

2015-16
Employee Handbook

**CITIZENS
OF THE WORLD
CHARTER SCHOOLS**

LOS ANGELES



Citizens of the World Los Angeles

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Disclaimer

These personnel policies and practices are solely for the guidance of employees and are subject to change at any time at the sole discretion of Citizens of the World Los Angeles ("CWC LA"). These policies and practices are not intended to constitute part of any offer of employment or to be interpreted expressly or by implication to constitute a contract for employment or to evidence the existence of a contract for employment between Citizens of the World Los Angeles and any employee. Nor does this document replace any official plan documents (e.g., health insurance, retirement plan, etc.) or insurance contracts, which will govern in all cases. This Handbook supersedes and replaces all previous personnel policies, practices, and guidelines. Any written changes to the Handbook will be distributed to all employees. No oral statements can in any way alter the provisions of this Handbook.

This Handbook is the property of the CWC LA and the CWC LA Schools, and it is intended for personal use and reference by its employees. Circulation of this Handbook outside of CWC LA requires the prior written approval of the Executive Director.



Dear Citizens of the World Team,

Citizens of the World Los Angeles ("CWC LA") is fortunate to have you as leaders of our community. You help make CWC LA the strong organization that we are, focused on creating a joyful, challenging, and holistic learning environment for children and their families. Thank you for all that you do.

This Handbook outlines our policies and values as a member of the CWC LA team. It is designed to provide CWC LA employees an overview of our approach to our work and also describe our employment guidelines. Although this Handbook is not intended to be an exclusive or comprehensive policies and procedures manual, we hope that it will serve as a useful reference document for all CWC LA employees throughout their employment at CWC LA.

Please use this Handbook as a resource. If you ever have an idea on how to improve what is contained in this Handbook, your thoughts and suggestions are welcome.

Sincerely,

A handwritten signature in black ink, appearing to read "Mark Kleger-Heine".

Mark Kleger-Heine
Executive Director



We have learned that we cannot live alone, at peace; that our own well-being is dependent on the well-being of nations far away. We have learned that we must live as men, and not as ostriches nor as dogs in the manger. We have learned to be citizens of the world, members of the human community.

Franklin Delano Roosevelt



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Who Are We

Our Mission

The mission of Citizens of the World Los Angeles ("CWC LA") is to provide a socio-economically, culturally and racially diverse community of students in Los Angeles with an intellectually challenging, experiential learning environment that develops each student's confidence, potential, and individual responsibility as citizens of the world in which we live.

Our History

CWC LA was founded by a coalition of parents, educators, community members and philanthropists, including successful film and television producer Mark Gordon and veteran educator and parent leader Kriste Dragon. Beginning with Citizens of the World Hollywood, which opened its doors in September 2010, the Los Angeles region soon expanded to include Citizens of the World Silver Lake and Citizens of the World Mar Vista. In the 2015-16 academic year, CWC LA serves more than 1,300 students in the neighborhoods of Hollywood, Silver Lake and Mar Vista.

CWC LA is part of a national network of schools that is supported by a separate organization, Citizens of the World Charter Schools ("CWCS"). The CWC network of schools has expanded to include Citizens of the World New York (CWC NY), which runs two schools located in Williamsburg and Crown Heights. In 2016, CWCS will open regional operations in Kansas City (CWC KC). CWC LA collaborates with CWCS, CWC NY and CWC KC to share best practices and learn from each other, while also ensuring that each school reflects the organization's target communities, parents, students and teachers.

Our Structure

CWC LA is responsible for nearly all decision-making affecting their students and day-to-day operations. Significant decision-making occurs at the school level, led by the Principal, including curriculum, staffing, budgeting, school and classroom materials, and professional development. As a result, each CWC school may look different while still adhering to fundamental CWC values:

- All students performing at high levels of academic excellence,
- All children of diverse backgrounds learning together, and
- All students and families engaging in positive community building.

Organizationally, schools are supported by a Regional Support Office ("RSO") that provides services, support and accountability for each school site. Each CWC LA Principal reports to the CWC LA Executive Director (ED), who in turn reports to the regional Board of Directors. All CWC LA schools and staff are ultimately accountable to the regional Board of Directors. The CWC LA Board of Directors is responsible for providing guidance and ensuring the execution of policies that maintain financial health, compliance and high academic achievement at each school within the region.

Above all, the schools, staff and Board of Directors all remain directly accountable to the public through the official charter authorizing process for each school site.

What We Do

At CWC LA, we believe high-quality, diverse and experiential learning develops our students' confidence, potential and individual responsibility as a true citizen of the world. We work to

create socio-economically, racially and ethnically diverse school communities where our students reach their potential through the core fundamentals of academic excellence, diversity, and community. Our model employs methods to prepare students to become citizens of the world in an ever-changing future by:

- Promoting academic rigor and experiential learning to support and develop children's natural intellectual curiosity;
- Embracing a constructivist, project-based learning approach;
- Developing each child's potential to live as a learner, both in school and out;
- Reflecting, welcoming and celebrating the community's diversity; and
- Strengthening the bonds among members of the school community and beyond.

Academic Excellence

Our approach recognizes the importance of standardized tests while acknowledging that they reveal only a small part of the picture in determining overall student achievement.

We believe that children must be assessed and educated well beyond the traditional “core” intelligences of reading, writing and computing. Art, music, dance, physical education, social-emotional development and other disciplines all have an important place in our schools and in the development of our children. Extending our focus to these pursuits will help develop a lifelong passion for learning and will give students a well-rounded education.

CWC LA's learning model is based on Constructivism, a theory in which knowledge is built (or constructed) on earlier knowledge. We structure learning to build on what students already know and support them in revising and refining their understanding as they work toward mastery. In addition to content knowledge, our students will engage in learning processes that develop conceptual understanding as well as self-knowledge.

The following components help us bring this theory to life in each classroom:

- **Project-based learning:** Project-based learning integrates skills and knowledge through meaningful projects that make abstract learning concepts concrete. As reflective learners, children connect what they learn to their own lives. Teachers strive to teach for understanding, ensuring that students internalize deeply what they learn and are, in turn, able to apply what they learn to new and different circumstances and contexts.
- **Low student-to-teacher ratios:** In order to meet each child's learning needs and to allow for a variety of instructional methods, CWC LA's staffing structure ensures a low student-to-teacher ratio. This allows for small-group instructional support from a teacher, while an assistant teacher may monitor independent work, lead partner games, or direct activities throughout the classroom.
- **Talent and leadership:** Our students benefit from excellent educators at all levels. Our talented teaching faculty and school leaders enjoy regular professional development and tap into the shared resources and knowledge of sister schools throughout the CWC Schools network. Visiting schools around the country and speaking with other school leaders allow us to draw from and build upon best practices no matter where they originate.

Diversity

We believe that the diversity of our communities, and of the world at large, is a great strength. Through targeted outreach and recruitment, our schools are intentionally designed to reflect their surrounding communities and the larger society in terms of race, ethnicity and

socioeconomic status. By learning, interacting and growing in a diverse setting, our students are preparing to thrive in the pluralistic society they will soon join.

This model allows our students to form meaningful relationships with individuals of other races, cultures, and backgrounds. Studies have shown that students with these experiences are better able to live and work in diverse settings than those from more homogenous schools.

Recognition and appreciation of diverse cultures, perspectives and backgrounds are important themes in our curriculum, as well. A strategic selection of books, materials and lessons helps foster a continued curiosity about other cultures across the globe. Finally, integral to our diverse classrooms is our social-emotional learning (SEL) curriculum, which helps build the competencies we seek to develop in our diverse student population. We believe nurturing compassionate, adaptable, and innovative thinking begins with learning how to identify, self-regulate, and express a range of emotions. Throughout our core curriculum we integrate social-emotional learning to prepare our students for the tensions that exist in the larger world. Rooting our educational model in the development of social-emotional skills provides our students with a strategic academic advantage as they engage effectively in academic inquiry both individually and with their classmates who possess a rich diversity of perspectives.

Community

We believe that the school-home partnership and free-flowing communication is integral to the success of children. All CWC LA families are urged to participate actively in the school community as volunteers, valued stakeholders and participants in regular family education workshops and school community activities.

At CWC LA, we cultivate leadership, independence, self-knowledge, appreciation for different perspectives and respect, both within and beyond school walls. Just as we ask the community to support our school, so too will the school support the community.

Student Outcomes

Together, our academic program, diversity, social emotional learning program and our strong community support students' development of "dispositions" in three general domains:

- **Self** – readiness that CWC graduates will possess internally, including being self-aware, response-able, confident, efficacious, agile and courageous
- **Together** – tendencies that our graduates will possess in relationship with others (one-on-one and within communities), including being culturally competent, curious, empathetic and compassionate
- **World** – tendencies that CWC graduates will display as they orient towards the world at large, including being systems thinkers, global and scholarly

How We Succeed

Core Values

Excellence	We demand lasting quality.
Diversity	We are better and stronger because of our differences.
Authenticity	We are our true selves in this work, and we are candid.
Community	We care deeply about people. We share and build partnerships. We celebrate, laugh, and seek joy, even in the tough times.
Change	We welcome the unknown, embracing the unexpected and new. We adapt to meet the ever-changing times. We find new ways.

Operating Norms

- We operate with **generosity of spirit**. We assume the best. We strive to be empathetic and compassionate.
- We operate with **integrity**. We align our beliefs with our actions. We don't shoot elephants.¹
- We operate with **humility**. We are respectful. We engage with an understanding that our experiences and perspectives are limited.
- We operate with **urgency and discipline**. We know we can't wait, yet we respect that change takes time, care and thought.
- We operate as **learners**. We encourage vulnerability, poising ourselves for development and growth.
- We operate with **curiosity**. We ask, "How? Why? Why not?" When facing challenges, we self-manage by turning to wonder.
- We operate with the **utmost professionalism**. We do what we say we are going to do, when we say we are going to do it.

High Expectations

We support and encourage a healthy staff and organizational culture aligned with our Core Values and Operating Norms. This section of the handbook is intended to communicate general staff expectations, not to serve as an exhaustive resource of all potential scenarios. We view all employees as part of the CWC LA team, and in doing so, expect staff to make decisions and behave in a way that keeps the best interests of peers, students, families and the reputation of CWC LA in mind.

¹ "Shooting an Elephant", an essay by George Orwell, first published in the literary magazine *New Writing* in the autumn of 1936.

Professionalism

We are dedicated to creating an exciting, joyful, creative and professional work and learning environment for peers, students and families. We hold ourselves accountable to the standards we expect of others. Specifically:

- We start on time.
- We are present in discussions (high engagement, limited technology).
- We are in appropriate attire.
- We are prepared for work every day.
- We use appropriate language at proper times.
- We collaborate with others and work together to solve problems.
- We communicate clearly and respectfully.

Rules of Conduct

The following list is illustrative of prohibited employee conduct that will not be tolerated by CWC LA and may be subject to disciplinary action, up to and including termination:

1. Insubordination, including refusing to perform a task or duty assigned or act in accordance with instructions provided by a Supervisor. Refusal to speak to Supervisors or other employees.
2. Inefficiency, including deliberate restriction of output, carelessness or unnecessary waste of time or material, neglect of job duties or responsibilities.
3. Unauthorized solicitation, collection of contributions, distribution of literature, written or printed matter is strictly prohibited on CWC LA premises by non-employees and by employees.
4. Damage, defacement, unauthorized removal, destruction or theft of another employee's property or of CWC LA property.
5. Violations of the drug and alcohol policy.
6. Using or possessing firearms, weapons or explosives of any kind on CWC LA premises.
7. Tampering with or falsifying any report or record including, but not limited to, personnel records, applications for employment, and time cards.
8. Recording the time card, when applicable, of another employee or permitting or arranging for another employee to record your time card.
9. Fraudulently signing another person's signature (e.g., when using a corporate credit card).
10. Use of profane, abusive or threatening language in conversations with other employees and/or intimidating or interfering with other employees.
11. Conducting personal business during business hours and/or unauthorized use of telephone lines for personal calls.
12. Excessive absenteeism or tardiness, whether excused or unexcused.
13. Posting any notices on CWC LA premises without prior written approval of management, unless posting is on a CWC LA bulletin board designated for employee postings.
14. Immoral, inappropriate or indecent conduct including, but not limited to, fighting or instigating a fight, gambling, engaging in sabotage or espionage (industrial or otherwise) or sleeping during work hours or on CWC LA premises.
15. Conviction of a criminal act.
16. Violations of the sexual harassment policy.
17. Failure to report a job-related accident to the employee's manager or failure to take or follow prescribed tests, procedures or treatment.
18. Release of confidential information without authorization.
19. Any other conduct detrimental to other employees or CWC LA's interests or its efficient operations.
20. Dishonesty.
21. Failure to possess or maintain the credential / certificate required of the position.

Off-Duty Conduct

While CWC LA does not seek to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct may interfere with CWC LA's legitimate business interests. For this reason, employees are expected to conduct their personal affairs in a manner that does not adversely affect CWC LA or its own integrity, reputation, or credibility. Illegal or immoral off-duty conduct by an employee that adversely affects CWC LA's legitimate business interests or the employee's ability to perform his or her work will not be tolerated. Additionally, it is inappropriate and presents a potential conflict of interest for staff to attempt to sell, fundraise directly from, or to solicit goods or services from students or families. Any consideration of advertising outside services (including tutoring, camps, babysitting, etc.) or products (examples: jewelry, candy, Tupperware sales) to students or families requires prior approval of the Principal and/or Executive Director.

While employed by CWC LA, employees are expected to devote their energies to their jobs with CWC LA. The following types of additional employment elsewhere are strictly prohibited:

- Additional employment that conflicts with an employee's work schedule, duties, and responsibilities at CWC LA.
- Additional employment that creates a conflict of interest or is incompatible with the employee's position with CWC LA.
- Additional employment that impairs or has a detrimental effect on the employee's work performance with CWC LA.
- Additional employment that requires the employee to conduct work or related activities on CWC LA's property during the employer's working hours or using CWC LA's facilities and/or equipment; and
- Additional employment that directly or indirectly competes with the business or the interests of CWC LA.

An employee who wishes to engage in additional employment that may create a real or apparent conflict of interest must submit a written request to his or her Supervisor explaining the details of the additional employment. If the additional employment is authorized, CWC LA assumes no responsibility for it. CWC LA shall not provide workers' compensation coverage or any other benefit for injuries occurring from or arising out of additional employment. Authorization to engage in additional employment can be revoked at any time.

Dress Code

Employees are **expected to dress professionally** to present an image of high standards to our students and families. Each employee serves as a role model to our students and an ambassador of CWC LA. We believe maintaining a professional standard for dress and grooming also contributes to a productive learning environment. Accordingly, all staff shall adhere to the following standards of dress:

- Clothing and jewelry must be safe and appropriate.
- All clothing must be clean and in good repair.
- Pants and shorts are to be worn on the waist with no portion of an undergarment showing.
- Skirts, dresses, shirts and shorts should be modest in length (no midriffs and no higher than three inches above the knee).
- Clothing or jewelry with logos that depict and/or promote gangs (as defined in Cal. Ed. Code § 35183), drugs, alcohol, tobacco, sex, violence, illegal activities, profanity, or obscenity are not permitted.
- Appropriate shoes must be worn at all times.

Each CWC LA school may also add additional dress code requirements, as is appropriate to that individual school environment.

Tidy, Shared Space

We aim to create a clean, organized school environment that centers on our students' learning. All bathrooms, classrooms and hallways are the responsibility of us all and are a first impression of our families when they enter our doors. Please be sure to clean-up after yourselves and to encourage your students to do the same. In addition, all classrooms and work areas are considered shared. Please do your best to share available classroom and storage space with the broader community.

Work Schedule

CWC LA's hours of operation are generally weekdays 7:30 AM – 6:00 PM, with individual school office and RSO hours varying. Generally, non-exempt employees should be present during office hours (unless stated otherwise in an offer letter) and exempt employees should expect to be present during office hours and whatever additional time is necessary to satisfactorily complete all job requirements. All employees will have clear work schedule expectations that are set by their Principal and/or Supervisor (if not the Principal), including attendance expectations at mandatory professional development (PD) days, evening events (e.g., "Back to School Night"), parent-teacher conference days, and any school-centric fundraising or event days (e.g., Spring Gala).

CWC LA understands that it may be necessary to change your work schedule on either a short-term or long-term basis. To modify one's schedule, employees should meet with their Supervisor (in most cases, the Principal) to request the change. All schedule changes or modifications must be approved by the immediate Supervisor and/or Principal, in some cases, additional approval of the Executive Director, may be required.

Refer to Vacation and Leave Policies sections for further detail.

Professional Development

CWC LA provides its employees with Professional Development (PD) days to meet together with your cohorts to collaborate on academic planning, receive outside training from private consultants, share strategies to improve the quality of instruction, develop schedules and plans, work with Principals and Assistant Principals, provide feedback, and work collectively as a staff. The Professional Development schedule is determined before the school year begins by each Principal and the CWC LA Regional Support Office (RSO). Attendance at PD days is a required part of your employment as instructional or operational staff team members. Any staff needing to miss PD days should follow vacation and leave policy protocols.

Meal and Rest Periods

Non-exempt employees working at least five (5) hours are provided with a thirty (30) minute meal period, to be taken approximately in the middle of the workday. An employee may waive this meal period if the day's work will be completed in no more than six (6) hours, provided the employee and CWC LA mutually consent to the waiver. Non-exempt employees are also provided with a ten (10) minute rest period every four (4) hours worked which should be scheduled towards the middle of the four (4) hour work period, as is possible.

Employees are expected to observe assigned working hours and the time allowed for meal and rest periods. An employee's Supervisor must be aware of and approve scheduled meal and rest periods. Employees may not leave the premises during rest periods but may leave the premises during the meal period.

Attendance and Tardiness

All employees, whether exempt or non-exempt, are expected to arrive at work consistently and on time. Absenteeism and tardiness negatively affects CWC LA's ability to implement its educational program and disrupts consistency in students' learning. **If you find it necessary to be absent or late, please follow the school-specific reporting processes, which may include texting, calling, and/or emailing the office and your Supervisor (ideally at least two (2) hours but not less than thirty (30) minutes before the start of your work day).** Please follow your school's policy about how to arrange for substitute coverage. If you are absent from work longer than one (1) day, you are expected to keep your Supervisor sufficiently informed of your situation and to follow all vacation and leave protocols, including logging the absence into Paycom.

If you expect to be absent, teachers and After School Program (ASP) employees are to prepare a substitute teacher packet that includes:

- Welcome / Overview letter for the substitute
- Instruction on how to take attendance and basic classroom procedures
- Schedule of activities for the necessary time absent)
- Copies of worksheets / assignments for each day

Since our employees are our greatest asset and are crucial to implementing the educational program, excessive or unexcused absences or tardiness may result in disciplinary action up to and including release from at-will employment with CWC LA. Absence for more than three (3) consecutive days without notifying your Supervisor will be considered a voluntary resignation from employment.

Time Reporting

Non-exempt salaried and hourly employees must accurately clock in and out of their shifts using CWC LA's Paycom system. The Paycom time card indicates when the employee arrived and when the employee departed, serving as the basis for non-exempt employee payroll. Non-exempt employees should use the following guidelines for accurate time reporting:

- Non-exempt employees **must clock in and out for arrival, meal and rest periods, departure, and any absences like doctor or dentist appointments.** All employees are required to keep the office advised of their departures from and returns to the school premises during the workday.
- Non-exempt employees **are solely responsible for ensuring accurate information** on their time cards and remembering to record time worked. If an employee forgets to mark their time card or makes an error on the time card, the employee must contact the Principal to make the correction and such correction must be approved by both the employee and the Principal. Inaccurate time reporting is subject to disciplinary action, up to and including release from at-will employment with CWC LA.
- **No one may record hours worked on another's worksheet.** Any employee who tampers with his/her own time card, or another employee's time card, may be subject to disciplinary action, up to and including release from at-will employment with CWC LA.

If an employee does not log their hours in time for payroll processing (typically the 8th and 24th of the month, with exceptions around holiday times), CWC LA incurs a \$20 fee for the processing of an individual's check. Since CWC LA expects all employees to log their hours in a timely manner. **Consistent failure to report hours in a timely manner may result in discipline, up to and including release from at-will employment.**

Exempt employees are expected to log all leaves into Paycom according to vacation and leave protocols.

Upon returning to work after an absence for any reason, other than a pre-approved leave, all employees (exempt and non-exempt) must ensure their absence is logged into Paycom within twenty-four (24) hours (follow these links: Login > Time-Off Requests > Request Time Off). If an employee is absent for medical reasons for more than five (5) working days, the employee must, immediately upon his or her intended day of return to work, provide the Principal with a physician's statement certifying that the employee is fit to return to duty.

Employee Reviews and Evaluations

Each employee will receive periodic performance reviews conducted by his or her Supervisor. Performance evaluations will be conducted annually. The frequency of performance evaluations may vary depending upon length of service, job position, past performance, changes in job duties, or recurring performance challenges.

Your performance evaluations may review factors such as the quality and quantity of the work you perform, your knowledge of the job, your initiative, your work approach, and your demeanor towards others. The performance evaluations are intended to make you aware of your progress, areas for improvement, and objectives or goals for future work performance. Favorable performance evaluations do not guarantee increases in salary or promotions. Salary increases and promotions are solely within the discretion of CWC LA and depend upon many factors in addition to performance. After the review, you will be required to sign the evaluation simply to acknowledge that it has been presented to you, that you have discussed it with your Supervisor, and that you are aware of its contents.

Newly hired employees may have their performance goals reviewed by their Supervisor within the first ninety (90) days of employment.

Your potential for advancement will be based largely upon your job performance. On a periodic basis, your Supervisor will review your job performance with you in order to establish goals for future performance and to discuss your current performance. CWC LA's evaluation system will in no way alter the at-will employment relationship.

Company Property

All desks, workstations and computers and equipment (including leased assets and donated items) are CWC LA property. Accordingly, employees do not have a reasonable expectation of privacy with respect to use of this property at CWC LA. Depending on the employee's job duties, CWC LA may issue an employee property to assist in his or her work, such as a company credit card, keys, remote controls, textbooks, and/or other learning materials. The employee is fully responsible for any CWC LA property issued and must follow all fiscal policies regarding company credit cards. CWC LA reserves the right to inspect desks, cabinets and other work areas, as well as any contents, effects or articles that are in desks. Such inspection can occur at any time, with or without advance notice or consent.

Employee Rights and Benefits

We believe the success of our organization depends on our ability to recruit, support and retain high-quality talent. The policies below are intended to meet these goals.

Equal Employment Opportunity

CWC LA is an equal opportunity employer. It is the policy of CWC LA to afford equal employment and advancement opportunities to all qualified individuals without regard to race, color, creed, gender (including gender identity and gender expression), religion, marital status, registered domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition (including cancer and genetic characteristics), genetic information, sexual orientation, military and veteran status, or any other consideration made unlawful by federal, state, or local laws. This policy extends to all employees and to all aspects of the employment relationship, including the hiring of new employees and the training, transfer, promotion, compensation and benefits of existing employees.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, CWC LA will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.

Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact his or her Supervisor or a CWC LA Human Resources representative in the RSO and request such an accommodation. The individual with the disability should specify what accommodation he or she needs to perform the job. CWC LA then will conduct an investigation to identify the barriers that interfere with the equal opportunity of the applicant or employee to perform his or her job. CWC LA will identify possible accommodations, if any, that would help eliminate the limitation. If the accommodation is reasonable and will not impose an undue hardship, CWC LA will make the accommodation.

At-Will Employment

Except if stated expressly otherwise by employment contract, it is the policy of CWC LA that all employees are considered "at-will" employees of the organization. Accordingly, either CWC LA or the employee can terminate this relationship at any time, for any reason, with or without cause, and with or without advance notice.

Nothing contained in this Handbook, employment applications, offer letters, School memoranda or other materials provided to employees in connection with their employment shall require CWC LA to have "cause" to terminate an employee or otherwise restrict CWC LA's right to release an employee from his or her at-will employment with CWC LA. Statements of specific grounds for termination set forth in this Handbook or elsewhere are not all-inclusive and are not intended to restrict CWC LA's right to terminate at-will. No CWC LA representative, other than the Board of Directors or its designee, is authorized to modify this policy for any employee or to make any representations to employees or applicants concerning the terms or conditions of employment with CWC LA that are not consistent with CWC LA's policy regarding "at will" employment.

This policy shall not be modified by any statements contained in this Handbook, employment applications, offer letters, School memoranda or any other materials provided to employees in connection with their employment. Further, none of those documents whether singly or combined, or any employment practices shall create an express or implied contract of

employment for a definite period, nor an express or implied contract concerning any terms or conditions of employment.

Compensation

We will continue to work to ensure that we offer competitive compensation packages so our talented team members continue to feel appropriately valued for their work and contributions to our students, staff and organization. Base compensation may be determined by, but not limited to, a combination of experience, previous performance, contributions to the overall team and market conditions. Please talk to your Principal or Supervisor if you have questions about compensation.

Paydays

Paydays are twice a month typically scheduled on the 15th and last day of each month. If an employee observes any error in his or her check, it should be reported immediately to the CWC LA RSO Human Resources representative.

Overtime Pay

Non-exempt employees may be required to work beyond the regularly scheduled workday or workweek as necessary. Exempt and non-exempt status will be specified in each employee's offer letter (generally, teachers and administrators are exempt and not eligible for overtime). Exempt employees may have to work hours beyond their normal schedule, as work demands require. No overtime compensation will be paid to these exempt employees. Only actual hours worked in a given workday or workweek can apply in calculating overtime for non-exempt employees. All overtime work must be previously authorized by your Principal or Supervisor.

CWC LA provides compensation for all overtime hours worked by non-exempt employees in accordance with state and federal law as follows:

- For employees that are eligible for overtime, all hours worked in excess of eight (8) hours in one workday or forty (40) hours in one workweek shall be treated as overtime.
- Compensation for hours in excess of forty (40) for the workweek or in excess of eight (8) and not more than twelve (12) for the workday, and for the first eight (8) hours on the seventh consecutive day in one workweek, shall be paid at a rate of one and one-half times the employee's regular rate of pay.
- Compensation for hours in excess of twelve (12) in one workday and in excess of eight (8) on the seventh consecutive workday of the workweek shall be paid at double the regular rate of pay.

Payroll Withholdings

As required by law, CWC LA shall withhold Federal Income Tax, State Income Tax, Social Security (FICA), State Teachers Retirement (STRS), and State Disability Insurance from each employee's pay as follows:

- **Federal Income Tax Withholding:** The amount varies with the number of exemptions the employee claims and the employee's gross pay amount.
- **State Income Tax Withholding:** The same factors which apply to federal withholdings apply to state withholdings.
- **Social Security (FICA):** The Federal Insurance Contribution Act (FICA) requires that a certain percentage of non-certificated and some certificated employee earnings be deducted and forwarded to the federal government, together with an equal amount contributed by CWC LA. Certificated employees participating in CalSTRS are not subject to such withholdings.

- **State Disability Insurance (SDI):** This state fund is used to provide benefits to those out of work because of illness or disability.
- **State Teachers' Retirement System (STRS):** Eligible certificated employees shall have a percentage of earnings withheld and contributed to STRS per applicable law.

Each deduction for the items listed above will automatically be deducted from paychecks and will be explained on the voucher for each paycheck, which can be accessed via Paycom at the following links: Login > My Payroll > View Pay Stubs.

At the start of employment with CWC LA, all employees **must** fill in a Federal Withholding Tax Deduction Form, known as a W-4. It is the employee's responsibility to report any changes in filing status by updating the W-4 form. This can be done at any time in Paycom at the following links: Login > My Payroll > Tax Setup.

At the end of the calendar year, a Withholding Statement (W-2) will be made available to each employee via Paycom generally by January 30th for use in connection with preparation of income tax returns. W-2's will be mailed to each employee and also available electronically at the following links: Login > My Payroll > Year-End Tax Forms.

If you need further assistance regarding W-4 forms or payroll deductions, please contact the RSO Human Resources representative.

403(b) Retirement Plan

CWC LA offers a §403(b) Tax Sheltered Retirement Account Plan to all employees. Employees have the ability to participate in this plan by making voluntary salary reduction contributions to the Plan on a pre-tax or post-tax basis. To establish a §403(b) account, employees should enroll when they are initially hired or contact the RSO Human Resources representative. Employees will be asked to complete a Salary Reduction Agreement (SRA) and enrollment forms. If an employee chooses to contribute to the Plan, the employee's contributions will start as soon as the plan is set up.

Regular (non-temporary / substitute) employees who work thirty (30) or more hours per week, and who are ineligible for participation in CalSTRS, will receive a matching contribution of up to 3% of their gross compensation. The employer matching contribution will be made per paycheck only. No employer "makeup" contribution for the year will be possible. Employees who qualify for the employer's matching contribution will have a ninety (90) day waiting period before becoming eligible for the employer's contribution and will become vested as follow:

Years of Service	Vested Percentage
Less than 1 year	0%
1 year	33%
2 years	66%
3 years	100%

The CWC LA Board of Directors has the authority to approve a different matching rate for a specific employee.

An employee who chooses to defer to this plan and already defers to another employer's §403(b), §401(k), SAR-SEP or SIMPLE IRA plan must indicate this on the SRA. An employee who maintains a retirement plan for his/her own business must combine contributions from that plan with his/her deferrals to the CWC LA §403(b) plan to determine compliance with the §415 limit applicable to that employee's §403(b) account.

For more information about the Plan, please visit www.403bregs.com. Click on the Employee Site Access link on the right, sort by state and select Citizens of the World.

Wage Attachments and Garnishments

Under normal circumstances, CWC LA will not assist creditors in the collection of personal debts from its employees. However, creditors may resort to certain legal procedures such as garnishments, levies or judgments that require CWC LA, by law, to withhold part of an employee's earnings in their favor.

Employees are strongly encouraged to avoid such wage attachments and garnishments. If CWC LA is presented a garnishment request concerning an employee, the CWC LA RSO will discuss the situation with the employee.

Health and Wellness Benefits

Participation in the health and wellness benefit plans offered at Citizens of the World Los Angeles is voluntary. Full-time regular employees and part-time employees working at least thirty (30) hours per week are eligible, as are their immediate family members, for insurance coverage. Temporary employees are not eligible to participate in the plans.

Medical Benefits

Coverage for eligible employees will begin on the first day of the month following the employee's eligibility (e.g., start date or a change in employment from part-time to full-time). Eligible employees must elect and enroll in health benefits within thirty (30) consecutive days of their hire date, inclusive of weekend days, by submitting all enrollment forms to the CWC LA RSO HR representative. The enrollment forms request or waive coverage and authorizes any payroll deductions necessary to pay for your coverage.

CWC LA's group insurance plans provide Medical, Dental, Vision, Life, Short-Term Disability and Long-Term Disability insurance, subject to the following:

- Employees can waive or opt out of any or all types of insurance coverage and are required to submit proof of current medical coverage.
- Employees opting out of **all** types of health insurance (Medical, Dental and Vision) are eligible for a taxable annual \$2,500 stipend upon submitting proof of current alternate coverage. The stipend will be paid out in a pro-rated portion with each paycheck.
- There is no cash-in-lieu of benefits option available with respect to disability insurance.
- CWC LA annual benefit limits are capped at \$6,600 for "Employee Only," \$9,900 for "Employee +1," and \$12,500 for "Employee Plus Family" based on the employee-elected plan (even if elected plan has a lower limit than the maximum plan for which employee is eligible. **Employees will be responsible for any costs that exceed these annual rates.**
- If an employee select a minimum of one insurance type (e.g., Dental), the employee is no longer eligible for the stipend.
- "Employee +1" or "Employee Plus Family" policies allow for "+1"s and Family to select one, many or all insurance coverage types.

Eligible employees that do not elect to enroll in health benefits within the thirty (30) day open enrollment period will not be able to enroll in health benefits without a Qualifying Life Event (QLE) or until the next open enrollment period.

COBRA Benefits

When coverage under CWC LA's Medical, Vision, and/or Dental plans ends, employees or their dependents may be able to continue coverage for eighteen (18) or thirty-six (36) months, depending upon the reason benefits ended. To continue coverage under one of the options

below, an employee must pay the full cost of coverage (the employee contribution and CWC LA's previous contribution, plus a possible administrative charge).

Medical coverage for an employee, his/her spouse, and eligible dependent children **can continue for up to eighteen (18) months** if coverage ends because:

- Employment ends, voluntarily or involuntarily, for any reason other than gross misconduct; or
- Hours of employment are reduced below the amount required to be considered eligible for benefits, making you ineligible for the plan.

This eighteen (18) month period may be extended an additional eleven (11) months in cases of disability subject to certain requirements. This eighteen (18) month period may also be extended an additional eighteen (18) months if other events (such as a divorce or death) occur subject to certain requirements.

Medical coverage for an employee's spouse and eligible dependent children **can continue for up to thirty-six (36) months** if coverage ends because:

- The employee dies while covered by the plan;
- The employee and his/her spouse become divorced or legally separated;
- The employee becomes eligible for Medicare coverage, but his/her spouse has not yet reached age sixty-five (65); or
- The employee's dependent child reaches an age which makes him or her ineligible for coverage under the plan.

Health coverage continuation must be elected within sixty (60) days after receiving notice of the end of coverage, or within sixty (60) days after the event causing the loss, whichever is later.

Rights similar to those described above may apply to employee who retire (and spouses or dependents, as applicable) due to the employer commencing a bankruptcy proceeding that causes those employees to lose coverage.

CWC LA will notify employees or their dependents if coverage ends due to termination or a reduction in work hours. If an employee becomes eligible for Medicare, divorced or legally separated, dies, or when a dependent child no longer meets the eligibility requirements, the employee or a family member are responsible for notifying CWC LA within thirty (30) days of the event. CWC LA will then notify the employee or his/her dependents of each employee's rights.

There are certain circumstances under which COBRA coverage will end automatically. This happens if:

- Premiums for continued coverage are not paid within thirty (30) days of the due date;
- The employee, spouse or child becomes covered under another group health plan, which does not contain any exclusion or limitation with respect to any pre-existing condition the employee, spouse or child may have;
- CWC LA stops providing group health benefits;
- The employee (or the employee's spouse or child) become entitled to Medicare; or
- The employee extended coverage for up to twenty-nine (29) months due to disability and there has been a final determination that the employee is no longer disabled.

Academic Calendar

The academic calendar is set by Principals and the RSO each year. For the 2015-16, below is a list of key dates for our 3 schools:

- First day of classes: 8/25 (Mar Vista) and 8/26 (Hollywood, Silver Lake)
- PD (no students): 10/16, 1/4, 2/12, 3/11, 4/25

- Thanksgiving Break: 11/23-11/27
- Winter Break: 12/21-1/1
- Spring Break: 3/21-3/25
- Last day of classes: 6/16 (Mar Vista) and 6/17 (Hollywood, Silver Lake)

Vacation and Leave Policies

CWC LA recognizes the importance of personal time for rejuvenation and personal matters away from the job. The following section outlines in detail current CWC LA policies tied to time away from work.

Holidays

The CWC LA calendar reflects any and all holidays observed by the schools. Full-time salaried employees working a twelve (12) month schedule receive the following fifteen (15) paid holidays:

- | | | |
|--------------------|-----------------------------|-------------------------------|
| ▪ Labor Day* | ▪ Friday after Thanksgiving | ▪ Martin Luther King Jr. Day* |
| ▪ Veteran's Day* | ▪ Christmas Eve | ▪ President's Day* |
| ▪ Rosh Hashanah* | ▪ Christmas Day | ▪ Cesar Chavez Day* |
| ▪ Yom Kippur* | ▪ New Year's Eve | ▪ Memorial Day* |
| ▪ Thanksgiving Day | ▪ New Year's Day | ▪ 4 th of July |

Salaried employees working a ten-and-a-half (10.5) month schedule receive the paid holidays above denoted with an asterisk (*) in addition to the school's regularly scheduled holidays for Thanksgiving, winter vacation and spring break.

Days during CWC LA's calendared breaks, including holidays, shall be unpaid time for all non-exempt hourly employees in active status.

Recognized religious holidays may be taken off by an employee whose religion requires observance of the particular day. Employees must request the day off in advance by written notice to the Executive Director or the employee's supervisor. The employee will be paid if the religious holiday is taken as an earned paid leave day (i.e., vacation, personal necessity day, etc., as applicable). The employee will not be paid if the religious holiday is taken as a personal leave of absence day. Employees on any unpaid leave of absence do not receive holiday pay.

Vacation

While CWC LA recognizes the importance of vacation as a period of rest and rejuvenation away from the job, vacations must be scheduled with due consideration for busier periods in the schools' operations. With this in mind, it is expected that vacation time will be taken when school is not in session, whenever possible.

Full-time salaried employees working a twelve (12) month schedule are eligible to accrue twenty (20) days (based on an 8-hour workday) of vacation annually, accrued at a rate of 13.33 hours per month.

Salaried employees working a ten-and-a-half (10.5) month schedule and non-exempt hourly employees are not eligible for vacation.

Vacation can accrue up to a maximum of twenty-two (22) days (based on an 8-hour workday) of pay. Once this cap is reached, no further vacation will accrue until some vacation is used. When some vacation is used, vacation will begin to accrue again. There is no retroactive grant

of vacation for the period of time the accrued vacation was at the cap. Accrued unused vacation will be carried over to the following year. **Vacation must be used in four (4) hour increments.**

Recognizing the importance of planning for employees' vacation time to avoid disrupting school operations, all vacation must be pre-approved by an employee's supervisor in writing. In order to request vacation, employees must fill out and submit to their supervisor a request via Paycom using the following links: Login > Time-Off Requests > Request Time-Off. This request must be received by an employee's supervisor at least two (2) weeks prior to the requested vacation time. If you have any questions about how to request vacation, please contact an RSO Human Resources representative. Employees must report all vacation time on their time sheets in Paycom. In the event that two (2) or more employees have requested vacation during the same period and may not be absent simultaneously, a Supervisor will have discretion about which vacation to approve. CWC LA retains the right to require an employee to cancel a previously approved vacation when necessary to meet CWC LA's business needs.

Vacation may not be utilized before it is earned. An employee whose employment terminates will be paid for accrued unused vacation time based on the number of accrued hours of vacation and the employee's hourly rate on the last day of employment. Vacation does not accrue during any unpaid leave of absence.

Sick Leave

Sick leave is a benefit provided to employees as a cushion for incapacitation due to illness or injury. Sick leave may be taken to receive preventive care (including annual physicals or flu shots) or to diagnose, treat, or care for an existing health condition. Employees may also use sick leave to assist a family member (i.e., children, parents, spouses/domestic partners, grandparents, grandchildren, or siblings) who must receive preventative care or a diagnosis, treatment, or care for an existing health condition. Finally, an employee may take sick leave to receive medical care or other assistance to address instances of domestic violence, sexual assault, or stalking.

Sick leave is available to all CWC LA employees who work at least thirty (30) days within a single calendar year. Unused sick time will be carried over to the following year as outlined herein. **Sick leave must be taken by employees in an increment of at least two (2) hours.** All regular (non-temporary/substitute) employees shall be credited with their sick time at the start of their employment or assignment for the school year.

Full-time salaried employees working on a twelve (12) month schedule will receive ten up to (10) days of sick leave at the beginning of each work year, subject to a cap of twenty (20) days based on an eight (8) hour work day. Employees who are hired after the scheduled work year has begun will receive a prorated amount of sick leave which under no circumstances will be less than three (3) days (based on an eight (8) hour workday).

Salaried employees working a ten-and-one-half (10.5) month schedule will receive up to eight (8) days of sick leave annually at the beginning of each work year, subject to a cap of sixteen (16) days (based on an eight (8) hour workday). Employees who are hired after the scheduled work year has begun will receive a prorated amount of sick leave which under no circumstances will be less than three (3) days (based on an eight (8) hour workday).

Non-exempt hourly employees will receive three (3) days of sick leave at the beginning of each work year, subject to a cap of six (6) days (based on an eight (8) hour workday).

All temporary/substitute employees shall be credited with three (3) days of sick leave upon becoming eligible to receive sick leave benefits from CWC LA.

Sick leave may only be used for the purposes specified in this policy. Accordingly, CWC LA retains the right to request verification from a licensed health care practitioner for any absence due to illness, injury, or disability.

Employees are not allowed to draw against unearned sick leave. CWC LA does not pay employees upon separation of employment for unused sick leave. Any unused sick leave at the time of separation or retirement may be transferred to another public school employer, or to CalSTRS for service credit, as applicable, at no cost to CWC LA.

Eligible employees should call in to either their supervisor or a person designated by the Principal at their school site, as appropriate, as soon as they are aware that they are unable to report to work according to the attendance and tardiness policies listed in this handbook. If medical circumstances allow, employees should submit a request via Paycom using the following links: Login > Time-Off Requests > Request Time-Off. If you have any questions about how to request sick leave, please contact an RSO Human Resources representative. If medical circumstances do not allow an employee to submit a request via Paycom before taking sick leave, then the employee must complete this request as soon as they are medically able. Employees must report all sick time on their time sheets in Paycom.

Personal Necessity Leave

Employees may use a portion of their sick leave for personal necessity annually as follows: full-time salaried employees working on a twelve (12) month schedule may use up to three (3) days; salaried employees working a ten-and-a-half (10.5) month schedule may use up to two (2) days; and non-exempt hourly employees may use up to one (1) day of sick leave for personal necessity leave annually. Employees who are hired after the scheduled work year has begun will receive a prorated amount of personal necessity leave.

Uses of personal necessity leave may include, but are not limited to: death or serious illness of a member of the employee's immediate family (this is in addition to Bereavement Leave); an accident involving the employee's person or property, or the person or property of an immediate family member; adoption of a child; the birth of child making it necessary for an employee who is the parent of the child to be absent from their position during work hours; attendance at conferences not otherwise approved by the employee's supervisor; personal legal matters; religious observances; and business matters that cannot be conducted outside of the workday. Employees must request personal necessity leave at least two (2) weeks in advance unless an emergency situation occurs. Requirements and processes about how to request personal necessity time off and record on an employee's time sheet are described above in the sick leave policy section.

Personal necessity does not carry over from year to year, and is not paid out upon separation from employment, as this leave is part of the sick leave provided above.

Unpaid Leave of Absence

CWC LA recognizes that special situations may arise where an employee must leave his/her job temporarily. At its discretion, CWC LA may grant employees leaves of absence. CWC LA must approve any unpaid leave of absence in advance. The granting of a leave of absence always presumes the employee will return to active work by a designated date or within a specific period.

If you are currently covered by CWC LA benefits, your Medical, Dental, and Vision coverage will remain intact during a medical or worker's compensation leave of absence, provided you pay the appropriate premiums, if necessary. Whether you are required to pay your own premiums will depend upon your individual benefit plans and the length of your leave of absence. CWC LA reserves the right to terminate benefits the day any other type of leave begins. If an employee fails to return from an unpaid leave and is subsequently terminated, the employee is entitled to all earned but unused vacation, provided that the vacation pay was earned prior to the commencement of unpaid leave. No vacation time is accrued during any type of unpaid leave of absence.

Family Care and Medical Leave

This policy explains how CWC LA complies with the federal Family and Medical Leave Act ("FMLA") and the California Family Rights Act ("CFRA"), both of which require CWC LA to permit each eligible employee to take up to twelve (12) workweeks (or twenty-six (26) workweeks where indicated) of FMLA leave in any twelve (12) month period for the purposes enumerated below. For purposes of this policy, all leave taken under FMLA or CFRA will be referred to as "FMLA leave."

Employee Eligibility Criteria

To be eligible for FMLA leave, the employee must have been employed by CWC LA for a total of at least twelve (12) months and must have worked at least 1,250 hours during the twelve (12) month period immediately preceding commencement of the FMLA leave.

Events That May Entitle an Employee to FMLA Leave

The twelve (12) week (or twenty-six (26) workweeks where indicated) FMLA allowance includes any time taken (with or without pay) for any of the following reasons:

1. To care for the employee's newborn child or a child placed with the employee for adoption or foster care. Leaves for this purpose must conclude twelve (12) months after the birth, adoption, or placement. If both parents are employed by CWC LA, they will be entitled to a combined total of twelve (12) weeks of leave for this purpose.
2. Because of the employee's own serious health condition (including a serious health condition resulting from an on-the-job illness or injury) that makes the employee unable to perform any one or more of the essential functions of his or her job (other than a disability caused by pregnancy, childbirth, or related medical conditions, which is covered by CWC LA separate pregnancy disability policy).
 - a. A "serious health condition" is an illness (including, but not limited to on-the-job injuries), impairment, or physical or mental condition of the employee or a child, parent, or spouse of the employee that involves either in-patient care or continuing treatment, including, but not limited to treatment for substance abuse.
 - b. "In-patient care" means a stay in a hospital, hospice, or residential health care facility, any subsequent treatment in connection with such in-patient care, or any period of incapacity. A person is considered an "in-patient" when a health care facility formally admits him/her to the facility with the expectation that he/she will remain at least overnight and occupy a bed, even if it later develops that such person can be discharged or transferred to another facility and does not actually remain overnight.
 - c. "In-capacitated" means the inability to work, attend school, or perform other regular daily activities due to a serious health condition, its treatment, or the recovery that it requires.
 - d. "Continuing treatment" means ongoing medical treatment or supervision by a health care provider.

3. To care for a spouse, domestic partner, child, or parent with a serious health condition or military service-related injury. When an employee is providing care to a spouse, son, daughter, parent, or next of kin who is a covered Armed Forces service member with a serious injury or illness, the employee may take a maximum of twenty-six (26) weeks of FMLA leave in a single twelve (12) month period to provide said care.
4. For any "qualifying exigency" because the employee is the spouse, son, daughter, or parent of an individual on active military duty, or an individual notified of an impending call or order to active duty, in the Armed Forces.

Amount of FMLA Leave That May Be Taken

1. FMLA leave can be taken in one (1) or more periods, but may not exceed a total of twelve (12) workweeks for any purpose in any twelve (12) month period, as described below, for any one, or combination of the above-described situations. "Twelve workweeks" means the equivalent of twelve (12) of the employee's normally scheduled workweeks. For a full-time employee who works five (5) eight-hour days per week, "twelve workweeks" means sixty (60) working and/or paid eight (8) hour days.
2. In addition to the twelve (12) workweeks of FMLA leave that may be taken, an employee who is the spouse, son, daughter, parent, or next of kin of a covered Armed Forces service member shall also be entitled to a total of twenty-six (26) workweeks of FMLA leave during a twelve (12) month period to care for the service member.
3. The "twelve (12) month period" in which twelve (12) weeks of FMLA leave may be taken is the twelve (12) month period immediately preceding the commencement of any FMLA leave.
4. If a holiday falls within a week taken as FMLA leave, the week is nevertheless counted as a week of FMLA leave. If, however, CWC LA's business activity has temporarily ceased for some reason and employees are generally not expected to report for work for one or more weeks, such as the Winter Break, Spring Break, or Summer Vacation, the days CWC LA's activities have ceased do not count against the employee's FMLA leave entitlement. Similarly, if an employee uses FMLA leave in increments of less than one (1) week, the fact that a holiday may occur within a week in which an employee partially takes leave does not count against the employee's leave entitlement unless the employee was otherwise scheduled and expected to work during the holiday.

Pay during FMLA Leave

1. An employee on FMLA leave because of his/her own serious health condition must use all accrued vacation and sick leave at the beginning of any otherwise unpaid FMLA leave period. If an employee is receiving a partial wage replacement benefit during the FMLA leave, CWC LA and the employee may agree to have CWC LA-provided paid leave, such as vacation or sick time, supplement the partial wage replacement benefit unless otherwise prohibited by law.
2. An employee on FMLA leave for child care or to care for a spouse, domestic partner, parent, or child with a serious health condition must use any or all accrued vacation and sick leave at the beginning of any otherwise unpaid FMLA leave.
3. If an employee has exhausted his/her vacation and sick leave, leave taken under FMLA shall be unpaid leave.
4. The receipt of sick leave pay or State Disability Insurance benefits will not extend the length of the FMLA leave. Sick pay does not accrue during any period of unpaid FMLA leave.

Health Benefits

The provisions of CWC LA's various employee benefit plans govern continuing eligibility during FMLA leave, and these provisions may change from time to time. The health benefits of

employees on FMLA leave will be paid by CWC LA during the leave at the same level and under the same conditions as coverage would have been provided if the employee had been continuously employed during the leave period. When a request for FMLA leave is granted, CWC LA will give the employee written confirmation of the arrangements made for the payment of insurance premiums during the leave period.

If an employee is required to pay premiums for any part of his/her group health coverage, CWC LA will provide the employee with advance written notice of the terms and conditions under which premium payments must be made.

CWC LA may recover the health benefit costs paid on behalf of an employee during his/her FMLA leave if:

1. The employee fails to return from leave after the period of leave to which the employee is entitled has expired. An employee is deemed to have "failed to return from leave" if he/she works less than thirty (30) days after returning from FMLA leave; and
2. The employee's failure to return from leave is for a reason other than the continuation, recurrence, or onset of a serious health condition that entitles the employee to FMLA leave, or other circumstances beyond the control of the employee.

Hours of Service

An employee on FMLA leave remains an employee and the leave will not constitute a break in service. An employee who was absent from work while fulfilling his or her covered service obligation under the Uniformed Services Employment and Reemployment Rights Act (USERRA) shall be credited, upon his or her return to CWC LA, with the hours of service that would have been performed but for the period of absence from work due to or necessitated by USERRA-covered service.

Medical Certifications

1. An employee requesting FMLA leave because of his/her own or a relative's serious health condition must provide medical certification from the appropriate health care provider on a form supplied by CWC LA. Absent extenuating circumstances, failure to provide the required certification in a timely manner (within fifteen (15) days of CWC LA's request for certification) may result in denial of the leave request until such certification is provided.
2. CWC LA will notify the employee in writing if the certification is incomplete or insufficient, and will advise the employee what additional information is necessary in order to make the certification complete and sufficient. CWC LA may contact the employee's health care provider to authenticate or clarify information in a deficient certification if the employee is unable to cure the deficiency.
3. If CWC LA has reason to doubt the medical certification supporting a leave because of the employee's own serious health condition, CWC LA may request a second opinion by a health care provider of its choice (paid for by CWC LA). If the second opinion differs from the first one, CWC LA will pay for a third, mutually agreeable, health care provider to provide a final and binding opinion.
4. Re-certifications are required if leave is sought after expiration of the time estimated by the health care provider. Failure to submit required re-certifications can result in termination of the leave.

Procedures for Requesting and Scheduling FMLA Leave

1. An employee should request FMLA leave by submitting a request in Paycom and also completing a Request for Leave form and submitting it to the RSO Human Resources representative. An employee asking for a Request for Leave form will be given a copy of CWC LA's then-current FMLA leave policy.

2. Employees should provide not less than thirty (30) days' notice for foreseeable childbirth, placement, or any planned medical treatment for the employee or his/her spouse, domestic partner, child, or parent. Failure to provide such notice is grounds for denial of a leave request, except if the need for FMLA leave was an emergency or was otherwise unforeseeable.
3. Where possible, employees must make a reasonable effort to schedule foreseeable planned medical treatments so as not to unduly disrupt CWC LA's operations.
4. If FMLA leave is taken because of the employee's own serious health condition or the serious health condition of the employee's spouse, domestic partner, parent or child, the leave may be taken intermittently or on a reduced leave schedule when medically necessary, as determined by the health care provider of the person with the serious health condition.
5. If FMLA leave is taken because of the birth of the employee's child or the placement of a child with the employee for adoption or foster care, the minimum duration of leave is two (2) weeks, except that CWC LA will grant a request for FMLA leave for this purpose of at least one day but less than two (2) weeks' duration on any two (2) occasions.
6. If an employee needs intermittent leave or leave on a reduced leave schedule that is foreseeable based on planned medical treatment for the employee or a family member, the employee may be transferred temporarily to an available alternative position for which he or she is qualified that has equivalent pay and benefits and that better accommodates recurring periods of leave than the employee's regular position.
7. CWC LA will respond to an FMLA leave request no later than five (5) days after receiving the request. If an FMLA leave request is granted, CWC LA will notify the employee in writing that the leave will be counted against the employee's FMLA leave entitlement. This notice will explain the employee's obligations and the consequences of failing to satisfy them.

Return to Work

1. Upon timely return at the expiration of the FMLA leave period, an employee (other than a "key" employee whose reinstatement would cause serious and grievous injury to CWC LA's operations) is entitled to the same or a comparable position with the same or similar duties and virtually identical pay, benefits, and other terms and conditions of employment unless the same position and any comparable position(s) have ceased to exist because of legitimate business reasons unrelated to the employee's FMLA leave.
2. When a request for FMLA leave is granted to an employee (other than a "key" employee), CWC LA will give the employee a written guarantee of reinstatement at the termination of the leave (with the limitations explained above).
3. Before an employee will be permitted to return from FMLA leave taken because of his/her own serious health condition, the employee must obtain a certification from his/her health care provider that he/she is able to resume work.
4. If an employee can return to work with limitations, CWC LA will evaluate those limitations and, if possible, will accommodate the employee as required by law. If accommodation cannot be made, the employee will be medically separated from CWC LA.

Limitations on Reinstatement

1. CWC LA may refuse to reinstate a "key" employee if the refusal is necessary to prevent substantial and grievous injury to CWC LA's operations. A "key" employee is an exempt salaried employee who is among the highest paid 10% of CWC LA's employees within seventy-five (75) miles of the employee's worksite.
2. A "key" employee will be advised in writing at the time of a request for, or if earlier, at the time of commencement of, FMLA leave, that he/she qualifies as a "key" employee and the potential consequences with respect to reinstatement and maintenance of health benefits if CWC LA determines that substantial and grievous injury to CWC LA's operations will result if

the employee is reinstated from FMLA leave. At the time it determines that refusal is necessary, CWC LA will notify the "key" employee in writing (by certified mail) of its intent to refuse reinstatement and will explain the basis for finding that the employee's reinstatement would cause CWC LA to suffer substantial and grievous injury. If CWC LA realizes after the leave has commenced that refusal of reinstatement is necessary, it will give the employee at least ten (10) days to return to work following the notice of its intent to refuse reinstatement.

Employment During Leave

No employee, including employees on FMLA leave, may accept employment with any other employer without the CWC LA's written permission. An employee who accepts such employment without CWC LA's written permission will be deemed to have resigned from employment at CWC LA.

Pregnancy Disability Leave

This policy explains how CWC LA complies with the California Pregnancy Disability Act, which requires CWC LA to give each female employee an unpaid leave of absence of up to four (4) months, as needed, for the period(s) of time a woman is actually disabled by pregnancy, childbirth, or related medical conditions.

Employee Eligibility Criteria

To be eligible for pregnancy disability leave, the employee must be disabled by pregnancy, childbirth, or a related medical condition and must provide appropriate medical certification concerning the disability.

Events That May Entitle an Employee to Pregnancy Disability Leave

- The four (4) month pregnancy disability leave allowance includes any time taken (with or without pay) for any of the following reasons:
 - The employee is unable to work at all or is unable to perform any one or more of the essential functions of her job without undue risk to herself, the successful completion of her pregnancy, or to other persons because of pregnancy or childbirth, or because of any medically recognized physical or mental condition that is related to pregnancy or childbirth (including severe morning sickness); or
 - The employee needs to take time-off for prenatal care.

Duration of Pregnancy Disability Leave

Pregnancy disability leave may be taken in one or more periods, but not to exceed four months total. "Four months" means the number of days the employee would normally work within four months. For a full-time employee who works five eight hour days per week, four months means 693 hours of leave (40 hours per week times 17 1/3 weeks).

For employees who work more or less than forty (40) hours per week, or who work on variable work schedules, the number of working days that constitutes four (4) months is calculated on a pro rata or proportional basis. For example, for an employee who works twenty (20) hours per week, "four months" means 346.5 hours of leave entitlement (20 hours per week times 17 1/3 weeks). For an employee who normally works forty-eight (48) hours per week, "four months" means 832 hours of leave entitlement (48 hours per week times 17 1/3 weeks).

At the end or depletion of an employee's pregnancy disability leave, an employee who has a physical or mental disability (which may or may not be due to pregnancy, childbirth, or related medical conditions) may be entitled to reasonable accommodation. Entitlement to additional leave must be determined on a case-by case basis, taking into account a number of considerations such as whether an extended leave is likely to be effective in allowing the

employee to return to work at the end of the leave, with or without further reasonable accommodation, and whether or not additional leave would create an undue hardship for CWC LA. CWC LA is not required to provide an indefinite leave of absence as a reasonable accommodation.

Pregnancy disability leave does not count against the leave which may be available as Family Care and Medical Leave.

Pay during Pregnancy Disability Leave

- An employee on pregnancy disability leave must use all accrued paid sick leave and may use any or all accrued vacation time at the beginning of any otherwise unpaid leave period.
- The receipt of vacation pay, sick leave pay, or state disability insurance benefits will not extend the length of pregnancy disability leave.
- Vacation and sick pay does not accrue during any period of unpaid pregnancy disability leave.

Health Benefits

CWC LA shall provide continued health insurance coverage while an employee is on pregnancy disability leave consistent with applicable law. Employees will continue to pay a portion of health benefits, if necessary, during the leave. The continuation of health benefits is for a maximum of four (4) months in a twelve (12) month period. CWC LA can recover premiums that it already paid on behalf of an employee if both of the following conditions are met:

- The employee fails to return from leave after the designated leave period expires.
- The employee's failure to return from leave is for a reason other than the following:
 - The employee is taking leave under the California Family Rights Act.
 - There is a continuation, recurrence or onset of a health condition which entitles the employee to pregnancy disability leave.
 - There is a non-pregnancy related medical condition requiring further leave.
 - Any other circumstance beyond the control of the employee.

Hours of Service

An employee on pregnancy disability leave remains an employee of CWC LA and a leave will not constitute a break in service.

Medical Certifications

- An employee requesting a pregnancy disability leave must provide medical certification from her healthcare provider on a form supplied by CWC LA. Failure to provide the required certification in a timely manner (within fifteen (15) days of the leave request) may result in a denial of the leave request until such certification is provided.
- Re-certifications are required if leave is sought after expiration of the time estimated by the healthcare provider. Failure to submit required re-certifications can result in termination of the leave.

Requesting and Scheduling Pregnancy Disability Leave

- An employee should request pregnancy disability leave by submitting a request in Paycom and completing a Request for Leave form and submitting it to an RSO Human Resources representative. An employee asking for a Request for Leave form will be referred to CWC LA's then current pregnancy disability leave policy.
- An employee should provide notice not less than thirty (30) days or as soon as is practicable, if the need for the leave is foreseeable. Failure to provide such notice is

grounds for denial of the leave request, except if the need for pregnancy disability leave was an emergency and was otherwise unforeseeable.

- Where possible, employees must make a reasonable effort to schedule foreseeable planned medical treatments so as not to unduly disrupt CWC LA's operations.
- Pregnancy disability leave may be taken intermittently or on a reduced leave schedule when medically advisable, as determined by the employee's healthcare provider.
- If an employee needs intermittent leave or leave on a reduced leave schedule that is foreseeable based on planned medical treatment, the employee may be transferred temporarily to an available alternative position for which the employee is qualified that has equivalent pay and benefits that better accommodates recurring periods of leave than the employee's regular position.
- In most cases, CWC LA will respond to a pregnancy disability leave request within two (2) days of acquiring knowledge that the leave qualifies as pregnancy disability and within ten (10) days of receiving the request if the leave is granted. If a pregnancy disability leave request is granted, CWC LA will notify the employee in writing and leave will be counted against the employee's pregnancy disability leave entitlement. This notice will explain the employee's obligations and the consequences of failing to satisfy them.

Return to Work

Upon timely return at the expiration of the pregnancy disability leave period, an employee is entitled to the same position unless the employee would not otherwise have been employed in the same position (at the time reinstatement is requested). If the employee is not reinstated to the same position, she must be reinstated to a comparable position unless one of the following is applicable:

- a. The employer would not have offered a comparable position to the employee if she would have been continuously at work during the pregnancy disability leave.
- b. There is no comparable position available, to which the employee is either qualified or entitled, on the employee's scheduled date of reinstatement or within sixty (60) calendar days thereafter. CWC LA will take reasonable steps to provide notice to the employee if and when comparable positions become available during the sixty (60) day period.

A "comparable" position is a position that involves the same or similar duties and responsibilities and is virtually identical to the employee's original position in terms of pay, benefits, and working conditions.

When a request for pregnancy disability leave is granted to an employee, CWC LA will give the employee a written guarantee of reinstatement at the end of the leave (with the limitations explained above).

In accordance with CWC LA policy, before an employee will be permitted to return from a pregnancy disability leave of three days or more, the employee must obtain a certification from her healthcare provider that she is able to resume work.

If the employee can return to work with limitations, CWC LA will evaluate those limitations and, if possible, will accommodate the employee as required by law. If accommodation cannot be made, the employee will be medically separated from CWC LA.

Employment During Leave

No employee, including employees on pregnancy disability leave, may accept employment with any other employer without CWC LA's written permission. An employee who accepts such employment without written permission will be deemed to have resigned from employment.

Industrial Injury Leave (Workers' Compensation)

CWC LA, in accordance with State law, provides insurance coverage for employees in case of work-related injuries. The workers' compensation benefits provided to injured employees may include:

- Medical care;
- Cash benefits, tax-free to replace lost wages; and
- Vocational rehabilitation to help qualified injured employees return to suitable employment.

To ensure you receive any worker's compensation benefits to which you may be entitled, you will need to:

- Immediately report any work-related injury to the Principal or your Supervisor;
- Seek medical treatment and follow-up care if required;
- Complete a written Employee's Claim Form (DWC Form 1) and return it to the Principal or your Supervisor; and
- Provide CWC LA with a certification from your health care provider regarding the need for workers' compensation disability leave as well as your eventual ability to return to work from the leave.

It is CWC LA's policy that when there is a job-related injury, the first priority is to insure that the injured employee receives appropriate medical attention. CWC LA, with the help of its insurance carrier has selected medical centers to meet this need. Each medical center was selected for its ability to meet anticipated needs with high quality medical service and a location that is convenient to CWC LA's operation.

- If an employee is injured on the job, he/she is to go or be taken to the approved medical center for treatment. If injuries are such that they require the use of emergency medical systems (EMS) such as an ambulance, the choice by the EMS personnel for the most appropriate medical center or hospital for treatment will be recognized as an approved center.
- All accidents and injuries must be reported by Supervisors to the RSO Human Resources representative in order to ensure that the incident is reported to the appropriate State Workers' Compensation Bureau and CWC LA's insurance carrier. Failure by an employee to report a work-related injury by the end of his/her shift could result in loss of insurance coverage for the employee. An employee may choose to be treated by his/her personal physician at his/her own expense, but he/she is still required to go to CWC LA's approved medical center for evaluation. All job-related injuries must be reported to the appropriate State Workers' Compensation Bureau and the insurance carrier.
- When there is a job-related injury that results in lost time, the employee must have a medical release from CWC LA's approved medical facility before returning to work.
- Any time there is a job-related injury, CWC LA's policy requires drug / alcohol testing along with any medical treatment provided to the employee.

Military and Military Spousal Leave of Absence

CWC LA shall grant a military leave of absence to any employee who must be absent from work due to service in the uniformed services in accordance with the Uniformed Services Employment and Re-Employment Rights Act of 1994 ("USERRA"). All employees requesting military leave must provide advance written notice of the need for such leave, unless prevented from doing so by military necessity or if providing notice would be impossible or unreasonable.

If military leave is for thirty (30) or fewer days, CWC LA shall continue the employee's health benefits. For service of more than thirty (30) days, an employee shall be permitted to continue health benefits through COBRA. Employees are entitled to use accrued vacation as wage

replacement during time served, provided such vacation accrued prior to the leave. Vacation and sick leave will not accrue during the leave.

CWC LA will reinstate those employees returning from military leave to their same position or one of comparable seniority, status, and pay if they have a certificate of satisfactory completion of service and apply within ninety (90) days after release from active duty or within such extended period, if any, as required by law. Exceptions to this policy will occur wherever necessary to comply with applicable laws.

CWC LA shall grant up to ten (10) days of unpaid leave to employees who work more than twenty (20) hours per week and who are spouses of deployed military servicemen and servicewomen. The leave may be taken when the military spouse is on leave from deployment during a time of military conflict. To be eligible for leave, an employee must provide CWC LA with (1) notice of intention to take military spousal leave within two (2) business days of receiving official notice that the employee's military spouse will be on leave from deployment, and (2) documentation certifying that the employee's military spouse will be on leave from deployment during the time that the employee requests leave.

Bereavement Leave

Salaried employees are entitled to a leave of up to five (5) days without loss of pay due to a death in the immediate family (parent, spouse, son or daughter, sister or brother, parents-in-law, son-in-law or daughter-in-law, grandparents, grandchild). Any scheduled days off (including weekends, holidays and vacations) falling during the absence will not be counted as both bereavement leave and scheduled days off.

Jury Duty or Witness Leave

CWC LA will pay for time-off if an employee is called to jury service as such:

- For all salaried employees, CWC LA will pay for time-off up to five (5) days if an employee is called to jury service; however, upon being selected for jury service, the employee must halt all work for CWC LA (e.g. answering calls and voicemails, grading, etc.). The employee's benefits will continue while on jury service.
- For all hourly employees, CWC LA will provide up to five (5) days of paid time-off if called to jury service. For jury service lasting longer than five (5) days, the employee may continue to be absent from work by taking an unpaid leave of absence for the remaining duration of the employee's jury service. The employee's benefits will continue during the unpaid portion of leave.

Employees may accept any fees paid to jurors by the court. When an employee is called for jury duty service, the employee should notify the Principal, his/her Supervisor (if not the Principal), and the RSO Human Resources representative. Upon return to work after any number of days on jury service, employees must bring proof of jury service to their Supervisor in the form of the original summons, plus any receipt provided by the court for days of service.

Voting Time-Off

If an employee does not have sufficient time outside of working hours to vote in an official state-sanctioned election, the employee may take off enough working time to vote. Such time-off shall be taken at the beginning or the end of the regular working shift, and the time taken off shall not exceed two (2) hours combined. Under these circumstances, an employee will be allowed a maximum of two (2) hours of time-off during an election day without loss of pay. When possible, an employee requesting time-off to vote shall give his/her Supervisor at least two (2) days' notice.

School Appearance and Activities Leave

As required by law, CWC LA will permit an employee who is a parent or guardian of school children, from kindergarten through grade twelve (12), or a child in a licensed day-care facility, up to forty (40) hours of unpaid time-off per child per school year (up to eight (8) hours in any calendar month of the school year) to participate in activities at a child's school. If more than one parent or guardian is an employee of CWC LA, the employee that first provides the leave request will be given the requested time-off. Where necessary, additional time-off will also be permitted where the school of the child of an employee requires the employee(s) appearance.

The employee requesting school leave must provide reasonable advanced notice of the planned absence. The employee must use accrued but unused sick time to be paid during the absence.

When requesting time-off for school activities, the employee must provide verification of participation in an activity as soon as practicable. When requesting time-off for a required appearance, the employee(s) must provide a copy of the notice from the child's school requesting the presence of the employee.

Bone Marrow and Organ Donor Leave

As required by law, eligible employees who require time-off to donate bone marrow to another person may receive up to five (5) workdays off in a 12-month period. Eligible employees who require time-off to donate an organ to another person may receive up to thirty (30) workdays off in a 12-month period.

To be eligible for bone marrow or organ donation leave ("Donor Leave"):

- The employee must have been employed by CWC LA at least ninety (90) days immediately preceding the Donor Leave.
- The employee requesting Donor Leave must provide written verification to CWC LA that he/she is a donor and that there is a medical necessity for the donation of the organ or bone marrow.
- The employee must first use his/her earned but unused sick leave for a bone marrow donation or two (2) weeks' worth of earned but unused sick leave for an organ donation. If the employee has an insufficient number of sick days available, the leave will be considered unpaid.

Employees returning from Donor Leave will be reinstated to the position held before the leave began, or to a position with equivalent status, benefits, pay and other terms and conditions of employment. CWC LA may refuse to reinstate an employee if the reason is unrelated to taking a Donor Leave. A Donor Leave is not permitted to be taken concurrently with an FMLA or CFRA Leave.

Returning from Leave of Absence

Employees cannot return from a medical leave of absence without first providing a sufficient doctor's return to work authorization.

When business considerations require, the job of an employee on leave may be filled by a temporary or regular replacement. An employee should give his/her Supervisor thirty (30) days' notice before returning from leave when possible. Whenever CWC LA is notified of an employee's intent to return from a leave, CWC LA will attempt to place the employee in his or her former position or in a comparable position with regard to salary and other terms and conditions for which the employee is qualified. However, re-employment cannot always be guaranteed as described elsewhere in this handbook. If you need further information regarding

Leaves of Absence, be sure to consult your Supervisor and the RSO Human Resources representative.

Personnel Files and Record Keeping Protocols

At the time of your employment, a personnel file is established for you. Please keep your Supervisor and the RSO Human Resources representative advised of changes that should be reflected in your personnel file. Such changes include: change in address, telephone number, marital status, number of dependents and person(s) to notify in case of emergency. Many of these changes can be implemented by you directly into Paycom. If you have questions about what should be implemented into Paycom, please contact the RSO Human Resources representative. Prompt notification of these changes is essential and will enable CWC LA to contact you should the change affect your other records.

You have the right to inspect certain documents in your personnel file, as provided by law, in the presence of a CWC LA representative, at a mutually convenient time. You also have the right to obtain a copy of your personnel file as provided by law. You may add your comments to any disputed item in the file. CWC LA will restrict disclosure of your personnel file to authorized individuals within CWC LA and LAUSD, as required for the District's oversight of CWC LA. A request for information contained in the personnel file must be directed to the Executive Director. Only the Executive Director or designee is authorized to release information about current or former employees. Disclosure of information to outside sources will be limited. However, CWC LA will cooperate with requests from LAUSD, authorized law enforcement or local, state or federal agencies conducting official investigations or as otherwise legally required.

Policy Prohibiting Unlawful Harassment

CWC LA is committed to providing a work and educational atmosphere that is free of unlawful harassment. CWC LA will not condone or tolerate harassment of any type by any employee, independent contractor or other person with which CWC LA does business. This policy applies to all employee actions and relationships, regardless of position or gender. CWC LA will promptly and thoroughly investigate any complaint of harassment and take appropriate disciplinary action, if warranted, up to and including dismissal of the offending employee.

Prohibited Unlawful Harassment

CWC LA's policy prohibits harassment based upon race, color, creed, gender (including gender identity and gender expression), religion, marital status, registered domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition (including cancer and genetic characteristics), genetic information, sexual orientation, military and veteran status, or any other consideration made unlawful by federal, state, or local laws. Examples of harassment included, but are not limited to:

- Verbal conduct such as epithets, derogatory jokes or comments or slurs;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race or any other protected basis;
- Retaliation for reporting or threatening to report harassment; or
- Deferential or preferential treatment based on any of the protected classes above.

Prohibited Unlawful Sexual Harassment

In accordance with existing policy, discrimination on the basis of gender in education institutions is prohibited. All persons, regardless of the gender, are afforded equal rights and opportunities and freedom from unlawful discrimination in education programs or activities conducted by CWC LA.

Sexual Harassment Definition

Sexual harassment consist of sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature, regardless of whether or not the conduct is motivated by sexual desire, when: (1) submission of the conduct is either made explicitly or implicitly a term or condition of an individual's employment; (2) an employment decision is based upon an individual's acceptance or rejection of that conduct; (3) that conduct interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment. Sexual harassment may include, but is not limited to:

- **Physical assaults of a sexual nature**, such as:
 - Rape, sexual battery, molestation or attempts to commit these assaults and
 - Intentional physical conduct that is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another's body, or poking another's body.
- **Unwanted sexual advances, propositions or other sexual comments**, such as:
 - Sexually oriented gestures, notices, remarks, jokes, or comments about a person's sexuality or sexual experience.
 - Preferential treatment or promises of preferential treatment to an employee for submitting to sexual conduct, including soliciting or attempting to solicit any employee to engage in sexual activity for compensation or reward or deferential treatment for rejecting sexual conduct.
 - Subjecting or threats of subjecting an employee to unwelcome sexual attention or conduct or intentionally making performance of the employee's job more difficult because of the employee's sex.
- **Sexual or discriminatory displays or publications anywhere at the workplace by employees**, such as:

- Displaying pictures, cartoons, posters, calendars, graffiti, objections, promotional materials, reading materials, or other materials that are sexually suggestive, sexually demeaning or pornographic or bringing to work or possessing any such material to read, display or view at work.
- Reading publicly or otherwise publicizing in the work environment materials that are in any way sexually revealing, sexually suggestive, sexually demeaning or pornographic; and
- Displaying signs or other materials purporting to segregate an employee by sex in an area of the workplace (other than restrooms or similar rooms).

Please note that while in most situations a personal relationship is a private matter, these relationships are not appropriate in a professional setting, particularly where one of the parties has management or supervisory responsibilities. As such, consensual relationships in the workplace may violate CWC LA policy.

Sexual Harassment Training

All Supervisors of staff will receive sexual harassment training within six (6) months of their assumption of a supervisory position and will receive further training once every two (2) years thereafter. Such training will include the prevention of abusive conduct in the workplace that a reasonable person would find hostile, offensive, and unrelated to an employer's legitimate business interests, including but not limited to repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, and epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the gratuitous sabotage or undermining of a person's work performance. Other staff will receive sexual harassment training and/or instruction concerning sexual harassment in the workplace as required by law.

Sexual Harassment Reporting

Employees and students are expected to act in a positive and professional manner and to contribute to a productive work environment that is free from harassing or disruptive activity. Each employee has the responsibility to maintain a workplace free from any form of sexual harassment. Should any individual, in particular those with supervisory responsibilities, become aware of any conduct that may constitute sexual harassment or other prohibited behavior, immediate action should be taken to address such conduct by reporting such harassment to his or her Supervisor, or the Executive Director, whichever is more appropriate given the specific circumstances. See Appendix A for the *"Harassment Complaint Form."* See Appendix B for the general *"Complaint Form"*.

Complainants and witnesses under these policies will be protected from further harassment and will not be retaliated against in any aspect of their employment due to their participation in an investigation, filing of a complaint or reporting sexual harassment. It is also unlawful to retaliate in any way against an employee who has articulated a good faith concern about sexual harassment against him or her or against another individual.

CWC LA will investigate complaints promptly and provide a written report of the investigation and decision as soon as practicable. The investigation will be handled in as confidential a manner as possible consistent with a full, fair, and proper investigation. CWC LA is committed to remediating any instances where investigation findings demonstrate unlawful harassment has occurred.

Whistleblower Policy

CWC LA requires its directors, officers, employees, and volunteers to observe high standards of ethics in the conduct of their duties and responsibilities within CWC LA. As representatives of

CWC LA, such individuals must practice honesty and integrity in fulfilling all responsibilities and must comply with all applicable laws and regulations. The purpose of this policy is to create an ethical and open work environment, to ensure that CWC LA has a governance and accountability structure that supports its mission, and to encourage and enable directors, officers, employees, and volunteers of CWC LA to raise serious concerns about the occurrence of illegal or unethical actions within CWC LA before turning to outside parties for resolution.

All directors, officers, employees, and volunteers of CWC LA have a responsibility to report any action or suspected action taken within CWC LA that is illegal, unethical or violates any adopted policy of CWC LA, or local rule or regulation. Anyone reporting a violation must act in good faith, without malice to CWC LA or any individual at CWC LA and have reasonable grounds for believing that the information shared in the report indicates that a violation has occurred. A person who makes a report does not have to prove that a violation has occurred. However, any report which the reporter has made maliciously or any report which the reporter has good reason to believe is false will be viewed as a serious disciplinary offense. No one who in good faith reports a violation, or who, in good faith, cooperates in the investigation of a violation shall suffer harassment, retaliation, or adverse employment action. Further, no one who in good faith discloses, who may disclose, or who CWC LA believes disclosed or may disclose, information regarding alleged violations to a person with authority over the employee or another employee who had responsibility for investigating, discovering or correcting the purported violation shall suffer harassment, retaliation, or adverse employment action.

Internal Complaint Review

The purpose of the "Internal Complaint Review Policy" is to afford all employees of CWC LA the opportunity to seek internal resolution of their work-related concerns. All employees have free access to the Executive Director or Board of Directors of Citizens of the World Los Angeles to express their work-related concerns. Specific complaints of unlawful harassment are addressed under CWC LA's "Policy Prohibiting Unlawful Harassment."

Internal Complaints: Complaints by Employees Against Employees

This section of the policy is for use when a CWC LA employee raises a complaint or concern about a co-worker.

If reasonably possible, internal complaints should be resolved at the lowest possible level, including attempts to discuss and resolve concerns with the immediate Supervisor (typically, the Principal). However, in the event an informal resolution may not be achieved or is not appropriate, the following steps will be followed by the Executive Director and/or his/her designee:

- The complainant will bring the matter to the attention of the Executive Director as soon as possible after attempts to resolve the complaint with the immediate Supervisor have failed or if not appropriate (e.g., if the complaint is against the Supervisor); and
- The complainant will produce his or her complaint in writing, indicating all known and relevant facts. The Executive Director or a designee will then investigate the facts and provide a solution or explanation;
- If the complainant is not satisfied with the resolution provided by the Executive Director, the complainant may elevate his or her concern to the CWC LA Board of Directors by submitting a signed written statement to the President of the CWC LA Board of Directors. The President will then confer with the Board and may conduct additional fact-finding or authorize a third party investigation on behalf of the Board. The Board President or investigator will report his or her findings to the Board for review and action, if necessary. The decision of the Board of Directors shall be final;

- If the complaint is about the Executive Director, the complainant may file his or her complaint in a signed written statement to the President of the CWC LA Board of Directors, who will then confer with the Board and may conduct fact-finding or authorize a third party investigation on behalf of the Board. The Board President or investigator will report his or her findings to the Board for review and action, if necessary. The decision of the Board of Directors shall be final.

This policy cannot guarantee that every problem will be resolved to the employee's satisfaction. However, CWC LA values each employee's ability to express concerns and the need for resolution without fear of adverse consequence to employment. No one who in good faith discloses, who may disclose, or who CWC LA believes disclosed or may disclose, information regarding a complaint shall suffer harassment, retaliation, or adverse employment action.

External Complaints: Complaints by Third Parties Against Employees

This section of the policy is for use when a non-employee raises a complaint or concern about a CWC LA employee.

If complaints cannot be resolved informally, complainants may file a written complaint with the Executive Director or Board President (if the complaint concerns the Executive Director) as soon as possible after the events that give rise to the complainant's concerns. The written complaint should set forth in detail the factual basis for the complaint.

In processing the complaint, Executive Director (or designee), or the Board President (if relevant), shall abide by the following process:

- The Executive Director (or designee or Board President) shall use his or her best efforts to talk with the parties identified in the complaint and to ascertain the facts relating to the complaint.
- In the event that the Executive Director (or designee or Board President) finds that a complaint against an employee is valid, the Executive Director (or designee or Board President) may take appropriate disciplinary action against the employee. As appropriate, the Executive Director (or designee or Board President) may also simply counsel or reprimand employees as to their conduct without initiating formal disciplinary measures.
- If the complainant is not satisfied with the resolution provided by the Executive Director (or designee), the complainant may elevate his or her concern to the CWC LA Board of Directors by submitting a signed written statement to the President of the CWC LA Board of Directors. The Executive Director's (or designee's) decision relating to the complaint shall be final unless it is appealed to the Board President.
- Any complaint elevated to the Board President, either relating to the Executive Director or relating to another employee when the complainant is not satisfied with the resolution provided by the Executive Director (or designee), shall receive the attention of the full Board. The Board may authorize additional fact-finding or a third party investigation on behalf of the Board. The Board President or investigator will report his or her findings to the Board for review and action, if necessary. The decision of the Board of Directors shall be final.

Complaint Review: General Requirements

- **Confidentiality:** All complainants will be notified that information obtained from the complainants and thereafter gathered will be maintained in a manner as confidential as possible, but in some circumstances absolute confidentiality cannot be assured.

- **Non-Retaliation:** All complainants will be advised that they will be protected against retaliation as a result of the filing of any complaints disclosed in good faith or participation in any complaint process or investigation.
- **Resolution:** The Board (if a complaint is about the Executive Director or if a complaint is elevated to the Board after review by the Executive Director or designee) or the Executive Director or designee will investigate complaints appropriately under the circumstances and pursuant to applicable procedures, and if necessary, will take appropriate remedial measures to ensure effective resolution of any complaint.

Smoke and Drug Free Workplace Policy

CWC LA is committed to providing a drug and alcohol free workplace and to promoting safety in the workplace, employee health and well-being, stakeholder confidence, and a work environment that is conducive to attaining high work standards. At the start of each school year, all employees are required to complete a Drug Free Awareness Training.

The use of drugs and alcohol by employees, whether on or off the job, jeopardizes these goals, since it adversely affects health and safety, security, productivity, and public confidence and trust. If an employee brings to work, possesses or uses drugs or alcohol on any CWC LA premises at any time, the employee will face disciplinary actions, up to and including termination.

Confidential Information

Information about CWC LA, its employees, students, families, suppliers, and vendors is to be kept confidential and divulged only to individuals within CWC LA with both a need to receive and authorization to receive the information. If in doubt as to whether information should be divulged, err in favor of not divulging information and discuss the situation with your Supervisor or the Executive Director.

All records and files maintained by CWC LA are confidential and remain the property of CWC LA. Records and files are not to be disclosed to any outside party without the express permission of the Principal and/or Executive Director. Confidential information includes, but is not limited to: financial records; personnel and payroll records regarding current and former employees; the identity of, contact information for, and any other information on students, vendors, and suppliers; programs, trade secrets, and any other documents or information regarding CWC LA's operations. Confidential information may not be removed from CWC LA premises without express authorization.

As CWC LA was chartered to serve a diverse socio-economic population, special care needs to be given to safeguarding the identity of the economically disadvantaged students we serve. Every precaution should be taken to ensure that information identifying a student as eligible for the Federal Free & Reduced Lunch program is kept confidential at all times, and only those staff members with a legitimate need to know should be provided with this information.

In addition, as a school that serves students with special needs, extraordinary care must also be taken to ensure the confidentiality of all information related to the assessment for, or provision of, special education services. Access to Individual Educational Plans (IEPs) is on a strict need-to-know basis and any staff accessing a student's IEP must, in accordance with LAUSD policy, sign the IEP folder in and out and ensure its confidentiality while in his/her possession. Parents, volunteers, Board Members and staff that do not have a need to know this information are prohibited from accessing this information under any circumstances.

Lastly, student records are not to be shared with/accessed by anyone other than authorized

school staff members with the obvious exception of the student's parents/legal guardians. Parent volunteers working in the school office are not allowed to access individual student records for any reason. CWC LA and its employees are expected to adhere to all Family Educational Rights and Privacy Act (FERPA) requirements in protecting student and family data (more information [here](#)).

Confidential information obtained during or through employment with CWC LA may not be used or disclosed by an employee, except if it is required to complete job-related duties as an employee of CWC LA. Employees must also maintain the confidentiality, use or disclosure of confidential information at all times following termination of employment. CWC LA reserves the right to seek all legal or equitable remedies to prevent impermissible use of confidential information or to recover damages incurred as a result of the impermissible use of confidential information.

Employees may be required to enter into written confidentiality agreements confirming their understanding of CWC LA's confidentiality policies and failure to adhere to the confidentiality procedures of the school may be grounds for immediate termination.

Conflicts of Interest

All employees and Board members must avoid situations involving actual or potential conflicts of interest. An employee involved in any relationships or situations that may constitute a conflict of interest should immediately and fully disclose the relevant circumstances to their Supervisor or other Board members, as appropriate. Supervisors must notify the Executive Director or the Board of Directors for a determination about whether a potential or actual conflict exists. Board members must recuse themselves from any potential Board action where a potential conflict exists. If an actual or potential conflict is determined, CWC LA may take whatever corrective action appears appropriate according to the circumstances. Failure to disclose facts shall constitute grounds for disciplinary action against employees.

Voluntary Termination of Employment

Should it become necessary for you to terminate voluntarily terminate your at-will employment with CWC LA, please notify your Supervisor as soon as possible and please submit a resignation in writing to your Supervisor before your last date of employment. Upon learning of a resignation, Supervisors must immediately inform the RSO Human Resources representative, and must also forward the resignation letter to the RSO Human Resources representative to be placed in the employee's personnel file. Professional courtesy recommends at least two (2) weeks' notice, whenever possible, so that CWC LA may have time to find coverage for your duties.

When you voluntarily terminate your at-will employment, you will be entitled to all earned, unused vacation pay. If you are participating in Wellness Benefits, your coverage will expire at the end of the month of your last day of work and you will be provided information on your rights under COBRA.

Terminated employees should remove any personal items at the time they leave CWC LA. Any items left at CWC LA are subject to disposal if not claimed prior to termination.

Health and Safety Policies

CWC LA is committed to providing and maintaining a healthy and safe work environment for all employees. CWC LA employees are required to participate in CWC LA's mandatory Professional Development (PD) trainings, where staff will be trained and certified in CPR / First Aid / EpiPen, as well as complete online trainings in Blood-Borne Pathogens (BBP) safety protocols,

Sexual Harassment protocols, and Child Abuse and Neglect reporting, among other required trainings.

Security Protocols

CWC LA has developed guidelines to help maintain a secure workplace. Be aware of unknown persons loitering in parking areas, walkways, entrances and exits and service areas. Report any suspicious persons or activities to the site administrator or your Supervisor. Employee desk, classroom or office should be secured at the end of the day. When an employee is called away from his or her work area for an extended length of time, valuable or personal articles should not be left around a workstation that may be accessible. The security of facilities as well as the welfare of employees depends upon the alertness and sensitivity of every individual to potential security risks. Employees should immediately notify their Supervisor, Principal or Executive Director, when keys are missing or if security access codes or passes have been breached.

Occupational Safety

CWC LA is committed to the safety of its employees, vendors, contractors and the public. Employees are required to know and comply with the CWC LA's and each school's General Safety Rules and to follow safe and healthy work practices at all times. Failure to comply with or enforce safety and health rules, practices and procedures could result in disciplinary action up to and including possible termination.

The prevention of accidents is the responsibility of every CWC LA employee. Every effort will be made to provide adequate safety training. If an employee is ever in doubt how to perform a job or task safely, assistance should be requested. Employees are required to report immediately to the site administrator or their Supervisor any potential health or safety hazards, and all injuries or accidents. In compliance with Proposition 65, CWC LA will inform employees of any known exposure to a chemical known to cause cancer or reproductive toxicity.

It is the policy of CWC LA that accident prevention shall be considered of primary importance in all phases of operation and administration. All CWC LA employees are required to provide safe and healthy working conditions for all other employees and to establish and require the use of safe practices at all times.

Accident / Incident Reporting

It is the duty of every employee to immediately or as soon as is practical report any accident or injury occurring during work or on CWC LA premises so that arrangements can be made for medical or first aid treatment, as well as for investigation and follow-up purposes.

Fires and Emergencies Reporting

It is the duty of every employee to know how to report fires and other emergencies quickly and accurately. Employees should report any such emergency by calling management. In addition, all employees should know the local emergency numbers such as 911.

Child Abuse and Neglect Reporting

California Penal Code section 11166 requires any child care custodian who has knowledge of, or observes, a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse to report the known or suspected instance of child abuse to a child protective agency immediately, or as soon as practically possible, by telephone and to prepare and send a written report thereof within thirty-six (36) hours of receiving the information concerning the incident.

CWC LA will provide annual training on the mandated reporting requirements, using the online training module provided CharterSafe via SafeSchools.com, to employees who are mandated reporters. Mandated reporter training will also be provided to employees hired during the course of the school year. This training will include information that failure to report an incident of known or reasonably suspected child abuse or neglect, as required by Penal Code section 11166, is a misdemeanor punishable by up to six (6) months confinement in a county jail, or by a fine of one-thousand dollars (\$1,000), or by both imprisonment and fine.

All employees required to receive mandated reporter training must provide proof of completing the training within the first six (6) weeks of each school year or within the first six (6) weeks of that employee's employment.

By acknowledging receipt of this Handbook, the Employee acknowledges he or she is a childcare custodian and is certifying that he or she has knowledge of California Penal Code section 11166 and will comply with its provisions.

Criminal Background Checks

As required by law, all individuals working or volunteering at CWC LA will be required to submit to a criminal background investigation preceding the hire or volunteer date. CWC LA's background investigation for employees is comprised of but not limited to verification of employment history, contacting references, a California Live Scan check, verification of credentials and qualification to teach English Language Learners in California, etc. CWC LA's background investigation for volunteers is comprised of but not limited to a California Live Scan check. No condition or activity will be permitted that may compromise CWC LA's commitment that the safety and well-being of students takes precedence over all other considerations. Conditions that preclude working at CWC LA include conviction relating to a controlled substance or sex offense, or a serious or violent felony. Additionally, should an employee, during his/her employment with CWC LA, be convicted of a controlled substance, a sex offense, or a serious or violent felony, the employee must immediately report such a conviction to his or her Supervisor and the Executive Director. CWC LA participates in the CA Department of Justice arrest notification service which is monitored by the RSO Human Resources representative in order to ensure notifications are promptly addressed.

Immigration Compliance

CWC LA will comply with applicable immigration law, including the Immigration Reform and Control Act of 1986 and the Immigration Act of 1990. As a condition of employment, every individual must provide satisfactory evidence of his or her identity and legal authority to work in the United States.

CWC LA shall not discharge an employee or in any manner discriminate, retaliate, or take any adverse action (e.g., threatening to report the suspected citizenship or immigration status of an employee or a member of the employee's family) against any employee or applicant for employment because the employee or applicant exercised a right protected under applicable law.

If you have any questions or need more information on immigration compliance issues, please contact the RSO Human Resources representative.

Tuberculosis Testing (TB Testing)

All employees of CWC LA must submit written proof from a physician of a risk assessment examination for tuberculosis (TB) or a negative reading for TB within the last sixty (60) days before

employment begins and renewed as necessary during his or her duration of employment with CWC LA. If TB risk factors are identified, a physician must conduct an examination to determine whether the employee is free of infectious TB. The examination for tuberculosis consists of an approved TB test, which, if positive, will be followed by skin testing, or in the absence of skin testing, an x-ray of the lungs. All employees will be required to undergo TB risk assessments and, if risk factors are found, the examination must be conducted at least once every four (4) years. Volunteers may be required to undergo a TB examination as necessary. The TB risk assessment and, if indicated, the examination is a condition of initial employment with CWC LA and the cost of the exam will be borne by the applicant.

Food handlers will be required to have annual TB exams. Documentation of employee and volunteer compliance with TB risk assessments and examinations will be kept on file in the office. This requirement also includes contract food handlers, substitute teachers, and student teachers serving under the supervision of an educator. Any entity providing student services to CWC LA will be contractually required to ensure that all contract workers have had TB testing that shows them to be free of active TB prior to conducting work with CWC LA students.

Staff and Student Interaction Policy

CWC LA recognizes its responsibility to make and enforce all rules and regulations governing student and employee behavior to bring about the safest and most learning-conducive environment possible.

Corporal Punishment

Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of, or willfully causing the infliction of, physical pain on a student. For purposes of this policy, corporal punishment does not include an employee's use of force that is reasonable and necessary to protect the employee, students, staff or other persons or to prevent damage to property.

For clarification purposes, the following examples are offered for direction and guidance of School personnel:

Examples of **permitted** actions (not corporal punishment):

1. Stopping a student from fighting with another student;
2. Preventing a pupil from committing an act of vandalism;
3. Defending yourself from physical injury or assault by a student;
4. Forcing a pupil to give up a weapon or dangerous object;
5. Requiring an athletic team to participate in strenuous physical training activities designed to strengthen or condition team members or improve their coordination, agility, or physical skills;
6. Engaging in group calisthenics, team drills, or other physical education or voluntary recreational activities.

Examples of **prohibited** actions (corporal punishment):

1. Hitting, shoving, pushing, or physically restraining a student as a means of control;
2. Making unruly students do push-ups, run laps, or perform other physical acts that cause pain or discomfort as a form of punishment;
3. Paddling, swatting, slapping, grabbing, pinching, kicking, or otherwise causing physical pain.

Acceptable and Unacceptable Staff and Student Behavior

This policy is intended to guide all CWC LA staff in conducting themselves in a way that reflects the high standards of behavior and professionalism required of school employees and to specify the boundaries between students and staff.

Although this policy gives specific, clear direction, it is each staff member's obligation to avoid situations that could prompt suspicion by parents, students, colleagues, or CWC LA leaders. One viable standard that can be quickly applied, when you are unsure if certain conduct is acceptable, is to ask yourself: "would I be engaged in this conduct if my family or colleagues were standing next to me?"

For the purposes of this policy, the term "boundaries" is defined as acceptable professional behavior by staff members while interacting with a student. Trespassing the boundaries of a student/teacher relationship is deemed an abuse of power and a betrayal of public trust.

Some activities may seem innocent from a staff member's perspective, but can be perceived as flirtation or sexual insinuation from a student or parent point of view. The objective of the following lists of acceptable and unacceptable behaviors is not to restrain innocent, positive relationships between staff and students, but to prevent relationships that could lead to, or may be perceived as, sexual misconduct.

Staff must understand their own responsibility for ensuring that they do not cross the boundaries as written in this policy. Disagreeing with the wording or intent of the established boundaries will be considered irrelevant for disciplinary purposes. Thus, it is crucial that all employees learn this policy thoroughly and apply the lists of acceptable and unacceptable behaviors to their daily activities. Although sincere, competent interaction with students certainly fosters learning, student/staff interactions must have boundaries surrounding potential activities, locations and intentions.

Protocol for Atypical Student Incidents

In the event of an atypical urgent or serious accident involving a student (i.e. bodily fluids), staff must communicate with administration (Principal or administrator designee) if intending to do anything that is not standard procedure. This is a non-negotiable protocol and failure to do so will result in employee discipline.

All school sites have spare clean clothes in the office for any student who has an accident. The protocol is to first notify the child's parent or guardian and then escort the student to the restroom. In the restroom, the student will use wipes to independently clean themselves, change into clean clothes, and place their dirty clothes in a sealable plastic bag or other suitable container.

In extreme instances, if students require assistance in the bathroom, ensure there is an additional staff member with you at all times. If co-located with another school, notify the co-location Principal of this situation, via the office staff. Ensure the student restroom is empty before one staff member accompanies the student into the bathroom, while the other adult ensures no other child enters the restroom, and still has a clear view of the child and adult who is assisting.

It is also advisable in these situations to consult with the Principal of a co-location school, if relevant, to ask if the co-location nurse's office is available to use. Again, before all of this, administration should be consulted if the incident is serious or unusual before any action is taken.

Duty to Report Suspected Misconduct

When any employee becomes aware of another staff member having crossed the boundaries specified in this policy, he or she must speak to this staff member if the violation appears minor, or report the matter to the Principal or Supervisor. If the observed behavior appears significant, it is the duty of every staff member to immediately report it to the Principal, Supervisor or Executive Director. All reports shall be confidential. It is the duty of the Principal, Supervisor or Executive Director to investigate and thoroughly report the situation. Employees must also report to the administration any awareness or concern of student behavior that crosses boundaries or where a student appears to be at risk for sexual abuse. Please consult the Internal Complaint Review section for more information on these protocols.

Unacceptable Staff and Student Behaviors (Violations of this Policy)

- Giving gifts to an individual student that are of a personal and intimate nature
- Kissing of any kind
- Any type of unnecessary physical contact with a student in a private situation
- Intentionally being alone with a student away from the school
- Making or participating in sexually inappropriate comments
- Sexual jokes
- Seeking emotional involvement with a student for your benefit
- Listening to or telling stories that are sexually oriented
- Discussing inappropriate personal troubles or intimate issues with a student in an attempt to gain their support and understanding
- Becoming involved with a student so that a reasonable person may suspect inappropriate behavior
- Giving students a ride to/from school or school activities

Unacceptable Staff and Student Behaviors without Parent and Supervisor Permission

These behaviors should only be exercised when a staff member has parent and Supervisor permission.

- Being alone in a room with a student at school with the door closed
- Allowing students in your home

Cautionary Staff and Student Behaviors

These behaviors should only be exercised when a reasonable and prudent person, acting as an educator, is prevented from using a better practice or behavior. Staff members should inform their Supervisor of the circumstance and occurrence prior to or immediately after the occurrence.

- Remarks about the physical attributes or development of anyone
- Excessive attention toward a particular student
- Sending emails, text messages or letters to students if the content is not about school activities

Acceptable and Recommended Staff/Student Behaviors

- Getting parents' written consent for any after-school activity
- Obtaining formal approval to take students off school property for activities such as field trips or competitions
- Ensuring that emails, texts, phone and instant messages to students are very professional and pertaining to school activities or classes (communication should be limited to school technology)
- Keeping the door open when alone with a student
- Keeping reasonable space between you and your students
- Stopping and correcting students if they cross your own personal boundaries

- Keeping parents informed when a significant issue develops about a student
- Keeping after-class discussions with a student professional and brief
- Asking for advice from fellow staff or administrators if you find yourself in a difficult situation related to boundaries
- Involving your Supervisor if conflict arises with a student
- Informing your Principal or Supervisor about situations that have the potential to become more severe
- Making detailed notes about an incident that could evolve into a more serious situation later
- Recognizing the responsibility and taking necessary action to stop unacceptable behavior of students or coworkers
- Asking another staff member to be present if you will be alone with any type of special needs student
- Asking another staff member to be present when you must be alone with a student after regular school hours
- Giving students praise and recognition without touching them
- Pats on the back, high fives and handshakes are acceptable
- Keeping your professional conduct a high priority
- Asking yourself if your actions are worth your job and career

Our Technology Policy

The purpose of our technology policy is to set forth appropriate guidelines and responsibilities regarding the use of CWC technology resources. Depending on the employee's job duties, CWC LA may provide an employee with access to some or all of its technology resources or issue an employee a technology resource to use for business purposes.

Technology Resources Definition

For the purposes of this policy, "technology resources" refers to all electronic devices and systems, software, and means of electronic communication including, but not limited to, the following: personal computers and workstations; laptop computers; mini and mainframe computers; computer hardware such as disk drives; peripheral equipment such as printers, modems, scanners, fax machines, and copiers; computer software applications and associated files and data, including software that grants access to external services, such as the Internet; telephones; voicemail systems; electronic-mail systems; portable computer devices; cellular telephones; pagers; personal digital assistants (sometimes referred to as iPads or tablets); personal organizers and other electronic wireless communication devices; digital cameras; and video recorders. CWC LA's technology resources are CWC LA's property and there are special rules that apply to the technology resources as set forth below.

Email, Voicemail and Internet Access

CWC LA will permit authorized employees access to the Internet, email and voicemail systems with the expectation usage adheres to the following expectations:

- Employees should only have minimal personal or social use of CWC LA's email, voicemail and/or Internet resources as long as it does not interfere with job performance and is consistent with law and appropriate protocols. CWC LA reserves the right to determine if an employee's personal or social use is improper or excessive
- Usage of technology resources should not be used in any way that may be disruptive, offensive to others, or harmful to morale (e.g., inappropriate images, offensive jokes or other unprofessional materials should not be displayed or transmitted).
- Employees should not attempt to gain access to another employee's email or voicemail messages without the latter's express permission.
- School staff will not access an employee's personal email files or voicemail unless there is a business need to do so. CWC LA retains a copy of all passwords; passwords unknown to CWC LA may not be used. System security features, including passwords and delete functions, do not neutralize CWC LA's ability to access any message at any time. Employees must be aware that the possibility of such access always exists.
- Employees should not use blogs, web pages or social networking sites to share information that undermines the reputation of CWC LA or staff, colleagues or students of CWC LA. Any posting should be done with respect for others, and inappropriate posting can result in disciplinary action, including dismissal.
- If an employee decides to post information on the Internet (i.e., personal blog, Facebook, Instagram, Twitter, etc.) that discusses any aspect of his/her workplace activities, the following restrictions apply:
 - CWC LA equipment, including School computers and electronics systems, may not be used for these purposes;
 - Student and employee confidentiality policies must be strictly followed;
 - Employees must make clear that the views expressed in their blogs are their own and not those of CWC LA;
 - Other than with approval, employees may not use CWC LA's logos, trademarks and/or copyrighted material and are not authorized to speak on CWC LA's behalf;

- Employees are not authorized to publish any confidential or proprietary information maintained by CWC LA;
- Employees are prohibited from making discriminatory, defamatory, libelous or slanderous comments when discussing CWC LA, the employee's Supervisors, co-workers and competitors; and
- Employees must comply with all CWC LA policies, including, but not limited to, rules against unlawful harassment and retaliation.

CWC LA reserves the right to take disciplinary action against any employee whose social media postings violate this or other CWC LA policies.

Laptop Computers

CWC schools may provide employees with laptops for the use of conducting CWC-related business. Laptops (including those leased or borrowed from LAUSD) are the property of CWC LA and are intended to be used by CWC LA employees for the performance of their job duties. Employees may use CWC LA laptops for personal use, so long as such use does not interfere with employee duties and performance, and does not violate any laws and protocols defined in this Handbook.

Email Etiquette

Email is a prevalent form of communication in our daily operations, however emails can be challenging or open to interpretation with taken out of context. CWC LA provides its employees with work email accounts. We ask that staff use these accounts for work-related purposes only. All emails in this organization are subject to public viewing under the California Public Records Act and can be requested by outside parties (e.g., parents, the District) at any time. Additionally, if using your personal email for work-related tasks, those emails can also be requested at any time.

We ask that staff consider and/or follow the guidelines below when sending emails internally and externally:

- Avoid spelling and grammatical errors, re-read & edit your email before sending.
- Reasonable response time is one (1) business day, during weekdays, and by the next business day on the weekends.
- Please adhere to our operating norms and agreements about respectful and peaceful communication.
- Please use the "reply to all" appropriately.
- If you are sending an email that might contain a challenging topic, please consider CC'ing your Principal or direct Supervisor.

Abuse of Technology Resources

Employees who use CWC LA's technology resources must do so responsibly and are required to comply with all state and federal laws, the policies of CWC LA, and with normal standards of professional and personal courtesy and conduct. Racist, sexist, harassing or threatening language is strictly prohibited. Violations include, but are not limited to, the following:

- Viewing, transmitting, downloading, sharing, use or printing of sexually-explicit images, messages, or cartoons
- Viewing, transmitting, downloading, sharing, use or printing of materials that contain ethnic slurs, racial epithets, derogatory, defamatory, obscene or offensive statements or images
- Anything that may be construed as harassment or disparagement of others based on their race, national origin, ancestry, sex, gender identity, pregnancy, sexual orientation, marital status, age, physical or mental disability, genetic information, medical condition,

religious beliefs, family care or medical leave status, veteran status or any other characteristic protected by federal, state or local laws

- Gambling
- Copying, retrieving, forwarding or sending copyrighted materials without permission
- Distributing student data in a manner that violates the Family Educational Rights and Privacy Act ("FERPA")
- Violating terms of applicable software licensing or other vendor agreements
- Sharing, stealing, using or disclosing someone else's password without authorization
- Knowingly and falsely using someone else's access to information resources without permission
- Sharing protected student, family and/or employee information

Privacy and Right to Inspect

CWC LA values the privacy of its employees while recognizing certain situations require further inspection of CWC LA property under an individual employee's control. CWC LA reserves the right to inspect all CWC LA property, including but not limited to desks, workstations, cabinets, drawers, and closets, as well as any contents, effects, or articles in CWC LA property. Such inspection can occur at any time, with or without advance notice or consent.

In addition, CWC LA specifically reserves the right to access, monitor and inspect the contents of, and data stored in, all of its technology resources at any time for any reason, in its sole discretion. Employees should understand that CWC LA reserves the right to access any messages or information created, maintained, received or stored on CWC LA's technology resources, even if those devices require a personal password to use or access or if the information has been deleted. All email, text and voicemail messages sent and received, including personal messages, all Internet sites visited, and all data and information stored on CWC LA's technology resources may be accessed, monitored and inspected by CWC LA and are CWC LA property, regardless of content. Any employee who chooses to use a CWC LA technology resource for personal use does so with the express notice that CWC LA has the right to access, monitor and inspect all information on the device, including but not limited to reviewing any personal voicemails, email messages, text messages, images, video or other personal information stored on the device. CWC LA may conduct this inspection by reviewing the contents of the technology resources or by obtaining and reviewing records maintained by a third-party that supplies services to CWC LA pertaining to the technology resources.

CWC LA reserves the right to advise appropriate legal authorities of any incident where it reasonably believes an employee violated the law.

Return of Company Property and Technology Resources

An employee who is issued CWC LA property or technology resources must return the items immediately upon separation from employment with CWC LA or upon request from administration. All property and technology resources must be returned to employee's direct Supervisor at CWC LA. If equipment is left at any other location, the employee will be responsible for any resulting damages to, or misuse of, the property or technology resources.

An employee may face disciplinary actions, up to and including termination, if any CWC LA property or technology resources issued to him or her is lost, lost due to late return, damaged, misused or not returned to CWC LA. CWC LA reserves its right to recover the value of the property or technology resources from an employee or former employee to the full extent authorized by law.

Appendix Materials



Appendix A: Harassment Complaint Form

It is the policy of CWC LA that all of its employees be free from harassment. This form is provided for you to report what you believe to be harassment, so that CWC LA may investigate and take appropriate disciplinary or other action when the facts show that there has been harassment.

If you are an employee of CWC LA, you may file this form with your Supervisor, the Executive Director or Board President based on the circumstances.

Please review CWC LA's policies concerning harassment for a definition of harassment and a description of the types of conduct that are considered to be harassment.

CWC LA will undertake every effort to handle the investigation of your complaint in a confidential manner. In that regard, CWC LA will disclose the contents of your complaint only to those persons having a need to know. For example, to conduct its investigation, CWC LA will need to disclose portions of your factual allegations to potential witnesses, including anyone you have identified as having knowledge of the facts on which you are basing your complaint, as well as the alleged harasser.

In signing this form below, you authorize CWC LA to disclose to others the information you have provided herein, and information you may provide in the future. Please note that the more detailed information you provide, the more likely it is that CWC LA will be able to address your complaint to your satisfaction.

Charges of harassment are taken very seriously by CWC LA both because of the harm caused to the person harassed, and because of the potential sanctions that may be taken against the harasser. It is therefore very important that you report the facts as accurately and completely as possible and that you cooperate fully with the person or persons designated to investigate your complaint.

Your Name: _____

Date: _____

Submitted to: _____ Submitted via (email, in person, etc.): _____

Date of Alleged Incident(s): _____

Name of Person(s) you believe harassed you (sexually or otherwise) or someone else: _____

List _____ any _____ witnesses _____ that _____ were _____ present: _____

Where did the incident(s) occur? _____

Please describe the events or conduct that are the basis of your complaint by providing as much factual detail as possible (i.e. specific statements; what, if any, physical contact was involved; any verbal statements; what did you do to avoid the situation, etc.). Attach additional pages, if needed:

I acknowledge that I have read and that I understand the above statements. I hereby authorize CWC LA to disclose the information I have provided as it finds necessary in pursuing its investigation. I hereby certify that the information I have provided in this complaint is true and correct and complete to the best of my knowledge and belief.

Signature of Complainant _____ Date: _____

Print Name _____

Office Use Only

Received by: _____ Date: _____

Appendix B: Employee Complaint Form

Your Name: _____

Date: _____

Submitted to: _____

Submitted via (email, in person, etc.): _____

Date of Alleged Incident(s): _____

Name of Person(s) you have a complaint against: _____

List any witnesses that were present: _____

Where did the incident(s) occur?

Please describe the events or conduct that are the basis of your complaint by providing as much factual detail as possible (i.e. specific statements; what, if any, physical contact was involved; any verbal statements; what did you do to avoid the situation, etc.) (Attach additional pages, if needed):

I hereby authorize CWC LA to disclose the information I have provided as it finds necessary in pursuing its investigation. I hereby certify that the information I have provided in this complaint is true and correct and complete to the best of my knowledge and belief. I further understand providing false information in this regard could result in disciplinary action up to and including termination.

Signature of Complainant

Date: _____

Print Name

Office Use Only

Received by: _____

Date: _____

Appendix C: Handbook Acknowledgment Form



EMPLOYEE ACKNOWLEDGMENT OF RECEIPT OF 2015-16 CWC LA EMPLOYEE HANDBOOK

PLEASE READ THE EMPLOYEE HANDBOOK AND SUBMIT A SIGNED COPY OF THIS STATEMENT TO THE PRINCIPAL.

EMPLOYEE NAME: _____

I ACKNOWLEDGE that I have received a copy of the 2015-16 CWC LA Employee Handbook ("Handbook"). I have read and understood the contents of the Handbook, and I agree to abide by its directions and procedures. I have been given the opportunity to ask any questions I might have about the policies in the Handbook. I understand that it is my responsibility to read and familiarize myself with the policies and procedures contained in the Handbook.

I understand that the statements contained in the Handbook are guidelines for employees concerning some of CWC LA's policies and benefits, and are not intended to create any contractual or other legal obligations or to alter the at-will nature of my employment with CWC LA. In the event I do have an employment contract which expressly alters the at-will relationship, I agree to the foregoing except with reference to an at-will employment status.

I understand that except for employment at-will status, any and all policies or practices can be changed at any time by CWC LA.

I understand that other than the Board of CWC LA, no person has authority to enter into any agreement, express or implied, for employment for any specific period of time, or to make any agreement for employment other than at-will; only the Board has the authority to make any such agreement and then only in writing signed by the Board President.

I understand that I will also receive a copy of the 2015-16 CWC LA Family Handbook ("Family Handbook") and am expected to read the Family Handbook and work with the community to uphold the policies, practices and commitments within.

Employee's Signature: _____

Date: _____