Employee Handbook

2019-2020

AT SOUTHEAST ARKANSAS PREPARATORY HIGH SCHOOL (SAPHS) NEITHER THE EMPLOYEE NOR SAPHS IS COMMITTED TO AN EMPLOYMENT RELATIONSHIP FOR A FIXED PERIOD OF TIME. EMPLOYMENT WITH SOUTHEAST ARKANSAS PREPARATORY HIGH SCHOOL IS AT-WILL. EITHER THE EMPLOYEE OR MANAGEMENT HAS THE RIGHT TO TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON. THE LANGUAGE USED IN THIS HANDBOOK AND ANY VERBAL STATEMENTS BY MANAGEMENT ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESS OR IMPLIED, NOR IS THERE A GUARANTEE OF EMPLOYMENT FOR ANY SPECIFIC DURATION. NO REPRESENTATIVE OF SOUTHEAST ARKANSAS PREPARATORY HIGH SCHOOL, OTHER THAN THE PRINCIPAL, HAS AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE PRINCIPAL AND THE EMPLOYEE.

THE CONTENTS OF THIS HANDBOOK ARE SUMMARY GUIDELINES FOR EMPLOYEES AND THEREFORE ARE NOT ALL INCLUSIVE. THIS HANDBOOK SUPERSEDES ALL PREVIOUSLY ISSUED EDITIONS. EXCEPT FOR THE ATWILL NATURE OF THE EMPLOYMENT, SAPHS RESERVES THE RIGHT TO SUSPEND, TERMINATE, INTERPRET, OR CHANGE ANY OR ALL OF THE GUIDELINES MENTIONED, ALONG WITH ANY OTHER PROCEDURES, PRACTICES, BENEFITS, OR OTHER PROGRAMS OF SOUTHEAST ARKANSAS PREPARATORY HIGH SCHOOL. THESE CHANGES MAY OCCUR AT ANY TIME, WITH OR WITHOUT NOTICE.

We are pleased to have you join us as a staff member at Southeast Arkansas Preparatory High School (SAPHS). The mission of Southeast Arkansas Preparatory High School is to develop scholars prepared to take the next step in their educational journeys through innovative, equitable, collaborative, and authentic experiences that develop critical thinking relevant in today's global society. We look forward to working as a team to support the assurance of our mission for our students each day.

As a new employee, you may have questions about SAPHS benefits and employment guidelines. This Handbook is a reference you can use to answer those questions.

Equal Employment Opportunity and Unlawful Harassment

SAPHS is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of age 40 and over, race, sex, color, religion, national origin, disability, military status, genetic information, or any other status protected by applicable state or local law.

ADA and Religious Accommodation

SAPHS will make reasonable accommodation for qualified individuals with known disabilities and employees whose work requirements interfere with a religious belief unless doing so would result in an undue hardship to SAPHS or cause a direct threat to health and safety. Employees needing accommodation are instructed to contact their supervisor or Human Resources.

EEO Harassment

SAPHS strives to maintain a work environment free of unlawful harassment. In doing so, SAPHS prohibits unlawful harassment because of age 40 and over, race, sex, color, religion, national origin, disability, military status, genetic information, or any other status protected by applicable state or local law.

Unlawful harassment includes verbal or physical conduct that has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. Actions based on an individual's age 40 and over, race, sex, color, religion, national origin, disability, military status, genetic information, or any other applicable status protected by state or local law will not be tolerated. Prohibited behavior may include but is not limited to the following:

- Written form such as cartoons, e-mails, posters, drawings, or photographs.
- Verbal conduct such as epithets, derogatory comments, slurs, or jokes.
- Physical conduct such as assault, or blocking an individual's movements.

This policy applies to all employees including managers, supervisors, co-workers, and nonemployees such as customers, clients, vendors, consultants, etc.

Sexual Harassment

Because sexual harassment raises issues that are to some extent unique in comparison to other types of harassment, SAPHS believes it warrants separate emphasis. SAPHS strongly opposes sexual harassment and inappropriate sexual conduct. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- Submission to such conduct is made explicitly or implicitly a term or condition of employment.
- Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment.
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

All employees are expected to conduct themselves in a professional and businesslike manner at all times. Conduct which may violate this policy includes, but is not limited to, sexually implicit or explicit communications whether in:

- Written form, such as cartoons, posters, calendars, notes, letters, e-mails.
- Verbal form, such as comments, jokes, foul or obscene language of a sexual nature, gossiping or questions about another's sex life, or repeated unwanted requests for dates.
- Physical gestures and other nonverbal behavior, such as unwelcome touching, grabbing, fondling, kissing, massaging, and brushing up against another's body.

Complaint Procedure

If you believe there has been a violation of the EEO policy or harassment based on a protected class, including sexual harassment, please use the following complaint procedure. SAPHS expects employees to make a timely complaint to enable SAPHS to investigate and correct any behavior that may be in violation of this policy.

Report the incident to Business Manager who is the Title IX officer, who will investigate the matter and take corrective action. Your complaint will be kept as confidential as practicable. If you prefer not to go to either of these individuals with your complaint, you should report the incident to the Principal

Punctuality and Attendance

The success of our mission at SAPHS depends very much on our team being present. Therefore, all employees are expected to be at work on time, on all scheduled workdays and in required places during regular work hours. All staff, unless notified, will report to work NLT 7:00am.

If you are unable to work or you will be late for work, you must notify the Principal as far in advance as possible via a phone call, not text message, nor email. You must call the Principal each day of

your absence until a date of return is established, in the absence of the Principal, employees should notify the Business Manager. If the Principal must call in regarding his or her own attendance, he or she will call the Board President and the administrator on duty.

All time off must be requested 48 hours in advance and submitted in writing, as outlined in the appropriate categories, with the exception of sick leave.

SAPHS views attendance as an important, vital, and necessary facet of your job performance and of each employee's position requirements. Excessive unexcused absences will not be tolerated. Although you have 8 days of PTO, you will have a mandatory meeting with the Principal after 3 unscheduled days of missed attendance. After unscheduled 5 days of missed attendance, you will be placed on a Professional Growth Plan, and after 6 days of missed attendance, you will automatically receive a "not meets" on your summative evaluation and risk not being invited back. If you do not have any PTO days remaining, a leave request will not be approved.

All unused time will be paid back to the employee at $50 per day on the last paycheck of the school year.

If an employee is absent without giving notice, the employee is subject to terminated.

Work Hours

All full-time salaried employees (teachers and administrators) are expected to dedicate the time necessary to carry out their duties in order to fulfill our mission. Teachers are required to be at the School from 7am to 4:30pm on every School day unless told otherwise by the Principal.

Pay for School Closures

In the event that SAPHS must close due to national events, weather, or other emergency, employees will receive their regularly scheduled wages for the day(s) of closure. Non-exempt staff members who come in and work any portion of the closure day(s) will be compensated for the hours worked in addition to the School closure pay.

Employees will be paid only in the event that management officially closes the School. If the School is open, but an employee cannot make it into work due to weather or other unforeseen circumstances, the employee will need to use personal or vacation time in order to be paid for the lost day(s).

Employees who do not normally work on the day(s) of closure, or who have scheduled vacation or sick time in advance for the day(s) of the closure, will not be paid for the closure day(s)

Professional Dress

Employees are expected to maintain the highest degree of professionalism. This includes dressing in a professional manner consistent with the School's mission and appropriate for interacting with students.

Professional Development

Professional development ("PD") is very important to SAPHS. We are committed to supporting the development of every staff member in order to maximize our individual and collective impact on student achievement and to support the School's overall success. All staff members are expected to participate fully in scheduled PD and are invited to request reasonable funds and professional days to pursue additional PD opportunities. Such funds and time off may be granted at the discretion of the Principal based on availability of School funds and the applicability to School and teacher professional development goals.

Vacations and Holidays

Teachers begin employment on a pre-determined date in July, which is typically two (2) weeks before School begins. For the School year 2019–2020, teachers begin employment on **July 23, 2019.** Teachers end employment on a pre-determined date following the conclusion of the second semester (unless the teacher's employment is terminated voluntarily or involuntarily prior to the conclusion of the second semester). For the School year 2019–2020, teachers' employment ends on **June 4, 2020.** As teachers do not work year-round, teachers do not receive paid vacation as in the case of administrators and staff, discussed below. Instead, teachers receive **8** days of paid time off ("PTO"), discussed in further detail below.

Administrators and staff who work full-time on a year-round schedule currently receive two (2) weeks of paid vacation during the summer. Vacation days may not be used during the first five (5) days of the School year, or during the last five (5) days of the School year.

Currently, the School is closed for **9** days at winter break, the Thanksgiving holiday, during the holiday break in December, and for spring break, with the holiday break schedules following School year schedules promulgated by the Public Schools ("PINE BLUFF SCHOOL DISTRICT"). The dates of these and other holidays are set forth on the School calendar. In addition, holidays typically observed by SAPHS are:

- Memorial Day
- Labor Day
- Independence Day
- Veterans Day
- Martin Luther King Day
- President's Day

Sick Leave

Sick leave is currently provided to all administrators and staff employees who work year-round to be used in the event of a mental or physical illness or injury that is incapacitating or contagious, or for recovery from said illness or injury. Sick leave may also be used by employees to care for an immediate family member who is ill or injured. Immediate family includes parents, spouse,

children, step-children, siblings, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparents, or grandchildren. Sick time is intended for caring for an illness or injury only and may not be used as, or in conjunction with, vacation time.

4 hours (find out what other teachers are doing) of paid sick leave per month is currently provided to each full-time employee. Sick leave currently accrues on a monthly basis and year to year. All full-time employees with accumulated unused sick days at the end of their time of employment will be forfeited.

When taking sick leave, employees are expected to notify the Principal by 7:00 a.m. on the first (1st) day of the illness or injury and on each subsequent day absent. It is recommended that employees who *know* they will need to utilize their sick leave, such as a scheduled hospitalization, notify their supervisor at least seventy-two (72) hours in advance.

Medical proof of reason for absence may be required if the absence exceeds three (3) working days.

Paid Time off ("PTO") for Teachers

Paid Time Off ("PTO") is currently available to teachers, but is not provided to full-time administrators due to the 2 weeks of vacation time provided. PTO is to be used in any way the teacher chooses, provided that the needs of SAPHS can be accommodated in the teacher's absence.

Teachers currently receive a total of 8 days of PTO per School year, and shall accumulate the PTO days at a rate of one (1) day per month of the School year (e.g., September – April).

PTO may not be taken in segments of less than one-half (1/2) day. PTO days are not provided in lieu of vacation days, and are not considered compensation, nor are they considered "wages." PTO days do not transfer from one School year to the next. For example, no PTO days may be carried forward from the end of 2019 ending in May 2020, to the commencement of the 2019 – 2020 School year in August 2020. All teachers with accumulated unused PTO days at the end of the year will be compensated for the unused PTO day at the rate of $50 per day. This payment is not considered compensation, but is, instead, offered as an incentive to encourage attendance.

Scheduling of Paid Time Off

PTO days may not be taken during the first five (5) days of the School year, or during the last five (5) days of the School year, except in the case of unforeseen circumstances, such as illness or injury. PTO days also may not be taken the day before or after a holiday.

Jury Duty Leave

Subject to the provision on "Payment for Time Out on Jury Duty" (see below), a noncumulative paid leave for as much time as is required will be provided to an employee to serve on a jury for which he or she is summoned by the court when such duty occurs during the employee's work hours. No paid leave will be provided for jury duty that occurs outside of the employee's regular work hours or work days.

Employee Notice- An employee must notify his or her immediate supervisor as soon as notice of jury duty is received. Also, the employee is expected to contact his or her immediate supervisor immediately upon termination of jury duty or when temporarily relieved of jury duty.

Payment for Time Out on Jury Duty- An employee who is unable to report for work because of jury duty will be paid the regular hours he or she is scheduled to work. The employee will send a copy of the check received from serving on the jury to the Business Manager and will be docked that amount (less any travel expenses received) on the next payroll. The employee will not suffer any loss of benefits that would be accrued during this time (i.e. sick leave, health insurance, vacation, etc.) or loss of any salary adjustment to which the employee is entitled. The time required for any employee to serve on jury duty will not be deducted from sick leave or vacation time the employee has earned or will earn in the future.

Funeral Leave

SAPHS currently allows employees up to two (2) days paid leave, for a death in your immediate family. Immediate family includes parents, spouse, children, step-children, siblings, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparents, or grandchildren.

You may request up to an additional two (2) days, which must be approved by the Principal. If accrued vacation is available, this benefit will be used for the additional two (2) days; otherwise, the additional two (2) days will be unpaid. In the case of teachers who do not receive vacation pay, accrued PTO will be used, if available.

Any additional time off should be requested as a vacation day (in the case of administrators and staff) or a PTO day (in the case of teachers). Whenever possible, an employee's supervisor must approve a funeral leave in advance

Voting

Voting is an important responsibility we all assume as citizens. We encourage employees to exercise their voting rights in all municipal, state, and federal elections. Under most circumstances, it is possible for employees to vote either before or after work. If it is necessary for employees to arrive late or leave work early to vote in any election, employees should arrange with the Principal no later than the day prior to Election Day

Military Service

Employees granted a military leave of absence are reinstated and paid in accordance with the laws governing veterans' re-employment rights

Leave Of Absence - Medical

Requests for medical leave for an employee’s illness, injury, or pregnancy disability may be considered for full-time employees providing a statement accompanies the request from a medical provider recommending the leave. Such certification must include the start date and anticipated

return date. It is the employee's responsibility to obtain approval for a medical leave from the Principal.

Medical leave of absence cannot exceed the length of time equal to your service with SAPHS, or six weeks, whichever is less. Employees who do not return from leave of absence at the expiration of their authorized leave normally will be terminated. If the employee's failure to return is due to a disability under the Americans with Disabilities Act or other law, additional accommodations may be provided. Employees must supply sufficient information from their medical provider indicating that they have a covered disability and when they can return to work with or without reasonable accommodation. Accommodations must not cause undue hardship to the employer. Potential accommodations will be determined in an interactive process between the employee and SAPHS.

Employees, who are on approved medical leave, currently retain their eligibility to continue participation in Company benefit programs as long as the employee continues to pay the employee's portion of the premium.

Employees who are on approved medical leave may be reinstated to a position of like status and pay if such position is available and they are qualified. However, there is no job guarantee.

All earned vacation and sick leave must be used at the beginning of the leave of absence. Vacation, sick leave, and seniority accrual is suspended until the employee returns from leave.
Holidays, funeral pay, or employer's jury duty pay will not be granted during the leave.

Employees returning from medical leave are expected to provide their supervisor with a medical provider's statement attesting to the employee's fitness for work; at its option, SAPHS may require an examination by a Company-appointed medical provider.

Part time employees are not eligible for medical leave except as required for a disability.

Leave for Victims of Domestic Abuse

Employees subject to domestic abuse may be eligible for a leave of absence. Please see the Human Resources Department for more information.

Medical Insurance

SAPHS currently offers eligible employees health insurance through a group plan. SAPHS reserves the right to amend or terminate this program or to require or increase employee premium contributions toward any benefits at its discretion. See the Business Manager for more information

Pay Periods

Pay dates fall on the fifteenth (15th) and the last day of each month. For your convenience, automatic payroll deposits to the bank account of your choice are required. Withholding and deductions will be made for federal and state taxes as well as for other authorized deductions such as health care plan costs, etc. Advances of pay will not be made under any circumstances.

Pay for Exempt Employees

Exempt employees must be paid on a salary basis. This means exempt employees will regularly receive a predetermined amount of compensation each pay period on a weekly basis. SAPHS is committed to complying with salary basis requirements, which allows properly authorized deductions.

If you believe an improper deduction has been made to your salary, you should immediately report this information to the Business Manager. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will promptly be reimbursed.

Overtime

Non-exempt employees receive one and one-half (1½) times their hourly wages for all recorded hours of work in excess of forty (40) hours in a week, all recorded hours of work in excess of twelve (12) hours per day, or all recorded hours worked in excess of twelve (12) consecutive hours, whichever calculation provides the highest wage. For the purposes of calculating overtime, the workweek begins Monday and ends Friday.

Workers' Compensation

All employees are covered by Workers' Compensation Insurance for job-related illnesses or injuries. In the case of an injury while on the job, immediate medical attention should be sought, if necessary. No matter how minor an injury may appear to be, all injuries should be reported to the Principal as soon as possible. Failure to timely report an injury may result in a loss of or reduction of workers' compensation.

Emergency

Employees with an on-the-job injury needing immediate emergency treatment should be sent to the nearest emergency facility. Employees must report the accident to their immediate supervisor and complete the School accident report form in the Business Manager's office. **Non-Emergency**

Employees injured on the job, but not needing emergency care must report the accident to their immediate supervisor. An accident report form must be filed in the Business Office within four days of the occurrence. Failure to complete the accident form within this time period may result in the forfeiture of part or all of the benefits to which an employee would otherwise be entitled.

The school has designated medical providers for Non-Emergency injuries. These providers are posted in the main office or ask your supervisor.

Facility Security

It is the responsibility of all employees to make sure the school facilities and office areas are secure. When leaving the building make sure the door is secure. Remove any object that does not allow

doors to securely close. Any employee entrusted with facility keys/codes shall make certain the facility is secure when that employee is the last to leave. This includes, but is not limited to, turning off appropriate lights and closing and locking doors. Report any potential security risks to the Business Manager or the Principal.

Smoking

SAPHS is a smoke-free campus. Teachers may not smoke anywhere on campus, anywhere off campus that is visible from on campus, or at any time during the School day. This pertains to e-cigarettes as well.

Professional Conduct

It is the obligation of each employee to provide honest, efficient and courteous performance of duties. As a very important part of SAPHS team, you are expected to accept certain responsibilities, adhere to acceptable professional principles in matters of personal conduct, and exhibit a high degree of integrity at all times. We ask that employees take responsibility and be held accountable for adhering to this philosophy.

We enlist the help and concern of all employees to ensure that work areas are safe and conducive to effectiveness and efficiency. When performance of conduct falls short or our standards or expectations, the School may take action, which, in its opinion, is appropriate. Disciplinary actions can range from a formal discussion with an employee about the matter to an immediate discharge. Action taken by the School in individual cases should not be assumed to establish a precedent in other circumstances.

Professional Conduct

If you have a work-related problem or feel that procedures are not properly applied, we have an open-door policy. You are encouraged to take your problems to your immediate supervisor before proceeding to the Principal, as the majority of misunderstandings can be resolved between employees themselves and/or their supervisor.

Ethics

SAPHS strives to operate in an ethical, honest, and lawful manner, and expects its teachers, administrators, staff and students to conduct their activities in accordance with School policies and applicable law. The School strongly encourages all teachers, administrators; staff and students to report suspected or actual wrongful conduct by SAPHS employees, including teachers, through channels that the School establishes for such reporting. No teacher, administrator, staff or student may interfere with the good faith reporting of suspected or actual wrongful conduct. No individual who makes such a good faith report shall be subject to retaliation, including harassment or any adverse employment, academic or educational consequence, as a result of making a report. The School will take whatever action is necessary and appropriate to address a violation of this policy.

For information about established channels for reporting wrongful conduct and/or compliance concerns, including anonymous reporting, please direct questions to the Principal. A comment box can be made available for those who wish to report issues anonymously.

Personnel Records

SAPHS keeps a personnel file on each employee. To ensure that your personnel file is up-to-date at all times, notify the Business Manager in writing of any changes in your name, telephone numbers, marital status, number of dependents, beneficiary designations, scholastic achievements, the individuals to notify in case of emergency, etc.

Confidentiality

All of the operations, activities, business affairs, and records of SAPHS are confidential and employees must, therefore, treat all such matters accordingly. No School related information, including, without limitation, documents, files, records, computer files or similar materials may be removed from work premises without permission from the Principal. Additionally, the contents of SAPHS's records or information otherwise obtained in regard to business may not be disclosed to anyone, except where required by a business purpose.

As an employee of SAPHS, you may have access to confidential information. This means any information that is not generally known to or accessible by the public or is made confidential by law. Information deemed included in this category is:

> all financial and fiscal information, all student/applicant information, enrollment information, academic program information, and confidential matters, identified as such.

Disclosure of confidential information may be unlawful and/or seriously damage SAPHS or its constituents and therefore such action will not be tolerated. This non-disclosure applies during and after your employment. Any copying, reproducing, or distributing of confidential information in any manner must be authorized by management. Confidential information remains the property of SAPHS and must be returned on demand. Information on the School's specific privacy guidelines may be obtained from the Principal.

Use of School Property

SAPHS provides you with the necessary equipment to do your job. None of this equipment should be used for personal use, nor removed from the physical confines of SAPHS - unless it is approved and your job specifically requires use of School equipment outside of SAPHS. Computer equipment, including laptops, may not be used for personal use. It is prohibited to install any non-job-related programs on a School computer without prior approval from the Principal. Prohibited items include, but are not limited to, unlicensed software, pirated music, and pornography. The copying of software and files installed on the School computers is not allowed unless you are specifically directed to do so by the Principal. E-mails may not be used for the receipt and distribution of spam and junk mails. For questions regarding the acceptable use of computer equipment and/or programs and software, which may be permissibly downloaded, please see the Principal.

As discussed below in the Internet usage/privacy/acceptable use, SAPHS may monitor your usage of its computer systems, including e-mails and Internet usage, at any time and without warning.

You should have no expectation of privacy with respect to your usage of any aspect of the School's computer systems.

The telephone lines at SAPHS must remain open for business calls to service our School community. Employees are requested to discourage any personal calls - incoming and outgoing - with the exception of emergency calls. No long distance calls, which are not strictly business-related, are to be made on school phones.

E-Mail/Internet Usage/Privacy/Acceptable Use /Use of School's Technological Resources

The technology resources of the School are made available to teachers in order to ensure the delivery of the academic mission of the School. As a result, technology resources should be used for these expressed purposes:

- It is strictly forbidden to use School technology to access inappropriate Internet materials (such as pornography), to access any illegal materials, or to conduct any illegal business.
- All files on the School computers and all e-mails sent or received through a School account are the property of the School and may be monitored or seized at any time at the discretion of the Principal. As a result, there is no reasonable expectation of privacy when using the School's technology resources.

Use of SAPHS's e-mail, voicemail, Internet access, and other electronic information resources constitutes the employee's acknowledgment of and consent to this and SAPHS's right to monitor.

E-Mail and Text Messages

E-mail and text messages sent using the School's equipment are the property of the School. We reserve the right to access, monitor, read, and/or copy e-mail messages at any time, for any reason. You should not expect that any e-mail or text messages that you send using School equipment (including School provided cellphones and including messages you consider) to be, or label as, private-to be private.

Internet

Employees may not, at any time, access the Internet using School equipment or links for any of the following purposes:

- To visit websites that feature pornography, gambling, or violent images, or are otherwise inappropriate in the workplace.
- To transmit or receive communication containing pornographic, derogatory, defamatory, sexual, racist, or harassing statements.

- To operate an outside business, solicit money for personal purposes, or to otherwise act for personal financial gain – this includes running online auctions.
- To download software, articles, or other printed materials in violation of copyright laws.
- To download any software program without the express written consent of the copyright owner.

- To read, open, or download any file from the Internet without first screening that file for viruses, using the School's virus detection software.

Internet Use Is Not Private

We reserve the right to monitor employee use of the Internet at any time, to ensure compliance with this. You should not expect that your use of the Internet, including but not limited to the sites you visit, the amount of time you spend online and the communications you have will be private.

Additional guidelines pertaining to computer, Internet, social networking, e-mails, text messages and electronic media use

The School's anti-discrimination and anti-harassment prohibitions apply to all forms of harassment or discrimination, including instances where discriminatory or harassing messages are received or sent via electronic communications, cellphones, social networking, e-mails, text messages and other forms of computer and electronic communication. Use of social and/or electronic media to harass or discriminate against an employee or student can subject employees to discipline, including termination, as outlined in the School's anti-discrimination, anti-harassment and anti-retaliation policies.

Social Networking

Regarding communicating with parents for official School purposes through social media, SAPHS suggests that you utilize SAPHS's Facebook page rather than your own Facebook page. The purpose of this policy is to allow you to maintain your own private social networking page free from view from students and parents, if that is your preference. This policy is not to be construed to prevent you from accepting friend requests from parents through your private social networking sites, but great care and judgment should be utilized in doing so in order to protect your online personal content from inadvertent disclosure to parents, teachers, or others, in a manner that could be embarrassing to you or SAPHS. Teachers, administrators and staff

SHOULD NOT engage in online "friend" relationships with SAPHS students through personal, non-SAPHS, social networking sites. The discovery of being a "friend" of a student will result in written disciplinary action.

SAPHS recognizes that some of our employees may choose to express themselves through their personal websites, social networks or web logs (blogs). We value our employees' creativity and honor your right to engage in these forms of personal expression on your own time, should you choose to do so. However, problems can arise when a personal blog identifies or appears to be associated with the School or when a personal blog is used in ways that violate the School's rights or the rights of other employees or students. Therefore, the following rules apply to personal blogs.

- You may not use School property to create or maintain your blog or Facebook post, nor may you do so on School time, without the express written permission of the Principal or Principal.

- If you identify yourself as an employee of the School, whether by explicit statement or by implication, you must make clear that the views expressed in your blog or Facebook post are yours, and do not necessarily reflect the views of the School, unless the views expressed represent a policy or practice reduced to an express writing by the Principal.
- All of our policies apply to anything you write in a personal blog or Facebook post. This means, for example, that a blog may not reveal confidential information of the School or its employees or students, nor may it be used to harass or threaten another employee, student, consultant, parent, or vendor.
- Please keep in mind that a personal blog or Facebook post may be read by many people, including potential applicants, competitors, and customers of SAPHS, and use common sense when deciding what to include in a blog. The School reserves the right to take appropriate legal action to prevent the defamation of its employees, students, founders, consultants, parents, vendors, or others associated with it.
- If you have work-related complaints, please utilize our reporting procedures outlined in this Handbook and/or address your issues with your supervisor or the Principal before blogging or posting about them or posting such complaints and status updates and other forms of social or electronic media so that we will have prompt notice of your work related complaints. Posting such complaints in a status update, rather than giving the complaint to an individual designated to receive such complaints on behalf of the School, does not constitute proper reporting of your workplace complaints or proper reporting of violations of workplace policies, including the anti-harassment and anti-discrimination policies. You must follow the policies outlined in this manual in order to provide the School with prompt and appropriate notice of your work-related complaints.
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Please also keep the following guidelines in mind regarding your online identity:

- Follow the rules regarding the use of School e-mails outlined in this manual.
- Even when using social media sites on a personal basis, please remember to follow the School's policies prohibiting threats, intimidation, harassment, discrimination, and retaliation.
- SAPHS is not interested in limiting your ability to participate in personal social networks with a personal e-mail address outside of the workplace. However, what you publish on these sites should never be attributed to the School, without the express written consent of the Principal. Please make it clear that you are speaking for yourself. Furthermore, even if you do not mention the School, please be reminded that any information posted is readily ascertainable and could reflect poorly upon you and the School. Please use common sense when making online comments, even if you intend for them only to be personal in nature. If you choose to use your work affiliation on a social network, then you should regard all communication on that network as you would in a professional network.

- Be aware of your association with SAPHS and online social networks. If you identify yourself as an employee of our School, ensure that your profile, photographs and related content is consistent with how you wish to present yourself with colleagues, vendors, and

patients. In particular, if your name on Twitter is related to the business of SAPHS, be sure that the majority of your "Tweets" are on this topic.

- Being as they are in the public domain, the School reserves the right to monitor social media sites and blogs.

Alcohol and Drugs

Alert and rational behavior is required for the safe and adequate performance of job duties. Therefore, working after the apparent use of alcohol, a controlled substance or abuse of any other substance is prohibited. This includes working after the apparent use of marijuana, whether or not you are a lawfully registered user. Furthermore, the possession, purchase, or consumption (use), or sale of a controlled substance or alcohol on Company premises or while conducting Company business is prohibited.

Anti-Violence

Employees must not engage in intimidation, threats or hostile behaviors, physical abuse, vandalism, arson, sabotage, use of weapons, carrying weapons on to School property, or any other act, which in management's opinion is inappropriate to the workplace. In addition, employees must refrain from making bizarre or offensive comments regarding violent events and/or behavior. Employees are expected to report any prohibited conduct to management.

Employees should directly contact proper law enforcement authorities if they believe there is a serious threat to the safety and health of themselves or others.

ACKNOWLEDGMENT OF RECEIPT

I HAVE RECEIVED A COPY OF THE EMPLOYEE HANDBOOK DATED_____
I UNDERSTAND THAT I AM TO BECOME FAMILIAR WITH ITS CONTENTS. FURTHER, I UNDERSTAND:

- EMPLOYMENT WITH SOUTHEAST ARKANSAS PREPARATORY HIGH SCHOOL IS AT-WILL. I HAVE THE RIGHT TO END MY WORK RELATIONSHIP WITH SAPHS, WITH OR WITHOUT ADVANCE NOTICE FOR ANY REASON. SAPHS HAS THE SAME RIGHT.

- THE LANGUAGE USED IN THIS HANDBOOK AND ANY VERBAL STATEMENTS OF MANAGEMENT ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESS OR IMPLIED, NOR ARE THEY A GUARANTEE OF EMPLOYMENT FOR A SPECIFIC DURATION.

- THE HANDBOOK IS NOT ALL INCLUSIVE, BUT IS INTENDED TO PROVIDE ME WITH A SUMMARY OF SOME OF SAPHS'S GUIDELINES.

- THIS EDITION REPLACES ALL PREVIOUSLY ISSUED HANDBOOKS. THE NEED MAY ARISE TO CHANGE THE GUIDELINES DESCRIBED IN THE HANDBOOK, EXCEPT FOR THE AT-WILL NATURE OF EMPLOYMENT. SAPHS THEREFORE RESERVES THE RIGHT TO INTERPRET THEM OR TO CHANGE THEM WITHOUT PRIOR NOTICE.

- NO REPRESENTATIVE OF SOUTHEAST ARKANSAS PREPARATORY HIGH SCHOOL, OTHER THAN THE PRESIDENT OF SAPHS, HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE PRESIDENT AND MYSELF. WE HAVE NOT ENTERED INTO SUCH AN AGREEMENT.

Employee Name_____

Date _____