



EMPLOYEE HANDBOOK

**27321 Hampden St.
Madison Heights, MI 48071**
KEYS GRACE ACADEMY

Educational Service Provider:

Kalasho Empowerment of Young Scholars (KEYS)

248-629-7700

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WELCOME STATEMENT

Welcome to KALASHO EMPOWERMENT OF YOUNG SCHOLARS (KEYS)!

If you are a newcomer, we offer this Employee Handbook to assist you in understanding our organization and its processes. For returning employees, we offer this handbook to refresh that understanding.

As a leased employee of KEYS GRACE ACADEMY, your professional contribution is significantly important and cannot be overstated. Each employee directly influences the reputation of KEYS and its respective charter academies. Our goal is to provide consistent, quality education for our students by reliably meeting student needs. Our academic communities are continuing to grow, allowing us to broaden our educational influence and positively impacting tomorrow's future. The last few years have shown that satisfied families refer other families to our academies thereby expanding the amount of students and families we serve.

We believe that by choosing to work with KEYS, you have chosen a career path with a great deal of potential for personal and professional growth. We look forward to working with you to foster a dynamic and motivated community of educators and are pleased to have you on board!

Sincerely,

Nathan Kalasho
President

THE WAY WE WORK

What is a Charter Academy?

Charter academies are independent public schools that operate under a performance contract with an overseeing institute of higher education. This contract is known as a charter.

Fundamentally, charter public academies are:

- Public academies governed by publicly nominated officials
- Tuition Free – Academies are prohibited from charging tuition
- Open to all – if over-enrolled, an official random selection drawing is conducted
- Required to employ certified, highly-qualified teachers
- Required to administer state standardized tests
- Subject to the same health and safety codes as all other public academies
- Priority to enroll is given to students with currently enrolled siblings

NATHAN KALASHO

Nathan Yousif Kalasho founded KEYS in 2015 to offer high quality educational services. Mr. Kalasho has extensive experience in educational management and leadership. He has worked with start-up schools for over eight years, providing business and management expertise to enable academies to maximize resources while maintaining an excellent educational environment.

As the educational service provider, KEYS manages financial information, human resources, development of the academy implementation of a curriculum, grant writing, the implementation of government regulations, the maintenance of the school's physical facility and environment, and student educational record-keeping. With the guidance of the School Board, KEYS recruits and engages academy staff members, including teachers and administrators who are best suited to the school and its student community.

School Board of the Academy: Board members are individuals from the community nominated and approved by the charter academy authorizer. The Board holds monthly meetings at which important academy business is conducted. These meetings are open to the public, academy staff, and students are also encouraged to attend.

KEYS: As an Educational Service Provider (ESP), KEYS manages the financial information, human resources, pedagogical development, and implementation of curriculum. Other services include supervision and maintenance of facilities and environment, marketing, grant writing, and management of all records associated with the operation of the Academy. KEYS enforces statutes mandated by the State of Michigan, rules of the State Department of Education, the Charter Contract, and the policies of the Academy Board. With the guidance of the Academy School Board, KEYS recruits and engages all employees, including teachers, staff, and administrators best suited to each respective academy and its community.

Mission Statement

To prepare 21st century students to think and succeed in a diverse, technological and ever-changing world through a partnership of homes, school and community.

Equal Opportunity Employment

It is the policy of KEYS to afford equal employment opportunity to all individuals, regardless of race, creed, color, religion, gender, national origin, ancestry, age, marital status, disability, pregnancy or any other legally protected characteristic. Our employees as well as applicants and others with whom we conduct business with will not be subject to sexual, racial, religious, ethnic, or any other form of unlawful harassment or discrimination. This policy is carried out in all of KEYS's employment practices—including recruitment, hiring, promotions, transfers, compensation, benefits, training, and disciplinary action.

All employment with KEYS is established at-will, meaning that no employee is guaranteed a definite period of employment and KEYS reserves the right to terminate an employee regardless of the date, method of payment, wages, or salary. The terms and conditions of employment with KEYS may be changed with or without cause, including but not limited to demotion, promotion, transfer, compensation, benefits, duties, hours, and location of work. However, a change in employment terms and conditions require a written agreement between the KEYS Human Resources Director and the employee.

Americans with Disabilities Act

The Americans with Disabilities Act (ADA) ensures that employers provide equal opportunities for qualified individuals who may have a physical or mental disability but can still perform the essential job functions. This may require reasonable accommodations that do not cause “undue hardship” on KEYS. KEYS does not discriminate against any individual with physical or mental challenges with regard to any employment practice. KEYS provides reasonable accommodations to those employees protected by the ADA (See the Academy Leader or contact the KEYS Human Resources Department for any questions or complaints in regard with equal employment opportunities).

Non-Harassment Policy

Harassment of Students and Staff

Pursuant to Title IX of the Education Amendments of 1972, “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.” It is a violation of policy for any student, teacher, administrator, academy personnel, agents, volunteers, or third parties, subject to supervision and control of the Academy Board, to harass or discriminate against a student based upon their gender.

Harassment is inappropriate conduct that is repeated enough, or serious enough, to negatively affect the educational, physical or emotional well-being of employees or students. This would include harassment based on legally protected characteristics, such as gender, race, national origin, religion, height, weight, marital status, or disability. This policy, however, is not limited to legal categories and includes any and all harassment that would negatively impact student or staff. This includes stalking, bullying, name-calling, taunting, teasing, intimidation, hazing, and other disruptive behaviors.

Retaliation against any person for complaining about harassment or participating in a harassment investigation is prohibited. Suspected retaliation should be reported in the same manner as harassment.

Intentionally making false harassment reports is also prohibited. Consequently, retaliation and intentionally making false reports will result in disciplinary action (Please see the Board Policy Manual for more detailed information on all policies regarding harassment).

Sexual Harassment

KEYS is committed to providing employees with an environment free of any form of sexual harassment. KEYS policy expressly forbids any conduct, which has the purpose or effect of interfering with individual work performance or creating an intimidating, hostile, or offensive work environment. With regard to sexual harassment, this specifically includes:

- 1. Any conduct which threatens or insinuates, explicitly or implicitly, that applicant or employee submission to or rejection of sexual advances, requests for sexual favors, or the like, will be used as a basis for any employment decision or will otherwise, in any way, adversely affect the employment or employment opportunities of any individual.
- 2. Abusive or degrading language and physical conduct and physical contact of an offensive sexual nature, including unwanted sexual advances, requests, suggestions, threats, or demands for sexual favors, related verbal abuse of a sexual nature, graphic comments about body features, sexually degrading comments or jokes, unnecessary touching, or the display of sexually suggestive objects or materials.

Sexual Harassment may include, but is not limited to:

- Verbal harassment or abuse
- Pressure or use of power for sexual activity
- Repeated remarks with sexual or demeaning implications
- Unwelcome touching
- Sexual jokes, posters, cartoons, etc.
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning grades, safety, job, or performance of public duties

Note: Any administrator, teacher, coach, or other KEYS employee including and academy staff member, or academy volunteer, who engages in sexual or other inappropriate physical contact with a student is guilty of criminal "child abuse" as defined by state and federal regulations and will be subject to discipline in accordance with the law.

Other prohibited conduct includes that which has the purpose or effect of creating an intimidating, hostile, discriminatory, or offensive environment on the basis of gender, religion, race, color, national origin, ancestry, age, disability, height, weight, marital status, and/or any other legally protected characteristic. Our harassment policy is extended to third party students, and staff members (e.g. visiting speaker, athletic team member, volunteer, parent, etc.)

Academy staff members that believe s/he has been or is the victim of harassment, or has been witness to such harassment, should immediately report the situation to the Academy Leader, who is the Title IX compliance officer. If the complaint is about the Academy Leader, staff may report the incident directly to KEYS at 248-629-7700. Every staff member is required to report any situation that they believe to be

harassment of a student. It is imperative that staff members familiarize themselves with the procedures for reporting abuse, located in the Administrative Guidelines Manual in the academy office.

Complaints will be promptly and appropriately be investigated in accordance with the Administrative Guidelines. Investigations will be handled as confidentially as possible, and as the circumstances allow. The need to interview witnesses and the investigated individual(s), however, does not always allow for total confidentiality. If the investigation findings confirm that harassment has in fact occurred, the result will be a prompt and appropriate corrective action. This action may also result in discharge of the employee(s), short-term or long-term suspension for students, and exclusion for parents, guests, volunteers, and contractors. This policy is not intended to create legal rights or obligations beyond those established by federal, state, or local laws (please see the Board Policy Manual for the complete text of this and any policy).

Categories of Employment

Job Descriptions

KEYS maintains up-to-date job descriptions for each hired position and outlines the essential duties and responsibilities of each employee. If you have any questions or wish to obtain a copy of your assigned job description, please contact your supervisor.

Full-time employees

Full-time employees that work 40-hours a week are not eligible for overtime. Therefore full time employees are not paid for hours worked beyond 40 hours per week, any deviation from this will have to be approved by HR. Full-time employees cannot make up missing hours by staying beyond academy hours, working on weekends or during academy vacation time, or by taking work home.

Part-time employees

The work-week for hourly staff cannot exceed 29 hours based on the assessed needs for the assigned position. The engineering and cafeteria staff are paid for hours they work while the academies are closed. Hourly staff are entitled to a half-hour (1/2) to one (1) hour unpaid lunch break.

If the hours worked are not pre-approved by Human Resources then the employee will not be paid for the hours.

Information regarding the Fair Labor Standards Act (FLSA) may be found on the U.S. Department of Labor website: www.dol.gov.

Exemption Status

In addition to the preceding categories, employees are also categorized as "exempt" or "non-exempt." Upon hire, your supervisor will notify you of your employment classification.

Exempt employees - Exempt employees are not entitled to overtime pay and may also be exempt from minimum wage requirements pursuant to applicable federal and state laws.

Non-Exempt employees - Non-exempt employees are entitled to overtime pay as required by applicable federal and state law.

Background Checks

The Departments of Education in Michigan require background checks to be conducted. KEYS recognizes the importance of maintaining a safe space for all students and employees to learn and work. Consequently, KEYS expects students and staff to be honest, trustworthy, qualified, reliable, and non-violent. All individuals associated with KEYS on each respective campus are to avoid any and all risks that may cause harm to coworkers or peers.

Consistent with The Department of Education guidelines, prospective employees are fingerprinted for a criminal background check and must be cleared by the State of Michigan in addition to the Federal Department of Education before hire. For the purposes of furthering these concerns and interests, KEYS reserves the right to investigate prior employment history, personal references, and educational background, as well as other relevant information that is reasonably available to KEYS.

In keeping with these practices, job applicants or employees may be asked to sign certain authorization and release forms. In order to abide by legal requirements, and as a condition of employment, KEYS reserves the right to require job applicants or hired employees to sign forms requested as a condition of employment.

Certification, Licensing and Other Requirements

You will be informed by KEYS if there are any licensing, certifications or testing requirements for your job. Failure to qualify for, maintain a certification, or produce an acceptable copy of a current license/certification is sufficient cause for discharge. Teaching contracts for next year will only be renewed if a current teaching certificate is on file with Human Resources by June 30.

New Employee Orientation

Upon becoming a KEYS employee, you were given this copy of our Employee Handbook. After reading this employee Handbook, within 10 days of receipt you are required to sign the acknowledgement page located on the last page and return the signed page to your supervisor. You will also be asked to complete personnel, payroll, and benefit forms. Other professional development material related to your job will be given throughout the academic year to orient you to your position. All trainings and professional development sessions are mandatory.

Your supervisor is responsible for the operations of your department; therefore they are a good source of information about the academy you work for and your job duties. If you lose your employee Handbook, or if it becomes damaged, please obtain a replacement copy from your supervisor as soon as possible. The handbook is also available on-line at under the “Staff Resources” tab. You are required to follow the policies enclosed in this handbook regardless of circumstances and will not be exempt from such policies due to a lost or damaged handbook.

Immigration Reform and Control Act

In compliance with the Federal Immigration Reform and Control Act of 1986 (IRCA), as amended, and in addition to state law requirements, if applicable, KEYS is committed to employing only individuals who are properly authorized to work in the United States.

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.

If an employee is authorized to work in this country for a limited time period, in order to remain employed by KEYS the individual will be required to submit proof of renewed employment eligibility 30 days prior to expiration of that period.

Employee Relations Philosophy

We are committed to fostering the best possible climate for all employees to achieve maximum development and goal oriented achievement. Our practice is to treat each employee as an individual. We seek to develop a spirit of teamwork—individuals working together to attain a common goal.

In order to maintain an atmosphere where such goals can be accomplished, we provide a comfortable and progressive workplace. Most importantly, we have a workplace where communication is open and problems can be discussed and resolved in a mutually respectful environment. We take into account individual circumstances and the individual employee.

We firmly believe that with direct communication, we can continue to resolve difficult situations that may arise.

Standards of Conduct

An effective educational program requires the services of people with integrity, high ideals, and human understanding. To maintain and promote these essentials, KEYS expects all employees to maintain high standards of professionalism in their working relationships and in the performance of their professional duties. All employees must abide by the minimum standards of conduct, which are to:

- Recognize the basic dignity of all individuals with whom one is to interact with in the performance of duties.
- Accurately represent their qualifications.
- Exercise appropriate care to protect the mental and physical safety of students, colleagues, and subordinates.
- Seek and apply the knowledge and skills suitable to assigned responsibilities.
- Keep in confidence any legally confidential information they are privy to.
- Ensure that their actions or those of another on their behalf are not made with the specific intent of advancing private economic interests.
- Avoid accepting gifts valued over \$5.00 or anything of value offered by another for the purpose of influencing judgment.
- Refrain from using position or public property, or permitting another person to use position or public property, for partisan political or religious purposes. This will in no way limit constitutionally or legally protect rights as a citizen.

In accordance with the ethical responsibilities stipulated in the Administrative Guidelines, KEYS requires that staff not engage in any romantic or sexual relationship of any kind with students regardless of age, unless the staff member and student are legally married to one another. It is also forbidden for professional staff to provide alcohol, drugs, cigarettes, or any other contraband to a student.

The rules governing staff conduct are intended to promote the orderly and efficient operation of KEYS academies, as well as to protect the rights of all staff members and students. The following conduct is prohibited and will not be tolerated by KEYS. This list is for clarification only and is not to be considered complete. Other types of conduct that may jeopardize the personal safety, security, or welfare of students under the umbrella of KEYS or its employees are also prohibited (see the Board Policy Manual for entire Weapons Policy).

- Consuming, possessing, reporting to work under the influence of, working under the influence of, or distributing “controlled substances” or alcoholic beverages or other narcotics. Engineering staff is subject to random drug and alcohol testing and searches.
- Theft of any property of the Academy or the property of any other KEYS employee or Academy student.
- Deliberate destruction of any property of the Academy or the property of any employee or student.
- Unauthorized use of property, equipment, or facilities of the Academy.
- Unauthorized use of telephones for personal use during work hours.
- Use or possession of the personal equipment or possessions of another employee without their consent.
- Removal of any property or records from the premises of the Academy without the permission of the Academy Leader or .
- Insubordination or refusal to obey, or willful failure to carry out verbal or written instructions of supervisory personnel.
- Provoking a fight or fighting during work hours with anyone or at any time on the property of the Academy.
- Carrying firearms or any other dangerous weapons at any time on Academy premises. Staff members are prohibited from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the academy (see BP Manual for full Weapons Policy).
- Engaging in criminal conduct, whether or not related to job performance.
- Falsifying records or revealing confidential information to unauthorized persons.
- Unlawful harassment of any kind.
- Failure to observe the working schedule, including lunch and rest periods.
- Abuse of paid sick leave.
- Abuse of paid emergency leave.
- Failure to provide a physician’s certificate when requested or required.
- Tobacco usage on academy premises, in academy vehicles, or in any buildings operated

by the academy.

KEYS has been authorized to install video surveillance equipment, metal detectors, and other security devices in schools and facilities to detect guns, dangerous weapons, or any other form of contraband in and around academy buildings. Security procedures are detailed in the Administrative Guidelines Manual.

Whenever it becomes necessary to discipline a member of the staff, KEYS has been authorized by the School Board to use “due process” procedures, which can include mandatory and unpaid leaves of absence.

Reporting

When appropriate, complaints under this policy will be reported to the local law enforcement agencies by administrative representatives. All reports or complaints under this policy will be investigated and include confidentiality where appropriate.

Once an investigation is complete, a formal recommendation will be administered to provide guidelines on how to handle the complaint. The recommendation document is submitted to KEYS for disposition and execution. Behaviors prohibited under criminal law shall be reported to proper authorities and to the KEYS Board

Conflict of Interest/Code of Ethics

KEYS’s integrity and reputation are its most valuable asset, as such, maintaining a principled code of ethics is of utmost importance. Therefore, employees must never use their position at their respective KEYS academy or any of its students for private gain, to advance personal interests, to obtain favors, or benefits.

KEYS adheres to the highest legal and ethical standards. Daily business at the KEYS main office and its respective academies is conducted with strict observance of both the letter and the spirit of all applicable laws. Therefore, the integrity of each employee is of utmost importance.

Employees of KEYS shall conduct their personal affairs such that their duties and responsibilities to KEYS and their respective charter school are not jeopardized. Furthermore, employees must be vigilant so legal and ethical questions do not arise with respect to their association or work with KEYS and their respective academy. If a KEYS employee is working for or providing consultation to other local public schools, charter academies, universities, or community colleges while still working for KEYS, that information must be disclosed to info@keysacademies.com within two weeks of employment with the other institution.

Talk to Us

We encourage you to bring your questions, suggestions, and complaints to our attention. We will carefully consider your thoughts and opinions in our continuing effort to improve operations. Your suggestions should be submitted in writing to the Director of KEYS at nathan@keysacademies.com. After we carefully consider your suggestion, you will be notified whether it is feasible to be put into practice.

If you feel you have a problem, present the situation to the Academy Leader so that the problem can be settled through an investigation and discussion of the facts. Your suggestions and comments on any subject are important. Be assured that by discussing a problem to the Academy Leader your job will not be adversely impacted.

If after expressing your concerns to your Academy Leader you feel your concerns were not properly addressed in a fair and ethical manner, you can forward a written report to the Director of KEYS at nathan@keysacademies.com or human resources at drtim.morton@keysacademies.com

Grievance

An employee written grievance concerning job issues should be brought to the Academy Leader within one week of the occurrence. The grievance should state the concerns underlying the said grievance. The Academy Leader will meet with all parties involved within seven days of the notice. If the problem cannot be resolved by the Academy Leader, an appeal may be made to KEYS. If the problem cannot be resolved by KEYS, the grievance can be appealed to the Academy Board of Directors. If there is a grievance against the academy leaders, the employee may file the written grievance with the KEYS Human Resources department, after attempting to resolve the dispute between the parties.

Your Pay

Recording Your Time

All employees must record their hours on a time card or timesheet each day. Located in the KEYS main offices. Employees should record the time work begins and ends.

All hourly employees are required to accurately record all time worked.. If the hours worked are not pre-approved by the Human Resources then the employee will not be paid for the hours. In addition to the arrival and ending of each day employees must record the beginning and ending time of each break period.

All Payroll related questions are to be presented within 4 days of the paystubs being emailed to KEYS email. Any adjustments that may be required must be recorded on the next timesheet and approved by the School Leader prior to submitting to KEYS for payment. Sick hours may not be requested for a previous pay period.

Pay Advances

Pay advances will not be granted to employees.

Payday

You will be paid Monthly for 12 months, unless indicated otherwise by the business office. Also, unless otherwise notified, when our payday is a holiday, you will be paid on the last working day before the holiday.

Please review your paycheck for errors. If you find a mistake, report it to the Academy Administration immediately. The KEYS administration will assist you in taking the steps necessary to correct the error.

Paycheck Deductions

The academy is required by law to make certain deductions from your paycheck each pay period. Such deductions typically include Federal and State taxes and Social Security (FICA) taxes. Depending on the state and city in which you are employed and the benefits you choose, there may be additional deductions. All deductions are listed on your pay stub. These deductions are totaled each year on a Form W-2, Wage and Tax Statement, to be mailed to your address on file on or before January 31st.

It is KEYS policy that exempt (salaried) employee pay will not be “docked,” or subject to deductions, in violation of salary pay rules issued by the United States Department of Labor and any corresponding rules issued by the state government, as applicable. However, the Academy may make deductions from employee salaries in a way that is permitted under federal and state wage and hour rules. Employees will be reimbursed in full for any isolated, inadvertent, or improper deductions, as defined by law.

If questions or concerns about pay deductions arise, employees may discuss and resolve them with the Human Resources Department @ drtim.morton@keysacademies.com or 248-629-7700.

Garnishment/Child Support

When employee wages are garnished by a court order, KEYS is legally bound to withhold from the employee paycheck the amount indicated in the garnishment order. Our Academy will, however, honor applicable federal and state guidelines that protect a certain amount of employee income from being subject to garnishment.

Direct Deposit

You are required to have your pay deposited into your bank account through our direct deposit program. You may split your pay-check between multiple accounts, if desired. If you did not complete a direct deposit form upon hiring, or if you need to make a change, please request a direct deposit form from your school administrator. **It is important to note that any changes to your direct deposit are not immediate. Please allow two pay periods for the change to take effect.**

Reference Checks

KEYS will not honor any oral requests for references. All requests must be in writing. Generally, we will only confirm dates of employment, salary history and job title.

Under no circumstances should an employee provide another individual with information regarding current or former employees of KEYS. If you receive a request for reference information, please forward it to the HR department.

Your Progress

Performance Reviews

Your performance is important to our academy. At least once each year, the academy leader will review your job progress within our academy and help you to set new job performance plans.

Our performance review program provides the basis for better understanding between you and the Director, with respect to your job performance, potential and development within the Academy.

Pay Raises

Depending upon your performance and your Academy profitability, adjustments in your pay may be made when there has been an improvement in or sustainment of an already good performance during the review period.

Degree Bonus Guidelines

Full-time certified teachers who complete a degree from any accredited institution of higher education may be granted a bonus for a Master's Degree. Degrees must be completed while employed full-time with KEYS and the degree must be received in the area of education.

The award will be made at the beginning of the new fiscal year following receipt of the degree. The procedure is as follows:

- In order to receive the bonus, the eligible employee must complete the Request for Award for Completion of Degree form and attach the final transcript stating the date of the degree conferral and submit it to the Human Resources Department by August 1st of each year.

Human Resources will provide and receive the necessary forms, such as official transcripts; they will then endorse the forms and forward it to the Payroll office. The Payroll office will then update the salary, which goes into effect the next fiscal year.

If an employee terminates employment with KEYS, or if their employment is terminated by KEYS before the degree bonus is issued, regardless if such person has completed the degree, the employee will not receive the bonus.

A dual-area or combined degree will be considered. One award amount will be received upon completion of one degree.

Pay Scale

For the 2016-2017 academic year the starting salaries for staff are:

- Elementary Academy K-5 Teacher \$35,000-\$39,000/annually

- Middle Academy 6-8 Teacher \$35,000-\$39,000/annually
- Specialists \$40,000-\$48,000/annually (based on number of students and job responsibilities)

The base pay can be increased if the applicant has a Master's Degree in an education field (\$added to the base salary).

Changes in Personal Data

To aide you and/or your family in matters of personal emergency, we need to maintain up-to-date information.

Changes in name, address, telephone number, marital status, number of dependents, or changes in next of kin and/or beneficiaries should be emailed to

Time Away From Work

Paid Time Off (PTO)

KEYS provides eligible full and part-Time employees with paid time off ("PTO") from work during the academic year, three full days every semester. The days are only during the service dates of the employee and not the summer. PTO cannot be used beyond the service dates of the employee, for example the summer months. PTO may be taken for illness and other personal time away from work. For salaried staff; you cannot request to be docked pay and not have time taken from your PTO; automatically time will be taken from PTO when time is taken off. You must request paid time off as far in advance as possible from the Academy Leader. PTO will be scheduled so as to provide adequate coverage of job and staff requirements. The KEYS Human Resources Department will make the final determination in this regard.

KEYS prefers that PTO not be used during testing, and the last three weeks of the academic school year. The final weeks that wrap up an academic semester are imperative and attendance is necessary to handle any and all end-of-year issues that tend to accumulate during that time period. For any exceptions needed, the person making the request is required to get prior approval from the KEYS Human Resources Department.

Depending on the Academy budget, when a school building is closed part time office employees are not paid.

Unscheduled paid time off may be taken only in case of illness or injury of the employee themselves or that of the current spouse or dependent child of the employee. Verification by your health care provider is required for absences due to your illness or injury of three or more consecutive workdays or for intermittent absences due to the same reason. Doctor verification is required before reinstatement of your position with KEYS. A health care provider certification may also be required in other circumstances as deemed reasonably necessary by KEYS.

Maternity/Paternity Leave

Maternity/paternity leave is arranged on an individual basis after negotiations between the employee and the Academy Leader. Part time staff is not eligible for maternity/paternity leave. Those eligible for this must also qualify for FMLA. The Academy will provide up to six (6) consecutive weeks of paid leave for a maternity leave and 3 days for paternity with the following explanation. If the leave begins during a scheduled school break (not including the summer break) the employee will continue to be paid their normally scheduled pay and the paid time off will start the first scheduled day back to school. If the leave starts prior to the scheduled school break the six (6) week leave will continue as scheduled and the employee will not be paid for the school break after the two week leave expires, unless the employee has opted to use other paid time off after maternity pay expires. There is no stopping and restarting the six-week paid maternity leave once the leave has started. Maternity leave days cannot be held over to the following year. When a married couple is employed by KEYS, the spouses of those recovering from childbirth shall be entitled to three days of paid leave. In addition, an employee may elect to use accrued paid leave or apply for unpaid FMLA leave. Forms must be filled out with the KEYS office 3 months prior to expected due date to be eligible for maternity leave. The form will be completed by KEYS stating the dates that you will be on maternity leave. If the forms are not submitted 3 months prior, the employee does not qualify for maternity/paternity leave but can qualify for FMLA.

Sick time vs. Pro-rate (Hourly Staff Only)

If you want to use your sick time when you have been out a “Request to Use Sick and Vacation Hours” form must be completed and attached to your timesheet within the same pay period.

Bereavement

Employees are allowed two bereavement days in addition to their paid time off for the death of an immediate family member. An immediate family member is a spouse, parent, grandparent, child step child, or sibling.

Holiday and Academy Closing Pay (excluding those on Maternity Leave and FMLA)

Pay can extend to six holidays that are nationally recognized depending on the employee agreement period. Holidays include Labor Day, Thanksgiving, Christmas, New Year’s, and Memorial Day. Pay for Independence Day is only for staff with July 1 to July 30 service days. When schools are closed for emergencies such as weather; those who have previously requested time off for that day will still be charged the personal/sick day or will not be paid for those days if they do not have PTO left in their bank.

Employees eligible for pay during holiday breaks are required to work the full academy day before the break and the full academy day after the break in order to qualify for the holiday pay. If an employee cannot work either of the two days as listed above, the employee is required to get prior approval from KEYS by e-mailing info@keysacademies.com the academy name and dates absent. If the employee does not get prior approval, sick time will be used or the salary will be prorated.

Documents need to be provided after the absence is approved, such as a doctor note or other verification of the absence. If there is an emergency matter that causes the employee to be absent the documentation must be provided prior to end of pay period. These documents are to be attached to the payroll timesheets that are submitted to KEYS office. All documents must be provided with the applicable timesheet (i.e. within the same pay period of the absence).

Jury Duty

Within 30 days of Jury Duty you must submit your check to KEYS or time will be deducted from your Paid Time Off.

- KEYS reserves the right to request proof of jury service issued by the Court upon return.
- KEYS requires employees to make arrangements with your supervisor as soon as you receive your summons.
- We expect you to return to your job if you are excused from jury duty during your regular working hours.

Sick Days and Extended Leave

If you know in advance that you will be absent, inform the Academy Leader as soon as possible prior to the date of the expected absence. Employees who have used all of their leave time are required to get prior approval from the Academy Leader for additional absences. Employees should be aware that excessive absences are cause for dismissal. Sick days are intended to be used for personal illness or to care for an ill dependent.

Benefits

Employee Benefits

KEYS has developed a comprehensive employee benefits package to supplement your regular wages.

This employee Handbook describes the current benefit plans offered by KEYS. Refer to the actual benefit plan documents and summary plan descriptions if you have specific questions regarding the benefit plan. Those documents are controlling.

KEYS reserves the right to modify its benefits at any time and will keep employees informed of any changes.

Medical Insurance

Health/Dental Insurance

KEYS offers its full-time employees health insurance and a dental plan. Qualified employees are employees whose offer letter states that they are eligible for benefits. Employees will be eligible for these benefits depending on their terms of employment on the following dates:

- 12 month employees on September 1
- 11 month employees on October 1
- 10 month employees on November 1

Staff Members will begin to receive benefits on the 91st day of employment with KEYS. Employees that qualify who elect not to enroll in the KEYS Health and Dental plan will be reimbursed \$2,000 at the end of the academic school year, if the entire year was worked and if a waiver is on file with the KEYS. If a married couple works for KEYS, the one who does not enroll in the medical coverage does not qualify for reimbursement under this policy. Also when a married couple both work for KEYS, both spouses must

opt out of the benefits program to qualify for the reimbursement. In this case, both spouses would qualify for \$2000/each.

If you are a KEYS employee AND you are a dependent on another KEYS employee's benefits program, you do not qualify for the opt-out reimbursement.

We reserve the right to evaluate each benefit package on a case-by-case basis and determine the most cost effective benefits allocation.

In the case of a life-changing event, such as the birth of a child or marriage, in order for insurance to cover the event, it must be reported to the benefits department within 30 days.

Information and enrollment forms may be obtained from the Human Resources Office by contacting drtim.morton@keysacademies.com

Federal Family and Medical Leave Act

The Family and Medical Leave Act ("FMLA") provides eligible employees the opportunity to take unpaid, job-protected leave for certain specified reasons. The maximum amount of leave an employee may use is between 12 and 26 weeks within a 12-month period, depending upon the reasons for the leave.

Employee Eligibility

To be eligible for FMLA leave, you must:

- Have worked at least 12 months for the company in the preceding seven years (limited exceptions apply to the seven-year requirement)
- Have worked at least 1,250 hours for the company over the preceding 12 months
- Currently work at a location where there are at least 50 employees within 75 miles

Conditions Triggering Leave

FMLA leave may be taken for the following reasons:

- Birth of a child, or to care for your newly-born child (up to 12 weeks)
- Placement of a child with the employee for adoption or foster care (up to 12 weeks)
- To care for an immediate family member (employee's spouse, child, or parent) with a serious health condition (up to 12 weeks)
- Because of the employee's serious health condition that makes the employee unable to perform the employee's job (up to 12 weeks)
- To handle certain qualifying exigencies arising out of the fact that the employee's spouse, son, daughter, or parent is on duty under a call or order to active duty in the Armed Forces (e.g., National Guard or Reserves) in support of a contingency operation (up to 12 weeks) (see Military-Related FMLA Leave for more details).
- To care for a Covered Service member with a serious injury or illness related to certain types of military service (up to 26 weeks) (see: Military-Related FMLA Leave for more details)

The maximum amount of leave that may be taken in a 12-month period for all reasons combined is 12 weeks, with one exception: for leave to care for a Covered Service Member, the maximum combined leave entitlement is 26 weeks, with leaves for all other reasons constituting no more than 12 of the 26 weeks.

Definitions

Serious Health Condition: An illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in academy or other daily activities. Subject to certain conditions, the continuing treatment requirement includes an incapacity of more than three full calendar days and two visits to a health care provider or one visit to a health care provider and a continuing regimen of care; an incapacity caused by pregnancy or prenatal visits, a chronic condition, or permanent or long-term conditions; or absences due to multiple treatments. Other situations may meet the definition of continuing treatment.

Covered Service Member: A member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.

Serious Injury or Illness: An injury or illness incurred by the member in the line of duty while on active duty in the Armed Forces that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating.

Qualifying Exigencies: Activities such as short-notice deployment, military events, arranging alternative childcare, making financial and legal arrangements related to the deployment, rest and recuperation, counseling, and post-deployment debriefings

Identifying the 12-Month Period

KEYS measures the 12-month period in which leave is taken by the "rolling" 12-month method, measured backward from the date of any FMLA leave with one exception. For leave to care for a covered service member, the company calculates the 12-month period beginning on the first day the eligible employee takes FMLA leave to care for a covered service member and ends 12 months after that date. FMLA leave for the birth or placement of a child for adoption or foster care must be concluded within 12 months of the birth or placement.

Using Leave

Eligible employees may take FMLA leave in a single block of time, intermittently (in separate blocks of time), or by reducing the normal work schedule when medically necessary for the serious health condition of the employee or immediate family member, or in the case of a covered service member, his or her injury or illness. Eligible employees may also take intermittent or reduced-scheduled leave for military qualifying exigencies. Intermittent leave is not permitted for the birth of a child, to care for a newly-born child or for placement of a child for adoption or foster care. Employees who require intermittent or reduced-schedule leave must try to schedule their leave so that it will not unduly disrupt the company's operations.

Notice and Medical Certification

When seeking FMLA leave, you are required to provide:

- Sufficient information for us to determine if the requested leave may qualify for FMLA protection and the anticipated timing and duration of the leave; sufficient information may include that you are unable to perform job functions, a family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave; you must also inform the company if the requested leave is for a reason for which FMLA leave was previously taken or certified
- If the need for leave is foreseeable, this information must be provided 30 days in advance of the anticipated beginning date of the leave; if the need for leave is not foreseeable, this information must be provided as soon as is practicable and in compliance with the company's normal call-in procedures, absent unusual circumstances
- Medical certification supporting the need for leave due to a serious health condition affecting you or an immediate family member within 15 calendar days of the company's request to provide the certification (additional time may be permitted in some circumstances). If you fail to do so, we may delay the commencement of your leave, withdraw any designation of FMLA leave or deny the leave, in which case your leave of absence would be treated in accordance with our standard leave of absence and attendance policies, subjecting you to discipline up to and including discharge. Second or third medical opinions and periodic re-certifications may also be required
- Periodic reports as deemed appropriate during the leave regarding your status and intent to return to work
- Medical certification of fitness for duty before returning to work, if the leave was due to your serious health condition; the company will require this certification to address whether you can perform the essential functions of your position

Failure to comply with the foregoing requirements may result in delay or denial of leave, or disciplinary action, up to and including discharge.

Failure to Return after FMLA Leave

Any employee who fails to return to work as scheduled after FMLA leave or exceeds the 12-week FMLA entitlement (or in the case of military caregiver leave, the 26-week FMLA entitlement), will be subject to KEYS's standard leave of absence and attendance policies. This may result in discharge if you have no other company-provided or legally mandated leave time available at your disposal that can be applied to your continued absence. Likewise, following the conclusion of your FMLA leave, the company's obligation to maintain your group health plan benefits ends (subject to any applicable COBRA rights).

Other Employment

KEYS generally prohibits employees from holding other employment. This policy remains in force during all leaves of absence including FMLA leave and may result in disciplinary action, up to and including discharge.

Fraud

Providing false or misleading information or omitting material information in connection with an FMLA leave will result in disciplinary action, up to and including discharge.

Social Security

During your employment, you and your respective academy both contribute funds to the Federal government to support the Social Security program. This program is intended to provide you with retirement benefit payments and medical coverage once you reach retirement age.

Workers' Compensation

All employees are covered under the provisions of the KEYS worker's compensation insurance policy, as governed by the laws of the State of Michigan, in all cases of accident or injury received while at work. Any injury, no matter the magnitude, must be reported to the Academy Leader and KEYS within 24 hours of the incident.

An incident report is required to be taken to the physician by the employee for the physician's completion. An employee that is away from work for seven (7) consecutive days (not counting the first day of injury) is considered to be on a leave of absence. Under Michigan law, the first seven days of injury are not covered and the employee will be paid to the extent of sick days available to the employee. After seven days the employee will be paid a portion of their wages. Employees with available sick time may supplement the worker's compensation benefits from their sick and/or personal days to maintain their salary.

401(k) Qualified Retirement Plan

New hires as of the 2015-2016 school year will automatically be enrolled for 3% deferral into the 401K plan. If an employee wants to reduce the deferral amount or decline the 401k benefit then a form will have to be filled out with the Benefits Office prior to the eligible date (with one year of service and 1000 hours or more of employment). The allowable contribution limit is set by the government and may change from year to year. KEYS will match up to 3% of the employee's contribution. This means that if an employee contributes less than 3%, KEYS, will match no more than the amount contributed. If an employee contributes more than three percent (3%) of his or her income to his retirement then KEYS will only match three percent (3%) of the contribution.

On the Job

Business Hours

Because of the nature of our business, your work schedule may vary depending on your job duties. Staff is expected to report 15 minutes before the school starts and 15 minutes after the students leave. Exceptions will be on days of staff meetings and other events in which staff is required to attend. Check with your supervisor if you have questions about your hours of work.

Attendance and Punctuality

Attendance and punctuality are important factors for your success within our academy. We work as a team and this requires that each person be in the right place at the right time.

If you are going to be late for work or absent, notify the Academy Leader as far in advance as is possible under the circumstances, but no later than 6:30 AM on the day of your absence. *If you are a teacher, you should call both the number provided by your academy administration, as well as the number to request a*

substitute you can request 120 days in advance. It is your responsibility to schedule a substitute for your absence.

Under no circumstances should you rely solely on leaving a recorded message on your respective academy's answering machine to report an absence or tardiness; you must speak directly with school administration.

Personal issues requiring time away from your work, such as doctor appointments or other matters, should be scheduled during your non-working hours if possible.

If you are absent for three days without notifying the Academy Leader or school administrators, it is assumed that you have voluntarily abandoned your position, and you will be removed from the payroll. Employees absent for more than three consecutive days due to illness are required to provide KEYS with a written report from a licensed physician certifying the illness before they can return to work.

Signing In and Out

A daily sign-in/sign-out sheet is used to maintain an accurate record of who is in the building. Please sign in and out whenever you enter or leave KEYS academy buildings. It is the shared responsibility of all employees' to sign in and out at every building.

Meal Breaks for Engineering Staff

Employees working a shift of more than six hours will be given at least 30 unpaid minutes for a meal between 11:00 a.m. and 2:00 p.m.

Employees working a shift of more than six hours between 12:00 p.m. and 9:00 p.m. will be given an unpaid meal period of at least 30 minutes midway through the shift.

Your supervisor is responsible for approving the scheduling of this time. The break time must be set with the KEYS Facilities Manager and cannot be changed without prior approval.

Staff Lounge

A staff lounge is available for your use. Although the each respective academy provides general custodial care, you are expected to clean up after yourself. Please wash your own dishes and please do not leave dirty dishes in the sink for others to wash or to wash at a later time. Staff is required to pay for food when ordering from the cafeteria.

Visitors

All visitors that enter the KEYS academy properties require Academy Leader approval and are obliged to sign in at the front desk and complete a visitors form that includes a copy of the driver's license. No children under five (5) years of age will be allowed to visit classrooms or to be left unattended anywhere on academy property. Employees who see visitors without ID badges should direct the visitor to the front office. If the visitor refuses to comply, their presence should be reported to the Academy Leader at once.

Severe Weather

Severe weather is to be expected during certain months of the year. Although driving may be difficult at times, when caution is exercised the roads are normally passable. Except in the case of a snow day, we are

all expected to work our regular hours. Time taken off due to poor weather conditions while the Academy remains open will be unpaid. Snow days are announced on all the major television stations, some radio stations and on the Internet. Employees will be notified through the phone tree if there is a snow day. When a local academy district is closed it does not automatically mean that your academy is also closed. The decision to close your academy is made strictly by the KEYS Administration.

Dress Policy

Employees are expected to maintain the highest standards of personal cleanliness and present a neat, professional appearance at all times.

Our impression on the students represents one of the most important and challenging aspect of our business. Whether or not your job responsibilities place you in direct student contact, you represent KEYS and your respective academy with your appearance as well as your actions. A properly attired individual helps to create a favorable image for KEYS and a professional atmosphere at in your respective school building. Therefore, neat professional dress is strongly encouraged.

The following are guidelines for choosing appropriate attire both on typical days as well as dress-down days:

- Students are not allowed to wear jeans, so we ask that teachers do not wear jeans.
- Refrain from wearing V-neck or scooped neck, low-cut tops unless you have a higher cut shirt underneath.
- Skirts/dress hemlines should be below the knee when sitting.
- Sleeveless shirts or tanks tops worn alone are not appropriate. Tank tops may be worn under a jacket or another shirt so long as the neckline is higher cut to cover the chest area.
- Graphic or logo t-shirts or sweatshirts are not appropriate; with the exception of KEYS issued shirts.
- Button down shirts may not be unbuttoned past the first (top) button.
- Pants that are jogging, yoga, sweat or legging style are not appropriate.
- The Academy Leader must first approve dress down days.

If a staff member is not appropriately dressed, the Academy Leader has the authority to send staff member home to change. The Academy Leader may do so at his/her own discretion as to what may be considered 'appropriate attire'. If sent home to change, the inappropriately dressed staff member pay will be deducted for the time away from the Academy.

Personal Hygiene

Part of the impression you make on others depends on your personal hygiene and courtesy. A daily regimen of good grooming and hygiene is expected of everyone.

- Please ensure that you maintain good personal hygiene habits.
- While at work, you are required to be clean, dressed appropriately and well groomed.
- Please be considerate of your co-workers and students who may experience sensitivity to strong scents, by not applying excessive amounts of cologne or scented lotion.

Parking

KEYS is not responsible for loss, damage, or theft of your vehicle. Therefore, we suggest that you lock your car doors.

Professional Development

Employees are encouraged to and may request to attend locally held conferences or workshops for professional development. Approval of the requests depends on the budget and the goals of each respective Academy Improvement Plan.

All teaching staff is required to attend professional development that is mandated by KEYS as certain times of the year pursuant to the school calendar. Additionally, KEYS reserves the right to require staff attendance at other professional development conferences or workshops throughout the year.

Lesson Plans

Lesson plans are to be submitted in proper format to the principal in the manner and time set by the principal. Failure to do so will result in disciplinary action. Check with lisa ?

KEYS Sponsored Professional Development

Teachers and the administrative team are required to attend professional development workshops at their academy, as set by the Charter Contract. Professional development is an integral part of the academy mission; it helps to foster an atmosphere of teamwork, and works to make us better educators. This time is to be spent either meeting in grade level/content area teams, mapping the curriculum, or participating in academy-wide training conducted by a academy staff member or KEYS team member. There may also be special opportunities for an outside expert to train during this professional development period. Staff members are required to sign out if they leave during this period and time will be deducted from sick/personal time.

On The Job Training for Engineering Staff

Participation in off-site, safety, and continuing education training is necessary to develop job safety, professional development, and to improve work performance. Training will be conducted during regular working hours whenever possible, but due to varying shifts, training may unavoidably occur during your off hours.

If you have any questions regarding training, please see your supervisor.

Committee Requirement and After Academy Event Attendance

All teaching staff is required to participate in one committee each year, and attend all mandatory after school events as set by the Academy Leader. Please see you Academy Administrator for a list of committees at your Academy.

The School Improvement Committee will consist of teachers who have been teaching in the building for more than three years and one new teacher.

Assessment

Teachers are required to assist with national, state and local assessments as administered in their building.

Protecting Academy Information

It is the responsibility of every employee to protect sensitive information about KEYS you're your respective school, its employees, parents, students, supplies and vendors. We all share a common interest in making sure information not improperly or accidentally disclosed. Information should be kept confidential and divulged only to individuals within the academy with both the need and authorization to receive the information.

Nothing should ever be discussed in a public place. At all times we must remain conscious of and sensitive to our surroundings when having "academy discussions;" whether in or outside of our academy building. When in doubt as to whether information should be divulged, err on the side of caution and refrain from divulging the information and first discuss the situation with the Academy Leader.

All records and files maintained by KEYS are confidential and remain the property of KEYS. Records and files are not to be disclosed to any outside party without the express permission of the HR department. Confidential information includes, but is in no way limited to: financial records; business, personnel, and payroll records regarding current and former employees; the identity of, contact information for, and any other account information on parents, students, vendors, techniques, and processes.

Confidential information may not be removed from academy premises without express authorization. All telephone calls regarding a current or former employees and their position/compensation with KEYS must be forwarded to the HR department.

Personal Property

The Academy is not responsible for loss or damage to personal property. Personal items, such as purses and all other valuables should not be left in areas where theft might occur.

KEYS Academy Property Loaned to Employees

Property such as technological devices, textbooks, teacher manuals, phones are the property of KEYS and are to be returned upon the employee leaving the organization. Should a staff member keep any property loaned to them, 80% of the market value of the item will be deducted from your bank account.

Personal Telephone Calls

While at work, employees are expected to perform their job duties and responsibilities. Personal calls, both incoming and outgoing, must be kept to a minimum and must not interfere with employees' duties and responsibilities. Abuse of the telephone policy may result in discipline, up to and including termination. Employees are expected to turn off all cell phones while working in the academy building and no use of the phone in the classroom or the hallway.

Work for Hire

Due to the responsibility of the Academy Board for the education of the students, the Academy Board (through its CAO, KEYS) has the right to the materials that teachers produce as part of their job. These materials are deemed "works for hire" under the federal Copyright Act of 1976 and unless the parties

agree otherwise in writing, KEYS has the license to freely use the materials. In deciding whether particular materials are "works for hire" created in the scope of employment, KEYS will consider these factors:

- Did the assigned job duties include creating the materials?
- Did the employee create the materials on the job or with KEYS/Academy equipment?
- Did the employee create the materials to "aid" or "serve" KEYS/Academy?

Contact with the Media and Outside Agencies

All media inquiries and information requests from outside agencies regarding the Academy and its operations must be referred to the Academy Leader, KEYS, and/or the Academy Board. Only the Academy Leader, the Academy Board, or a person designated by the Leader/Board, is authorized to make or approve public statements pertaining to the KEYS and the charter schools under its jurisdiction. No employees, unless specifically designated by the Leader/Board, are authorized to make those statements. Any employee wishing to write and/or publish an article, paper, or other publication on behalf of the KEYS must first obtain approval from the Director and/or Board of Trustees before publication.

Employees may not enter a contract with an outside agency for field trips, fundraisers, presentations, or other academy business without the permission of the Academy Leader or Director of KEYS.

Office Supplies

Your academy maintains a stock of basic office supplies such as pens, paper clips, staples, notepads, etc. Your supervisor will provide all office supplies to you.

All office supplies are for business use only and should not be removed from the office for non-business use. Violations of this policy may result in disciplinary action up to and including discharge.

Mileage

Staff will only be reimbursed for meetings and conferences held at the KEYS main office in Madison Heights, at designated any KEYS building sites, or to any ISD or RESA location.

Mileage reimbursement is meant to cover only those miles incurred above and beyond the employee's normal commute to his/her place of business. For example, if the normal commuting round trip is 20 miles, and the employee goes on a trip that covers 75 miles, only the incremental 55 miles are reimbursable.

Reimbursement requests should indicate all points of travel and the miles eligible for reimbursement based on the difference between commuting time and trip time. Mileage reimbursement requests must be submitted through the EZ Paper Trail.

The mileage rate is .25 a mile; the remaining difference can be deducted by the individual on their personal IRS taxes.

Student and Parent Relations

The opinions and attitudes that both students and parents have toward KEYS can often be determined by the actions of one employee. Therefore, employee behavior and professionalism influences KEYS's long-term image in the communities we serve. Our success depends on treating our populations we serve with

dignity and respect. We must attend to parent questions promptly and professionally. If you need assistance, please contact the Academy Leader or another employee who you know will be able to assist and advise.

Each employee must be sensitive to the importance of providing courteous treatment in all working relationships.

Solicitation and Distribution

To avoid unnecessary annoyances and work interruptions, solicitation by an employee of another employee is prohibited while either person is on working time.

Employee distribution of literature, including handbills, in work areas is prohibited at all times.

Trespassing, soliciting or distribution of literature by non-employees on these premises is prohibited at all times.

Use of Technology and the Internet

KEYS's technical resources—including desktop and portable computer systems, fax machines, Internet and World Wide Web (Web) access, voice mail, electronic mail (e-mail), electronic bulletin boards, and its intranet—enables employees to quickly and efficiently to access and exchange information throughout the KEYS system and around the world. When used properly, we believe these resources greatly enhance employee productivity and knowledge. In many respects, these new tools are similar to other educational tools, such as stationery, file cabinets, photocopiers, and telephones. Because these technologies are both new and rapidly changing, it is important to explain how they fit within the KEYS educational system and within your responsibilities as an employee.

When employees' use KEYS provided technical resources it is important to remember to remain professional in both the use of such technologies and in the content you generate while using KEYS systems. Although the use of such technologies seems informal, e-mail messages are sometimes offhand, like any other document, e-mail messages or other computer information is stored and archived and can later be used to indicate what an employee knew or felt. Please keep this in mind when sending and receiving e-mail messages and other documents. Even after you delete an e-mail message or close a computer session, it may still be recoverable and may even remain on the system.

This policy pertains to all technical resources owned or leased by KEYS, all technological resources used on, or accessed from, KEYS premises, or used for KEYS business. This policy also applies to all activities using any Academy-paid accounts, subscriptions, or other technical services, such as Internet and World Wide Web access, voice mail, and e-mail, whether or not the activities are conducted from KEYS premises.

Acceptable Uses

KEYS technical resources are provided for the benefit of the academy, its students, and volunteers. These resources are provided for use in the pursuit of academy business and are to be reviewed, monitored, and used only in that pursuit; except as otherwise provided in this policy.

Employees have no right of privacy to any information or file maintained in or on academy property or transmitted or stored through the academy computer, voice mail, e-mail, or telephone systems.

Unacceptable Uses

KEYS technical resources should not be used for personal gain or the advancement of individual views. Employees who wish to express personal opinions on the Internet are encouraged to obtain a personal account with a commercial Internet service provider and to access the Internet without using academy resources, or during working hours.

Employee postings are not permitted on the academy intranet or electronic bulletin board.

It is prohibited to play computer games during regular work hours.

Posting of any videos of students, staff and KEYS employees on the Internet, without prior approval of the KEYS administration, violates student privacy and can be cause for dismissal.

Staff Website/Social Sites

Staff members who maintain their own social websites (such as but not limited to Facebook, MySpace, Instagram and YouTube) are advised that inappropriate material posted on such sites, should it come to the attention of the KEYS administration, may be considered grounds for termination. Additionally, staff should be aware that communications with students on social sites might be considered grounds for termination.

Solicitation for any non-educational related business or activities using Academy resources is strictly prohibited. Use of KEYS technical resources must not interfere with your productivity, the productivity of any other employee, or the operation of KEYS technical resources.

You should not send e-mail or other communications to disguise your identity or to indicate that you were sent or instructed by someone else. You should never access any technical resources using another employee's password. Similarly, you should only access the libraries, files, data, programs, and domains that are related to your work duties. Unauthorized review, duplication, dissemination, removal, installation, damage, or alteration of files, passwords, computer systems or programs, or other property of KEYS, or improper use of information obtained by unauthorized means, is strictly prohibited.

Sending, saving, or viewing offensive material is also prohibited. Messages stored and/or transmitted by computer, voice mail, e-mail, or telephone systems must not contain content that may reasonably be considered offensive to any employee. Offensive material includes, but is not limited to, sexual comments, offensive jokes or images, racial slurs, gender-specific comments, or any comments, jokes, or images that would offend someone on the basis of his or her race, color, religion, sex, age, national origin or ancestry, physical or mental disability, veteran status, marital status, familial status, genetic characteristics, religious creed, handicap, pregnancy, arrest record, deafness, cancer, as well as any other category protected by federal, state, or local laws. Any use of the Internet/World Wide Web, Internet, or electronic bulletin board to harass or discriminate is unlawful and strictly prohibited by KEYS. Violators will be subject to discipline, up to and including discharge.

KEYS considers conduct in violation of this policy to be within the course and scope of employment or the direct consequence of the discharge of one's duties. Accordingly, to the extent permitted by law, KEYS reserves the right not to provide a defense or pay damages assessed against employees for conduct in violation of this policy.

Access to Information

The academy asks you to keep in mind that when using academy computers you are creating academy documents using KEYS assets. The academy respects the individual privacy of its employees; however, that privacy does not extend to employee work-related conduct or to the use of academy-provided technical resources or supplies.

The academy computers, voice mail, e-mail, or telephone systems, and the data stored on them are and remain at all times the property of the Academy. As a result, computer data, voice mail messages, e-mail messages, and other data are readily available to numerous persons. If during the course of your employment, you perform or transmit work on the academy computer system and other technical resources, your work may be subject to the investigation, search, and review of others in accordance with this policy.

All information, including e-mail messages and files, that are created, sent, or retrieved using academy technical resources is the property of KEYS, and should not be considered private or confidential. Employees have no right to privacy as to any information or file transmitted or stored through KEYS computers, voice mail, e-mail, or telephone systems. Any electronically stored information that you create, send to, or receive from others may be retrieved and reviewed when doing so serves the legitimate business interests and obligations of the Academy. Employees should also be aware that, even when a file or message is erased or a visit to Internet web sites are closed; it is still possible to recreate the message or locate the Web site. The Academy reserves the right to monitor your use of its technical resources at any time. All information including text and images may be disclosed to law enforcement or to other third parties without prior consent of the sender or the receiver.

Copyright Policy

KEYS and the Academy Board acknowledge that federal law states that it is illegal to duplicate copyrighted materials without authorization of the holder of the copyright, except for certain exempt purposes. Penalties may be imposed for unauthorized copying of audiovisual or printed materials and computer software, unless the copying or using conforms to the "fair use" doctrine. KEYS and the Academy Board encourage academy staff members to share learning by making proper use of supplementary materials. Copyright and the notion of intellectual property were written into the Constitution of the United States to promote learning and the useful arts and were designed to be supportive of the work of educators. It is the responsibility of the employees of KEYS to abide by the copying procedures and obey the requirements as set by law. Copyright requirements should not be violated in order for employees to perform their duties.

Examples of acceptable practices include:

- Copying a single copy of a chapter from a book
- Copying an article from a periodical or newspaper
- Copying a short story, short essay, or short poem, even if it is contained in a collection
- Copying a chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper

Examples of unacceptable practices include:

- Anthologies or collections may not be made from clips/excerpts
- The work may not be transferred to another medium such as video or DVD/disk.
- Videos may not be shown as a reward at academy
- Admission for videos shown at academy may not be charged
- Videos may not be used as entertainment on academy grounds or at a academy-sanctioned event unless licensing has been purchased. (i.e., after-academy day care programs, field trips on buses, etc.).
- Teachers may not tune in and watch videos on video distribution systems without face-to-face teaching occurring.

The following are unacceptable uses of computer software:

- Downloading, uploading, and making software available for downloading or transmitting software files without the permission of the copyright owner.
- Purchasing a single-user copy of software and installing it on multiple machines or making additional copies.
- Installing CD dependent programs on more than one computer.
- Sharing out a copyrighted CD or program from a server on a network.

Confidential Information

E-mail and Internet access are not entirely secure. Others outside the KEYS system may also be able to monitor your e-mail and Internet history. For example, Internet sites maintain logs of visits from users; these logs identify which Academy, and even which particular person, accessed the service. If your work using these resources requires a higher level of security, please ask the Academy Leader for guidance on securely exchanging e-mails or gathering information from sources such as the Internet or World Wide Web.

All employees are responsible for safeguarding KEYS confidential information, as well as that of students and others, from disclosure. Do not access new voice mail or e-mail messages with others present. Messages containing confidential information should not be left visible while you are away from your work area.

E-mail messages containing confidential information should include the following statement, in all capital letters, at the top of the message:

“CONFIDENTIAL: UNAUTHORIZED USE OR DISCLOSURE IS STRICTLY PROHIBITED.”

Security of Information

Although you may have passwords to access computer, voice mail, and e-mail systems, these technical resources belong to KEYS, are accessible at all times by KEYS, and are subject to inspections by the KEYS administration with or without notice. The academy may override any applicable passwords or codes to inspect, investigate or search an employee’s files and messages. All passwords must be made available to the School Leader upon request. You should not provide a password to other employees or to anyone outside the academy and should never access any technical resources using another employee’s password.

In order to facilitate KEYS access to information using technical resources, you may not encrypt or encode any voice mail or e-mail communication or any other files or data stored or exchanged on KEYS systems without the express prior written permission from the Academy Leader.

Software Policy

If you want to install software on KEYS computers, you must contact the Academy Leader, and the systems administrator will install the requested software. Employees are prohibited from installing any software on any KEYS technical resource without the express prior written permission from the Academy Leader.

Following these procedures ensures that KEYS can manage the software on technological systems, prevent the introduction of computer viruses, and meet its obligations under any applicable software licenses and copyright laws. Computer software is protected from unauthorized copying and use by federal and state law; unauthorized copying or use of computer software exposes the Academy and the individual employee to substantial fines and exposes the individual employee to imprisonment. Therefore, employees may not load personal software onto the Academy's computer system and may not copy software from the Academy for personal use.

Your Responsibilities

Each employee is responsible for the content of all text, audio, or images that they place or send over the Academy's technical resources. Employees may only access files or programs, computerized or not, that they have permission to enter.

Violations of any guidelines in this policy may result in disciplinary action up to and including termination. In addition, KEYS may advise appropriate legal officials of any illegal violations.

Electronic Mail and Monitoring

We recognize your need to be able to communicate efficiently with fellow employees and students. Therefore, we have an external electronic mail (e-mail) system to facilitate the transmittal of business-related information within the Academy and with our students.

The e-mail system is intended for business use only. The use of the Academy's e-mail system to solicit fellow employees or distribute non job-related information to fellow employees is prohibited to the extent allowed by applicable law.

Academy policies against sexual and other types of harassment apply fully to the e-mail system. Violations of those policies are not permitted and may result in disciplinary action, up to and including discharge. Therefore, employees are strictly prohibited from the display or transmission of sexually-explicit images, messages, ethnic slurs, racial epithets or anything that could be construed as harassment or disparaging to others.

Employees shall not use unauthorized codes or passwords to gain access to other user files.

For business purposes, the Academy Leader and KEYS reserve the right to enter, search and/or monitor the each respective academy and their private e-mail system. This includes files/transmissions of any employee without advance notice and consistent with applicable state and federal laws. Employees should

not assume that communications that they send and receive by KEYS private e-mail system are private or confidential.

Upon termination of employment the email address will be deactivated immediately.

Care of Equipment

You are expected to demonstrate proper care when using KEYS property and equipment. No property may be removed from the premises without the proper authorization of management. If you lose, break or damage any property, report it to your supervisor at once.

Personal equipment brought to the academy is the responsibility of the person who brought the personal equipment into the building or on the site; and the academy and management company is not responsible for any damage to any property.

Computer Software Licensing

KEYS purchases or licenses the use of various computer software programs. Neither KEYS nor KEYS employees have the right to duplicate this computer software or its related documentation. Unauthorized duplication of computer software is a federal offense, punishable by up to \$250,000 fine and up to five years in jail.

You must use the software in accordance with the license agreement. This policy applies not only to individual desktop computers and laptops but to local area networks as well.

Employees aware of any misuse of software or related documentation shall notify a member of management. Employees who reproduce, acquire or use unauthorized copies of computer software will be subject to discipline, up to and including discharge.

Safety in the Workplace

Responsibility of Every Employee

Safety can only be achieved through teamwork at KEYS charter school sites. Each employee, supervisor and manager must practice safety awareness by thinking defensively, anticipating unsafe situations and reporting unsafe conditions immediately.

Please observe the following precautions:

- Notify your supervisor of any emergency situation. If you are injured or become sick at work, no matter how slightly, you must inform your supervisor immediately (before you leave academy).
- The use of alcoholic beverages or illegal substances during working hours will not be tolerated. The possession of alcoholic beverages or illegal substances on KEYS property is forbidden.
- Use, adjust and repair machines and equipment only if you are trained and qualified. Please check with the administration first.
- Know the proper lifting procedures. Get help when lifting or pushing heavy objects.
- Understand your job fully and follow instructions. If you are not sure of the safe procedure, don't guess; just ask your supervisor.

- Know the locations, contents and use of first aid and fire-fighting equipment.
- Wear personal protective equipment in accordance with the job you are performing.

Violating of a safety precaution is in itself, an unsafe act. A violation may lead to disciplinary action, up to and including discharge.

Fire Drills

Fire drills are scheduled periodically throughout the year. These drills are an important aspect in employee safety. We expect your complete cooperation during these drills. If you have any questions concerning evacuation procedures, see the KEYS administration.

Workplace Violence

Violence by an employee or anyone else against an employee, supervisor, and member of management or student will not be tolerated. The purpose of this policy is to minimize the potential risk of personal injuries to employees at work and to reduce the possibility of damage to Academy property in the event someone, for whatever reason, may be unhappy with a KEYS decision or action by an employee or member of management.

If you receive or overhear any threatening communications from an employee or outside third party, report it to the academy leader at once. Do not engage in either physical or verbal confrontation with a potentially violent individual. If you encounter an individual who is threatening immediate harm to an employee or visitor to our premises, contact an emergency agency (such as 911) immediately.

All reports of work-related threats will be kept confidential to the extent possible, investigated and documented. Employees are expected to report and participate in an investigation of any suspected or actual cases of workplace violence and will not be subjected to disciplinary consequences for such reports or cooperation.

Violations of this policy, including failure to report or fully cooperate in KEYS investigations, may result in disciplinary action, up to and including discharge.

Workplace Searches

To protect KEYS property and to ensure the safety of all employees, and students, KEYS reserves the right to conduct personal searches consistent with state law, and to inspect any packages, parcels, purses, handbags, brief cases, lunch boxes or any other possessions or articles carried to and from the Academy's property. Additionally, KEYS reserves the right to search any employee's office, desk, files, locker, equipment or any other area or article on our premises. In this regard, it should be noted that all offices, desks, files, lockers, equipment, etc. is the property of KEYS, and are issued for the use of employees only during their employment. Inspection may be conducted at any time at the discretion of KEYS.

Persons entering the premises who refuse to cooperate in an inspection conducted pursuant to this policy may not be permitted to enter the premises. Employees working on or entering or leaving the premises who refuse to cooperate in an inspection, as well as employees who after the inspection are believed to be in possession of stolen property or illegal substances, will be subject to disciplinary action, up to and

including discharge, if upon investigation they are found to be in violation of the KEYS's security procedures or any other KEYS rules and regulations.

Good Housekeeping

Good work habits and a neat place to work are essential for job safety and efficiency. You are expected to keep your place of work organized, clean and clear of clutter, and materials in good order at all times. Report anything that needs repair or replacement to your supervisor. We encourage teachers to help students participate in maintaining a clean and responsible classroom environment. A good example of teaching classroom responsibility would be to turn the lights off when the room is not in use in order to help reduce the cost of the electricity bill. Reducing these types of costs will allow for the saved funds to be applied to the education of the students.

Smoking in the Workplace

KEYS is committed to providing a safe and healthy environment for employees, students, and visitors. Smoking is not permitted on KEYS property.

No Weapons in the Workplace

Possession, use or sale of weapons, firearms or explosives on work premises, while operating Academy machinery, equipment or vehicles for work-related purposes or while engaged in KEYS business off premises is forbidden except where expressly authorized by KEYS and permitted by state and local laws. This policy applies to all employees, including but not limited to, those who have a valid permit to carry a firearm.

Employees who are aware of violations or threats of violations of this policy are required to report such violations or threats of violations to their supervisor immediately. Violations of this policy will result in disciplinary action, up to and including discharge.

In An Emergency

The Academy Leader or a school administrator should be notified immediately when an emergency occurs. Emergencies include all accidents, medical situations, bomb threats, other threats of violence, and the smell of smoke. If the Director is unavailable, contact the nearest KEYS official.

Should an emergency result in the need to communicate information to employees outside of business hours; the academy leader will contact you. Therefore, it is important that employees keep their personal emergency contact information up to date. Notify the Human Resources Department when this information changes.

When events warrant an evacuation of the building, you should follow the instructions of the Administration or any other member of the KEYS team. You should leave the building in a quick and orderly manner. You should assemble at the pre-determined location as communicated to you by the Academy Leader to await further instructions or information.

Please direct questions you may have about academy emergency procedure to your Academy Leader.

Substance Abuse

KEYS has a vital interest in ensuring a safe, healthy and efficient working environment for our employees, their co-workers and the students we serve. The unlawful or improper presence or use of

controlled substances or alcohol in the workplace presents a danger to everyone. For these reasons, we have established as a condition of employment and continued employment with the Academy the following substance abuse policy.

Employees are prohibited from reporting to work or working while using illegal or unauthorized substances. Employees are prohibited from reporting to work or working when the employee uses any controlled substance, except when the use is pursuant to a doctor's orders and the doctor advised the employee that the substance does not adversely affect their ability to safely perform his or her job duties.

In addition, employees are prohibited from engaging in the unlawful or unauthorized manufacture, distribution, sale or possession of illegal or unauthorized substances and alcohol in the workplace including: on KEYS paid time, on KEYS premises, in KEYS vehicles, or while engaged in KEYS educational related activities and business. Our employees are also prohibited from reporting for duty or remaining on duty with any alcohol in their systems. Employees are further prohibited from consuming alcohol during working hours, including meal and break periods.

Your employment or continued employment with KEYS is conditioned upon your full compliance with the foregoing substance abuse policy. Any violation of this policy may result in disciplinary action, up to and including discharge. Furthermore, any employee who violates this policy who is subject to discharge may be permitted in lieu of discharge, at the Academy's sole discretion, to participate in and successfully complete an appropriate treatment, counseling or rehabilitation program as recommended by a substance abuse professional as a condition of continued employment and in accordance with applicable federal, state, and local laws.

Consistent with its fair employment policy, KEYS maintains a policy of non-discrimination and reasonable accommodation with respect to recovering addicts and alcoholics, and those having a medical history reflecting treatment for substance abuse conditions. We encourage employees to seek assistance before their substance or alcohol use renders them unable to perform their essential job functions or jeopardizes the health and safety of themselves or others. The Academy will attempt to assist its employees through referrals to rehabilitation, appropriate leaves of absence and other measures consistent with the Academy's policies and applicable federal, state or local laws.

The Academy further reserves the right to take any and all appropriate and lawful actions necessary to enforce this substance abuse policy including, but not limited to, the inspection of Academy issued lockers, desks or other suspected areas of concealment, as well as an employee's personal property when the Academy has reasonable suspicion to believe that the employee has violated this substance abuse policy.

This policy represents management guidelines. For more information, please speak to your supervisor.

Employee Drug Testing

Engineering staff must do a physical exam and random drug test as set by state law.

Progressive Discipline Policy and Procedure

Our progressive discipline policy and procedure is designed to provide a structured corrective action process to improve and prevent a recurrence of undesirable behavior and/or performance issues. Outlined below are the steps of our progressive discipline policy and procedure. Kalasho Empowerment of Young Scholars reserves the right to combine or skip steps depending upon facts of each situation and the nature of the offense. The level of disciplinary intervention may also vary. Some of the factors that will be considered depend upon whether the offense is repeated despite coaching, counseling and/or training, the employee's work record and the impact the conduct and performance issues have on our organization. Nothing in this policy provides any contractual rights regarding employee discipline or counseling nor should anything in this policy be read or construed as modifying or altering the employment-at-will relationship between KEYS and its employees.

Procedure

Step 1: Counseling and Verbal Warning

Step 1 creates an opportunity for the immediate supervisor to schedule a meeting with an employee to bring attention to the existing performance, conduct, or attendance issue. Within five business days, the principal will prepare written documentation of a step 1 meeting. The employee will be asked to sign this document. The employee's signature is needed to demonstrate the employee's understanding of the issues and corrective action needed.

Step 2: Written Warning

If employee performance, conduct, or attendance issues that were identified in step 1 have been corrected, great. However, KEYS recognizes that this may not always be the case. A written warning involves a more formal documentation of the performance, conduct or attendance issues and consequences.

If the employee shows no improvement then step 2 will be implemented, the immediate principal will meet with the employee and review any additional incidents or information about the performance, conduct or attendance issues as well as any prior relevant corrective action plans. The principal will outline the consequences for the employee of his or her continued failure to meet performance and/or conduct expectations. A formal performance improvement plan (PIP) requiring the employee's immediate and sustained corrective action will be issued within five business days of a step 2 meeting. A warning outlining that the employee may be subject to additional discipline up to and including termination if immediate and sustained corrective action is not taken may also be included in the written warning. Human Resources will be contacted at that time by principal

Step 3: Suspension and/or Final Warning

When immediate action is necessary to ensure the safety of the employee or others, the immediate Human Resource director may suspend the employee pending the results of an investigation. Suspensions that are recommended as part of the normal progression of this progressive discipline policy and procedure are subject to approval from HR. Depending upon the seriousness of the infraction, the employee may be

suspended without pay in full-day increments consistent with federal, state and local wage-and-hour employment laws.

Step 4: Recommendation for Termination of Employment

The last and most serious step in the progressive discipline procedure is a recommendation to terminate employment. KEYS will try to exercise the progressive nature of this policy by first providing warnings, final written warning and/or suspension from the workplace before proceeding to a recommendation to terminate employment. The Principal recommendations to terminate employment must be approved by Human Resources. Final approval is required from top administrators at KEYS.

Appeal Process

Employees will have the opportunity to present information that may challenge information management has used to issue disciplinary action. The purpose of this process is to provide insight into extenuating circumstances that may have contributed to the employee performance and/or conduct issues while allowing for an equitable solution. This goes to HR from the employee.

Performance and Conduct Issues Not Subject to Progressive Discipline

Behavior that is illegal is not subject to progressive discipline and the principal will contact HR before reporting to local law enforcement. Theft, intoxication at work, fighting and other acts of violence, are also not subject to progressive discipline and may be grounds for immediate termination and will entail legal recourse.

Documentation

The employee will be provided copies of all progressive discipline documentation including all performance improvement plans. The employee will be asked to sign copies of this documentation attesting to their receipt and understanding of the corrective action outlined in these documents by Principal.

Copies of these documents will be placed in the employee's official personnel file.

Termination Policy

Since the relationship between KEYS and its employees is at-will, either KEYS or the employee can terminate the relationship with or without notice or with or without just cause. This relationship can only be modified by an agreement in writing between KEYS and the employee. There are varying degrees of seriousness which pertain to performance and/or infractions of policies and there are certain instances where conduct and/or performance is of such a serious nature that immediate termination, without prior warning or consultation, may be a justified course of action.

KEYS is responsible for suspension and termination of employees. Employees and those under individual contract to work regularly and continuously in the academy, whether part-time or full-time, may not continue employment with KEYS if a criminal history records check or other authoritative source reveals a conviction of a "listed" offense under MCL 28.722. Individuals convicted of a non-listed felony may not continue to work unless both KEYS and the Board gives written approval. Such conviction(s) may subject professional staff to discharge or demotion. The State Board of Education will be notified of the report of conviction(s) as required by law.

Severance Pay

If an employee is terminated by KEYS once all property has been returned to the Academy that employee is entitled to two weeks' severance pay. If an employee resigns that employee is not entitled to any severance pay.

Email Policy

E-mail account access will be terminated immediately upon termination; a personal email account address must be given to Human Resources so paycheck and tax information can be distributed without delay.

Renewal

After the conclusion of the academy year, KEYS will send renewal letters regarding teaching/staffing assignments for the upcoming academy year. If a contract is not renewed health insurance will terminate on June 30.

Resignation

If an employee chooses to resign, a customary professional courtesy of a two-week notice would be appreciated by KEYS. If an employee gives two-weeks notice then the health care will continue through the end of the month, less than two weeks or during a non-active contract period the health care ends on the date the employee resigns.

Address Change after Termination

You should notify the Academy if your address changes during the calendar year in which termination occurs so that your tax information will be sent to the proper address.

COBRA Insurance

COBRA, an employee-paid health insurance continuance option, will be offered in case of employee termination or resignation. COBRA information will be sent to the resigning or terminating employee. The plan administrator will notify the individuals eligible for continuation coverage of their right to elect COBRA continuation coverage. For more information regarding COBRA, you may contact the KEYS business or administration office.

Unemployment

The Michigan Employment Securities Act (MESA) states that if a worker files for unemployment benefits and has worked in any job for an academy, benefits will not be payable based on the lack of work at the academy during a academy holiday or recess period, or the summer period between academy years, if the worker has reasonable assurance (offer letter) from the academy of a similar job being held for him following the period of unemployment.

RECEIPT OF EMPLOYEE HANDBOOK & EMPLOYMENT-AT WILL STATEMENT

(This copy is to be signed and returned to your Academy Leader)

The following are pages are statements that you have read and understood the policies of KEYS enclosed in this handbook. Please sign both copies of the appropriate section, keeping one with your handbook and returning the other to the KEYS site Director to be placed in your personnel file. New employees should sign the “New employee Receipt of Handbook” and returning employees should sign the “Changes to the Employee Handbook” section.

New employee Receipt of Handbook

This is to acknowledge that I have received a copy of the KEYS Employee Handbook and I understand that it contains information about the employment policies and practices of KEYS. I agree to read and comply with this employee Handbook. I understand that the policies outlined in this Employee Handbook are management guidelines only, which in a developing business will require changes from time to time. I understand that KEYS retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the employees and KEYS. I understand that this Employee Handbook supersedes and replaces any and all prior employee Handbooks and any inconsistent verbal or written policy statements.

I understand that except for the policy of at-will employment, which can only be changed by the president of KEYS in a signed written contract, KEYS reserves the right to revise, delete and add to the provisions of this Employee Handbook at any time without further notice. All such revisions, deletions or additions to the Employee Handbook will be in writing and will be signed by the Academy Leader. I understand that no oral statements or representations can change the provisions of this employee Handbook.

I understand that this Employee Handbook is not intended to create contractual obligations with respect to any matters it covers and that the employee Handbook does not create a contract guaranteeing that I will be employed for any specific time period.

KEYS IS AN AT-WILL EMPLOYER. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS EMPLOYEE HANDBOOK, THE ACADEMY OR I MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. NOTHING IN THIS EMPLOYEE HANDBOOK OR IN ANY DOCUMENT OR STATEMENT, WRITTEN OR ORAL, SHALL LIMIT THE RIGHT TO TERMINATE EMPLOYMENT AT-WILL. NO OFFICER, EMPLOYEE OR REPRESENTATIVE OF THE ACADEMY IS AUTHORIZED TO ENTER INTO AN AGREEMENT—EXPRESS OR IMPLIED—WITH ME OR ANY EMPLOYEE FOR EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME UNLESS SUCH AN AGREEMENT IS IN A WRITTEN CONTRACT SIGNED BY THE PRESIDENT OF THE ACADEMY.

I understand that this Employee Handbook refers to current benefit plans maintained by the Academy and that I must refer to the actual plan documents and summary plan descriptions as these documents are controlling.

I have read and understand the Paid Time off (PTO) Policy in this employee Handbook.

I also understand that if a written contract is inconsistent with the Employee Handbook, the written contract is controlling.

If I have questions regarding the content or interpretation of this employee Handbook, I will ask the Director or a member of management.

Initials _____ Date ____/____/____

Name of employee: _____

Signature: _____ Date: ____/____/____

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