **403(b) Plan**

Retirement benefits are provided to eligible employees of SEED. Details of the plan are provided to employees upon hire and periodically thereafter. A summary plan description of this program is available upon request to the Human Resources Department. Each Plan Year, the Board of Trustees, in its sole and absolute discretion, shall determine the amount of basic contributions and matching contributions to be made to the Plan.

### **Tuition Assistance**

SEED DC offers regular full-time employees the opportunity to participate in its tuition assistance program. Under the program, eligible employees may enroll in courses that are related to their job and may receive tuition assistance from SEED DC for the cost of course tuition, required books, and registration fees up to a maximum amount of \$1,200 per fiscal year.

SEED DC recognizes that the skills and knowledge of its employees are critical to the success of the organization. The educational assistance program encourages personal development through formal education so that employees can maintain and improve job related skills, or enhance their ability to compete for reasonably attainable jobs within SEED DC.

To receive tuition assistance, an employee must apply and receive approval before the course begins. Without exception, receipts for completed courses will not be processed unless prior approval was obtained.

Although SEED DC strives to honor every appropriate request, the tuition assistance allowance is contingent upon available funds and some requests may be denied due to budgetary constraints.

If an employee leaves employment with SEED DC prior to completing the course or within one year from the receipt of reimbursement, the employee shall be required to immediately reimburse SEED DC for SEED DC's portion of the tuition, required books, and/or registration fees.

This is how the program works:

To be eligible for education assistance, a Tuition Assistance Form must be completed and approved in writing by the employee's immediate supervisor, the Head of School and the Human Resources Manager at least two (2) weeks prior to the beginning of the course. SEED reserves the right to decline any request for reimbursement in its sole discretion.

Please note that the time frame for taking the course may never interfere with an employee's work schedule. The employee pays the initial course fees. Once the course(s) is completed, the employee must submit to the Human Resources Manager: (1) a copy of the grade card/transcript; (2) a receipt from the college or university where the course was taken; and (3) a copy of the original agreement. Reimbursement will not be provided unless the employee receives a grade of C or higher. Upon receipt of these documents, and approval of results/conditions, a check will be processed for remittal to the employee. (No reimbursement will occur until the course has been completed and mandatory process accepted and approved.)

If an employee resigns or is terminated from employment before receiving a grade, the employee will not be reimbursed for expenses.

### **Professional Development**

SEED DC is committed to helping employees with professional development and advancement (to include licensing and certification). Regular full-time employees are eligible for professional development assistance. If an employee leaves employment with SEED DC prior to completing the course or within one (1) year from the receipt of reimbursement, the employee shall be required to immediately reimburse SEED DC for SEED's portion of the fees. SEED DC reserves the right to decline any request for reimbursement for professional development expenses in its sole discretion.

Although SEED DC strives to honor every appropriate request, the professional development allowance is contingent upon available funds and some requests may be denied due to budgetary constraints.

Additionally, employees in the Academic and Student Life Departments are required to attend professional development days as part of continued employment. The professional development day schedule can be found on the school calendar. Failure to attend may result in disciplinary action, up to and including termination of employment.

## **GENERAL POLICIES GOVERNING WORK WITH STUDENTS**

In addition to the policies below, policies governing work with students may be found in the Scholar-Family Handbook.

### **Corporal Punishment**

Under no circumstances will physical means of discipline or correction of any student by any employee, dependent, or guest be permitted. This includes, but is not limited to, slapping, shaking, strong-arming, pushing or hitting. The only exception to this policy is when physical restraint is necessary under extreme situations of violence which compromise the safety and well-being of employees and students. Any form of corporal punishment that is administered by any employee, dependent, guest or visitor may result in disciplinary action, up to and including termination of employment, referral for counseling services and/or reporting to the proper authorities. If any employee witnesses anyone attempting to harm or physically punish a student, it is the obligation of the employee to request that the individual “cease and desist”, with a promise of filing a report with the proper authorities if the individual refuses to do so. Employees must immediately report observation or knowledge of any type of physical means of correction to their supervisor or administrator on duty and subsequently to the office of the Head of School. Failure to report such information will lead to disciplinary measures, up to and including termination of employment.

### **Legal Requirements for Reporting Child/Student Sexual Abuse, Physical Abuse, Verbal Abuse, Etc.**

School personnel who are aware of or suspect abuse or neglect of any child are required to report such information to the proper authorities, appropriate SEED DC employees (e.g., School Counselor, School Psychologist, and Social Worker) and to the Head of School. Under D.C. Code 16-2301(23) abuse of a child includes: (i) the infliction of physical or mental injury upon a child, (ii) sexual abuse or exploitation of a child; or (iii) negligent treatment or maltreatment of a child. Negligence which leads, or could lead, to physical injury including non-provision of food, clothing, shelter, medical attention or reasonable supervision is considered abuse.

Pursuant to D.C. Code 4-1321.02, “any person...who knows or has reasonable cause to suspect that a child known to them in their professional or official capacity has been or is in immediate danger of being a mentally or physically abused or neglected child...shall immediately report or have a report made of such knowledge or suspicion to either the Metropolitan Police Department of the District of Columbia or the Child and Family Services Agency.”

The obligation to report such suspected abuse or neglect extends to “every physician, psychologist, medical examiner, dentist.... person involved in the care and treatment of patients, school official, teacher, athletic coach, social service worker, daycare worker... mental health professional.” If you have any questions about whether or not this mandatory reporting obligation extends to your position with the School, please contact the Head of School, Assistant Head of School, Principal, Director of Student Life or the Director of Student Support Services.

In addition to those persons who are required to make a report, any other person may make a report to the Metropolitan Police Department of the District of Columbia or the Child and Family Services Agency, located at 400 6th St., SW, Washington, D.C.

To report abuse/neglect, please call the following number: (202) 671-7233. For 24-hour crisis counseling, call: 1-888-793-4357.

Schools are an important source for referrals of child sexual or physical abuse. This information should be reported immediately to the Head of School, Assistant Head of School, Principal, Director of Student Life or the Director of Student Support Services prior to a notification to external authorities. Also, the School counselor or the School Psychologist should be informed. The adult to whom the disclosure was made or who observed the injuries must submit a written statement to the Head of School as soon as possible but no later than 24 hours after the disclosure or observation, prior to calling external authorities. When injuries or behaviors are observed that lead anyone to believe the student may have been abused, or if a child voluntarily discloses the nature of abuse, the teacher, counselor, residential employee, etc., should report this suspicion, allegation, etc. immediately to the Metropolitan Police Department or the Child and Family Services Agency (CFSA). It is not the duty of the school personnel to validate the abuse, but rather to report it.

All school personnel should be mindful of the importance of minimizing the number of interviews to which a child is subjected regarding the incident or the abuse. Therefore, the person who first obtains the disclosure is the only person at the School who should speak to the child, unless authorized by the appropriate authority/supervisor. The child should not be interviewed by any other person at the School, except as necessary to obtain emergency medical services or as otherwise directed by the Head of School, Assistant Head of School, Principal, Director of Student Life, or the Director of Student Support Services.

### **Medication and Student Administering**

All student medications, including over the counter drugs such as cough drops, aspirin, etc., shall be administered by the School Nurse and/or certified employees having received current medication administrative training, including student life and academic staff. Student self-administration will be determined by joint consensus, reached by student physician, parent/guardian, and school nurse. Students will be briefed on student expectations and responsibilities concerning medication.

### **Student Files**

The confidentiality of students' files is of the highest priority. Student files are kept in a secured area. Only the Head of School, Principal or the Director of Student Life may authorize an



employee to examine a student's file. A log is kept by the Administrative Assistant to the Principal and/or the Registrar in which the person's name is listed, time/date taken from a file drawer, student folder obtained and return of folder day/time. Absolute caution must be exercised in not allowing other employees/students/parents to have access to a student's folder. Privacy of all students is advocated by SEED and we must be respectful of the laws governing privacy rights of students in our care.

## **Student Records and the Family Educational Rights and Privacy Act (FERPA)**

### *I. Overview*

This policy is based on The Family Educational Rights and Privacy Act ("FERPA"), a federal statute that describes inspection and review of student records, including specific information to be made available to students and parents; procedure for students and parents with regard to access to records, hearings, written explanations.

### *II. Objectives of the Policy*

The objectives of the School's access to records policy are threefold:

- a. To protect student privacy;
- b. To ensure that parents and students have access to the appropriate records; and
- c. To provide appropriate student records to parties who have a legitimate need.

### *III. Definitions of "Student" and "Education Records" Under FERPA*

"Student" refers to any person with respect to whom a school maintains educational records or personally identifiable information.

"Education records" refer to those records, files, documents and other materials which contain information directly related to a student and that are maintained by an educational agency or institution or by a person acting for such agency or institution.

Education records do not refer to private records that are kept in an administrator's or a teacher's personal file that is for their personal use; thus, these are not subject to review by students, parents, or guardians. The term "education records" also does not refer to medical records related to a student who is eighteen years or older.

### *IV. Rights of Parents and Students to Review School Records*

Parents and guardians have the right to inspect and review their children's education records. The terms "parent" means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian. The term "parent" includes both parents, even when the parents are divorced, as courts have found that non-custodial parents have not abandoned interest in their children. Parents and guardians are allowed inspection "unless such access is barred by state law, court order, or legally binding instrument" relating to such matters as divorce, separation, or custody that specifically revoke those rights.

Parties requesting a copy of, a part of, or all of a student's records must provide a signed and dated request and allow two weeks for SEED to comply. The consent must: (1) specify the records; (2) indicate the purpose of the disclosure; and (3) identify the people

to whom the disclosure may be made. The School official will then arrange access and notify the parent or student of the time and place where the records may be inspected.

Parents or guardians also have the right to seek to have records amended and the right to have some control over the disclosure of personally identifiable information from the education records. If parents or guardians would like the School to amend records they believe to be inaccurate or misleading, they must: (1) write to the School principal; (2) identify the part of the record they would like changed; and (3) specify why the record is inaccurate or misleading.

If the School decides not to amend the record as requested, the School will notify the parent and advise the parent of their right to a hearing. A hearing may be conducted to provide the parent with an opportunity to challenge the content of the student's education records on the grounds that the information contained in the education records is inaccurate, misleading, or in violation of the privacy rights of the student. The hearing will be conducted within a reasonable time after the request and will be presided over by a disinterested official. The hearing will give students and parents, who may be represented by counsel at their own expense, a fair opportunity to present evidence. Even if the records are not amended, parents and students have the right to place a statement in the records commenting on the contested information.

Students may not challenge their grades, except on the basis of alleged administrative errors, or force a school to release transcripts that have been withheld for failure to pay fees.

When a student turns eighteen years old, enters a postsecondary institution at any age, or is otherwise emancipated, the parents' rights transfer to the student.

#### V. *Access to Records by School Personnel*

Students' records can be and are available to school personnel, including administrators, counselors, instructors, clerical staff whose responsibility is to maintain records and others who have "legitimate educational interests." This definition also includes health or medical staff, School Board members, a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist), or a parent or student serving on an official committee (such as a disciplinary or grievance committee), or assisting another school official in performing their tasks.

School personnel may access student records for their own legitimate business use, but they must not share those records or the information contained within them with anyone outside of the School. Unauthorized use may result in disciplinary action, including but not limited to termination.

The School may disclose records to other secondary institutions; for example, SEED DC may disclose student records to ensure the well-being of the community; for example, to another school to which a student applies. In accordance with FERPA, the School will

make a reasonable attempt to notify the parents or students of another school or school district's records request.

Additionally, a student's financial aid may be released if the information is necessary to determine eligibility or amount of the aid.

*VI. Law Enforcement*

Records may be disclosed to comply with a judicial order or lawfully issued subpoena when they are necessary to adjudicate a juvenile effectively.

The School must notify the parents or student of the order or subpoena in advance of compliance so that the student may seek protective action. Law enforcement must certify in writing that the information will not be disclosed to any other party without the written consent of the parent of the student.

Records also may be disclosed to an alleged victim of any crime of violence at the School at the victim's request. Criminal defendants also may obtain access to the records of their alleged victims.

*VII. Release of Records Without Parental or Student Consent*

General information regarding students is not confidential, and such information can be released to parties outside the School, included in press releases, and provided to recruiters. This type of information includes, but is not limited to:

- a. Name
- b. Address
- c. Telephone Listing
- d. Major Field of Study
- e. Participation in Officially Recognized Activities and Sports
- f. Weight and Height of Members of Athletic Teams
- g. Enrollment Status
- h. Awards Received
- i. Dates Attended
- j. Other Schools Attended
- k. Place and Date of Birth
- l. Address
- m. Description of Involvement in School Activities

Records may be released to medical workers in order to respond to a health or medical emergency.

The release of any other records or disclosures requires the consent of a parent or guardian.

*VIII. Complaints*

Students or parents/guardians of students may send complaints about alleged violations of FERPA to:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

Complaints must be submitted in a timely fashion and not later than 180 days from the date the student learned of the alleged violation. They must contain “specific allegations of fact giving reasonable cause to believe that a violation has occurred,” including relevant dates, names, and titles of officials and students involved; a specific description of the education record; a description of all contacts with school officials regarding the matter, including times of phone calls and contents of correspondence; name and address of the School, district, and superintendent of the district; and any additional evidence.

A copy of this policy will be provided to every employee upon hire, and extra copies will be available from the Human Resources Department. All School employees must adhere to this policy.

The policies of the School in regard to confidentiality and access to student records are in accordance with guidelines established by the United States Department of Education.

## **POLICY FOR AN ALCOHOL AND DRUG-FREE SCHOOL ENVIRONMENT**

### **Purpose**

The prevalence of drug and alcohol abuse in our society is threatening the health, safety, morale, and productivity of our community and especially its children, young adults, and public schools. It is the mission of SEED to prepare its students, both academically and socially, for success in college and the professional world beyond. We owe our students, at least, a safe learning environment. Since we are both professionals and role models, we should carry out our duties in a sober, drug-free, and otherwise appropriate manner.

The consumption of legal over-the-counter or prescription drugs that do not impair your ability to perform your job safely and productively is not a violation of this policy (“the Policy”). For those School employees who live on campus, the lawful consumption of over-the-counter or prescription drugs that could impair your ability to perform your job safely and productively or of alcohol when you are in your private living quarters, not on duty, and have no responsibility for managing and supervising students, are not violations of this Policy. The School is implementing this Policy to prevent drug and alcohol abuse in our school. This Policy is applicable to all regular and temporary, full-time and part-time employees of the School.

### **Definitions**

- A. “alcohol” means any substance that has alcohol content in excess of .5% by volume.
- B. “drugs” means any substance, other than alcohol, capable of altering the user’s judgment, perception or mood, or impairing the user’s physical reactions. This

definition includes, without limitation, marijuana, as well as illegal drugs and the misuse of prescription or over-the-counter drugs.

- C. “SEED Representative” is defined as a person in a management position or one who otherwise supervises School employees.
- D. “Reasonable suspicion” is defined as a good-faith basis to suspect that you are in possession of or under the influence of illegal drugs or, except when in your living quarters, not on duty, and not responsible for managing and supervising students, of alcohol.

## **Policy Statement**

The use, distribution, dispensation, manufacture, sale, purchase, transfer, possession or consumption of alcohol, drugs, or drug paraphernalia on SEED DC premises, at SEED DC events, or otherwise while on SEED business is strictly prohibited. SEED DC premises include all land, property, buildings, structures, installations, dormitories, sports facilities, parking lots, means of transportation owned by or leased to SEED DC or otherwise being utilized for SEED DC business and private vehicles parked on SEED DC premises.

Employees are further prohibited from reporting to work or working under the influence of alcohol or drugs (including, without limitation, marijuana), except if the controlled substances are taken pursuant to the instructions of a licensed health care provider and do not interfere with an employee’s ability to safely perform the essential functions of the employee’s job. “Under the influence” of a controlled substance, illegally-used drug or alcohol under this policy shall mean affected in any detectable manner, a blood alcohol content of .02% or higher (the equivalent of one alcoholic beverage), or a positive drug test.

It is the responsibility of each employee taking medications to consult with appropriate medical providers to ascertain whether the medication(s) may interfere with the safe performance of their job. If the use of the medication may affect judgment, performance, or behavior of the employee while representing or conducting business for the School, it is the employee's responsibility to promptly inform their supervisor, and to use appropriate personnel procedures (e.g., call in sick, use leave, request change of duty). Any violations of this Policy are cause for discipline up to and including termination of employment. In addition, any such substances found during the course of enforcing this policy may be turned over to the appropriate law enforcement authorities and may result in prosecution.

## **Assistance**

It is your responsibility to seek assistance before drug or alcohol use leads to problems in your work. It is the School’s policy to offer referrals to appropriate health service organizations and rehabilitation programs that emphasize education, prevention, counseling, and treatment to you if you disclose to the School that you are suffering from drug or alcohol abuse. The School strongly encourages employees who believe they may have a problem involving alcohol or drugs to seek assistance before an incident occurs, or a pattern of behavior develops that may affect their job performance or may otherwise adversely affect School. The School will not take disciplinary action against employees who seek assistance before a job-related problem or incident occurs. There can be no assurance of a second chance—that is, an employee who has

already been found in violation of this policy may well not be afforded an opportunity to participate in a rehabilitation program as an alternative to termination.

## **Testing of Current Employees**

### *Reasonable Suspicion Drug and/or Alcohol Testing*

When the school has a reasonable suspicion that you are under the influence of drugs or alcohol, or using drugs or alcohol on the job as prohibited under this policy, you will be required to take a drug or alcohol test. The decision to require you to submit to a drug or alcohol test shall be made upon the recommendation of a SEED Representative. Once the decision is made to proceed with testing, you will be notified. At that time, you may be suspended without pay pending the receipt of test results and the completion of any investigation conducted by the School.

The good faith belief of a SEED Representative as to the existence of reasonable suspicion shall be conclusive.

### *Post-Accident Drug and/or Alcohol Testing*

Employees who are involved in an accident during SEED DC business, on SEED DC premises or while using a SEED DC vehicle resulting in any of the following will be tested as soon as possible following the accident: (1) a fatality; (2) a bodily injury resulting in immediate medical treatment away from the scene of the accident; (3) serious damage to machinery or equipment; (4) one or more motor vehicles incurring disabling damage requiring the vehicle to be towed away; or (5) any other indicia that would lead to a reasonable suspicion that drug and/or alcohol use may have caused or contributed to the accident. In the event of an accident, employees should contact their supervisor as soon as possible after the accident.

### *Follow-up Drug and/or Alcohol Testing*

Employees who participate in a treatment program for substance abuse or who test positive for drug use and/or alcohol use prohibited under this policy, and who remain employed by the School, must submit to unannounced follow-up drug and alcohol testing. Follow-up alcohol testing will be conducted if it is job-related and consistent with business necessity, including when there is reasonable suspicion that the employee has consumed alcohol. The employee must submit to follow-up testing for two years following their return to work.

### *Random Testing*

SEED DC reserves the right to require employees to submit to random drug tests throughout the school year.

### *Refusal to Submit to Drug or Alcohol Testing*

Your refusal to submit to an alcohol or drug test will be considered insubordination and will subject you to discipline, up to and including termination of employment. If you fail to provide adequate breath, blood, urine or other specimens for alcohol or drug testing without a valid medical explanation, or engage in conduct that obstructs or impedes the testing process, or is designed to render test results inaccurate, the School will consider you to have refused to submit to an alcohol or drug test.

### *Consequences of Positive Results*

The School has established this drug and alcohol policy to ensure the safety, productivity, health, and well-being of its employees, students and the School. Any violation of this policy may result in disciplinary action, up to and including termination of employment, even for a first offense. At the School's sole discretion, an employee may be permitted to return to work at such time as SEED administers another drug and/or alcohol test that is confirmed to be negative. The employee will be subject to unannounced and unscheduled alcohol and/or drug testing for approximately two years and the employee must satisfactorily participate in and complete any drug and/or alcohol abuse evaluation, treatment, and/or rehabilitation program approved for such purposes by the School and recommended by SEED DC.

### *Testing Protocol*

All testing under this Policy shall be in accordance with standard and customary scientific methods that authorized testing facilities, including labs, hospitals, clinics or other approved diagnostic organizations regularly use.

### *Employee Notification*

Employees must notify Human Resources of any criminal drug or alcohol statute conviction for a violation occurring in the workplace (which includes School premises or while the employee is on School business) no later than five (5) days after such conviction. An employee that fails to make the required report will be subject to disciplinary measures, up to and including termination.

### *Inspections*

Employees suspected of being under the influence of, possessing or using alcohol, illegal narcotics, drugs (including, without limitation, marijuana) or other controlled substances (other than controlled substances that are taken pursuant to the instructions of a licensed healthcare provider) at the workplace are subject to inspection and search, with or without notice. Employee's personal belongings, including any bags, purses, briefcases, and clothing, and all School property, also are subject to inspection and search, with or without notice.

### **Smoking**

No smoking is allowed on school premises. The School's intent to provide a safe and healthful work environment includes no smoking in all campus public areas such as the faculty lounge, grounds, including personal vehicles parked on campus, and personal living quarters. This policy applies equally to all employees, students, parents, and visitors. Employees who are found in violation of this policy will be subject to disciplinary action, up to and including termination of employment. Never, under any circumstances, is smoking permitted in the presence of students, including during off-campus school trips or events.

## **USE OF VEHICLES**

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using such SEED property, employees are expected to exercise care, perform required maintenance and follow all operating instructions, safety standards and guidelines. All

employees who are designated as drivers for the School are required to maintain a valid operator's license at all times and a copy must be on file in the Campus Operations office prior to vehicle usage. Each employee driver must promptly notify Campus Operations if the employee's license is suspended or revoked.

Employees are expected to notify their supervisor if any equipment (copy machines, computers, vans, etc.) appears to be damaged, defective, or in need of repair. The supervisor should notify the Campus Operations Manager or their designee through School Dude so that repairs can be made and the source of problems can be identified.

The use of an employee's personal vehicle while acting in the scope of their employment is prohibited. Any accident and/or financial liability involving the employee's personal vehicle, other vehicles, or items contained therein, and any liability arising out of attendance at events without the expressed consent of the parent/guardian and the supervisor, will be solely the responsibility of the employee and not that of SEED.

Parking is provided as a courtesy to all visitors and employees of the School. All rules and regulations regarding the use of vehicles on the campus must be followed. Employees are restricted to one vehicle for each family member in on-campus parking spaces.

Any improper, careless, negligent, destructive, or unsafe use or operation of SEED DC property, equipment or vehicles, as well as excessive or avoidable traffic and parking violations by any employee or guest of employees, can result in disciplinary action, up to and including termination of employment. Any moving or parking violations incurred during the operation of a privately owned vehicle or School vehicle, while conducting official School business, will be the sole responsibility of the employee and/or driver.

Cell phone, including texting and the use of PDAs while driving a School vehicle or while driving with SEED DC students in a privately owned vehicle is prohibited (even where it is not expressly prohibited by law).

In the event of an accident involving a SEED DC van or personal vehicle being used on authorized school business and/or for the authorized transport of a SEED DC student, the employee should immediately notify their supervisor and the Campus Operations Manager. The operator of the vehicle may be required to submit to a drug test immediately. If the accident occurs during the workday, the employee must submit to a drug test screening in the Wellness Center, which will be arranged by the employee's supervisor. If the accident occurs beyond the standard workday, the employee may be required to obtain a drug test at an authorized testing center, if deemed necessary by their supervisor within a twenty-four (24) hour period of time. Expenses for this test beyond medical coverage are the responsibility of the employee being tested.

Any vehicular accident that results in personal injury or renders a vehicle inoperable under its own power must be reported to the local authorities in accordance with the D.C. Motor Vehicle Code. Should the accident take place on campus, security must be notified immediately. The security officer will contact the authorities.



The employee may be assessed a portion or all of any damages incurred to the vehicle(s) and/or property, depending on the nature and severity of the negligence. Like other misconduct, gross vehicular negligence may result in disciplinary action, up to and including termination of employment.

The School will not be responsible for any vandalism, theft or damage to privately owned vehicles while the vehicles are parked or driven on campus grounds.

Approval for the use of a School van should be arranged with the Campus Operations Director. The Campus Operations Manager has sole responsibility for the schedule/usage of the vans. Vans will be authorized for usage on a first-come-first-served basis or with discretion for priority determination.

### **School Van Use**

The School has 15- passenger vans for the purpose of School-related transportation. The vans are available to the School community for approved functions on a first-come, first-served basis. To reserve a School van, employees should enter the van's vehicle identification number and the name of the proposed driver in the School network's online Public Folder in the Transportation section, subfolder. Reservations must be made far enough in advance, providing at least one full work-day to enable the Campus Operations Department to coordinate the availability and maintenance needs of the vans. Vehicles are available in the West (Marshall Hall) parking lot. Van Log Books are located in the Security Office along with vehicle information and keys. Only the person reserving the van may sign out keys. Keys should be signed back in at the Security Office upon return to the campus. Keys and the Trip Ticket should be picked-up and returned to the Campus Operations Department.

Persons not following all of the procedures may inconvenience the next user. Please be considerate of other users. The vanpool service is a privilege that may be revoked if these procedures are not observed. Violations of this policy may result in disciplinary action, up to and including termination of employment.

School insurance regulations require that all School van drivers are current School employees and are pre-approved by the School's insurance carrier through the Campus Operations Department. Please note: at no time should students be permitted to operate or be seated in the driver's seat of a van.

### **Vehicle Requests**

The Campus Operations Department coordinates the use of School vans. The Campus Operations Department needs at least one full day between your request and your use of the School van in order to schedule maintenance and repairs. The chart below indicates the minimum deadlines to process a request.

A van reservation can be made by entering the van's vehicle identification number and the name of the proposed driver in the School network's online Public Folder in the Transportation section, subfolder. All required information must be completed in order for your request to be processed.

***Requests received before 4:00 p.m.***

Monday  
Tuesday  
Wednesday  
Thursday  
Friday

***Keys/Trip Ticket available by 9:00 a.m.***

Wednesday  
Thursday  
Friday \*  
Monday  
Tuesday

*Keys/Trip Tickets for Saturday and Sunday trips will also be available before 4:00 p.m. on Friday.*

Employees may check van availability online (Transportation Calendar in Outlook) or by calling the Campus Operations Department at extension 3006 during normal business hours. Please understand that all van reservations must be on the calendar one full working day before a van can be picked-up.

**Drivers**

A list of all approved drivers will be kept on file with the Campus Operations Department. All drivers must be pre-approved to drive SEED owned vans. Employees may apply for pre-approval by completing a “Driver Information” form (available in the Campus Operations Department).

Information supplied by drivers will be submitted to the School’s insurance carrier for verification and approval. Verification and approval occur in approximately seven business days. The Campus Operations Department will advise drivers of their status. Approval is required on an annual basis.

**Key/Trip Ticket Pick-Up**

Keys/Trip Tickets may be picked up from the Campus Operations Department during regular business hours (Monday through Friday 9:00 a.m. – 4:00 p.m. exceptions / arrangements can be made for trips leaving earlier) on the day the van is needed. Persons whose trip is scheduled over a weekend may pick-up keys on Friday.

**Van and Key/Trip Ticket Return**

Van(s) must be returned to the parking lot on or before the indicated return time on the Trip Ticket. If extenuating circumstances arise during a trip which is likely to cause a return delay, Campus Operations (during normal business hours) or the Security Desk (after normal hours) should be contacted so that schedules may be adjusted if necessary.

Keys/Trip Tickets must be returned to the Security Office upon return to campus during the first available regular business hours noted above, immediately following use of the van. At the time of return, the driver must note the start and stop mileage in the Van Log located inside of the vehicle. All damages or maintenance concerns must also be logged.

### **Associated Charges/Costs**

Charges and/or expenses associated with the use of School vans (tolls, parking, gasoline, emergency repairs, etc.) will be reimbursed through an expense report filed with the Finance Office.

### **Vehicle Operations**

While Campus Operations is responsible for general upkeep of School vans, it is the responsibility of the driver to make the following safety checks:

- All drivers/passengers must wear seatbelts;
- Check all lights;
- Check your brakes – never drive with defective brakes;
- Keep your windshield clean and check wipers;
- Make sure tires are in good and safe condition;
- Make sure appropriate paperwork (Registration & Insurance Card) is in the glove compartment;

### **Damages/Breakdowns/Accidents**

It is important for drivers to note on the Trip Ticket any mechanical or other problems encountered with the van upon returning. Also, it is expected that the van is returned in “clean condition.” All personal belongings must be removed. Any personal items found in the vans will be turned-over to lost & found (Security Desk). Alcohol and Tobacco use, both smoke and smoke-free, is strictly prohibited.

If a van breakdown or accident should occur, the following steps should be followed:

- If a van will not start at the time of pick-up, contact the Campus Operations Department at extension 3006 during regular business hours or the Security Desk at extension 3023 after hours for assistance;
- If a van breaks down or is involved in an accident during normal business hours call the Campus Operations Department at extension 3006 and report the problem;
- If a van breaks down or is involved in an accident during off hours call the Security Desk at 202.248.3023 and ask them to notify the Campus Operations Department. A determination will be made at that time for the course of action to be taken.

## **CAMPUS RESIDENCY**

### **Residential and Campus Housing**

The occupancy of the apartment is for the sole benefit of SEED DC and is a term or condition of employment. This apartment is unique in that it is intended for the position or positions at the employer’s discretion, and is not intended to be a rental unit. Resident employees are not tenants of SEED. There is no lease, and no rent is to be paid. The apartment is partial compensation for services. Possession must be returned upon termination of employment on or before any date designated by the employer. No estate or tenancy is deemed to be created by the occupancy of the apartment, and should the employee fail to surrender the same to SEED DC upon termination

of employment then SEED may file a suit for possession in an appropriate court of competent jurisdiction reciting the termination of the employment relationship.

The employee agrees to immediately vacate, upon termination of employment, the apartment used as their residence during said employment. The employee agrees that time is of the essence. The employee shall quit and surrender to SEED the premises, broom clean, in good order and condition, ordinary wear expected. Employees may be charged a fine of \$250 to cover cleaning and other expenses if the apartment is not left in broom clean condition with all personal belongings having been removed. The employee shall immediately remove all personal property. No notice to quit is required and if required any thirty-day notice or other type of notice is expressly waived, each to the extent permitted by law. If an employee decides to move out voluntarily and maintain employment at SEED, the employee must notify their direct manager and Human Resources of the move-out date.

Occupancy of a SEED DC owned residence expressly does not create a landlord and tenant relationship between SEED DC and the employee. Employees have no estate or tenancy and shall have no attributes, claims, or demands of a tenant. The Operations Department reserves the right to conduct random checks of the residents' apartments on an as-needed basis. They will provide residents with adequate notice and inform them when they have entered apartments.

### **Spouses and Dependents**

Family and dependents of employees residing on campus are subject to the same policies, rules, and regulations as the employee. Dependents are subject to our Policy for an Alcohol and Drug-Free School Environment and to a criminal background check prior to moving into the on campus residence. Dependents also agree to acknowledge receipt of the Campus Residency Policy with the Directors of Student Life.

Employees may be disciplined for the infractions of their spouses and/or dependents leading up to vacating the premises. For more information, employees are encouraged to contact the Directors of Student Life.

### **Dependent Supervision**

When there are dependent children living with the employee, the employee must find other appropriate childcare, such as another responsible adult. At no time is the employee permitted to have their child(ren) under their supervision while on the job. Students may not be called upon to provide babysitting service to employees' children, except in rare circumstances, and with the prior written approval of the Directors of Student Life.

### **Laundry Facilities**

It is expected that all adult residents will make use of this facility, but due to the very close proximity to 4th floor apartment occupants and operational noise/vibration of the industrial laundry appliances, there are restricted usage time schedules posted. No washer or dryer may be used after 10:00 p.m. seven days a week or prior to 9:00 a.m. on weekdays and 10:00 a.m. on weekends. Proper use of the laundry appliances is expected of all personnel. Read directions carefully and never make adaptations to any facility or appliance mechanisms.

Contact the Campus Operations Office when any machine is malfunctioning.

### **Housing Maintenance, Expectations, and Insurance**

Employees are expected to maintain residences in a clean and safe condition at all times and are subject to inspection, announced or unannounced, at any time. The improper or unsafe use of any equipment or a habitual unclean, unsanitary condition will result in disciplinary action up to and including vacating the premises and/or termination of employment.

It is recommended that all employees residing on campus make it their personal responsibility to secure renter's insurance coverage that protects your personal assets from fire or theft loss or be prepared to assume full risk for any such losses. The School's insurance program provides coverage for the residential unit and structure but not for your personal assets located within the unit or on the grounds. It is your responsibility to provide insurance protection for your personal assets. Employee-residents should make a written inventory, accompanied by photographs or videotape, for documentation purposes in the event of an insurance claim.

### **Overnight Guests/Cohabitation Policies**

Living on a boarding school campus is not the same as having an apartment in a neighborhood or urban environment. The very nature of a school is to teach children by word and example. Consequently, all employees are role models to the students and their actions/behaviors must be consistent with the mission of the School. Hence, employees residing on campus may not cohabitate or give the appearance of cohabitation with another adult unless they are legally married to that person.

Overnight guests visiting for a short period (48 hours) will only be approved by the employee's immediate supervisor when one (1) calendar weeks' notice has been given, in writing, or for emergency purposes. The Head of School has final approval for this request. Employees and guests alike must show discretion at all time while on campus. The same values we expect for our students must be adhered to and modeled by our employees. Employees who choose to work at the School must adhere to these standards or their employment may be terminated. Cohabitation is established if a pattern develops of either seven (7) straight days or one-third of a month, which is approximately ten (10) days. No guest, family member or other, may reside with an employee for more than a maximum of 30 days. The Head of School must be notified of anyone remaining as guests for more than three (3) days.

Temporary waivers or exceptions to the Overnight Guest/Cohabitation Policy must be approved by the employee's immediate supervisor and the Head of School.

### **Alcohol on School Premises**

Alcoholic beverages should never be visible to students in any location on school premises. Consumption of alcoholic beverages must never occur while on the job and in the presence of students, both on campus or off-campus.

### **Students in Campus Living Quarters/ Classrooms/ Offices**

There will be occasions when it is necessary to speak to a student in a confidential setting. In the best interest of employees and students, please do not entertain or converse with any students,

male or female, behind a closed door. Always keep classroom and apartment doors open if students are inside these areas. This applies to all employees, whether administrators, staff or faculty. It is understood that when sponsoring an event which includes five or more students, it is acceptable to keep the door closed to the area being used.

### **Employee Responsibility/Liability Concerning Guests**

SEED DC residents are responsible for any damage and/or misuse of SEED facilities caused by their guests. Any damage or misuse must be reported to security and the employee's immediate supervisor. All visitors are expected to be in the presence/company of their host/hostess at all times during the authorized visitation, except when the employee is on assigned duty.

### **Dependent Occupancy Regulations**

Any child reaching the age of 21 who does not maintain full-time student status in an accredited institution will no longer be allowed to reside on campus. Upon reaching 23, the dependent children, even those with full-time student status, will no longer be allowed to reside on campus. Any exceptions require the prior approval from the Head of School. Special circumstances may dictate a stay of more than 30 days with the prior approval of the employee's supervisor, the Assistant Head of School for Student Life, and the Head of School. Children aged 6 and over, need to have a separate bedroom from their parent(s). Children of the opposite sex need to have separate bedrooms at the age of 8 and over.

## **CAMPUS SECURITY**

### **General Campus Security**

The School wishes to maintain a work environment that is free of illegal drugs, marijuana, alcohol, firearms, explosives or other improper materials. To this end, SEED prohibits the possession, transfer, sale or use of such materials on its premises. SEED requires the cooperation of all employees in administering this policy. Apartments, offices, desks, lockers and other storage devices may be provided for the convenience of employees but remain the sole property of SEED DC. Accordingly, they, as well as all vehicles on SEED premises, or any other articles found with an employee, can be inspected by any agent or representative of SEED DC at any time, with or without, prior notice.

### **Environmental Expectations**

It is incumbent upon every employee to extend a concerted effort in maintaining a litter/trash-free environment. The appearance of our school buildings, classrooms, hallways, grounds, and dormitories depends on every person's conscientious effort to be responsible for maintaining an attractive, appropriately decorated school campus. Every administrator will be held accountable for ensuring that their assigned area of responsibility is maintained in an acceptable manner. Periodic inspections will take place with or without prior notice.

### **Protection of SEED Property - Security**

The School wishes to discourage theft or unauthorized possession of the property and confidential information of SEED DC employees, parents, students, vendors or guests. Apartments, offices, desks, lockers, files, electronic storage, including e-mail, voice mail, and electronic storage devices, are provided for utilization by employees in connection with the

performance of their duties but remain the property of SEED DC at all times. Therefore, they as well as any articles found within them, or any other SEED DC property, can be inspected by any agent of SEED at any time, with or without prior notice and/or in the employee's absence. SEED DC reserves the right to require that employees and visitors entering or leaving SEED DC premises permit the inspection of anything brought to or from SEED DC, including, but not limited to, packages, purses, bags, briefcases, clothing, and vehicles. Any employee who wishes to avoid inspection of any articles or materials should not bring such items onto the premises. These policies are established for the protection of, and in the best interests of the School, the students, and those employed by the School. Failure to comply with this policy may result in disciplinary action, up to and including termination of employment.

SEED DC does not assume responsibility for the loss of property. Items that have no educational purpose for being on campus are the sole responsibility of the person who chooses to do so. Everyone should take special care in securing all items, purses, jewelry, etc., when in any area of the campus grounds or buildings. Please note: Classrooms and offices should be locked/secured when not being utilized. Students utilize facilities in both academic, dormitory, and student center buildings at various times of the day/evening and should not have access to any unsupervised or unsafe area at any time. Not securing these areas seriously compromises the safety and well-being of our student population.

Please protect your vehicles by always locking, alarming and securing the steering wheel with a security device whether on or off-campus.

### **Keys/Security Cards**

To provide a safe and secure environment, the issuing of keys will be strictly controlled. Employees will be issued individual keys as needed to perform their job function. Spouses and designated others will be issued a key to their living quarters as approved by the employee's supervisor.

To have access to entry/exit doorways, elevators or internal student facilities, computer access key cards (white) are issued to authorized personnel. These cards are never to be used by or issued to any unauthorized persons, including students, parents, visitors, etc., without providing personal chaperone service by the authorized key carded employee.

If a key or security card key becomes lost, stolen or misplaced, a replacement key may be issued for a standard fee of \$10.00. Employees should immediately notify the Campus Operations Manager.

### **Visitors in the Workplace**

To provide for the safety and security of students, employees and the facilities at SEED DC, only authorized visitors are allowed on the School premises. Restricting unauthorized visitors helps maintain safety standards, protect against theft, ensure security of equipment, protect confidential information, safeguards employee welfare and avoid potential distractions and disturbances. SEED DC reserves the right to require that visitors entering or leaving SEED DC premises permit the inspection of anything brought to or from SEED, including, but not limited to, packages, purses, bags, briefcases, clothing, and vehicles.

All visitors should enter the School at the main gate and proceed to the security office in the entryway/student center to register their presence on the grounds of the School. During the employee's normal work hours, authorized visitors will receive a pass from security personnel, directions to the appointment location and, if necessary, they may be escorted to their destination. All employees are responsible for the conduct and safety of their visitors and the employee must host personal visitors at all times. Failure to comply with this policy may result in disciplinary action, up to and including termination of employment. If an unauthorized individual is observed on the School premises, employees should immediately notify their supervisor or security, or, if necessary, direct the individual to the security desk.

### **Trespassing**

No unauthorized persons are to be on School premises or to use any School facility. Visitors must possess and display an official visitor's badge at all times.

If the safety of any employee becomes threatened by any other employee, individual, visitor or unknown intruder, that person should be asked to leave the campus grounds. SEED employees or students should never undertake the removal of unauthorized offenders or trespassers. Security/police should be called to handle and evaluate the situation if the individual refuses to leave. If trespassers resist or disobey a reasonable, repeated request, immediately call 911.

### **Employee Visitors' Responsibility**

No employee may entertain visitors or see to the care of their children while supervising students. Attention and focus on the needs and instruction of SEED DC students take first priority. Exceptions are when a friend/relative/visitor is simply observing or assisting, subject to the prior approval of the respective supervisor.

All visitors are expected to be in the presence/company of their host/hostess employee at all times during the authorized visitation, except when the employee is on assigned duty.

### **Former Employees/Dismissed Students**

Former employees who are separated from the School by termination will not be allowed access to School premises without the written approval of the Head of School.

Former dismissed students will not be allowed access to School premises without the approval of the Head of School.

## **SEPARATION FROM EMPLOYMENT**

Termination means that an employee is separating from SEED DC and will be removed from the payroll. The effective date of termination is the last day worked. Any and all records pertaining to an employee's separation from employment shall become part of that employee's personnel file. Upon separation from employment, an employee should be certain that the School has their current address in order to ensure timely arrival of the W-2 form and any other appropriate paperwork.



**Return of SEED Property**

Upon termination of employment, all SEED property in an employee's possession or control, whether equipment, documents or electronic material must be returned to SEED DC on or before the employee's last day of work in good working order.

**Voluntary Termination**

Every SEED DC employee has the status of "employee-at-will," meaning that no one has a contractual right, express or implied, to remain in SEED's employment. Both SEED and the employee may terminate the employment relationship at any time, with or without notice and for any reason. No manager or representative of SEED DC (except the Head of School) has the authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the above.

SEED DC will consider an employee to have voluntarily terminated their employment if an employee does any of the following: (a) elects to resign from SEED DC; (b) is absent from work for three (3) consecutive days without giving proper notice to SEED DC regarding their absence; (c) does not return to work after a SEED DC approved leave of absence. Employees who voluntarily terminate their employment with SEED DC will receive their final wages on the next regularly scheduled payday or within seven (7) days from the date of employment termination, whichever is earlier.

**Resignation**

Although not required, an employee who voluntarily terminates the employment relationship with the school is asked to submit a written resignation to their immediate manager at least two weeks in advance of the termination date as a professional courtesy, specifying an anticipated effective date. Employees are not permitted to use personal, sick, or vacation leave during the notice period, except to the extent expressly permitted by applicable law. SEED DC reserves the right to waive an employee's notice period upon notification of an employee's intent to resign and to ask the employee to immediately vacate the premises.

**Involuntary Termination**

Should SEED DC make the decision to terminate an employee, the separation is involuntary. Employees who are separated involuntarily will receive their final wages by the next working day following the date of termination.

**Exit Interview**

Upon notification of an employee's effective termination date, an Exit Interview will be scheduled with the employee. The purpose of the Exit Interview is to allow the employee to return any SEED DC property in their possession, as well as to provide information regarding the continuation of benefits. An Exit Interview Form is to be completed for all terminating employees (regardless of reason for termination) on or about the last day of employment with SEED DC.

## **DISCIPLINE**

All employees are expected to meet SEED DC's standards of work performance. Work performance encompasses many factors, including attendance, punctuality, personal conduct, job proficiency and general compliance with the SEED DC's policies and procedures. If an employee does not meet these standards, SEED may take corrective action, up to and including immediate termination from employment with SEED DC.

The intent of corrective action is to formally document problems while providing the employee with a reasonable time within which to improve performance. The process is designed to encourage development by providing employees with guidance in areas that need improvement such as poor work performance, attendance problems, personal conduct, general compliance with SEED DC's policies and procedures and/or other disciplinary problems.

As previously described, employment with the School may be terminated at will at any time, for any reason, with or without notice and without following any formal system of discipline and warnings. Nevertheless, the School may choose to exercise its discretion to use forms of discipline that are less severe than termination in certain cases depending on the nature and severity of the misconduct. Examples of such less severe forms of discipline include verbal warnings, written warnings, demotion, and suspension. Discipline may involve one or more of these less severe forms of discipline.

Although one or more of these steps may be taken in connection with a particular employee, no formal order or system of discipline is required. The School may terminate the employment relationship, at any time, without following any particular series of steps whenever it determines, in its sole and exclusive discretion, that such action is warranted.



## RECEIPT AND ACKNOWLEDGMENT

I understand that the information contained in the Employee Handbook represents guidelines only and may be changed at any time at the sole discretion of the School, with or without prior notice to me. I further understand that SEED DC reserves the right to unilaterally modify, amend, or terminate policies, procedures and/or benefits at any time, with or without notice. I understand that I may consult Human Resources for clarification of SEED policies, if desired.

I understand that the Employee Handbook is not a contract, express or implied, between the School and me and should not be viewed as such. I acknowledge and understand that nothing in this handbook, or any other SEED rule, practice or procedure grants me employment by the School for a specific period of time. I understand and agree that my employment is at-will, which means that either I or the School may terminate my employment for any reason, at any time, with or without notice. I understand that this statement regarding the term of my employment may only be modified by written agreement signed by the Head of School.

Among other policies, I acknowledge that I have received the School's, Non-Harassment Policy, Policy Against Sexual Harassment, and Drug and Smoke-Free Workplace Policy and as a condition of employment, I will comply with such policies.

My signature below indicates that I am aware of the Employee Handbook and understand that I am responsible for being aware of its contents.

---

Employee Signature

---

Date

---

Printed Name