



Abiqua School
Employee Handbook

Revised August 2024

SECTION 1

INTRODUCTION TO ABIQUA SCHOOL

1.1 Changes in the Employee Handbook & Policies

This Employee Handbook is intended as a general guide to the personnel policies and employee benefits of Abiqua School and supersedes all previous versions. Please understand that this handbook is intended only to highlight current policies, practices, and employee benefits for the employee’s personal education and guidance. This handbook is not intended to constitute a legal contract of any kind. Circumstances will require that policies, practices, and benefits described in the handbook change from time to time. Consequently, Abiqua School reserves the right to modify or change any or all such policies, practices, and benefits in whole or in part, at any time, with or without notice. The school will make every attempt to give timely notice of substantive changes in policy.

1.2 Abiqua School History

Abiqua School was an idea germinated around a kitchen table by a group of parents who had a vision of a school that strongly supported the academic, social and emotional needs of students. Initially intended as a public charter school, it actually opened as an independent school in September, 1993, and worked toward receiving accreditation from the Pacific Northwest Association of Independent Schools (NWAIS), from whom we are currently accredited.

The term “independent” refers to schools which are non-profit organizations, governed by boards of directors that represent no one particular interest group and are independent of control by any government agency. Members are non-discriminatory regarding race, religion or ethnic origin in their hiring of faculty and staff, their admission of students and their administration of programs.

NWAIS membership is a privilege accorded only to private schools meeting specific standards of governance and operation. Accreditation requires a school to meet rigorous standards of curriculum, program, facility, finance, and employee procedures. To reach this goal requires the involvement and support of the entire Abiqua community: faculty, staff, parents, students and the Board.

1.3 Mission Statement

Abiqua School engages and inspires young scholars in a challenging yet collaborative environment that optimizes the abilities of individual students. HEART values promote a compassionate community while empowering students for lifelong learning.

Honor

Empathy

Accountability

Respect

Teamwork

All employees are expected to support the mission of Abiqua School as well as support the work of the Abiqua School Board of Trustees.

1.4 Diversity Statement

Abiqua School is committed to having a cultural cross-section of students and faculty. The school considers applications for admission as well as board and staff selection without regard to race, religion, ethnic group, sexual orientation or gender identity. We are dedicated to making inclusiveness, fairness and justice obvious in our school community. We strive to foster all aspects of diversity in our school community including family configuration. We believe in acknowledging, sharing and embracing our differences while discovering all that we have in common.

SECTION 2

GENERAL EMPLOYMENT POLICIES

2.1 Employment at-Will

Abiqua School is an employment at-will school. This means that both the employer and employee can terminate the employment relationship at any time for any reason. No one other than the Head of School has the authority to alter this agreement, to enter into agreement for employment for a specific period of time, or to make any agreement contrary to policy. Furthermore, any such agreement must be in writing and signed by the Head of School. The Head of School is the chief administrative officer of the corporation and shall, in general, supervise and control all of the operational and education affairs of the corporation, including recruiting and supervision of teachers and all other staff. Nothing in this handbook creates a contractual relationship between Abiqua School and its employees.

2.2 Equal Opportunity Employment and Anti-Discrimination

Abiqua School is committed to having a cultural cross-section of students and faculty. It is Abiqua School's policy to provide equal employment opportunities for all applicants and employees. The School does not unlawfully discriminate on the basis of race, color, religion, sex (including pregnancy, childbirth or related medical conditions), national origin, ancestry, age, physical disability, mental disability, family care medical condition status, veteran status, marital status, sexual orientation or gender identity.

The School also makes reasonable accommodations for qualified disabled employees. Any employee who has a physical or mental disability for which a workplace accommodation may be needed in order for the employee to perform his or her essential job functions must notify management so that possible accommodations can be employed. Finally, the School prohibits the harassment of any qualified individual on the basis listed above. For information about the types of conduct that constitute unacceptable harassment and the School's internal procedures for addressing complaints of harassment, please refer to the School's Non-harassment Policy of this handbook found in section 2.5.

The Equal Employment Opportunity policy applies to all areas of employment including recruitment, hiring, training, promotion, compensation, benefits, transfer, and social and recreational programs.

It is the responsibility of every supervisor and employee to conscientiously follow this policy. If you have any questions regarding this policy, please feel free to discuss them with your supervisor or the Head of School.

2.3 Pregnancy and Related Conditions

In accordance with the federal Pregnant Workers Fairness Act (PWFA), Abiqua School will make reasonable accommodations for known physical or mental limitations related to, affected by, or arising out of pregnancy, childbirth, or related medical conditions (including but not limited to lactation) of a qualified applicant or employee, unless the accommodation would impose an undue hardship on the operation of the Company's business.

Abiqua School prohibits discrimination on the basis of pregnancy, childbirth, or related medical conditions.

2.4 Employees Defined

An employee of Abiqua School is a person who regularly works for Abiqua School on a wage or salary basis. "Employees" may include exempt (teachers and administrators), non-exempt, regular full-time, regular part-time, and temporary (substitutes), and others employed with Abiqua School who are subject to the control

and direction of the school in the performance of their duties. Employees who perform both teaching and non-teaching duties are considered exempt employees if their primary duty (50% or more of workweek) is teaching.

All non-exempt employees receive one and one-half your regular rate of pay for hours worked in excess of 40 hours per week according to state and federal law.

Although “non-exempt” employees are paid based on the hours they work, their salary may be “averaged” through the year (annual salary divided by number of pay periods in the year), in order to provide employees with approximately the same amount of pay each month.

2.3.1 Regular Full-Time

Employees working 35 hours per week are considered Regular Full-time employees who are eligible for Abiqua’s benefit package, subject to the terms, conditions, and limitations of each benefit program.

2.3.2 Regular Part-Time

Employees working fewer than 35 hours per week are considered Regular Part-time employees. Regular Part-time employees are not eligible for Abiqua’s benefit package, including, but not limited to school-paid insurance coverage, holiday pay, and vacation pay.

2.3.3 Temporary (Full-Time or Part-Time)

Individuals who are hired as substitutes to cover for absent employees or hired on a temporary basis to assist in the completion of a specific project are considered Temporary employees. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status until they are notified of a change. They are not eligible for any of Abiqua’s benefit programs.

2.4 Confidentiality

Confidentiality and privacy are of vital importance to Abiqua School in dealings with all constituents, including enrolled families as well as employees. All family and personal matters are strictly confidential and private. The unauthorized release of any confidential or private information by an employee may result in discipline, up to and including immediate termination.

Any inquiries by members of the media concerning Abiqua School, its students, or employees should be referred to the Head of School. Furthermore, except with permission from or upon instruction by the Head of School, employees may not initiate contact with the media concerning the Abiqua’s operations (including its services, policies, and procedures), its students, or its employees. Distributing the school’s directory to persons not affiliated with the Abiqua is expressly prohibited.

2.5 Code of Ethics

2.5.1 The Employee’s Responsibility to Professional Employment

An employee owes diligent, creative, independent and competent work performance to the school. All employees should:

- Exercise appropriate professional judgment on behalf of students and the school.
- Exercise appropriate professional judgment regarding all interactions with students, avoiding any communication, activity, or situation that is, or has the appearance of being, overly friendly, more frequent than necessary for educational purposes, or involving physical touch of any kind not previously approved for instructional purposes and consented to by the student. Extend just and equitable treatment to all members of the education profession.
- Represent professional qualifications with honesty and true intent.

- Avoid the conflict of personal problems with professional duties.
- Encourage respectful debate among colleagues and co-workers on matters where opinions legitimately differ.
- Maintain a professional perspective and avoid interpersonal conflicts.
- Use honest and effective methods of administering her/his duties, use of time and conducting business.

2.5.3 Conflict of Interest

The purpose of a conflict of interest policy is to engender trust in decision making. All significant decisions made by individuals on behalf of Abiqua School must be perceived as for the benefit and advantage of the School and must pass routine tests of fairness, openness and objectivity to ensure that the best interests of the School are the primary consideration.

Employees are expected to devote their best efforts and attention to the full-time performance of their jobs. Employees are expected to use good judgment, to adhere to high ethical standards and to avoid situations that create actual or potential conflict between the employee's personal interest and the interest of the School. A conflict of interest exists when the employee's loyalties or actions are divided between the School's interests and those of another, such as a supplier or parent. Both the fact and appearance of a conflict of interest should be avoided.

Employees unsure whether a certain transaction, activity, or relationship constitutes a conflict of interest should discuss it with the Head of School. Any exceptions to this guideline must be approved in writing by the Head of School. This guideline does not attempt to describe all possible conflicts of interest that could develop. Some of the more common conflicts from which employees should refrain include the following:

- Accepting all but nominal personal gifts or entertainment from suppliers, potential suppliers or from parents. It is possible that an accumulation of several, unsolicited, nominal gifts can represent a significant amount in total without necessarily creating a conflict of interest. Federal IRS regulations require that gifts which, in aggregate, exceed \$20,000 in any one month are reportable income for tax purposes.
- Working for a supplier or parent.
- Engaging in self-employment in competition with the School.
- Using proprietary or confidential information for personal gain or to the School's detriment.
- Having a direct or indirect financial interest in or relationship with a parent or supplier.
- Using School assets or personnel for personal use.
- Acquiring interest in property or assets of any kind for the purpose of selling or leasing to the School.
- Committing the School to give its financial or other support to any outside activity or organization.

If an employee or someone with whom an employee has a close relationship (a family member, supplier or potential supplier), the employee must disclose this fact in writing to the Head of School. Employees should be aware that if they enter into a personal relationship or are a close companion with a family member, have a financial or employment relationship with a parent, subordinate employee or with an employee of a supplier or parent, a conflict of interest may exist that requires full disclosure to the School.

A part-time employee may engage in outside employment, provided that (s)he discloses this fact to his/her supervisor.

Failure to adhere to this guideline, including failure to disclose any conflicts or to seek an exception, will result in discipline up to and including termination of employment. No member of the staff shall use his or her position, or the knowledge gained there from, in such a manner that a conflict of interest between Abiqua School and his or her personal interests may arise. The possibility of a conflict of interest should be fully disclosed as soon as it occurs.

Staff should also not solicit on behalf of immediate family members. Discretion in all areas where there may be a conflict of interest should be observed as it relates to the employee and their immediate family members.

2.5.3 Working outside of Abiqua School

Staff members are discouraged from placing themselves in any position where they are collecting money for any service from parents. Staff members, who take on work with a school family outside of school related activities, such as baby-sitting, childcare, or private lessons, should fully disclose these activities to the Head of School for review of possibilities of a "Conflict of Interest."

Additionally, staff members are discouraged from entering into any business arrangements with parents. It is recommended that these also are disclosed to the Head of School for review of possibilities of a "Conflict of Interest."

A member of the Abiqua School staff, who offers either tutoring services or any enrichment class including private lessons to Abiqua families outside of the employee's normal job duties and outside of normal school hours must contract directly with parents and shall collect any agreed upon fees directly from the school families. These services are expressly outside the scope of employment with Abiqua School and not considered a school sanctioned activity in any way. Employee shall be solely responsible for any related taxes for such compensation.

2.6 Non-Harassment Policy (Employees)

Abiqua School is committed to providing a workplace free of sexual harassment as well as unlawful harassment and/or discrimination based on age, ancestry, color, marital status, medical condition, pregnancy, mental disability, physical disability (including persons infected with the HIV virus or persons with AIDS), national origin, race, religion, sex, or sexual orientation. The School will also attempt to protect personnel from harassment by non-employees in the workplace.

The School is committed to preventing, investigating and, when appropriate, taking disciplinary and other action in response to incidents of harassment and other inappropriate conduct regardless of whether the conduct is sufficiently serious to constitute a violation of law. The School's primary concern is the provision of a work environment where everyone is treated with respect. This policy is consistent with, and not intended to contradict Abiqua's policy on "Harassment, Sexual Harassment, Domestic and Teen Dating Violence."

2.6.1 Harassment Defined

Harassment is unwelcome verbal, visual or physical conduct of a sexual gender-based, racial or other legally recognized basis that creates an intimidating, offensive or hostile work environment or that interferes with work performance. Such conduct constitutes workplace harassment when:

- Submission to the conduct is made either an explicit or implicit condition of employment,
- Submission to or rejection of the conduct is used as the basis for an employment decision, or
- Such conduct has the purpose and effect of unreasonably interfering with an employee's work performance or creates an intimidating, hostile, or offensive work environment.

Harassing conduct can take many forms and includes, but is not limited to, slurs, jokes, statements, gestures, pictures, or cartoons regarding an employee's age, ancestry, color, marital status, medical condition, pregnancy, mental disability, physical disability (including persons infected with the HIV virus or persons with AIDS), national origin, race, religion, sex, or sexual orientation.

Depending on the circumstances, sexually harassing conduct may include these actions as well as other unwelcome conduct such as requests for sexual favors, conversations containing sexual comments, and sexual advances, including, but not limited to:

- Demands for sexual favors in exchange for favorable treatment or continuing employment.
- Threats and demands to submit to sexual requests in order to obtain or retain any employment benefit.
- Verbal conduct such as epithets, derogatory or obscene comments, slurs, or sexual invitations, sexual jokes, propositions, suggestive, insulting and/or obscene gestures or other verbal abuse of a sexual nature.
- Graphic, verbal commentary about an individual's body, sexual prowess or sexual deficiencies.
- Flirtations, advances, leering, whistling, touching, pinching, assault, coerced sexual acts, blocking normal movement.
- Visual conduct such as derogatory or sexual posters, photographs, cartoons, drawing, gestures or other displays of sexually suggestive objects or pictures in the workplace.
- Conduct or comments consistently targeted at only one gender, even if the content is not sexual.
- Retaliation for having reported or threatened to report sexual harassment.

This behavior is unacceptable in the workplace itself and in other work related settings such as business trips and business related social events.

Any act of intimidation or bullying which substantially interferes with a staff member's opportunities or performance, including cyberbullying. Sexual Assault is defined as unwanted conduct of a sexual nature that is inflicted upon a person or compelled through the use of physical force, manipulation, threat, or intimidation.

2.6.2 Reporting Harassment or Assault of Any Kind

Employees who witness such behavior are required to promptly report any incident of perceived harassment or other inappropriate conduct, whether by an employee or a non-employee, to their supervisor or the Head of School. Prompt reporting is essential so that problems can be resolved before they escalate. Employees may report to their supervisor or Head of School, regardless of any particular chain of command. All employees are encouraged to document any incidents involving discrimination, harassment, and sexual assault as soon as possible.

2.6.3 Reporting Sexual Harassment

In addition to the reporting process listed above in Section 2.6.2, when a staff member files a complaint alleging behavior that may violate a sexual harassment policy, the staff member shall receive a written notification describing:

- The rights of the staff member who filed the complaint.
- Information about the internal complaint process available through the school or district that the staff member who filed the complaint may pursue, including the person designated for the school or district for receiving complaints.
- Notice that civil and criminal remedies may be subject to statute of limitation.
- Information about services available to the staff member through the school or district, including any counseling services, nursing services or peer advising.
- Information about the privacy rights of the staff member and recognized exceptions to those rights for internal complaint processes and services available through the school district.
- Information about, and contact information for, state and community-based services and resources that are available to persons who have experience sexual harassment.

The written notification form required in subsection 2.5.4 is available to staff members from the school office and on the school's website, though the Staff Portal.

2.6.4 Investigation for Harassment or Assault of Any Kind

Every complaint of harassment will be investigated promptly by the Head of School or a third-party designated by the Head of School to conduct the investigation. The School will not tolerate retaliation against any employee who reports harassing conduct.

Through the investigation process, the School will:

- Interview the complainant and the alleged offender.
- Ask the complainant what steps he/she would like the School to take as a consequence of the alleged harassment.
- Conduct further interviews as necessary in order to objectively gather the facts regarding the complaint.
- Through its process of investigation, take care to protect the rights of all parties involved in the complaint.
- Notify the complainant of the School's conclusions regarding the complaint at the conclusion of the investigation.

2.6.5 Discipline

If the School determines that inappropriate conduct has occurred, the School will discipline the offender or offenders. Employees found to have engaged in violent, threatening or intimidating behavior or any unlawful harassment are subject to disciplinary action up to and including immediate termination. If the inappropriate conduct is the act of a non-employee, the School will take appropriate corrective action to attempt to ensure that such conduct is not repeated.

2.6.6 Federal and State Enforcement Procedure

Harassment and retaliation for opposing harassment or for participating in harassment investigations are illegal. Complaints of harassment also may be directed to the Oregon Department of Fair Employment and Housing (ODFEH), or the federal Equal Employment Opportunity Commission (EEOC), which has the authority to conduct investigations of the facts. You can contact the nearest ODFEH or EEOC office at the locations listed on our ODFEH poster or by checking the federal and state government listings in your local telephone directory.

2.6.7 Nondisclosure or Non-disparagement Agreements

Under this policy, a nondisclosure agreement is any agreement by which one or more parties agree not to discuss or disclose information regarding any complaint of work-related harassment, discrimination, or sexual assault.

A nondisparagement agreement is any agreement by which one or more parties agree not to discredit or make negative or disparaging written or oral statements about any other party or the company.

A no-rehire provision is an agreement that prohibits an employee from seeking reemployment with the company and allows a company to not rehire that individual in the future.

Abiqua School will not require an employee to enter into any agreement if the purpose or effect of the agreement prevents the employee from disclosing or discussing conduct constituting discrimination, harassment, or sexual assault.

An employee claiming to be aggrieved by discrimination, harassment, or sexual assault may, however, voluntarily request to enter into a settlement, separation, or severance agreement which contains a nondisclosure, nondisparagement, or no-rehire provision and will have at least seven days to revoke any such agreement.

2.6.8 Time Limitations

Nothing in this policy precludes any person from filing a formal with the Bureau of Labor and Industries' Civil Rights Division or the Equal Employment Opportunity Commission. The applicable statute of limitations to alleged violations occurring under Oregon laws prohibiting (1) Discrimination because of race, color, religion, sex, sexual orientation, national origin, marital status, age, or expunged juvenile record, (2) Discrimination against person for service in uniformed service, and (3) Discrimination because of disability is five years from the date of the occurrence.

2.6.9 Conclusion

The School has developed this policy to try to ensure all employees a work environment that is free from harassment and where all persons are treated with respect. Each employee is responsible for conducting himself or herself in a manner consistent with this policy and which contributes to a respectful and professional work environment. The School will make every effort to ensure that all of its personnel are familiar with this policy and know that any complaint received will be promptly investigated and appropriately resolved.

2.7 Teen Dating Violence, Domestic Violence, Suspected Abuse, Suspected Conduct, Sexual Harassment and Reports on Child Abuse

Abiqua School is committed to providing a safe, inclusive and productive learning and working environment. Harassment, including intimidation or bullying, cyberbullying, as well as sexual harassment, including teen dating violence, and domestic violence, are strictly prohibited and shall not be tolerated. Abiqua School complies with Senate Bill 197 regarding these issues. The Head of School or designee is responsible for ensuring implementation and compliance with the policy.

The jurisdiction of Abiqua School includes the school premises, facilities, or any school approved and sponsored activities, school-provided transportation, or any event in which students are under the supervision of Abiqua School. Incidents that occur beyond the physical boundaries of the school or school sponsored events may be included within the jurisdiction if such events impact the health and well-being of students or staff members, such as the use of cyberbullying. The prohibition also includes off duty conduct that is incompatible with school job responsibilities for the education and care of students.

"Third parties" include but are not limited to, school visitors and volunteers, Board members and parents, chaperones, contract employees, service providers or others associated with school programs.

Harassment of students or staff members shall include but is not limited to intimidation, bullying, or any act that substantially interferes with educational benefits, opportunities or performance that takes place within Abiqua School and the school community, including virtual and electronic communication venues. The activity may be based on but not limited to the protected class status of a person having the effect of:

- 1.) Physically harming a student or staff member or their property;
- 2.) Knowingly placing the individual in reasonable fear of physical harm or damage to that person's property;
- 3.) Creating a hostile educational or work environment that interferes with the psychological well-being of the individual.

“School community” refers to persons associated with Abiqua School such as current or past students, alumni, family members, or staff members.

“Protected class” refers to a group of persons distinguished, or perceived to be distinguished, by race, color, religion, sex, sexual orientation, gender identity, national origin, marital status, familial status, source of income or disability.

Sexual Harassment of students or staff members shall include but is not limited to unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal or physical conduct of a sexual nature when:

- 1.) The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits;
- 2.) Submission to or rejection of the conduct or communication is used as the basis for educational decisions affecting a student or employment or assignment of staff members;
- 3.) The conduct or communication is so severe, persistent or pervasive that it has the effect of unreasonably interfering with a student’s educational performance or with an employee’s ability to perform his/her/their job; or creates an intimidating, offensive or hostile educational or work environment.

Examples of sexual harassment may include but not be limited to: physical touching in a sexual manner; graffiti of a sexual nature; displaying or distributing sexually explicit drawings, pictures and written materials; sexual gestures or obscene jokes; spreading rumors about or rating others as to appearance, sexual activity or performance.

“Teen dating violence” refers to a pattern of behavior in which: a person uses or threatens to use physical, mental or emotional abuse to control another person who is in, or has been in, a dating relationship with the person, where one or both persons are 13 - 19 years of age; or behavior by which a person uses or threatens to use sexual violence against another person who is in, or has been in, a dating relationship where one or both persons are 13 - 19 years of age.

“Domestic violence” refers to a pattern of behavior in which a person within a domestic household uses or threatens to use physical, mental or emotional abuse to control another person within the household.

Reporting procedures:

Domestic Violence: School employees are mandatory reporters of domestic violence. When domestic violence is reported or suspected, the Abiqua employee must notify the Head of School or the HOS designee, and collaborate in the reporting process. Reports of domestic violence will be made in a timely manner to the Child Protective Service. The school does not investigate reports of domestic violence. Investigation is left to trained CPS caseworkers. Confirmed domestic violence by a staff member may be grounds for dismissal.

Harassment, sexual harassment, teen dating violence: Any employee or volunteer who has knowledge of conduct in violation of this policy shall report to the Head of School or designee who has overall responsibility for investigations. Remedial action shall not be based solely on an anonymous report. The Head of School or designee shall promptly conduct an investigation.

Any student who has knowledge of conduct in violation of this policy or feels he/she/they have been the victim of such conduct is encouraged to report concerns to the Head of School or designee. The student may report to another responsible adult at school such as a teacher. The school employee will be responsible to notify the Head of School or designee.

If a complaint is against the Head of School, the report shall be made to the Board chair.

Professional Development:

Abiqua School will incorporate training about the prevention of harassment, intimidation or bullying, cyberbullying, identification of domestic and teen dating violence, appropriate responses and reporting procedures into regularly scheduled Professional Development for faculty and staff members.

Curriculum:

Abiqua School will incorporate age-appropriate health and safety education about the prevention of harassment, intimidation or bullying, cyberbullying and appropriate responses into instructional programs. Identification of sexual harassment, domestic and teen dating violence will be addressed in grades 7 and up.

Outcomes:

Students or staff members whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Individuals may also be referred to law enforcement officials and/or the Oregon Teacher Standards and Practices Commission.

Retaliation against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is also strictly prohibited. False charges shall also be regarded as a serious offense and result in disciplinary action or other appropriate sanctions.

Compliance with school policies and procedures will assist in the creation and maintenance of a safe, inclusive and productive teaching and learning environment.

2.8 Whistleblower Policy

The purpose of this policy is to establish a procedure for Abiqua employees and volunteers to report illegal or dishonest activity or other misconduct involving the School's financial or business affairs. Such activity may involve another employee or outside persons or firms doing business with Abiqua School. Examples of illegal or dishonest activities are violations of federal, state or local laws, billing for services not performed, fraudulent financial reporting or other misconduct involving the School's financial or business affairs.

Abiqua School will investigate any possible fraudulent or dishonest use or misuse of Abiqua School resources or property by management, staff, volunteers, or members. Anyone found to have engaged in fraudulent or dishonest conduct is subject to disciplinary action by Abiqua School up to and including civil or criminal prosecution when warranted.

2.8.1 Definitions - Whistleblower Policy (cont.)

Baseless Allegations: allegations made with reckless disregard for their truth or falsity. People making such allegations may be subject to institutional disciplinary action and /or legal claims by individuals accused of such conduct.

Fraudulent or Dishonest Conduct: a deliberate act or failure to act with the intention of obtaining an unauthorized benefit. Examples of such conduct include, but are not limited to:

- Forgery or alteration of documents
- Unauthorized alteration or manipulation of computer files
- Fraudulent financial reporting
- Pursuit of a benefit or advantage in violation of the Abiqua School conflict of interest policy
- Misappropriation or misuse of Abiqua School resources, such as funds, supplies, or other assets
- Authorizing or receiving compensation for goods not received or services not performed
- Authorizing or receiving compensation for hours not worked

Whistleblower: an employee or volunteer who informs the Head of School or Abiqua School Board Chair about an activity which that person believes to be fraudulent or dishonest.

2.8.2 Reporting Process

A whistleblower should report his/her concerns directly to the Head of School. If for any reason a whistleblower finds it difficult to report his/her concern to the Head of School, the whistleblower can report it to the Abiqua School Board Chair or Board Treasurer.

Communications may be verbal or written. No particular format is necessary. However, all communications should include as much information as possible to permit a thorough and complete evaluation of a complaint or charge. This includes material evidence, names of persons able to corroborate the accusation, if possible, and how to contact the complainant to assure anonymity, if anonymity is desired. The recipient of such complaint is responsible for ensuring that all information regarding the complaint is properly recorded and thus becomes the formal record of the complaint. A copy of the written complaint will be provided to the complainant for confirmation of accuracy. (Note: Anonymity or a verbally-registered complaint may hinder the ability of Abiqua School to investigate the matter in a timely and effective manner.)

2.8.3 Role of the Head of School

All complaints received under this policy will be promptly submitted to the Head of School, who is responsible for overseeing the investigation and coordinating corrective actions. The Head of School will determine the level of investigation the complaint warrants and who the appropriate party is to perform the investigation. He/she is responsible for determining if the facts support or do not support the complaint. The Head of School will provide a written explanation of the decision to the employee who made the complaint.

The Head of School in his/her discretion may report to Abiqua School's outside general counsel complaints received under this policy, their status and their resolution. The Head of School is required to report to the President of the Abiqua School Board of Trustees regarding School compliance with this policy.

For violations involving the Head of School, the President of the Abiqua Board of Trustees will fill the role of the Head of School and perform the responsibilities identified in the preceding paragraphs and report such complaint to the Abiqua School Board of Trustees' Executive Committee.

A person who believes that his/her report of illegal or dishonest activities or other misconduct involving the School's business or financial affairs is not receiving appropriate attention by the Head of School may contact the President of the Abiqua School Board of Trustees.

2.8.4 Whistleblower Responsibility

A whistleblower making a complaint or charge must exercise sound judgment and act without malice to avoid baseless allegations or frivolous complaints. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures.

2.8.5 Rights and Responsibilities

Abiqua School's staff is responsible for maintaining a system of management controls, which detect and deter fraudulent or dishonest conduct.

Reasonable care should be taken in dealing with suspected misconduct to avoid:

- Baseless allegations
- Premature notice to persons suspected of misconduct and/or disclosure of suspected misconduct to others not involved with the investigation
- Violations of a person's rights under law

Accordingly, a whistleblower faced with a suspected misconduct:

- Should not contact the person suspected to further investigate the matter or demand restitution
- Should not discuss the case with anyone other than the Head of School or Abiqua School School's legal counsel, or a duly authorized law enforcement officer
- Should direct all inquiries from any attorney retained by the suspected individual to Abiqua School legal counsel
- Should direct all inquiries from the media to Abiqua School Head of School, or in the event that the Head of School cannot be contacted, to Abiqua School's legal Counsel.

2.8.6 Protection

Whistleblower protections are provided in two important areas – confidentiality and against adverse action in the form of retaliation.

- Abiqua School will use best efforts to protect whistleblowers against retaliation, as described below. It cannot guarantee confidentiality, however, and there is no such thing as an "unofficial" or "off the record" report. Abiqua School will keep the whistleblower's identity confidential, unless (1) the person agrees to be identified; (2) identification is necessary to allow Abiqua School or law enforcement officials to investigate or respond effectively to the report; (3) identification is required by law; or (4) the person accused of Fraud Policy violations is entitled to the information as a matter of legal right in disciplinary proceedings.
- Abiqua School employees may not retaliate against a whistleblower with the intent or effect of adversely affecting the terms or conditions of employment (including but not limited to, threats of physical harm, loss of job, punitive work assignments, or impact on salary or wages). Whistleblowers who believe that they have been retaliated against may file a written complaint with the Head of School or Abiqua School Board Chair. A proven complaint of retaliation shall result in a proper remedy for the person harmed and the initiation of disciplinary action, up to and including dismissal, against the retaliating person. This protection from retaliation is not intended to prohibit managers or supervisors from taking action, including disciplinary action, in the usual scope of their duties and based on valid performance-related factors.
- Whistleblowers must be cautious to avoid baseless allegations (as described earlier in the definitions section of this policy). Any employee, however, who knowingly files a false or materially misleading report of illegal or dishonest activities or other misconduct involving the School's business or financial affairs, is subject to disciplinary action.

2.8.7 Questions

Questions related to the interpretation of this policy should be directed to the Head of School or the Business Manager.

2.9 Substance Abuse

Abiqua School is committed to maintaining an environment that promotes the interests of safety, efficiency, health, and productivity. Abiqua believes that employee involvement with drugs and alcohol can be extremely disruptive and harmful to students, co-workers, and the entire community. Abiqua also believes that employee drug and alcohol abuse can adversely affect performance and work quality, impose serious safety and health risks to the user and others, and have an adverse impact on the ability of teachers, administrators, and other school employees to serve as effective role models for Abiqua students.

Unlawful use, possession, transportation, transfer, manufacture, distribution, and/or sale of drugs (including simulated drugs and drug paraphernalia) is strictly prohibited at all times while an employee is on duty, as well as at all times when an employee is on school property or at the site of any Abiqua activity. Any employee who possesses illegal drugs, who begins work while under the influence of drugs or alcohol, or who becomes under

the influence of illegal drugs or alcohol while working is subject to disciplinary action, up to and including immediate termination.

The use of prescribed or over-the-counter medication on the job is not prohibited at the Abiqua, provided that the medication has been legally obtained and is being properly used for the purpose for which it was prescribed. It is an employee's obligation, however, to ensure that he or she is able to perform his or her duties when taking medication of any kind. If an employee is using or intends to use a prescribed or over-the-counter medication and has been informed or has reason to believe that use of that medication may affect his or her ability to perform any job duty safely and/or adequately, the employee should advise his or her supervisor that he or she is using a prescribed or over-the-counter medication before reporting to work under the influence of that medication. The supervisor will then consult with the Head of School. If the employee believes that it would be inappropriate to contact his or her supervisor, he should advise the Head of School directly. Upon such notification, the Head of School shall, in consultation with a health care provider as necessary, determine what accommodations, if any, can be made to (1) eliminate any risk to the safety of the employee, Abiqua students, or other individuals, and (2) ensure that the employee is able to perform the essential functions of his or her position adequately.

Every effort will be made to keep information concerning an employee's use of prescribed and over-the-counter medications confidential.

Abiqua School will notify appropriate authorities if there is a reasonable suspicion that an employee is involved in the unlawful use, possession, transportation, transfer, manufacture, distribution, dispensation, or sale of drugs or illegal drug paraphernalia. An employee who reasonably suspects any violation of this policy should discuss the situation immediately with the Head of School.

Abiqua School has resources available to provide help to employees who suffer from alcohol-related problems, drug abuse, and other personal or emotional problems. However, it is the responsibility of each employee to seek necessary assistance **before** alcohol or drug problems adversely affects performance or lead to disciplinary action. Employees who use drugs and alcohol will be held to the same performance standards as other employees. If a violation of Abiqua's Substance Abuse Policy occurs, a subsequent attempt to seek and obtain assistance on a voluntary basis will not necessarily prevent or lessen the imposition of disciplinary action that is otherwise warranted. Employees may request a medical leave of absence to enroll in a drug and/or alcohol rehabilitation program if they wish to do so. Employees may obtain information about Abiqua's substance abuse program from the Business Manager.

An employee's decision to seek assistance will not be used as a basis for disciplinary action and will not be used against the employee in any disciplinary proceeding. On the other hand, the mere fact that an employee has sought or intends to seek professional assistance will not necessarily be a defense to the imposition of disciplinary action where facts proving a violation of this policy are obtained or where Abiqua School determines an employee's performance or conduct warrants disciplinary action.

2.10 Tobacco Products and Vaping

All areas of the Abiqua School campus are tobacco-free without exception. Vaping is not allowed. The use of tobacco products and e-cigarettes (or other electronic nicotine or marijuana delivery systems) is not permitted anywhere in the workplace, including all indoor facilities and school vehicles and parking facilities. This policy is mandatory for all employees and persons visiting the school with no exceptions. Employees who violate this policy are subject to disciplinary action.

2.11 Weapons Policy

For the safety of the children and of fellow staff members, no employee is allowed to carry on his/her person or bring into the school (concealed or apparent) any firearm or weapons. This includes weapons for which the person has a legal permit to carry.

2.12 Performance and Employee Discipline

It is important that all employees perform to the best of their abilities at all times. Abiqua School expects that level of commitment from all of its employees.

Abiqua recognizes that there will be occasions, however, when employees perform at an unsatisfactory level, violate a policy, or commit an act that is inappropriate. Decisions about employee discipline will be made on a case-by-case basis, and the Abiqua reserves the right to discipline any employee for conduct that it deems to be detrimental to the productive, efficient, safe, and harmonious operation of Abiqua. Although Abiqua School reserves the right to terminate the employment of its at-will employees at any time and without following any system of discipline or warnings, Abiqua may choose to exercise its discretion to utilize forms of discipline that are less severe than termination in certain cases. Examples of such less severe forms of discipline may include verbal warnings, written warnings, probationary action, and suspension. Although one or more of these steps may be taken in connection with a particular employee, no formal order or system is necessary.

Some examples for cause of termination for misconduct are as follows:

- Harassment, including sexual harassment
- Theft
- Falsification of records (including application or time cards)
- Fighting (physical or verbal)
- Assault or threatening behavior

2.13 Resignation and Termination Procedures

An employee who wishes to resign voluntarily should provide his or her immediate supervisor written notice of the intent to resign at least two full weeks in advance of his or her last day of work. Management and supervisory employees are requested to provide a four-week notice of the intent to resign. An employee who resigns with proper advance notice may be eligible for rehire by Abiqua.

As noted above, Abiqua reserves the right to terminate the employment of any employee for conduct that it deems to be detrimental to the productive, efficient, safe, and harmonious operation of Abiqua School. When the Head of School believes it is necessary to terminate the employment of an employee, the following procedures shall apply:

1. The Head of School must notify the Business Manager of the termination.
2. On the final day of employment, all keys, identification cards, and other school property must be submitted to the supervisor or Business Manager.
3. When an employee leaves Abiqua School, his/her final paycheck will be issued according to state law. That final paycheck shall include all earned pay, accrued vacation, and any expense reimbursement due the employee. Any outstanding advances provided to the departing employee will be deducted.

Employees of Abiqua School who leave in good standing may be eligible for reemployment. Abiqua School reserves the right not to rehire former employees -- including those who resigned without adequate notice, or who were dismissed for unsatisfactory performance or conduct -- for any reason.

SECTION 3

PERSONNEL POLICIES

3.1 Conditions of Employment

Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility within three days of initial start of work. Former employees who are rehired after one year's absence, or their previous I-9 is no longer valid, must also complete a new Form I-9.

3.2 New Employee Orientation

Orientation is a formal welcoming process that is designed to make the new employee feel comfortable, informed about Abiqua School, and prepared for their position. New employee orientation will be conducted by the Head of School or the employees' immediate supervisor, and includes an overview of the school history, an explanation of core values, vision and mission, and school goals and objectives. Orientation for benefits and filling out necessary legal paperwork will be conducted by the Business Manager.

3.3 Hiring and Employment Memos

The Head of School has responsibility for hiring all employees for Abiqua School. For teacher hiring policies please refer to Appendix A, Abiqua School Teaching Staff Classroom at the end of the Employee handbook. There is no right to employment in any subsequent school year, and the offering of employment for a subsequent school year is at the sole discretion of the Head of School. The Head of School, or immediate supervisor, evaluates the performance of the non-exempt staff. The annual renewal of employment is at the discretion of the School depending on the needs of the School and continued satisfactory performance determined by the staff member's supervisor and the Head of School.

Abiqua School will not unlawfully discriminate against applicants for employment on the basis of race, color, ethnicity, national origin, religion, physical disability, pregnancy, sex, sexual preference or any other basis prohibited by law. We are firmly committed to the principle of equal opportunity.

The hiring process is to be well documented for future reference as to adherence to process and applicant qualifications. All documentation used in the hiring process for non-exempt employees will be forwarded to the Business Manager to be kept confidential according to state and federal law.

Employees will be initially hired according to the following policies:

3.3.1 Office and Other Non-exempt Staff

The Head of School or administrative staff person delegated by her/him will screen and interview all other non-exempt staff for office, technology, facility and childcare positions. Applicants are solicited through various sources: newspaper ads, professional contacts, substitute lists, etc. Candidate résumés are reviewed and screened by selected administrative staff according to pre-established objective criteria. Qualified candidates are interviewed by the Head of School and appropriate administrative staff. Final selection for these positions will be made by the Head of School. A "Memo of Employment" which sets out the particulars of each employee's parameters of employment, including rate of pay and benefits, will be prepared by the business office and signed by the Head of School and the employee.

3.3.2 Teaching Assistants (Hiring & Employment memos cont.)

Teaching assistants are hired by the Head of School with input from the appropriate classroom teacher. Teaching assistants are solicited through various sources: newspaper ads, professional contacts, substitute lists, etc. Candidate résumés are reviewed and screened by the Head according

to pre-established objective criteria. Qualified candidates are interviewed by the Head of School and appropriate classroom teacher. A "Memo of Employment" which sets out the particulars of each employee's parameters of employment and signed by the Head of School and the employee. After signing and accepting the "Memo of Employment", a candidate must provide proof of an official State Criminal Records Clearance before final confirmation of employment and actual contact with any students is permitted. Orientation is conducted by the Head of School and appropriate classroom teacher.

3.3.3 Substitutes

The Head of School will determine a substitutes' eligibility before placing them on the substitute list. Substitute rate of pay is based on a set hourly rate approved in the annual budget process.

3.4 Non-exempt Employee Performance Evaluations

A non-exempt, non-teaching employee is expected to establish with her/his supervisor personal and professional goals in support of the School's administrative and/or operational goals. Performance against these goals will be reviewed annually, and each employee will be evaluated by their supervisor prior to the end of each school year. The Head of School or immediate supervisor completes a written performance evaluation, which serves as a summary of these observations of the employee's basic job performance during the year. It may indicate required or suggested skill improvements for future growth.

Should an employee's performance or effectiveness be unsatisfactory, the Head of School may elect to terminate the employee's employment.

3.5 Rules of Conduct

Employees are expected to observe certain standards of job performance and appropriate conduct. When performance or conduct do not meet School standards, the School will try, in its sole discretion, when it deems appropriate and without waiving its rights to terminate employment without cause, to provide the employee a reasonable opportunity to correct the deficiency. If the employee fails to make the correction, he/she will be subject to discipline including termination.

While not intended to list all the forms of behavior that are considered unacceptable in the workplace, the following examples of rule infractions or misconduct that may result in disciplinary action, including termination of employment:

- Theft or inappropriate removal or possession of property;
- Dishonesty;
- Violating conflict of interest rules;
- Falsifying, altering or removing School records, including the application for employment and timekeeping records;
- Working under the influence of alcohol or illegal (or controlled) drugs;
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace;
- Fighting or threatening violence in the workplace, including physical or verbal altercations;
- Interfering with the work performance of others;
- Negligence or improper conduct leading to damage of school or customer-owned property;
- Insubordination or other disrespectful conduct;
- Violation of safety or health rules;
- Smoking in the workplace;
- Sexual or other unlawful or unwelcome harassment;
- Excessive absenteeism or any absence without notice;

- Unauthorized use of telephones, or other school-owned equipment;
- Using school equipment for purposes other than business;
- Unauthorized disclosure of business “secrets”, confidential, proprietary or financial information;
- Possessing a firearm or other dangerous weapon on School property;
- Being convicted of a crime that indicates unfitness for the job or raises a potential threat to the safety or well-being of the School, its employees, families or property.
- Violation of personnel policies;
- Unsatisfactory performance or conduct.
- Failure to support the mission of Abiqua School as well as the work of the Board of Trustees.

3.6 Job Performance

Employees may be disciplined for poor job performance including, but not limited to, the following:

- Unsatisfactory work quality or quantity.
- Unacceptable behavior (for example, rudeness or lack of cooperation).
- Excessive absenteeism, tardiness or abuse of break or lunch privileges.
- Failure to follow supervisory instructions or School procedures.
- Teaching Assistants should direct all parent communication to the primary teacher.
- Failure to support the mission of Abiqua School as well as the work of the Board of Trustees.

3.7 Absence Without Notice

When you are unable to work owing to illness or an accident, please notify your supervisor or Head of School. This will allow Abiqua to arrange for temporary coverage of your duties, and helps other employees to continue work in your absence. If you do not report for work and Abiqua is not notified of your status, it will be assumed after two consecutive days of absence that you have resigned, and you will be officially terminated.

If you become ill while at work or must leave the school for some other reason before the end of your workday, be sure to inform your supervisor of the situation and check out with the front desk.

3.8 Suspension and Corrective Action

The Head of School may suspend an employee for misconduct. The suspended employee will immediately leave all School premises and may only return if physically accompanied by the Head of School, or their designee. Unless appealed, suspension will be followed by termination. In cases of poor performance, failure to observe non-fraternization policy and misconduct, the School reserves the right to follow corrective action, including termination, as it deems necessary, without initiating prior disciplinary steps.

Discharge for poor performance will ordinarily be preceded by an oral warning and a written warning. However, the School reserves the right to proceed directly to a written warning if deemed necessary.

3.9 Termination

The Head of School is the chief administrative officer of the corporation. The Board of Trustees does not participate in hiring or termination decisions. The School will consider an employee to have voluntarily terminated her/his employment if an employee does any of the following:

- Elects to resign from the School;

- Fails to return without good cause as certified by the Head of School from an approved leave of absence on the date specified by the School;
- Fails to report for work without notice and good cause for two consecutive work days.

An employee may be terminated involuntarily for reasons that may include:

- Poor performance;
- Misconduct;
- Violation of the School's rules of conduct set forth in this Handbook.
- Failure to support the mission of Abiqua School as well as the work of the Board of Trustees.

Notwithstanding this list of rules, the School reserves the right to discharge with or without cause and with or without prior notice.

Employment of staff may be terminated during the term of this Agreement for cause. When "cause" exists, Abiqua may discharge the employee, thereby terminating his/her employment with Abiqua. The employee shall be informed of the cause(s) at the time of discharge. "Cause" as used herein shall include but shall not be limited to any one or more of the following: (i) physical or mental incapacity, (ii) incompetence or unsatisfactory performance as determined by the Head of School, (iii) neglect of duty, (iv) unprofessional or uncooperative conduct, (v) any conduct, activity or action involving moral turpitude tending to reflect discredit upon Abiqua or upon the employee, or (vi) any conduct, activity, action, inaction, character or personality tending to impair the employee's continued usefulness to Abiqua as a staff member.

3.10 Non-Renewal of Contract

The Head of School may elect not to continue employment with an employee in any case where renewal would not be in the school's best interest, including, but not limited to, poor performance, financial reasons, low enrollment or change in School policy.

When an employee's employment with the school terminates for any reason, the final check will be issued according to state and federal law.

Abiqua School agrees to continue benefits without interruption throughout the summer period. If an employee who works less than 12 months renews and then decides to break the contract, Abiqua School will withhold the costs of summer benefits from the final check.

3.11 Grievance Procedure

3.11.1 Conflict Resolution

Conflict is a natural part of any human relationship. Abiqua employees face it on a daily basis with children in the classroom, parents, peers and supervisors. In a work relationship conflict arises in many ways, such as, but not limited to:

- Personal difference between co-workers;
- Parents who have different expectations concerning their child;
- Failure to perform according to designated guidelines;
- Unequal work environments.

This section of the Handbook deals with professional and employment differences. It does not deal with cases of sexual harassment which are dealt with in section two of the Handbook.

It is every School employee's responsibility to raise work related issues promptly and professionally. Should a work-related conflict arise between yourself and a co-worker you should follow these steps:

- Address the problem directly;
- Approach your co-worker and employ the same techniques of conflict resolution routinely used with children in the classroom;
- Describe the problem, let your co-worker know how it affects you and negotiate a resolution;

After reaching an agreement, be sure to set a time to check back with one another to assure that the solution is viable;

If you experience a conflict between yourself and a supervisor, you may request the presence of another member of the administrative staff to sit in the discussion with you as a neutral observer.

- If you feel uneasy or need assistance in conducting a conflict resolution discussion, please contact the Head of School or the appropriate administrative supervisor, who will be happy to assist you.
- If, after attempts to reach a resolution, the conflict persists or you consider a resolution to be unfair, you may file a formal grievance.

3.11.2 Filing a Formal Grievance

Formal grievances must be submitted in writing within 15 days of the event giving rise to the grievance. The written grievance should include the specific nature of the actions, conduct or omission, the time and date that it occurred or started as well as any injury or impediment to your ability to perform your work. The grievance should be filed with the Head of School.

3.11.3 Investigation

Upon receipt of a written grievance, the investigation by an investigator appointed by the Head of School will begin within five (5) business days. It is the responsibility of the investigator to respond promptly to any grievance filed by an employee. To the best of his/her/their ability the investigator will safeguard the privacy of all parties. However, the nature of the investigation requires specific questions to be addressed to employees and non-employees involved in or witnessing the alleged activity. All parties will strictly maintain the confidentiality of the discussions, satisfying legal and professional codes of conduct.

3.11.4 Resolution

At the conclusion of the investigation, the investigator will weigh the information and come to a conclusion regarding the grievance. The investigator will deliver the decision to the Head of School and to the grieved employee within fifteen (15) working days of the conclusion of the investigation. Should the process take longer than fifteen working days, the investigator will give a verbal progress report to the grieved employee and Head of School.

The Head of School disposition of the grievance shall be made within twenty (20) days after the investigator's decision is provided to the grieved employee and Head of School.

If, at the end of the process, the employee is not satisfied with the disposition of the grievance, he/she/they may request an outside mediator be brought in and the grievance be settled by binding arbitration. The resolution through binding arbitration is considered final.

3.12 Personnel Records

An official personnel file will be established for each person employed by the School. The School maintains the following sections in an employees' personnel file:

- Rate of pay, job description, resume/application, references

- Performance evaluations and professional development documentation
- Completed W-4 forms
- Completed insurance, retirement and other benefit forms
- Separate files for I-9 forms
- Separate files for Workers Compensation Claims

All records containing employee medical condition information such as workers' compensation reports and release or permission to return to work forms will be kept confidential, in a separate file from personnel records. Such records will be released only in accordance with the requirements of the Americans with Disabilities Act or other applicable law.

Personnel files are the property of the School. You have the right to inspect your personnel file at reasonable times having given reasonable notice and within the presence of administrative personnel. You may also obtain copies of your personnel files no later than 45 days from the date of the request. If copies are requested, reasonable expenses may apply.

Abiqua employees' personnel records will be available for use and inspection only by the following:

- The individual employee. An employee may arrange with the Head of School, Assistant Head of School, or human resources to inspect the contents of their personnel file at a mutually agreed upon time.
- Others designated by the employee in writing may arrange to inspect the contents of the employee's personal file in the same manner described above;
- The Finance Director or auditor, when such inspection is pertinent to carry out their respective duties, or as otherwise specifically authorized by the Board of Trustees. Information obtained will be kept confidential.
- A Board of Trustee member when specifically authorized by the Board. Information obtained will be kept confidential.
- The Head of School and members of the administrative staff as designated by the Head of School.
- Abiqua administrators and supervisors who currently or prospectively supervise the employee.
- Employees directed by the Head of School may use and inspect personnel records when there is a legitimate official purpose.
- Attorneys for Abiqua or Abiqua's designated representative on matters of district business.
- Upon receiving a request from a prospective employer issued under ORS 339.374(1)(b), Abiqua, pursuant to ORS 339.378(1), shall disclose the requested information if it has or has had an employment relationship with a person who is subject of the request, no later than 20 days after receiving such request. The records created by Abiqua pursuant to ORS 339.388(8)(c) are confidential and are not public records as defined in ORS 192.311 regardless of if the information is provided to a public school district.
- Upon request from a law enforcement agency, the Oregon Department of Human Services, the Teacher Standards and Practices Commission, or the Oregon Department of Education, in conducting an investigation related to suspected abuse or suspected sexual conduct, to the extent allowable by state and federal law.
- Upon request from a perspective employer or a former employee, authorized Abiqua officials may disclose information about a former employee's job performance to a prospective employer and such disclosure is presumed to be in good faith. Presumption of good faith and protected under ORS 30.178.

Release of personnel records to parties other than those listed above will be consistent with state and federal law. Abiqua will attempt to notify the employee of the request and that Abiqua believes it is legally required to disclose certain records.

Abiqua employees shall prevent unauthorized use of personnel files and immediately report the misuse or any accidental disclosure to the Head of School or Assistant Head of School. Employees who improperly access, copy, alter, destroy, and/or disclose personnel information in violation of this policy are subject to discipline, up to and including termination.

SECTION 4

COMPENSATION POLICIES

4.1 Office Hours

The school office is generally open from 7:30 am to 4:00 pm. An employee's hours may vary depending on need.

4.2 Workdays and Work Week

4.2.1 Hours of Work

In general, full-time non-exempt employees work 35-40 hours per week, 7-8 hours per day. Hours of work are determined by the Head of School and supervisor's needs, and will be outlined in an employee's "Memo of Employment".

Part-time, non-exempt employees will work according to their assigned schedule, and are subject to the same overtime rules mentioned below.

4.2.2 Work Week

Abiqua's work week begins at 12 am Sunday and ends at 11:59 pm Saturday night.

4.2.3 Overtime Hours Worked

Non-exempt employees working over 40 hours per week will be paid at one-and-one half times the regular pay rate. All overtime must be approved in advance by the employee's supervisor or Head of School. Unauthorized overtime is subject to disciplinary action.

4.2.4 Flex Time

With a supervisor's permission, flex hours are allowed during the same work week as long as the employees' regular number of hours during the week are worked.

4.2.5 Comp Time

Comp Time is not permitted under Oregon State Law. Under Oregon State Law, Comp Time is only allowed for State and Local Government employees.

4.3 Meals and Breaks

Personal business should be conducted on the employee's own time, and Lunch Breaks and Breaks allow for you to conduct personal business and take a rest from your duties.

Lunch breaks (meals) and rest periods (breaks) are required by Oregon State Law according to the number of hours an employee works in a day.

Meals and Breaks are mandated by State Law, and employees found violating these State Laws will be subject to disciplinary action, including termination.

Meals and Breaks cannot be taken at the beginning or end of the day, and breaks cannot be combined with a lunch period.

Non-exempt employees working at least 6 hours per day are required to take at least a one-half hour lunch break at which time they are relieved of duties. Meal periods are unpaid.

If the work period is at least six hours but less than seven hours, the meal period is to be taken between the second and fifth hour worked. If the work period is more than seven hours, the meal period is to be taken between the third and sixth hour worked.

Employees are allowed to leave the school during lunch break.

Employees working less than 6 hours per day do not have a lunch break, but they are subject to paid breaks as mentioned below.

4.3.1 Breaks

Non-exempt employees working full-time, 8 hours per day, are required to take two 15-minute breaks each day of work. The first break must be taken two hours after the workday begins. The second break must be taken two hours after the return from lunch break.

Non-exempt employees working at least 4 consecutive hours or more shall receive an uninterrupted break of 15 minutes. The break is to be taken within two hours after the workday begins.

4.4 Paydays

Paydays are the last business day of the month. All employees are strongly encouraged to be paid by direct deposit in order to help keep payroll costs down. Paper checks may be issued upon request on an as-needed basis. When establishing new direct deposit, the initial paycheck will be a paper check. Pay stubs will not be given to any person other than the employee without written authorization.

4.5 Payroll Deductions

The following deduction will be withheld from an employee's pay check:

- Deductions required by law such as taxes or garnishments.
- Deductions that are for the employee's benefit such as health insurance premiums. The employee must sign a written authorization and the deductions must be recorded in the employer's books and records.
- Other deductions authorized by the employee in writing
- Deductions for processing garnishments under ORS 18.736 (fee cannot be collected if garnishment is 25% of disposable earnings).

4.6 Personnel Data Changes

It is the responsibility of each employee to promptly notify the Business Manager of any changes in personnel data such as:

- Mailing address,
- Email,
- Telephone and cell phone numbers,
- Name and number of dependents for insurance changes when dependents are covered,
- Individuals to be contacted in the event of an emergency.

An employee’s personnel data should be accurate and current at all times. All changes should be emailed to: accounting@abiquaschool.org

4.7 Salary Increases

Salary increases are determined during the budget process each year. Normal salary increases for non-exempt employees occur July 1st of each year, but there is no promise of a salary increase in any given year. Salary increases are determined by the Head of School, are approved by the Board during the budget process, and are dependent upon employee performance, student enrollment, increases in benefits, fixed costs, and many other issues arising from the changing economy.

SECTION 5

EMPLOYEE BENEFITS

5.1 Worker’s Compensation Benefits

Abiqua School carries Workers’ Compensation Insurance coverage, as required by law, to protect employees who are injured on the job. This insurance can provide payments for medical, surgical, and hospital treatment in addition to payment for loss of earning that result from work-related injuries. The cost of this insurance is paid by Abiqua School. Please see the School’s Business Manager to report a claim or for more information concerning these benefits.

It is the intent to assure the injured employee receives quick and efficient delivery of disability benefits and quality medical care and to facilitate the workers return to gainful employment as soon as medically reasonable. Please report employee injuries to the Business Manager.

5.2 Insurance Benefits

Abiqua will pay the full premium cost of medical, and vision insurance for all employees working at least .875 FTE (35 hours per week), and 10 months per year for all staff, including all teaching staff subject to terms and condition of the coverage terms. Coverage starts on the first of the month following 30 days of employment and election of coverage by the employee unless otherwise provided by benefit plan. If an employee wishes to cover family members, premiums are deducted from the employees’ paycheck for the coming months’ premium.

Plans with lesser deductibles and more benefits may be provided at extra cost to the employee. Options will be explained during employee orientation and during insurance renewal times and are subject to change.

Insurance elections may be changed during open enrollment periods established by the insurance companies. All eligible employees will be notified of open enrollment. Current open enrollment dates are:

Insurance Type	Enrollment Date	Duration of Premiums
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Medical Insurance	June	July-June
Vision Insurance	June	July-June
Dental Insurance	June	July-June
Colonial	Aug-Sept	Sept-Oct

Abiqua reserves the right to eliminate or modify any of its benefits at any time.

5.3 Retirement Benefits-SIMPLE IRA

Abiqua School has a SIMPLE IRA Retirement Plan which will match your deferrals dollar for dollar up to three percent (3%) of your taxable compensation. You may defer up to the legal amount each year. You must earn at least \$5,000 per year to qualify for this plan.

Changes to this plan may be submitted to the Business Manager by the time monthly timesheets and leave forms are due to payroll each month.

A description of this plan may be obtained from the Business Manager.

5.4 Social Security/Medicare

Abiqua withholds income tax from all employees' earnings and participates in FICA (Social Security) and Medicare withholding and matching programs as required by law.

5.5 Tuition Assistance for Employees Children

Tuition remission – Full time employees only

Approved by the Board of Trustees, April of 2020.

Definition: Tuition Remission is a partial or complete reduction in the cost of tuition to school employees. The difference between tuition remission and financial aid is that the former is automatic, no questions asked.

Goal: to attract and hold the strongest possible full-time staff who are also parents.

Guidelines to offer tuition remission as a tax-free benefit:

- * Does not discriminate in favor of highly compensated.
- * No choice between the tuition reduction and taxable compensation.
- * Does not cover books, fees, and/or other living expenses (solely tuition.)
- * The child must be a dependent.
- * Benefit is available to all employees in the classification.

Eligibility:

Regular employees working at least 1.0 FTE are entitled to 75% of tuition after an employment investment period of one year from their date of employment, assuming the children meet admission standards and

continue to meet minimum standards for re-enrollment. Employee parents who do not qualify for tuition remission may similarly apply for financial aid through the standard application process available to all Abiqua School families. The total cost of the program is capped annually at 10% of gross tuition.* In years in which the cap would be exceeded, tuition remission is allocated pro rata to all qualifying children of eligible employees.

*Note: As a family benefit, the amount of the remission should be reviewed during the budgeting process annually, so that the complete percentage allocation to both staff remission and the amount of financial aid available to the community is not compromised.

The School does not offer a program for other staff not meeting eligibility reduction in tuition. If a less than .75 FTE wants to enroll their child(ren) in Abiqua School, they are encouraged to apply for tuition assistance as would any parent interested in the School. The School's normal admission procedures are followed. If a staff member finds it difficult to pay for tuition, they are encouraged to apply for tuition assistance the same as other families.

Staff may use the before school and after-school care, as well as non-school day care program free of charge during hours in which they are employed at Abiqua School.

5.6 Professional Development Funds

The School is committed to the on-going professional development of its teaching and administrative staff. Through courses, workshops and training programs, the faculty is able to learn new skills, stay current with developmental and educational theory, and improve classroom instruction. The administrative staff is able to improve and update management skills and strategies. The annual budget of the School reflects this commitment by allocating funds to be used for these purposes.

A non-teaching employee will be reimbursed for the cost of her/his professional development up to an amount authorized in writing in advance by the Head of School or Department Head. Courses or materials must be related to priorities established by the employee's personal and professional goals.

SECTION 6

LEAVE WITH PAY

Leave with pay is granted to all teaching staff and exempt administrative employees working at least .875 FTE (35 hours per week, 10 months per year) and employees who qualify for Oregon Paid Family and Medical Leave Insurance ("PFMLI"). All employees must fill out an "Employee Leave Form" prior to taking (vacation for admin staff), professional development, personal, sick, emergency leave, jury duty and other types of leave so that substitutes can be scheduled if necessary.

6.1 Holidays

Holidays falling on Saturday shall be observed on Friday, and holidays falling on Sunday shall be observed on Monday. Non-exempt employees must work at least .875 FTE (35 hours per week, 12 months per year) in order to receive paid holidays. The following holidays are observed for non-exempt staff, with pay for only holidays that land in an employees' normal workday schedule.

6.1.1 Twelve-month Exempt Administrative Employees

Exempt Administrative employees must work at least .875 FTE (35 hours per week, 10 months per year) in order to receive paid holidays.

The following holidays are observed for exempt staff, with pay for only holidays that land in an employees' normal workday schedule:

- Independence day
- Labor Day
- Juneteenth
- Veteran's Day
- Day before Thanksgiving
- Thanksgiving Day
- The day following Thanksgiving Day
- Christmas Eve
- Christmas Day
- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day

6.1.2 Less than Twelve Month Administrative Employees

Exempt administrative employees working less than 10 months per year are not eligible for Holiday pay. Exempt administrative employees working more than 10 months per year need to refer to "Addendum A" in their employment agreement for a list of holidays observed. This addendum is applicable to all exempt administrative employees working more than 10 months per year under contract to Abiqua School.

Non-exempt employees working at less than 12 months per year are not eligible for Holiday pay.

6.1.3 Teacher Holidays and Breaks

Teaching staff need to refer to Addendum A in their employee agreement for a list of holidays and breaks observed. These addendums are applicable to all teachers under contract to Abiqua School. Substitutes are not eligible for Holiday pay. Teachers need approval from the Head of School to extend the holidays or breaks. It is common practice to not take time off the day before or after an observed holiday or break that is on the Academic calendar.

6.2 Vacation

Exempt Administrative employees working at least 35 hours per week, twelve months per year, are eligible to receive two (2) weeks of vacation per year.

Exempt employees working less than .875 FTE (35 hours per week, 12 months per year) are not entitled to paid vacation. Vacation from the previous year must be taken by August 31st of the following year or it will be lost.

Non-exempt employees working a twelve-month year receive paid vacation according to the schedule below:

Years Employed	Annual Accrual for Full-Time Salaried and Full-Time Hourly Employees	Accrual By Hour Worked
0 through 2	10 Days (2 weeks; 80 hours)	.038462
3 through 5	15 Days (3 weeks; 120 hours)	.057692
5 through 10	17 Days (3 Weeks, 2 Days; 136 hours)	.065385
11 or more	20 Days (4 Weeks; 160 hours)	.076923

Non-exempt employees working less than .875 FTE (35 hours per week, 12 months per year) are not entitled to paid vacation. Vacation from the previous year must be taken by August 31st of the following year or it will be lost.

Employees receiving one week off during Winter Break and one week off during Spring Break who began work prior to July 1, 2013, are only eligible for two weeks of paid vacation beyond their two weeks during breaks. They will not be eligible for vacation mentioned above in this section.

6.3 Professional Development Leave

Professional development must be approved in advance with the Head of School or Department Head. An “Employee Leave Form” must be filled out and signed by the Head of School or Department Head. Professional Leave will be granted at the discretion of the Head of School or Department Head on a case-by-case basis.

6.4 Sick Leave

Sick Leave with pay is granted to all employees. Employees will accrue sick leave for months worked only. Unused sick leave will not be compensated at termination of employment.

6.4.1 Use and Payment of Sick Leave

Employees may begin using accrued paid sick time, in one (1) hour increments, beginning on their 91st day of employment. Afterwards paid sick time may be used as it is accrued.

Sick leave may be used for the following purposes:

- For an employee’s own illness, injury, or health condition, including time off for medical diagnosis, care, treatment, and preventative care;
- To care for a family member with an illness, injury, or health condition, including time off for medical diagnosis, care, treatment, and preventative care. “Family member” includes spouse, parent, parent-in-law, children, grandparents, and grandchildren.
- For any purpose allowed under the Oregon Family Leave Act (“OFLA”) or PFMLI;
- For any purpose allowed under Oregon’s Domestic Violence, Harassment, Sexual Assault and/or Stalking law(s); and
- In the event of a public health emergency, including upon an order of a general or specific public health emergency, or when the employer excludes the employee from the workplace by law or rule, for health reasons.

Employees will be paid for sick leave at the next regularly scheduled payday after leave is taken at employee’s regular rate of pay. If Abiqua is permitted by law to request verification, pay may be delayed until verification is received. Sick time runs concurrently with any leave pursuant to the Oregon Family Leave Act or Domestic Violence Leave. The Oregon Bureau of Labor and Industry’s notice of Oregon’s paid sick leave law is available for reference at your worksite.

6.4.2 Doctors Excuse after 3 Days Absence

Teaching staff and Administrative exempt employees must have a doctors' excuse for a sick leave absence of more than three consecutive days. A release from the doctor is needed to return to work as well.

6.4.3 Employees Working Less than .875 FTE

Non-exempt employees working less than .875 FTE (35 hours per week, 12 month per year), or working less than 12 months per year are entitled to 1 hour of sick leave for every 30 hours worked.

6.4.4 Sick Leave for Teaching/Administrative Staff

All contracted teaching and administrative staff receive paid sick leave in accordance with Oregon law. Full-time positions receive 8 hours per month worked, or 80 hours per year. Sick leave will be pro-rated for those working less than 40 hours per week. Substitutes are not eligible for paid sick leave.

6.5 Personal Leave

Two days of personal leave per year are given to teaching staff (pro-rated), and exempt administrative employees working at least .875 FTE (35 hours per week, 10 months per year). Substitutes and exempt administrative employees working less than .875 FTE, do not receive paid personal leave. Part-time employees working at least .875 FTE will receive pro-rated personal leave. Those employees working less than .875 FTE do not receive paid personal leave. Employees cannot carry over unused balances of personal leave from year-to-year. Unused personal leave will not be compensated at termination of employment.

6.6 Emergency Leave

One day of emergency leave per year is given to teaching staff and exempt administrative employee working at least .875 FTE (35 hours per week, 10 months per year). Part-time teaching staff receive pro-rated emergency leave. Those employees working less than .875 FTE do not receive emergency leave. Employees cannot carry over unused balances of emergency leave from another year. Unused emergency leave will not be compensated at termination of employment.

6.7 Jury Duty

Employees are granted leave with pay if they are required to report for jury duty. The compensation paid to the employee shall be reduced by the jury service reimbursement. Any staff member released from jury duty will be expected to report to work on that day for the remainder of the work day. Part-time employees receive paid jury leave based on the number of hours they regularly work.

If you are summoned for jury duty during your employment with school, please try to postpone duty until the summer break. The school has a letter to support your request.

6.8 Bereavement Leave

The purpose of this leave is to allow the employee the necessary time to attend the funeral and to take care of other necessary arrangements.

6.8.1 Bereavement Leave for Immediate Family

Employees working at least .875 FTE (35 hours per week, 12 months per year, or 35 hours per week, 10 months per year), are granted up to five (5) days paid leave of absence per occurrence in the event of the death of a member of the immediate family. The immediate family shall be defined as parents,

including step-parents, in-laws, spouse, including qualified domestic partner and spousal equivalent, children, including step-children and children towards whom the employee stands in loco parentis, grandparents, grandchildren, siblings, including step-brother and step-sister, uncle, aunt, nephew and niece. Employees receive paid bereavement leave based on the number of hours they regularly work. Employees must fill out an "Employee Leave Form" to be approved by the Head of School or Academic Deans.

6.8.2 Other Bereavement Leave

Up to one-half day of bereavement leave will be granted to attend the funeral of a close personal friend one time per year. The Head of School or Academic Dean will work with employees to have representatives of the staff attend the funeral of a student or colleague.

Oregon Family Leave Act ("OFLA") eligible employees may utilize OFLA coverage for bereavement leave limited to two weeks per family member, and making up no more than four weeks in a given year.

6.9 Other Paid Leave

6.9.1 Oregon Paid Family and Medical Leave Insurance

Oregon Paid Family and Medical Leave Insurance (PFMLI) provides eligible employees benefits Paid Leave Oregon.

Employees who made \$1,000 or more (from any Oregon employer) the year before applying for PFMLI, have contributed to PFMLI through payroll deductions and/or employer contributions (from any Oregon employer), and are experiencing a qualifying event as determined by Paid Leave Oregon are eligible. Employees who participate in PFMLI and have been employed for at least ninety (90) consecutive days prior to taking leave will be reinstated to the employee's former position in accordance with applicable law.

Eligible employees can apply for PFMLI benefits through Paid Leave Oregon's website up to 30 Calendar days before, or after, the start of leave. Notice of leave through PFMLI must be provided to Abiqua School at least 30 days prior to taking leave if leave is foreseeable. If leave is unforeseeable, employees are required to provide oral notice within 24 hours of beginning leave, and written notice within three days of beginning leave. The notice must include the type of leave, an explanation of the need for leave, and anticipated timing and duration of the leave.

Abiqua School does not make eligibility determinations.

Qualifying Events:

- Family Leave is permitted through PFMLI to (1) bond with a new child after birth, adoption, or foster placement within the first 12 months after the birth, adoption, or placement; (2) effectuate the legal process required for foster child placement or child adoption (this coverage begins January 1, 2025); (3) care for a family member experiencing a serious health condition.

Family members include an employee's: Spouse or domestic partner; child or the child's spouse or domestic partner ("child" includes a biological child, adopted child, stepchild, and foster child); parent or parent's spouse or domestic partner ("parent" includes biological parent, adoptive parent, stepparent, and parent-in-law); sibling or stepsibling or their spouse or domestic partner; grandparent or grandparent's spouse or domestic partner; grandchild or grandchild's spouse or domestic partner; anyone the employee is related to by blood or affinity whose close association with the employee is the equivalent of a family relationship.

- Medical Leave is permitted through PFMLI for an employee's own serious health condition.
- Safe Leave is permitted through PFMLI for survivors of sexual assault, domestic violence, harassment, or stalking to obtain legal or law enforcement assistance, seek medical treatment or

recover from injuries, obtain counseling, or support services, or relocate or take other steps to secure the health and safety of themselves or their dependent child.

When an employee applies for PFMLI, verification of the qualifying reason must be provided.

Leave Available: Twelve weeks of paid family, medical, or safe leave per benefit year. Additional paid leave (limited to two weeks) related to pregnancy issues may be available for a birthing parent in addition to the standard 12 weeks provided under PFMLI.

PFMLI does not run concurrently with OFLA.

6.9.2 Administrative Exempt Employee Leave - Breaks

Exempt Administrative staff working at least 35 hours per week (.875 FTE) receive one week off at Winter Break and one week off at Spring Break. (See vacation above – this is in addition to...)

SECTION 7

LEAVE WITHOUT PAY

When possible, employees are expected to give advance written notice to the Head of School so that substitutes can be scheduled if necessary.

7.1 Family and Medical Leave Act (FMLA)

FMLA is a Federal law covering employers with 50 or more employees, and thus Abiqua School employees are not eligible for this type of leave at this time.

7.2 Oregon Family Leave Act (OFLA)

The Oregon Family Leave Act, passed by the 1995 Legislature, requires employers of 25 or more employees to provide their workers with job protected leave to care for sick child leave, bereavement leave, pregnancy disability leave, or military family leave. ORLA leave may also be used to cover an additional two weeks to facilitate the legal processes required for placement of a foster child or adoption through **December 31, 2024**. After which coverage for this purpose will be available through If leave is unforeseeable, employees are required to provide oral notice within 24 hours of beginning leave, and written notice within three days of beginning leave. The notice must include the type of leave, an explanation of the need for leave, and anticipated timing and duration of the leave **PFMLI**.

Abiqua School will provisionally designate an absence as OFLA leave until sufficient information is received to make a determination. Calling in sick without providing more information will not be considered sufficient notice to trigger Abiqua's obligations under OFLA.

Abiqua's OFLA "Leave Year" is determined based on the "Rolling Backward" year, which would be any balance of the 12 weeks which has not been used during the immediately preceding 12 months.

7.2.1 Eligibility:

To be eligible for leave, workers must be employed for the 180 day calendar period immediately preceding the leave and have worked at least an average of 25 hours per week during the 180-day period.

Exception 1: For parental leave, workers are eligible after being employed for 180 calendar days, without regard to the number of hours worked.

Exception 2: For Oregon Military Family Leave, eligible workers must work for an employer an average of at least 20 hours per week.

Exception 3: During public health emergencies requiring a proclamation by the governor to protect public health, employees are eligible for OFLA when employed for at least 30 days and worked an average of 25 hours per week in the previous 30 days.

7.2.2 Reasons for Family Leave:

- **Sick child Leave:** to care for employee's child because of an injury, illness, or condition that requires home care or to care for a child whose school or child care provider has been closed in conjunction with a statewide public health emergency declared by a public health official;
- **Bereavement Leave:** bereavement for the death of a family member;
- **Pregnancy Disability Leave:** for employee's own pregnancy related incapacity before or after the birth of the child or for prenatal care;

Military Family Leave: for an employee whose spouse or domestic partner is a service member (US Armed Forces/ National Guard/ US military reserve forces) who has been notified of deployment.

7.2.3 OFLA Leave Limits:

Employees are generally entitled to a maximum of 12 weeks of family leave within the employer's 12-month leave year.

- A woman using pregnancy disability leave is entitled to 12 additional weeks of leave in the same leave year for any qualifying OFLA purpose.
- A man or woman using a full 12 weeks of parental leave is entitled to take up to 12 additional weeks for the purpose of sick child leave.
- A spouse or same gender domestic partner of a service member is entitled to a total of 14 days of unpaid leave per deployment after the military spouse has been notified of an impending call or order to active duty and before deployment, and when the military spouse is on leave from deployment.

7.2.4 Required Notice & Medical Notification:

Abiqua School requires employees, or a person providing information on the employee's behalf if the employee is unable to do so personally, to give 30 days' written notice with medical verification to the Business Manager in advance of leave, unless the leave is taken for an emergency. In an emergency, employees must give verbal notice within 24 hours notice of starting a leave and provide medical verification within 15 days of the employer's request. In an unforeseeable situation, written notice is required within three days after the employee's return to work and provisional leave is approved, subject to medical verification. Medical verification is not required for parental leave. OAR 839-009-0250 (1)(2)(3) and OAR 839-009-0260(1)(3)(4)(7)

7.2.5 Family Leave Paid or Unpaid

Although Family Leave is unpaid, employees are entitled to use any accrued paid vacation, sick or other paid leave. Abiqua School requires use of OFLA leave to be used in the following order: Sick Leave, Emergency Leave, Personal Leave, Vacation, unpaid leave.

7.2.6 Job Protection:

When returning from a qualified leave, Abiqua must return employees to their former jobs or to equivalent jobs if the former position no longer exists. However, employees on OFLA leave are still

subject to nondiscriminatory employment actions such as layoff or discipline that would have been taken without regard to the employee's leave.

7.2.7 Consequences for Employee's Failure to Notify Abiqua of Foreseeable Leave

Abiqua may reduce the unused OFLA leave by an amount no greater than the number of days of leave the employee has taken without providing timely notice of leave. This reduction of leave may not exceed three weeks in a one-year leave period.

OAR839-009-0250(4)

7.3 Leave of Absence

Leave of absences shall be approved by the Head of School on a case-by-case basis. If the occasion arises, you will need to fill out an "Employee Leave Form" and have it approved by the Head of School. It is up to the Head of School, depending on the circumstances, whether you will be allowed to use balances of vacation, sick, personal or emergency leave in order to receive pay during a leave of absence, with the exception of illness falling under OFLA laws.

SECTION 8

MISCELLANEOUS POLICIES

8.1 Child Abuse

Cases of child abuse may involve physical abuse, physical neglect, sexual abuse or emotional maltreatment. One of the most important grounds for suspecting child abuse is when a child tells someone that he/she is being abused. According to law all teachers, administrators, child care custodians or administrative officers of the School are required to report suspected child abuse to the proper authorities. When a child tells a particular person who is an individual required to report child abuse, the communication is not privileged. That individual, by law, must report suspected child abuse. Given this legal responsibility, the School observes the guidelines in cases of suspected child abuse. All employees have received the child Abuse and Reporting Guidebook published by the state and should consult for further guidance.

Any case in which a child is observed to be abused must be reported to the Bureau of Child Protective Services or the Police Department within 36 hours of the report. The Head of School or the employee may file the report. The Head of School must be informed immediately of any reports of child abuse of students of the School. Depending on the nature of the case, the Head of School or her/his specific representative may choose to contact the parents(s) directly before the report is filed. However, there is no legal obligation to contact the parent(s) directly, and authorities usually advise against this procedure in most cases.

In more ambiguous cases where abuse is not observed or reported directly by a child, but may be suspected, the following procedures will be followed:

- The Head of School will review the concern together with the appropriate staff.
- If it is concluded that there are no grounds to suspect child abuse, the Head of School may decide not to pursue the case further.
- If suspicions continue to exist, the Head of School may call in outside experts including physicians and psychologists and will inform Abiqua's Board of Trustees President of his/her actions.

- If, at any point in this process, the Head of School or any employee seriously suspects child abuse, they are legally obligated to report the case to Child Protective Services.

When reports have been made to child Protective Services, the Head of School will routinely arrange an appointment to discuss the case with the family after the report has been filed unless there are circumstances or official instruction against this happening.

8.2 Workplace Safety

The School is committed to providing and maintaining a healthy and safe work environment for all students and employees. All faculty and staff are required to know and comply with the school's safety rules and to follow safe and healthy practices at all times (please refer to the School's Emergency Handbook and Parent Handbook). You may be subject to discipline for engaging in any unsafe or unhealthy work practice or for violating established safety rules. Faculty and staff are also required to report immediately to administrative personnel any potential health or safety hazards, and all injuries or accidents.

Under no circumstances are children to be left unsupervised - This includes but is not limited to the playground, the classroom and on field trips.

First Aid supplies are located in the school office nurse's room and in each classroom.

The following safety rules should be observed:

- No smoking on school premises or school sponsored field trips or other events.
- Use of chemicals (solvents, paint cleaning products, etc.), only according to the directions.
- Be sure kiln is turned off after use. Do not use flammables nearby.
- Use nontoxic art supplies whenever possible and only approved cements.
- Do not use unlabeled, generic bottles to store any cleaning supplies or other chemicals.
- Disconnect electrical circuits and equipment before working on them. Tag the circuit breaker to alert others that you are working on a circuit.
- Lift heavy objects from your legs, never your back. Don't stretch for a weight. If in doubt, get help.
- Do not store heavy objects on top of cabinets.
- Use eye and ear protection when using power tools.
- Watch your step on wet pavement, steps and floors.
- Be alert for children doing the unexpected.
- Do not stand on desks, tables, counters or chairs. Use steps or a ladder and do not stand on the top step. When using a ladder ask someone to hold it for you.
- Do not use corridors for storage.
- Do not allow objects to be left in passageways and corridors, especially just inside doors, at the top of stairs where people can trip.

8.3 Crisis Management (*See the Emergency Handbook for procedures*)

8.3.1 Recognizing a Crisis Situation

A crisis situation may be said to occur whenever events create a significant disruption in the physical, emotional or psychological equilibrium of the individuals in a school. Not all crises will immobilize people. There may be minor changes in School staff or routine that precipitates a minor crisis for

children. Some crisis can actually be seen to play a positive role. If children learn to master a minor crisis, it may help to develop their ability to cope with major crises should they occur.

At greatest risk are those at the center of a crisis – those directly harmed or injured. Next most strongly affected will be witnesses, family members and friends of the victims of the crisis. The severity of the response by individuals to the crisis situation will be proportional to the closeness of the individuals that experience that compound effect of another crisis.

Examples of crisis situations might be:

- A natural disaster (fire, flood or an earthquake)
- An on-site student or adult medical emergency
- An emotional trauma to an individual student
- A death or serious accident in the School community
- An act of violence or a threat of violence

8.3.2 Responsibilities in a Crisis Situation

The Head of School or in his/her absence the senior person present is responsible for determining when a crisis situation exists and for setting in motion the appropriate crisis response. If you believe that a crisis situation has arisen or has a substantial probability of arising, you should immediately inform your supervisor of that fact, or the Head of School, or in his/her absence, her/his designated representative. The Head of School or her/his specifically designated representative, serves as the official spokesperson for the School in a crisis situation. Only one person will speak to the media. All other employees must direct all questions to that person and should avoid being interviewed by the media.

8.3.3 Immediate Response to a Crises Situation

- Secure the School and report the emergency to the police, fire department or Office of Emergency Services if necessary.
- If threatened by violence, do not escalate the confrontation. Inform any adult of the situation as soon as can be done without increasing the risk to yourself and/or children in your care.
- Upon identifying a crisis situation, an employee will immediately gather all facts and inform the Head of School. If he/she cannot be contacted, the employee should call the police.
- When appropriate to the occasion, faculty and staff will meet immediately to review the situation.
- The Head of School or the immediate supervisor will communicate the facts of the situation first to the staff and then to the parents.
- Provide a forum where employees can come to terms with the situation and devise a plan of action.
- The Head of School or the person designated as in charge will assign responsibilities appropriate to the situation, the skills and capabilities of the employee present.
- The faculty will have a major responsibility in helping children involved cope with the crisis. Before they can do this, they must be fully apprised of the situation and given guidance in their responses.

The Head of School may inform members of the Board of Trustees as deemed appropriate. The Board will provide legal guidance and instruction that it deems necessary in the circumstances to protect the interest of the School, its students, families and employees.

8.4 Fire and Earthquake

Fire and earthquake drills will be practiced periodically. See the Emergency Handbook for procedures.

8.5 Medical Emergency

All accidents involving injury should be reported to the office, the child's teacher and to the Head of School. Accident report forms are available in the Business Office and must be completed immediately after the accident.

Student emergency information is recorded on the Ren Web data base and a copy is located in the school's office. This information contains the name and phone numbers for a child's parents, alternate emergency contacts, and allergy and medication information.

When in doubt always call 911 as the first response. Parents should be called after 911. Always inform the School Office and the Head of School if 911 has been dialed.

In giving first aid, reasonable precautions must be taken to prevent spread of any possible contagious diseases. Lacerations and other bleeding lesions should be managed in a manner that minimizes direct contact with blood to the caregiver. Use latex gloves, available in the first aid cupboard in the nurse's room and in classrooms. At the same time, the urgent care of a bleeding child should not be delayed. All cuts should be washed with soap and water before further treatment. No medication other than soap and water can be administered to wounds.

If an accident requires an adult to leave other children, the remaining adults will assume supervision. If more adult help is needed, the supervising adult should send a child to the office for additional help.

All head injuries will be reported to parents and teachers.

8.6 Communicable Diseases

Abiqua is committed to providing a healthy environment for all staff members and students. To prevent the spread of communicable diseases, the School follows guidelines set by the Oregon State Health Division and Marion County Health Department. The list of School Restricted Diseases from the Oregon State Health Division will be made available to the appropriate staff.

Staff members are required to report incidents of communicable diseases and those diseases or conditions which are reportable under applicable Health Division rules to the Head of School immediately.

Staff and students with a restricted communicable disease will be excluded from the school environment until they are no longer deemed communicable. The School requires a certificate from a physician certifying that the individual no longer poses a health risk to others before allowing them to return to the School environment.

The Head of School will be responsible for determining the information, if any, to be distributed to the staff, parents and community when a communicable disease or reportable condition is identified or suspected in the School setting, while taking reasonable precautions to ensure the confidentiality of the identity of the afflicted staff or student as required by law.

When a staff member is afflicted with communicable or reportable conditions or diseases that restricts them from the School, the School will retain their position until their return. Exceptions may be made if the absence of the staff member creates undue hardship to the School and/or there is reasonable medical risk of transmission of the condition to others.

8.7 Procedure for Dispensing Medication to Students

Medication for students is normally administered outside the school setting.

When a student must take medication during school hours and the parent or other designated responsible adult cannot be at school to administer the medication, appropriate school personnel can be designated to administer medication. Appropriate school personnel are those staff members who have contact with the child and who have knowledge of his/her need to take medication.

We are required to have a written request by a health professional for all prescription medications, and written permission by the parent/guardian for over-the-counter medications such as Tylenol and Ibuprofen.

8.7.1 Oregon State Law

Abiqua medication policy must comply with Oregon state law. Under the Administration of Prescription and Non-Prescription Medication to Students, the law reads:

1. *Instruction for physician, physicians assistant, or nurse practitioner means a written instruction for the administration of a prescription medication to a student that shall include:*
 - a. *Name of Student*
 - b. *Name of Medication*
 - c. *Dosage*
 - d. *Route*
 - e. *Frequency of administration and*
 - f. *Other special instructions, if any*
2. *The prescription medication label prepared by a pharmacist at the direction of a physician, physician's assistant or nurse practitioner will meet the requirements for a written instruction is it contains the information listed in a through f above.*

In order for **non-prescription/over-the-counter** medication to be administered, the parent or other person in parental relationship must complete a consent form and provide written instruction for the administration of non-prescription medication to a student which shall include:

1. **The name of the student**
2. **Name of the medication**
3. **Dosage (manufacturer's recommended dosage must be included)**
4. **Route**
5. **Frequency of administration**
6. **Other necessary special instructions (purpose for medication; symptom specific)**
7. **Signature of parent or guardian**

Please note: Non-prescription/OTC medication must be in their original containers and prescription medication must be in the original prescribed container.

3. Medication must be kept in a secure, locked cabinet. Unused medication is returned to the parent/guardian and unclaimed, unused medication is discarded after its termination date.

The school personnel who assist the student in taking the medication will keep a record of date, time and dosage received by the student.

No students are to keep and take their own medicine; this includes sunscreens and other topical lotions.

8.7.2 Medications by Routes Other than Oral

Ointments, eye or ear drops, suppositories, or injections that are ordered by a LHP can only be administered by student family members, registered nurses or licensed practical nurses, or self-administered by the student. The administration of medications by routes other than mouth cannot be delegated to unlicensed school staff except in an emergency situation. For example, an emergency situation would be a student with allergies who is susceptible to a predetermined, life-endangering situation and requires an epi-pen on campus. In this case, parents and the health care provider must fill out a Child Care Emergency Plan .

8.7.3 Allergies

For students with allergies who are susceptible to a predetermined, life-endangering situation and require an Epi-pen on campus, parents and the health care provider must fill out the **Child Care Emergency Plan form**.

Abiqua School has a legal obligation to accommodate a child with an allergy. Not only do we ask for voluntary compliance, but we expect it. The safety and well-being of our students has always been a top priority at Abiqua. Making sure that all students are safe at all times includes taking careful precautions when a child has any type of allergy, particularly a food allergy. Notify parents in your class if children with allergies are in the classroom. These children's parents take the ultimate responsibility for their child's safety by providing their own treats and lunch for their children, but be conscientious about the types of snacks and birthday treats brought into class, taking careful precautions not to expose these students to the allergen.

8.7.4 Responsibility

The parent or guardian will assume responsibility for informing the Head of School or his/her designee of any changes in the student's health or of any changes in medication. The parent or guardian will be responsible for the student while medication is being administered according to the instructions of the parent or guardian. A form will be kept with the medication outlining instruction on how to administer the medication during the time frame that the medication is being administered. Such forms will be kept with the student's records after administration of the medication is completed.

If a student has a life-threatening condition such as severe asthma, insect sting or food allergies, and a physician has instructed the child to carry the medication on his/her person, both a signed parental permission form and a signed statement by the physician shall be on file at the School.

8.8 School Closures

All Abiqua employees must be aware of their responsibilities when school closes or releases early.

8.8.1 Inclement Weather Procedures

Abiqua follows the lead of the Salem Keizer School District for our closures or delayed starts due to inclement weather. They have the personnel to go out in the early mornings to test road conditions.

Salem Keizer District uses its entire boundaries to check conditions. Even though there may not be snow or ice in your area, another area in Salem may have unsafe traveling conditions. And, since our families live in several different parts of the city and outlying areas, we want to be sure that every area is taken into account for safety reasons.

8.8.2 Ways to Access School Closure Information

A message will be sent on our emergency communication system through voice and text.

- Listen to a radio or TV station to hear information about the Salem Keizer School decision as we typically follow their decisions (There is a complete listing of stations in your Parent Handbook and at this web address: <http://www.salkeiz.k12.or.us/content/emergency-school-closures-and-delays>.)

- Log on to the following website: http://www.newsbridge.net/Salem-Keizer_Sch_Dist/ . This website will provide you with the earliest information.

8.8.3 Inclement Weather Schedule

On late starts, there will be no morning child care, drama, or any other early morning activities.

- **For one hour delays:**
School begins at 9:30, doors open at 9:15.
- **For two hour delays:**
School begins at 10:30, doors open at 10:15.
- **For Wednesdays (since the school already has a late start day) staff reports at 9:00, students arrive as follows:**
One hour or two hour delays:
School begins at 10:30, doors open at 10:15.

8.9 Financial Management

Abiqua School operates on an annual budget approved by the Board of Trustees. A Certified Public Accounting Firm conducts routine audits as well.

8.10 Employee Reimbursements

- Fill out the green form and have it approved by the Head of School or Business Manager who will sign it and submit it to the Accounting Assistant, who will issue a reimbursement for your expenses at the end of the month with payroll.
- “Original” receipts must be turned in when requesting reimbursement. Copies are not acceptable. You may make a copy and keep it for your records.
- Any reimbursements that are approved must be turned in within 30 days. This helps to track our budget properly and record expenses in the correct month. If receipts are not turned in timely, they may be considered a donation to the school without reimbursement to staff.
- A separate reimbursement form must be filled out for each month. For example, one form is to be filled out for October expenses, and one form is to be filled out for November expenses.
- If personal items are purchased on the same receipts as the items you purchase for the school, you must circle the items for which you are requesting reimbursement. You must also write the total of items you purchased for the school on that receipt as well.
- Do not use hi-liters on receipts. Hi-liters turn dark and sometimes make ink disappear. They also may appear black when making copies.

8.11 Use of School Credit Card

Prior to obtaining the school credit card, all purchases must be approved by filling out the School Credit Card Purchase Requisition form. Located in the Front Office. See Business Manager for approvals.

8.12 Use of Abiqua School Resources

Use of e-mail, voice mail, (and the Internet) must be tempered with common sense and good judgment. **These systems and all information transmitted or stored on them are the property of the School.** The school's computer and telephone systems allow employees to create, send, receive, transfer, and otherwise manipulate email and voicemail communications. These systems are school owned and maintained at expense exclusively for the school's benefit. Email is to be used primarily for business purposes. The school reserves the right to access email messages, without notice to the employee and/or in the employee's absence. Consequently, employees should assume that such messages are not confidential and have no expectation of privacy. **Inappropriate use of email is grounds for disciplinary action up to and including termination.**

8.12.1 Phones

During school hours, the office will not ring outside calls through to phones in the classroom unless there is urgency or emergency to the call. Personal cell phones should remain off during teaching hours. Teachers and teaching assistants are not to use classroom phones or cell phones for personal calls during the school day while working with children.

8.12.2 Electronic mail (email)

Email is an effective way to communicate business information. All email that is transmitted or received internally or from a non-school location is the property of the School. There is no reasonable expectation of privacy in email even if the system uses passwords. The School retains the right to read or intercept any email message at any time as deemed necessary for the benefit of the School.

8.12.3 Internet Usage

Internet access to global electronic information resources on the World Wide Web is provided by Abiqua to assist employees in obtaining work-related data and technology. The following guidelines have been established to help ensure responsible and productive Internet usage. **All Internet usage should be limited as much as possible to job-related activities. We prefer that you don't use Abiqua resources for personal internet use.**

All Internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of Abiqua and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, employees should always ensure that the business information contained in Internet email messages and other transmissions is accurate, appropriate, ethical, and lawful.

The equipment, services, and technology provided to access the Internet remain at all times the property of Abiqua. As such, Abiqua reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through our online connections and stored in our computer systems.

Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if an employee did not create

material, does not own the rights to it, or has not gotten authorization for its use, it should not be put on the Internet. Employees are also responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights.

To ensure a virus-free environment, staff cannot download files from the Internet to computers without prior authorization.

Abuse of the Internet access provided by Abiqua in violation of law or Abiqua policies will result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

- Sending or posting discriminatory, harassing, or threatening messages or images
- Using the organization's time and resources for personal gain
- Stealing, using, or disclosing someone else's code or password without authorization
- Copying or pirating software or electronic files without permission
- Sending or posting confidential material, trade secrets, or proprietary information outside of the organization
- Violating copyright law
- Failing to observe licensing agreements
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions
- Sending or posting messages or material that could damage the organization's image or reputation
- Participating in the viewing or exchange of pornography or obscene materials
- Sending or posting messages that defame or slander other individuals
- Attempting to break into the computer system of another organization or person
- Refusing to cooperate with a security investigation
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
- Using the Internet for political causes or activities, religious activities, or any sort of gambling
- Jeopardizing the security of the organization's electronic communications systems
- Sending or posting messages that disparage another organization's products or services
- Passing off personal messages via Abiqua as representing those of the organization
- Sending anonymous email messages
- Engaging in any other illegal activities

8.12.3.1 Social Media Policy

Expectations for all use of social media (personal and educational):

Abiqua School acknowledges that its employees have First Amendment rights as private citizens and those under the Section 7 & 8(a)(1) of the National Labor Relations Act. Nothing in this policy is intended to interfere with, restrain, or coerce employees in the exercise of employees' right to engage in protected, concerted activity. Further, Abiqua understands the value of appropriate personal and professional communication through social media. However, we reserve the right to regulate the speech of employees in certain circumstances.

These guidelines are intended to support staff by establishing protocols of discretion and intent. Abiqua School employees' behavior on social media should reflect the same standards of Honesty, Empathy, Accountability, Respect, and Teamwork they are expected to adhere to in all communications and interactions. Employees found to have engaged in inappropriate use of social media or other electronic communication may be subject to disciplinary action up to and including termination.

- Consider whether a particular posting puts your professional reputation and effectiveness as an Abiqua School employee at risk.

- Assume that most information about a student is protected from disclosure by federal law (the Family Educational Rights and Privacy Act - FERPA). Disclosure of confidential or protected information about Abiqua School, its students, alumni, or employees may result in liability for invasion of privacy or defamation and result in disciplinary action.
- Refrain from accepting current Abiqua School students as “friends” on personal social media sites.
- Exercise caution with language that could be considered defamatory, obscene, proprietary, or libelous, or that constitutes an incitement to imminent violence or a true threat. Do not post information about an Abiqua School student or employee that could be reasonably perceived as discriminatory, harassing, bullying, or otherwise derogatory.
- Remember that once something is posted to a social media site it may become public and/or remain available online even if you think it is removed.
- You are encouraged to share school social media posts to your personal social media page or account if it is of interest to you.

Anyone who wishes to establish a social media site/page for an Abiqua School class or program must first notify the Head of School. If you have questions on content you would like posted to social media pages, please contact the Director of Marketing.

8.12.4 Other School Equipment

Equipment belonging to Abiqua School must be stored at the school at all times. Equipment can be checked out by filling out the proper form in the business office. Under no circumstances should equipment be stored at an employee's residence.

8.12.5 Personal Property at Abiqua School

Abiqua School will not be responsible for personal property kept at the school. The employee must submit a list of personal inventory stored at school to the business office.

8.13 Appropriate Dress

Staff should dress professionally. The Head of School and your supervisor can clarify specific concerns.

8.14 Political Messaging

Employees are protected from discrimination and harassment based on their political views. However, as a 501(c)(3) non-profit corporation, Abiqua School may not appear as though it endorses specific political candidates or political issues. Abiqua School employees are asked to refrain from engaging in political endorsement ***while acting within the scope of their employment.***

Clothing with statements or symbols that advocate or support controversial social issues may have the effect of creating or contributing to a hostile environment based on a legally protected status. The head of school retains discretion to address such issues as they arise.

Additionally, employees are cautioned that statements and/or classroom posters/décor on controversial social issues have the potential for inadvertently causing or contributing to a hostile environment for other employees, students, or parents based on a legally protected status, and/or violations of the harassment policy. Discourse on social issues is necessary and healthy but must be addressed with care and equanimity. Questions of concerns about addressing such issues should be discussed with the head of school.

8.14 Keys

Keys are to be checked out from the Director of Technology and Security. All employees are provided with keys which allow access to the buildings and classrooms after hours. The keys are NOT to be loaned to anyone under any circumstance. Lost keys are to be reported to the Director of Technology and Security as soon as possible. Keys are the property of the school and are to be promptly returned to the Director of Technology and Security on the employee's last day of employment.

8.15 Program Policies –Community Communication

8.15.1 Staff Meetings

Administrative staff schedule weekly meetings.

8.15.2 Phone Numbers

Parents are encouraged to reach the staff at school and/or leave a message or send an email. Staff home phone numbers are distributed among staff members only. Staff phone numbers will be given out only on rare occasions or if you request that the office give it to a specific person or company.

8.15.3 Email

All staff members have an email account. Communication by email to parents must be through the Abiqua email account. Personal emails should not be used for school business. **Everyone is encouraged to communicate using the Ren Web.** Email addresses from each family and class lists are available to faculty.

It is your responsibility to check your email at least once a day and give an immediate response if possible. Even if you don't know the answer, call and say, "I'll find out and get back to you."

8.15.4 Staff Mailboxes

Each staff member has a mailbox in the office. Please check your mailbox at least twice a day.

8.15.5 Official Time

The official time is the time which is displayed on the phone system. Classroom clocks should be set to this time. Management of being on time for transitions from enrichment classes, lunch, recess and end of the day is respectful of each other and the students.

The master schedule is available on All Share, and Admin share folder.

Receipt of Employee Handbook

This acknowledges I have received a copy of the Abiqua Employee Handbook As an employee of Abiqua, I agree to read this Handbook, and to ask my manager about any portion of this Handbook I do not understand. I understand and agree that Abiqua has the right to add, delete or otherwise modify the policies, procedures or other information provided in this Handbook at any time. I also understand and agree that Abiqua has the right to interpret and apply the policies and procedures in this Handbook in their discretion. I agree to abide by these policies, procedures and other requirements of this Handbook. I understand that my failure to do so will lead to disciplinary action, up to and including immediate termination for the first offense.

I understand that neither this Employee Handbook nor any verbal statements made Abiqua constitute an agreement or promise of continued employment and that the provisions of this Handbook may be changed at any time. I understand that I am employed at will and that Abiqua reserves the right to terminate my employment at any time for any reason, with or without cause or notice, and that I also reserve the right to terminate my employment at any time for any reason, with or without cause or notice. Only the Head of School is authorized to modify this at-will employment policy or enter into an agreement contrary to this policy. Any such modification must be in writing and signed by me and the Head of School.

If I have any questions about this employment relationship, I understand that I can contact the Head of School.

Print Name

Employee's Signature

Date