



2023-2024

STAFF HANDBOOK

"SHAPING CHAMPIONS OF GREATNESS"



72-245-3105



hr@wfcacademy.org



www.wfcacademy.org



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GENERAL INFORMATION

SCHOOL OVERVIEW

Welcome to Word of Faith Christian Academy, a vibrant and nurturing educational institution dedicated to providing a Christ-centered education of excellence. Our school, located in the heart of [City], embraces a holistic approach to education, fostering academic growth, spiritual development, and character formation.

At Word of Faith Christian Academy, we believe that every child is a unique creation of God with incredible potential. Our committed and highly qualified faculty is passionate about equipping students with the knowledge, skills, and values they need to succeed in life and make a positive impact on the world around them.

Academic Excellence

We offer a rigorous curriculum that adheres to state and national standards while integrating biblical principles into every subject. Our goal is to develop critical thinkers, effective communicators, and lifelong learners. Through engaging and innovative teaching methods, we empower students to explore their interests, expand their horizons, and achieve academic excellence.

Spiritual Growth

We place a strong emphasis on spiritual growth, encouraging students to develop a personal relationship with Jesus Christ. Our biblical teachings and chapel services provide opportunities for students to deepen their understanding of God's Word, develop Christian character, and engage in acts of service to others. We strive to nurture a strong moral compass, integrity, and compassion in our students.

Character Development

At Word of Faith Christian Academy, character development is an integral part of our educational philosophy. We aim to instill values such as honesty, respect, responsibility, and perseverance in our students. Through character-building programs and a supportive learning community, we prepare students to face life's challenges with integrity and resilience.

Safe and Supportive Environment

We are committed to providing a safe and supportive environment where students can thrive. Our dedicated staff creates a warm and nurturing atmosphere, fostering positive relationships and a sense of belonging. We prioritize the social-emotional well-being of our students, ensuring they feel valued, accepted, and supported throughout their educational journey.

Enrichment Opportunities

Beyond the classroom, we offer a wide range of extracurricular activities, clubs, and sports programs to enhance students' learning experiences. These opportunities allow students to discover and develop their



talents, cultivate teamwork, and build leadership skills. We also organize field trips, cultural events, and service projects to broaden students' perspectives and foster a love for learning.

Strong Home-School Partnership

We believe in the importance of a strong home-school partnership. We actively involve parents and guardians in their child's education through open communication, parent-teacher conferences, and family engagement events. Together, we work collaboratively to support the growth and success of each student. As you explore Word of Faith Christian Academy, we invite you to experience our warm and welcoming community firsthand. Discover how we combine academic excellence, spiritual growth, and character development to prepare students for a purposeful and impactful future.

Come and join us at Word of Faith Christian Academy, where students are empowered to excel academically, grow spiritually, and impact the world for Christ.

STATEMENT OF PURPOSE

Mission Statement

Word of Faith Christian Academy (WFCA) embraces a mission that strives to foster, nurture, and develop a diverse, challenging and creative environment where learning takes place. We believe children learn best in an environment tempered with love, kindness, and compassion. As an educational institution, our mission extends to promoting a balanced academic, social, spiritual and technology centered education that forms the basis for success in today's global economy.

Vision Statement

Word of Faith Christian Academy (WFCA) foresees becoming a top-notch educational institution delivering first-class programs focused on giving each student individualized attention, incorporating the Christian tenets of faith and moral conduct, stressing good character development and using the highest technology methods to reach academic heights in preparing students for life-time growth and achievements.

Core Principles and Values

The Officers and Administrative Team of Word of Faith Christian Academy resolutely commits and dedicates to achieving its vision as described above and its core principles, values and philosophy as set forth below:

1. Become the top-notch provider of educational services by pursuing excellence in every area of the students and school's development.



2. Delivering first-class programs focused on giving students individualized attention including fostering a love of learning in each student by modeling and teaching a servant leadership approach to decision-making and responsibility.
3. Incorporating Christian values by insisting on academic excellence from the perspective of inculcating a Christian worldview that encourages and nurtures emotional, spiritual and social development.
4. Utilizing an educational process centered on faith, moral conduct, exceptional character development, high academic achievement and developing skills in technology by instilling a sense of responsibility in practices for students and setting a standard of excellence in our industry and beyond.
5. Become the school of choice in the St. Lucie County community and partner with parents to provide top notched education and opportunities for students because of our unwavering reliability, our premium work and our relentless pursuit of student growth, achievement and development.
6. Partner with students, parents, governing bodies, the community, and employees to provide exceptional education and instruction.
7. Facilitate professional development, open and honest communication and ensure wisdom in stewardship for teachers and instructors while promoting leadership at every level.
8. Reward employees for superior performance and maintaining exemplary standards of professionalism and care.
9. Foster a culture of mutual loyalty and teamwork, while supporting our students, families, and communities with strong corporate citizenship.
10. Continually strive to achieve the mission, vision, goals and objectives of the school.

Philosophy

Word of Faith Christian Academy is established in a diversified community with the purpose of providing personable attention to students in their learning experience. Christian components and academics will be integrated as a core value in the day to day routine of classroom time and provide a solid foundation for their spiritual growth. The school will create an emotional, spiritual, and social environment to equip students with wholesome tools for life. While we recognize a major deficiency in our students' competence in Math and Reading, this provides a great opportunity for the school to emphasize these areas along with Technology.

At WFCA we will strive to foster a love of learning in each student. Our curriculum skillfully weaves artistic and practical disciplines into everyday academics.



NOTICE OF NONDISCRIMINATORY POLICY

The Word of Faith Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It doesn't discriminate on the basis of race, color, national and ethnic origin in administration or its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

CODE OF CONDUCT

As an Educational Institution, Word of Faith Christian Academy values personal integrity and responsibility. WFCA believes that what each staff member brings to the workplace is critical, important and valued. The School's reputation is established and built by people who conduct themselves with honesty and integrity right from its beginning stages. Each staff member is entrusted with this as their legacy. As a representative of Word of Faith Christian Academy, you are expected to conduct yourself according to the highest ethical standards of responsible conduct including honesty and integrity, openness and transparency.

This Employee Handbook delineate the basic principles of conduct that WFCA expects each of its staff members to follow and is therefore applicable to all employees, its affiliates and subsidiaries, as well as to those acting on the School's behalf, such as attorneys, accountants, consultants, agents and other representatives. This Handbook is not intended to cover every situation or to address every applicable rule, since there are other School policies and practices, as well as common sense standards of conduct that we are expected to adhere to. If you have a concern or question regarding a situation that may not be covered by this *Handbook*, the matter should be referred promptly to your supervisor and/or the principal in the Administration Offices.

Violations of these principles, or any other Word of Faith Christian Academy policy and/or any applicable law may result in disciplinary action, including dismissal. The fact that an illegal, dishonest or prohibited act may be considered minor in nature will not necessarily mitigate any disciplinary or legal action taken by WFCA. Further, because of the importance of the standards set forth in this Handbook, a staff member's actions with respect to matters governed by this Handbook are significant indications of the individual's judgment, ethics and competence. Accordingly, insensitivity to or disregard for the principles of this Handbook constitutes an important element in the evaluation of an employee for retention, assignment or promotion.

This Handbook is not a contract of employment and may not be construed as creating a right to employment for any specific period of time. The policies and procedures contained in this Handbook supersedes any prior policies with respect to the subject matter covered and also supersedes any contrary or inconsistent policy of any service area within the organization of the school. The School may change this Handbook and any of the individual policies in it, or add additional policies and procedures, at its discretion at any time. Although the Handbook is not a contract or legal document,



it provides a working guide for use in understanding and applying policies, procedures and practices. It is meant to be helpful to employees and their supervisors, regardless of location. Circumstances may be presented which require changes in the policies, procedures, practices and benefits delineated herein. Word of Faith Christian Academy reserves the right to amend the contents of this Handbook as it deems necessary and appropriate.

For purposes of this Employee Handbook, the terms “WFCA” or “School” mean Word of Faith Christian Academy and its subsidiaries. Policies and Procedures described within this Handbook are categorized by six (6) major headings: General Information; Personnel Policies & Procedures; Training and Development; Timekeeping, Payroll & Expenses; Time Off Policies and Leaves of Absences; and Benefits.

PRINCIPAL’S LETTER TO EMPLOYEES

To All WFCA Staff members:

Word of Faith Christian Academy from its inception has set the standard for honesty and integrity in the elementary and middle school. WFCA is in the beginning stages of operations and development and plans to continue to expand into the premier education. With this in mind, the focus on *our commitment to conduct ourselves and our business according to the highest ethical standards* will not change. As we look to the future, it is essential that each WFCA staff member acknowledge his or her personal responsibility to conduct him or herself according to these principles.

This Handbook, the Word of Faith Christian Academy Employee Policies and Procedures Handbook, is your personal copy of our code of conduct. It outlines many of the standards of professional behavior that we expect all staff members to live by. As important as the written code is, the unwritten expectation and assumption is that all activity undertaken by WFCA staff members, whether or not covered in a written guideline, will conform to the highest standards of ethical conduct.

The Employee Policies and Procedures Handbook is a very important document. Please be sure to read it carefully. Please also sign the enclosed acknowledgment form and return it to your supervisor. If you have any questions, please bring them up to your supervisor.

Blessings,

Natalee Edwards-Mosely

Natalee Edwards-Mosely

Principal

Word of Faith Christian Academy



SCOPE OF EMPLOYEE HANDBOOK

The relationship between Word of Faith Christian Academy and each employee is of critical importance and we believe it is essential to keep each of you fully informed about WFCA's policies, procedures, practices, benefits, what you can expect from the school, and the obligations you assume as an employee. These practices are designed to provide clear and equal treatment of employees. We urge you to become familiar with them. If you have any questions on any matter pertaining to employment, contact your Supervisor who will either answer the questions or get answers for you.

This employee Handbook is designed to be a summary and apply to all employees. It is further intended to provide employees with basic information about the School and its policies, practices, procedures and benefits. As noted previously, policies and practices are subject to change. Consult with your supervisor if there are questions related to any of the information supplied in this Handbook.

CONFIDENTIALITY

No staff member may use confidential information (as defined below) to personally benefit himself, herself or others. In the handling of all confidential information, staff members must not communicate such information to anyone, inside or outside the School (including to family members), except on a strict "need-to-know" basis and under circumstances that make it reasonable to believe that the information will not be used or misused or improperly disclosed by the recipient.

Staff members must be careful to avoid discussing confidential information in any place (for instance, in restaurants, on public transportation, in elevators) where such information may be heard or seen by others. Care also should be taken not to expose nonpublic papers or documents on desks, conference tables or other places where they can be seen by others. Any confidential information to be disposed of should be destroyed rather than placed in waste baskets.

"Confidential information" includes, but is not limited to, any documents, knowledge, data or other information relating to the School's (1) students, suppliers, consultants, subcontractors and others with whom the School does business; (2) marketing methods and strategies; (3) contract terms, pricing, and other information regarding the relationship between the School and the persons and entities with which the School has contracted; (4) services, products, software, technology, developments, improvements and methods of operation; (5) results of operations, financial condition, projected financial performance, sales and profit performance and financial requirements; (6) the identity of and compensation paid to the School's staff members, consultants and other agents; (7) business plans, models or strategies and the information contained therein; (8) sources, leads or methods of obtaining new students and/or business to support the school's operation; (9) acquisitions, divestitures, alliances and other business relationships; and (10) all other confidential information of, about, or concerning the business of the School, or its Affiliates transacting business, which is not already publicly available from a source other than the staff members. It should be assumed that all documents, knowledge, data, or other information of the type described above is confidential



information unless the staff member has specific knowledge or instructions that it is not. All confidential information is the property of the School and may not be removed from the premises of the School without authorization. If you leave the School for any reason, you must return all confidential information, both originals and copies, in your possession or under your control.

CONFLICT OF INTEREST

Staff members in their business dealings with students, parents/guardians, families and others must never be influenced, or even appear to be influenced, by personal interests. Staff members are expected, both on and off the job, to support WFCA's efforts to succeed in the marketplace.

Staff members are not permitted to:

- Become involved in activities or businesses that compete with WFCA's activities or businesses and/or in any way assist others to compete with WFCA.
- Use their position with WFCA, its proprietary information or its relationships with students, parents/guardians, families, and/or vendors for personal benefit or gain.
- Have any relationships, financial or otherwise, with any student, parent/guardian, families, supplier or competitor that might be construed as a conflict of interest or that might even appear to impair your judgment on behalf of WFCA.
- Engage in any outside activity that could adversely affect the independence and objectivity of the staff member's judgment, interfere with the timely and effective performance of his or her duties and responsibilities, or that could discredit WFCA, or conflict, or appear to conflict, with WFCA's best interests. Since each staff member's primary obligation is to WFCA, any outside activity such as a second job or self-employment, must be kept totally separate from employment with WFCA. Unless expressly authorized by WFCA, no outside activity should involve the use of School time, its name or its influence, assets, funds, materials, facilities, or the services of other staff members.

If an actual or potential conflict of interest develops, it should be reported immediately to your supervisor.

HONESTY & INTEGRITY

Each employee is accountable and responsible for both the integrity and the consequences of his or her own actions. Therefore, the highest form of honesty, integrity and fairness must be demonstrated by each employee when engaging in any activity concerning WFCA. This requirement is especially essential in relationships with the public, students, parents/guardians, other employees, vendors and suppliers. The School values fairness, integrity and respect and strive to integrate these values into the day-to-day operations and practices of the school. All employees are expected to act at all times with fairness, integrity and respect for others. As a result, employees' conduct should serve to protect the person's integrity and/or reputation and that of the School. An unshakeable commitment to honorable behavior by each and every employee is expected.



Integrity and honesty can accommodate the inadvertent error and the honest difference of opinion, but it cannot accommodate deceit or subordination of principle. It is further expected that employees perform their jobs in a competent and ethical manner without violating either the public trust or applicable laws along with the policies and procedures of this School. It is not possible nor is it practical to itemize all of the situations that might fall under the guidelines of this policy. In no way should employees consider that they are relieved from the responsibility to exercise the highest honesty and integrity at all times in the absence of law, policy or regulation covering particular situations; although additional policies, regulations and approved practices may have been established covering specific areas of activity such as conflict of interest and principles of conduct.

PRINCIPLES OF CONDUCT

One of the most essential ingredients of proper personal conduct is personal integrity. It is a matter of being honest with WFCA's time, money and property.

This includes:

- Reporting to work as scheduled. Every staff member is expected to report to work every work day. When an absence or late arrival is unavoidable, promptly notify your supervisor and accurately report the reason.
- Doing a full day's work for a full day's pay. Employees must accurately report their time on work reports.
- Not conducting personal activities on School time or using School facilities or property for personal use.
- Complying with applicable laws and School policies.
- In addition, staff members are expected to conduct themselves in an appropriate and lawful manner when working or otherwise representing WFCA. Some examples, which are not intended to be exclusive, of forbidden personal conduct include:
- Insubordinate behavior towards a supervisor or other superior; fighting on the job or on School premises; using rude, abusive or obscene language; and physical acts of violence or threats to commit violence. This also means engaging in any type of unlawful, unwanted and unethical behavior with students, parents, families and/or their representatives.
- Unlawfully possessing firearms, weapons or explosives on School premises or in School vehicles. Employees may lawfully possess, transport and keep secure firearms and ammunition within his/her motor vehicle providing it is locked within the motor vehicle while conducting business on behalf of WFCA both on School premises and in the business community.
- Falsifying any reports submitted to financial or operational management, including travel, expense reports, work reports and time sheets.
- Engaging in any illegal or unethical act or failing to comply with applicable laws regarding educational, disciplinary, social and other conduct that directly impact the school.
 - Misusing School computer or communication resources. WFCA has adopted a separate policy on the use of WFCA computer and communication resources.



No staff member has a reasonable expectation of privacy with respect to WFCA's computer or communications resources, and WFCA reserves the right to monitor and review any staff member's use of these resources.

- Filing false claims against the School or any of its staff members with any governmental authority or judicial body, or making false or defamatory statements about the School or its staff members to any person or entity.
- Disclosing confidential information about the School; that is contrary to WFCA's Confidentiality Policy.

SOLICITATION

Contributions for any reason other than school business may not be solicited on School property without the permission of an Administrative Representative.

WORK ETHIC & PRODUCTIVITY

All employees of WFCA play an important role in making sure that the resources entrusted to them are protected, preserved and enhanced. It is expected that employees will carry out the business of the School within the boundaries of the highest possible level of work ethic and productivity. Being an employee of this School requires a commitment to work diligently, to perform assigned duties and to strive to meet objectives, goals and the missions of the School.

Employment responsibilities are to be carried out in a manner that promotes and protects the School's best interests. Employees should not use their positions to advance their own personal interests over that of the School's. Objectivity in decision making, good time-management, maintaining an overall positive attitude and adhering to educational principles, policies and regulations are key components in complying with the standards of accountability necessary to achieve high levels of work ethic and productivity. Discretion and recognition of the obligation to treat certain information with confidentiality is a responsibility of all employees.

EMPLOYEE GRIEVANCE POLICY

Word of Faith Christian Academy aims to resolve problems and grievances promptly and as close to the source as possible with graduated steps for further discussions and resolution at higher levels of authority as necessary.

Statement of General Principles

Complaints must be fully described by the person with the grievance. The person(s) against whom the grievance/complaint should be given full details of the allegation(s) against them. Such person(s)



should have the opportunity and be given a reasonable time to present their side of the story before resolution is attempted. Proceedings should be conducted honestly, fairly and without bias. In addition, proceedings should not be unduly delayed.

Procedures

The process for resolving and/or managing employee grievance is as follows:

1. The employee attempts to resolve the complaint as close to the source as possible. This is an informal and verbal level. However, if the matter is not resolved at this level then the employee moves to level 2.
2. The employee notifies his/her supervisor (in writing or otherwise) as to the substance of the grievance and states the remedy sought. Discussion should be held between employee and any other relevant party. This is also an informal level but either party has the right to request written statements and agreements. Total time for completing this level is no more than one week. If the matter is still not resolved then the parties move to level three.
3. The Supervisor must then refer the matter to the designated Administrative Representative (and/or Board of Directors, if applicable). A grievance taken to this level must be in writing from the affected employee. The Supervisor will forward to the designated Administrative Representative any additional information thought relevant and will provide a written response to the Employee. The Administrative Representative will also communicate with any other parties involved or deemed relevant within one week. If the matter is not resolved, then the employee will proceed to the next step.
4. The employee will be advised of his/her rights to pursue the matter with external authorities if they wish to continue seeking remedy.

REPORTING MISCONDUCT BY INSTRUCTIONAL PERSONNEL AND ADMINISTRATORS

Based on the standards set by the Code of Ethics of the Education Profession in Florida and Principles of Professional Conduct for the Education Profession in Florida, coupled with Florida Statute (s. 1006.061), all employees and administrators have an obligation to report misconduct by instructional personnel and school administrators which affects the health, safety, or welfare of a student. Examples of misconduct include obscene language, drug and alcohol use, disparaging comments, prejudice or bigotry, sexual innuendo, cheating or testing violations, physical aggression, and accepting or offering favors.

Reports of misconduct of employees (including classroom teachers, teacher assistants, substitute teachers, volunteers, librarian, guidance counselors, social workers, secretary, and/or any other employee not a part of the administration team) should be made to the Principal. Reports of misconduct committed by administrators (including principals, assistant principal, and/or any other member of the administration team) should be made to the Director/Administrator. Furthermore, legally sufficient allegations of misconduct of Florida certified educators will be reported to the Office of Professional Practices Services. Additional information is contained in the Standards of Ethical Conduct and posted on the Administrative Office bulletin board.



PERSONNEL POLICIES & PROCEDURES

AMERICANS WITH DISABILITY ACT (ADA)

WFCA is committed to complying with all applicable provisions of the Americans with Disabilities Act (ADA) and similar state statutes. It is the School's policy not to discriminate against any qualified staff member or applicant with regard to any terms or conditions of employment because of such individual's disability.

Consistent with this ADA policy of non-discrimination, the School will provide reasonable accommodations to a qualified individual with a disability, as defined in the ADA, who has made the School aware of his or her disability, provided such accommodation does not constitute an undue hardship to the School. We may not be able to make an accommodation that would impose an undue hardship on the operation of the school and/or place students at risk for harm. The Americans with Disabilities Act (ADA) defines an undue hardship as 'an action that requires significant difficulty or expense.' Each accommodation request will be handled on a case-by-case basis.

ANTI-DISCRIMINATION AND HARASSMENT POLICY

WFCA believes that staff members should be able to work in an environment free of discrimination and harassment. Our School is committed to promoting and assuring equal employment opportunity for all current and prospective staff members without regard to race, religion, sex, age, handicap, national origin, or any other legally recognized status entitled to protection under local, state or federal anti-discrimination laws. To this end, WFCA prohibits and will not tolerate discrimination or harassment based on any legally protected status, including but not limited to sex, race, religion, national origin, marital status, physical handicap or age.

This policy governs all aspects of recruitment, advertising and initial selection for employment, and to all other aspects of employment, including compensation, promotion, demotion, transfer, lay-offs, terminations, leave of absence, and training opportunities. Any staff member or job applicant who has questions regarding this policy or believes that he or she has been discriminated against based on a protected status should contact their supervisor or the designated Administrative Representative. All such inquiries or complaints will be treated as confidential, and will be disclosed only on a need-to-know basis.

Complaint Procedure for Reporting Discrimination and/or Harassment

WFCA have implemented a complaint procedure that provides for an immediate, thorough, and objective investigation of any claim of real or perceived unlawful or prohibited harassment, appropriate corrective action against one found to have engaged in prohibited harassment, and resolution for any victim of harassment. A claim of harassment may exist even if the Employee has



not lost a job or some economic benefit. If you believe you have been discriminated or harassed on the job, or are aware of the harassment of others, by a supervisor, co-worker, student, parent/guardian, family members, vendor or other persons in violation of this policy, you are obligated to provide a written or verbal complaint to WFCAC immediately. If you prefer, submit a complaint directly to your supervisor. If you do not feel comfortable addressing the issue with your supervisor or you do not believe immediate and appropriate action has been taken, you **MUST** call the Administration Office.

The written statement should contain: the date(s) and location(s) of the incident(s), the identity of the alleged violator, the identity of any witnesses, and details about the incident(s). All reported incidents of prohibited harassment will be investigated. WFCAC will immediately undertake or direct an effective, thorough and objective investigation of the harassment allegations. In compliance with WFCAC's policies, the investigation will be completed and a determination regarding the reported harassment will be made and communicated to the Employee who complained and to the accused harasser(s).

School Investigation

Furthermore, Word of Faith Christian Academy will investigate all discrimination or harassment claims promptly and thoroughly irrespective of the identity of the alleged violator. The investigations will include, for example, inquiry into the alleged violator's identity, the specific conduct complained of, the identity of witnesses, and the number of times the conduct has occurred.

- Confidential interviews will be conducted by WFCAC regarding the alleged violator, the alleged victim, and all witnesses.
- In determining whether the alleged conduct constitutes discrimination or harassment, the WFCAC administrative team will consider the totality of the circumstances, the nature of the discrimination or harassment, and the context in which the alleged incident or incidents occurred.
- WFCAC will keep all information concerning the incident or incidents strictly confidential. The School will provide access to and disclose information only to those individuals involved in conducting the investigation and resolving the matter.
- WFCAC will inform the alleged victim and alleged violator about the results of the investigations and the steps the School will be taking in response to the complaint.
- WFCAC will not use the information against the person who makes a truthful, good faith allegation of discrimination or harassment. However, because false accusations can seriously affect the lives of innocent people, the School will take disciplinary action if the investigation leads the School to believe that the complaint was false and made in bad faith. This policy is not meant to discourage the reporting of incidents, but to protect those who are innocent of allegations of discrimination or harassment.



SANCTIONS

If the investigation reveals evidence supporting the occurrence of an incident of discrimination or harassment, the School will take prompt remedial action. The School's disciplinary action will depend upon the specifics of the case and may range from a warning to termination of employment. If the investigation fails to disclose discrimination or harassment conclusively, the School reserves the right to take action nonetheless. Such action may include counseling, a reminder of the School's discrimination policy, or a written warning to be included in the personnel file.

Once the matter has been resolved, the School will continue to monitor the staff members involved to ensure that no future incidents of discrimination or harassment occur.

The School is dedicated to maintaining a working environment free of discrimination and based on professionalism. We expect that all staff members will act responsibly to fulfill the School's commitment to working in an environment totally free of discrimination. Staff members should not hesitate to ask the Administration staff any questions regarding discrimination or harassment.

SCHOOL PROPERTY

WFCA generally provides the supplies, equipment, materials and other property necessary for each staff member to perform his or her job. This property belongs to WFCA and is to be used solely for WFCA's purpose and not for personal benefit.

Staff members are expected to exercise care in the use of all School property and to use such property only for authorized purposes. Negligence in the care and use of School property may be grounds for discipline, including termination. Staff members also may be required to reimburse WFCA or third parties for damage to School.

- Any employee found to cause damage that is determined to have been preventable, may be responsible for the first \$500 of damage cost(s).
- Two additional occurrences determined to be preventable damage, within a 12-month period of the first occurrence, may result in termination.

WFCA assumes no responsibility for a staff member's personal property used by the staff members in the course of his or her employment.

Upon termination of employment, a staff member must return all School property, equipment, work product, and documents, in either human or computer readable form, in his or her possession or control.

Some examples of what you are expected to do to safeguard School property include:

- Locking desks, lockers, offices and unattended vehicles or facilities.



- Restricting non-staff members' access to School premises or property unless they are on official business.
- Observing rules regarding identification, package inspection and personal property registration.
- Following maintenance and other procedures designed to prolong the useful life of School property.

You should never use School property for personal benefit. Only with proper authorization may you borrow, take, use, sell, loan, give away, or dispose of any School property.

School-issued identification cards are for use by staff members in the conduct of School business only. They belong to WFCA and must be surrendered upon request of your supervisor or WFCA's Administrative staff and/or its legal representative. Access codes to School premises must be kept confidential and not communicated to unauthorized persons. Staff members should report promptly any actual or suspected loss, damage, misuse, theft or destruction of School property to a supervisor.

Damages to School Property

Damage to School property, including computers, desks, chairs, or other property that has been caused by an employee and is determined to have been preventable, will be handled in the following manner:

Determination(s) of damage being preventable may be made by a team of Administrative Staff.

Damage costs may be withheld from future paychecks.

Housekeeping

Work areas should be maintained in a neat and orderly manner. At the end of the work day, you are expected to perform a general "clean-up" of your area. Personal belongings should be placed in areas which have been designated for such articles and not left at work stations. You are expected to exercise reasonable care with respect to your personal property. Under no circumstances should purses, wallets, or other valuables be left in plain view. The School is not responsible for any theft or damage to personal property.

Intellectual Property

All material eligible for copyright or trademark protection and any and all ideas and inventions ("Intellectual Property"), whether or not patentable, in any case solely or jointly made, developed, conceived or reduced to practice by a staff member of the School (whether at the request or suggestion of any other staff member or otherwise, whether alone or in conjunction with others, and whether during regular hours of work or otherwise) during the staff member's employment or term of engagement that may be directly or indirectly useful in the business of the School must be promptly and fully disclosed in writing to the School. The School will have the entire right, title and interest (both domestic and foreign) in and to such Intellectual Property, which is the sole property of the



School. All papers, drawings, models, data and other materials relating to any such Intellectual Property will be included in the definition of confidential information, will remain the sole property of the School, and the staff member must return to the School all such Intellectual Property, and all copies thereof, including all originals and copies contained in computer hard drives or other electronic or machine readable format, upon the School's request, or the expiration or termination of the staff member's employment or engagement.

The staff member must execute, acknowledge and deliver to the School any and all further assignments, contracts or other instruments the School deems necessary or expedient, without further compensation, to carry out and effectuate the intents and purposes of this policy and to vest in the School all right, title and interest in and to the Intellectual Property.

Searches

Supervisors and administration personnel have the authority to request that any employee open for inspection any package or other container brought on or taken from School premises. The term "School premises" includes School offices, all project areas, desks, lockers, rest areas and lounges, parking lots, driveways, and any vehicle owned or leased by the School. Random searches of School property, including lockers, desks and employee vehicles parked on School premises can be conducted at any time. If an employee is found to be carrying School property without authorization, he or she is subject to discipline, up to and including discharge. Prohibited items or substances will be turned over to law enforcement authorities when appropriate. Any employee found in possession of an item or substance prohibited by this policy will be sent home and will be subject to further discipline, up to and including discharge. Any employee who refuses to comply with a search or investigation in accordance with this policy will be subject to discipline, up to and including discharge.

Theft

School property is a valuable asset, costly to replace. All employees must protect it from theft, loss and damage. School property includes, but is not limited to, knowledge and information as well as physical goods. Cameras, computers, tablets, phones, office equipment, classroom equipment, books, magazines, stationery, copiers, supplies, tools and safety equipment are for School business only and are not to be used for personal matters. None of the above items is to be removed from the office for other than School business. If it is necessary to use any of these items outside the office for School business, you must get written permission from your supervisor and be responsible for their safekeeping and return. Any employee who violates this policy is subject to immediate dismissal.

SCHOOL RECORDS

School records are critical to meeting WFCA's financial, legal and management obligations and must always be prepared accurately and timely. Such records include student records, reports, vouchers, bills, time reports, payroll and service records, student goals and objectives, measurement, performance, and other essential data.



Staff members who prepare records must:

- Provide accurate and complete information in making all entries, including those related to accounting classifications, student admissions, retention, progress, discipline reports and graduation.
- Account accurately for all time worked, work items, expenses, material, tools, and other School property, whether the property is new, used or deemed worthless.
- Correctly report items used under any measurement index plan. A false or misleading report of measurement data is considered as serious as falsifying vouchers, financial data, or records pertaining to School funds, grades, students' progress and outcomes, or property.

All School records, including staff member's records and student records are to be held in confidence and treated as confidential proprietary information. As such, they are to be carefully safeguarded and kept current and accurate. They should be disclosed only upon proper authorization, or as directed in WFCA's rules or pursuant to lawful process.

COURTESY

WFCA takes the view that courtesy begins at work. If employees, supervisors, and administrators treat each other with respect and consideration, they will treat those outside the organization in a proper manner. Staff also models proper and acceptable behaviors for students who often observe staff's behaviors and attitudes. If at any time you feel you are not being treated with respect or courtesy by other employees or any supervisor or administrator, you are urged to use the dispute resolution procedure described in this Handbook beginning on page 19. It will not be necessary for employees to go through their immediate supervisors to file complaints. A private investigation will be made and corrective action will be taken if warranted.

All employees work in customer service and have a special responsibility. To the customer (students, parents/guardians, families, prospective enrollees, community officials, and others) they are the School, especially when there is a problem. WFCA believes that every customer who registers a complaint deserves to be given serious consideration. Employees who routinely interact with customers will be expected to know as much as possible about WFCA's products or services. Guidelines can be provided to assist employees in most situations, but there will be occasions when an employee must rely on his or her best judgment. Our goal is to satisfy the customer. If repeated complaints are made concerning the same problem, you should report it to management immediately, regardless of whether you normally handle complaints. Our students, parents/guardians, family members, suppliers, and other stakeholders are absolutely essential for our continued success. They are to be given courtesy and consideration always.

DESIGNATED PARKING

Employees are to park only in designated areas if provided. Automobiles parked for long periods of time will be towed at the owner's expense. The School assumes no responsibility for damage to vehicles or theft of articles from vehicles while on School property. All vehicles parked on School property are subject to random searches at any time for any reason.



DISCIPLINE

WFCA expects employees to perform their assigned duties at or above satisfactory levels; to follow accepted standards of workplace behavior; and to comply strictly with all applicable laws, rules and regulations. The purpose of disciplinary action is to correct problem situations, provide an atmosphere in which the employee can learn from past mistakes, and minimize the employee's loss of dignity and self-esteem. It is also to promote positive employee morale, a spirit of cooperation and collaboration, and an atmosphere of excellence. The sequence of disciplinary actions is outlined below. The duration of each step, if applicable, will depend upon the seriousness of the situations. In some cases some or all of the disciplinary actions below may be by-passed.

1. **INFORMAL COUNSELING.** The supervisor will counsel you privately on an informal basis. The seriousness of the problem and the possible consequences if you do not correct the problem will be explained and the specific policies, which apply to the situation, will be reviewed with you.
2. **VERBAL WARNING.** For repeated or serious problems, either performance or conduct, the supervisor will counsel you formally and issue a verbal warning explaining the nature of the problem and what you must do to correct it. The session will be documented, and you will be given a specific timetable for improvement. The warning will include a description of more serious forms of discipline, including suspension and termination that may occur if the problem is not resolved.
3. **WRITTEN WARNING.** If you do not respond to the first two steps in the progressive discipline policy, you will receive a written warning, depending on the seriousness of the situation. The notice will include a description of more serious forms of discipline including termination that may occur if the problem is not resolved.
4. **FINAL WARNING.** The next step in the progressive disciplinary process is a final warning. This is the last step prior to termination. You will be informed that termination is imminent if dramatic improvement in performance/behavior is not achieved. Also, you may be given a short unpaid leave (usually no more than a day) to decide whether you wish to continue employment and try to correct the problem or voluntarily resign.
5. **DISCHARGE.** If you fail to respond to the first four steps in the progressive disciplinary process you will be terminated. Note: Flagrant disregard for policies, and practices such as gross insubordination, physical violence, dishonesty, drug or alcohol abuse, falsifying student records, and falsifying personnel records may warrant immediate discharge.

Misconduct not specifically described in these guidelines will be handled as warranted by the circumstances of the case involved. Penalties imposed as a result of infractions of the rules may be modified by the School when extenuating circumstances are found. Likewise, infractions of the rules of conduct may result in action of greater severity.



Note: These rules do not represent every type of offense, but reflect those most frequently encountered.

EXAMPLES OF VIOLATIONS CAUSING IMMEDIATE TERMINATION

- Sleeping or fighting; Gambling; Possession, use, or being under the influence of alcohol or illegal drugs;
- Unauthorized distribution of written or printed matter; Unauthorized solicitations or collections; Immoral or indecent conduct;
- Unlawful possession of firearms, explosives or other weapons or similar devices on, or in, School property; Falsifying School records either verbally or in writing;
- Refusing to obey orders of a supervisor, or their designee; Unauthorized use of School tools, resources or equipment;
- Neglect or carelessness which results in damage or destruction of students, families, other customers or School property, or endangers the well-being of other employees;
- Interference with the work of other employees; Disparaging the School or its services;
- Absence from work in excess of three (3) days without notifying the School;
- Commission of a crime resulting in a felony conviction; Testing positive for illegal drugs or alcohol over the lawful limit(s).

DISPUTE RESOLUTION

An employee dispute resolution system is available to you as a fair and effective means of resolving work-related complaints and problems. You can use the dispute resolution procedure's series of progressive steps, and call on your supervisors and School executives to evaluate your case and decide whether you have been treated fairly. You can use the procedure when you feel a work-related decision is discriminatory, unfair, or inconsistent with established School policies and practices.

Complaints or grievances may include such things as discipline, job posting, harassment, unfair assignment, overtime, a personal request that was denied, etc. You cannot use the complaint procedure to appeal decisions related to the School's responsibility to determine business direction or strategy or operating decisions, such as the number and assignment of employees, establishment of rules of conduct, determination of the hours and days of work, starting and quitting times, wages and benefits.

The dispute resolution system involves a series of three steps:

1. Discuss your complaint with your immediate supervisor as soon as possible. If you are not satisfied with the response, take your complaint to Step 2.
2. Submit your complaint in writing to a member of the Administrative team. A member of the Administrative team will try to resolve your complaint. If the complaint is not satisfactorily resolved, proceed to Step 3.



3. Your complaint will be heard by the principal and/or members of the board of directors. The facts of your case will be examined thoroughly, and you will be informed of the decision promptly.

Once you've brought a complaint to the School's attention, an investigation will be made. The supervisors and administrators in the School want to insure that there is no discrimination in your workplace. Every one of them has pledged to help with the informal resolution of complaints, where it is possible to resolve the matter in question. It is not always possible for the School to grant employees what they wish; and if this is the case, the School's position will be explained to you.

By bringing it to the attention of the School's staff, you're giving the School a chance to work things out, and we appreciate that. Whether or not the School resolves your complaint to your satisfaction, it would be against the law for anyone to retaliate against you.

DRESS CODE

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image WFCA presents to students, parents/guardians, families, other customers and visitors. During business hours or when representing WFCA, you are expected to present a clean, neat and tasteful appearance. You should dress and groom yourself according to the requirements of your position and accepted social and Christian standards. This is particularly true if your job involves dealing with customers or visitors in person.

Your supervisor or department head will provide instruction on a reasonable dress code appropriate to the job you perform. If your supervisor feels your personal appearance is inappropriate, you may be asked to leave the workplace until you are properly dressed or groomed. Under such circumstance, you will not be paid for the time away from work. Consult your supervisor if you have questions as to what constitutes appropriate appearance.

- Clean shirts (no tank tops or sleeveless shirts, no t-shirts with profanity), uniforms or school t-shirts when made available.
 - No shorts or cut-off pants are acceptable.
 - Clean business casual clothing.
 - No shorts, tops that expose the midriff, t-shirts, halter tops, leotards, work-out clothes, flip-flops (shoes must be enclosed or have straps around heel), beach shoes, combat boots and similarly inappropriate attire for an office.
1. **Alcohol Abuse** – for purposes of this policy, alcohol abuse is a condition describing an employee, whose drinking interferes with job performance, attendance, conduct, safety, work efficiency, students, parents/guardians, or employees and others.
 2. **Controlled Substances** – is delineated as those drugs listed in Schedules I and IV of Section 202 of the Federal Controlled Substances Act 21 U.S.C. Section 812, and includes but is not limited to, marijuana, cocaine (including “crack” and other cocaine derivatives), morphine,



heroin, amphetamines and barbiturates. This definition does not include controlled substances used pursuant to, and in accordance with, a valid prescription.

3. **Drug Abuse** – is defined as a condition describing an employee whose use of drugs interferes with job performance, attendance, conduct, safety, and work efficiency of the employee, and adversely impacts others.
4. **Illegal Drugs** – this definition comprises any drug which is not legally obtainable; which may be legally obtainable but has not been legally obtained; or which is being used in a manner or for a purpose other than as prescribed.
5. **Follow-Up** – denotes that if an employee has a positive confirmed drug and/or alcohol test, completes alcohol or substance abuse treatment, has a negative Return-To-Work drug and/or alcohol test, he/she will be subject to follow-up drug and/or alcohol tests for a period of up to two (2) years.
6. **Post-Accident** – means that if an employee has caused, contributed to, or been involved in an accident while at work, he/she will be required to submit to a Post-Accident drug and/or alcohol test.
7. **Property Damage** - signify that if an employee has caused, contributed to, or been involved in destruction of School property either deliberately or due to an accident while at work, he/she will be required to submit to a Post-Accident drug and/or alcohol test. Payment of damages may be asses to the employee depending on the outcome of the drug test and the determination of intent.
8. **Return-To-Work** – require that if an employee has a positive confirmed drug and/or alcohol test and completes alcohol or substance abuse treatment, he/she must have a negative Return-To-Work drug and/or alcohol test result, prior to returning to work.
9. **Routine Fitness for Duty** – denotes a drug test that is conducted as part of a routinely scheduled employee fitness for duty medical examination that is part of the WFCA' established policy or that is scheduled routinely for all members of WFCA' employment classifications.

Questions concerning the appropriateness of certain clothing and jewelry should be directed to your immediate supervisor.

DRUG FREE WORKPLACE

WFCA is committed to protecting the safety, health, and well-being of its staff members and all people who come into contact with its workplaces and property, or use its products and services. Recognizing that drug or alcohol abuse pose a direct and significant threat to this goal, and to the goal of a productive and efficient working environment, the School is committed to assuring a drug-free working environment for all of its staff members.

Confidentiality

As part of its commitment to assuring a drug-free working environment and safeguarding the confidentiality needs of employees, WFCA will make all practical attempts to preserve the confidentiality of employees' efforts to overcome any drug and/or alcohol related challenges. Medical documents that are related to dependency issues or alcohol and drug testing will not be



placed in affected employees' personnel file. Unless authorized by written consent of tested employees or otherwise allowed by law, all information, interviews, reports, statements, memoranda and documents regarding drug and/or alcohol tests or rehabilitation attempts will not be disclosed.

Definitions

These definitions are provided as part of the WFCACADEMY Drug Free Workplace Policy Statement:

Reasonable Suspicion – involving occurrences that may be indicators of substance abuse and are considered grounds for reasonable suspicion such as: • Observable phenomena while at work, as direct observation of drug use or of the physical symptoms or manifestations of being under the influence of a drug or alcohol which includes but is not limited to:

- Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance.
- A report of drug use, provided by a reliable and credible source.
- Evidence that an individual has tampered with a drug test during his employment with WFCACADEMY.
- Information that an employee has caused, contributed to, or been involved in an accident while at work.
- Evidence that an employee has used, possessed, sold, solicited or transferred drugs while working or while on the employer's premises or while operating the employer's vehicle, machinery or equipment.

Drugs & Alcohol Abuse

The School therefore strictly prohibits the illicit use, possession, sale, conveyance, distribution or manufacture of illegal drugs, intoxicants, or controlled substances in any amount or in any manner. In addition, the School strictly prohibits the abuse of alcohol and prescription drugs while working, while on School property or while using School equipment.

Searches Conducted in Conjunction with Drug or Alcohol Testing

As a condition of employment and continued employment, a staff member consents to having his or her belongings (e.g., vehicles, handbags, etc.) searched without prior notice when the School has reasonable suspicion that the staff member has violated the School's drug and alcohol policy. The School also may search any School-owned property (such as School owned vehicles, lockers, desks, etc.) at any time for any purpose without prior notice. While on School property or School business, a staff member has no reasonable expectation of privacy with respect to his or her personal belongings or with respect to School-owned or controlled property. A staff member will be subject to appropriate discipline for refusing to cooperate with a search or an investigation or if any prohibited substances as described in this policy are found during a search or investigation.



Smoking & Tobacco Products

WFCA is firmly committed to providing its employees with a safe and productive work environment to the extent possible and promoting high standards of employee health. Furthermore, WFCA expects all of its employees to report to work and be able to perform their duties productively and safely.

Smoking and tobacco use is regarded as unsafe by creating an increased risk to the health and safety of themselves, their fellow employees, students, families, and the general public and contrary to the School's interests in maximizing its productivity. Therefore, in an effort to maintain a healthy work environment and safeguard the health of our employees, students, families, and others, smoking and the use of tobacco products shall be prohibited on School property except as follow:

- Smoking and the use of tobacco is permitted in designated outside areas (if provided) during established break times in which employees are relieved from performing their duties.
- Smoking and the use of tobacco is not permitted inside any of WFCA' offices regardless of their location.

Testing for Drugs

PRE-EMPLOYMENT: Subject to applicable laws, all applicants who are given a conditional offer of employment will be screened for drugs. Any applicant who refuses to undergo the test or has a confirmed, positive test result will not be hired.

WHILE EMPLOYED: When permitted and in compliance with state and local law, a staff member may be asked to submit to a drug or alcohol test when there is a work-related accident or when the School has reasonable suspicion that the staff member is violating the School's drug-free workplace policy. When required by state law, staff members who test positive for drugs or alcohol will be referred to a substance abuse plan.

A work-related accident includes any accident that results in any of the following events:

- A staff member requiring first aid or medical treatment; or causing the accident of others leading them to require first aid or medical treatment
 - Any loss of time at work;
 - Damage to School property; or
 - A citation from state or local law enforcement authorities for a violation of law resulting from the accident.

If a staff member refuses to submit to the test or has a confirmed, positive test result for drugs or alcohol, the staff member will be subject to appropriate discipline, up to and including termination, when permitted by state law. Tampering with a sample will subject a staff member to appropriate discipline, up to and including, termination. A staff member also may be required to submit to a drug or alcohol test if the School has reasonable suspicion that the staff member is working with the presence of drugs or alcohol in his or her body, or has drugs or alcohol in his or her possession.



The School reserves the right to conduct random drug tests consistent with state and federal law, and customer policies. All drug records will be treated as confidential. Supervisors and administrators may not reveal information concerning possible violations of this policy or disclose the fact of a staff member's participation in any drug or alcohol counseling or rehabilitation program to anyone without authorization from the WFCA Legal Counsel.

Any applicant or staff members subject to testing under this policy will be asked to sign a form acknowledging the procedures governing testing, and consenting to:

- The collection of a urine or other sample for the purpose of determining the presence of drugs or alcohol; and
- The release to the School of the test results.

Refusal to sign the agreement and consent form, or to submit to the drug or alcohol test, will result in the revocation of the applicant's job offer, or will subject a staff member to immediate discipline, up to and including termination. The School will administer this policy in a non-discriminatory fashion and in accordance with any law regulating drug-free policies, which may modify some of the provisions set forth in this policy.

The Effect of a Staff member's Conviction of a Criminal Drug Statute

Any School staff member convicted of a violation of a criminal drug statute must notify the School of the conviction no later than five (5) days after the conviction. The term "conviction" means a finding of guilt (including a plea of *nolo contendere*), an imposition of sentence, or both, by any governmental authority charged with the responsibility to determine violations of the federal or state criminal drug statutes. A staff member who is convicted of a violation of a criminal drug statute will be subject to appropriate discipline, up to and including termination.

Violation of Drug Free Workplace Policy – Rules for Rehire

An applicant for employment whose application has been denied or a staff member whose employment has been terminated, in either case for violating WFCA's drug policy, may not be rehired by the School for a period of ninety (90) days (or such longer period of time required by applicable law or the policies of the School) following the denial or termination, except as otherwise required by applicable law.

To be considered for hire or rehire, the applicant or staff member must satisfy the following requirements:

1. The applicant or staff member must not be engaging in illegal drug use.
2. The applicant or staff member must submit to and pass a pre-employment drug test.
3. The applicant or staff member must agree to drug testing as frequently as the School in its sole discretion deems necessary for a period of twelve (12) months after rehire, at the applicant's or staff member's expense.
4. All other aspects of WFCA's drug policy will apply to the applicant or staff member.



EEO POLICY AND AFFIRMATIVE ACTION PLAN

The School is an Equal Employment Opportunity/Affirmative Action Employer. Certain laws and regulations require us to compile annual statistical reports on applicants for employment. In order to comply with these laws and regulations, we are requesting your cooperation in completing this EEO Self-Identification/Applicant Data Record. The information on this form is being requested solely for Equal Employment Opportunity/Affirmative Action record-keeping and reporting purposes.

Submission on this information by you is voluntary. Please be assured that you will not be subjected to any adverse treatment if you do not provide the information requested. In the event that you do provide the information requested, the information and this form will be processed and maintained separately from your employment application form before seen by any person or persons making the hiring decision and, if you are hired by the School, your personal file. Applicants are considered for a specified position, and are considered for employment without regard to their race, color, creed, religion, sex, national origin, age, marital status, orientation, military/veteran status, or any on-the-job-related handicap or medical condition.

Accommodation –Religious

It is the policy of WFCA to accommodate the religious beliefs of its employees as closely as possible. The accommodation, however, cannot exert undue hardship on other employees or create a financial burden for WFCA. If the accommodation is not possible, the employee will be expected to assume his or her usual duties as previously scheduled. No employee will be allowed to wear any religious costume or headpiece in violation of safety rules.

Bulletin Board Location and Content Compliance

A bulletin board will be installed in the employee's lounge and in public areas accessible to staff member for display to all workers and the public. Information on various rights, protections and appeals in compliance with Federal, State and Local regulations will be placed on these bulletin boards. The bulletin boards are readily and safely accessible to employees and walk-up access to the display areas is maintained. Policies affecting the Notice Requirements for Bulletin Board Postings have been published in a prominent and accessible area at each WFCA location. Specific information posted includes:

LABOR COMPLIANCE

- FHWA-1022 Important Wage Rate Information (Federal Fund) or WH-1321 Notice to Employees
- Predetermined Wage Rates (All Projects with Contract Wage Rates)
- UC-700 Unemployment Compensation & Claim Fact Sheet (100% State Fund)
- WH-1088 & LLC-1 Fair Labor Standards Act & Minimum Wage Law (All Projects with No Contract Wage Rates)
- LLC-8 Abstract of Equal Pay Law (100% State Fund)
- WH-1462 Employee Polygraph Protection Act (Federal Fund)
- LP-744/744A PA Human Relations Act (All Projects)
- EEO-P/E-1 Equal Opportunity Is the Law (All Projects)



- Wh-1420 Family & Medical Leave Act (Companies with More than 50 People – Federal Fund)
- SAFETY o OSHA – 3165 You Have A Right To A Safe And Healthful Workplace (All Projects)
 - Listing of Hazardous Materials Found in Workplace (Hazardous Substances, Special Hazardous Substances, Environmental Hazards)

EQUAL EMPLOYMENT OPPORTUNITY

EMERGENCY CLOSINGS/LATE OPENINGS

During emergencies and other unforeseen circumstances, it may from time to time become necessary to close down operation of the business and/or open later than normal business hours. In the event a decision to close the office or to delay opening is required prior to the start of the business day, a message will be left as a general communication on the receptionist line so that employees and/or visitors may call in for a status report. If a decision regarding early closing is made during the business day, the message will be communicated to all employees via voicemail, email, landline phone, and cellular phones. Decisions regarding delayed opening or emergency closing are made by the Administrative team.

One reason we may have an emergency closing or late opening is the weather. In the event of severe inclement weather, each employee should observe weather conditions in his/her area to determine whether it is unduly hazardous to attempt to drive (or travel) to work. We do not expect anyone to take an unreasonable risk attempting to travel to work. Please use your best judgment in deciding whether it is reasonable for you to attempt to travel to work. If you choose not to report to work, be sure to call your supervisor to let them know of your absence.

EMPLOYEE RECORDS

Personnel records are kept on each employee by WFCA. It is essential for employees to note that the information contained in their personnel file is very important. Therefore, it is the responsibility of all employees to make sure the personal data recorded in their individual file is accurate and up to date. Access to employees' personnel files will be granted on a need-to-know basis and only to authorized supervisors and administrative personnel. Nevertheless, WFCA will cooperate with and provide access to an employee's personnel file to law enforcement officials or local, state, or federal agencies in accordance with applicable law. Confidential health/medical records are not included in the employee's personnel file. WFCA will safeguard these records from disclosure and will only divulge information that (1) is allowed by law; (2) to the Employee's personal physician upon written request of the Employee; and (3) as required for worker's compensation cases.

Change of Status

The following changes should be immediately reported to Supervisors or designated personnel in the Administrative Offices:



EXIT INTERVIEW PROCESS

We firmly believe that highly motivated experienced and dynamic individuals are the key to running the School. The goal of the Exit Interview is to highlight specific work, performance or morale issues that we as a School should target for improvement once an employee indicates his/her intentions to leave; or in the event an involuntary termination event occurs. It is also to give the departing employee a chance to leave on a positive note, with good relations and mutual respect as is possible.

Policy and Procedure

The Administration is dedicated to employee development and retention. WFCA values the knowledge departing employees hold and the Exit Interview plays an integral part in understanding the reasons employees choose to leave the School and/or reasons and frequency with which involuntary terminations occur. Therefore, it is important to capture information about our work environment and the factors that may lead to an employee's choice to leave. Exit Interviews will help us create benchmarks against industry norms, assess and improve all aspects of the working environment, culture, processes, systems, management and development. We view this as a unique opportunity to survey and analyze the opinions of departing employees who are in a position to give constructive and objective feedback since there is no fear of reprisal. Comments and feedback from the Exit Interview can also provide a forum for:

- ✓ Departing employees to impart valuable knowledge attained during the course of employment
- ✓ Facilitate a transfer of this knowledge to other employees who will assume departing employees' responsibilities
- ✓ Utilized to help reduce turnover.

Exiting employees will be given the opportunity to provide information about themselves, their department and management through the Exit Interview forum. A survey will be conducted in which questions will be asked about satisfaction levels with the different aspects of the organization that may have influenced their decision to leave their employment with WFCA and/or have contributed to their involuntary termination.

Exit Interviews are confidential and will be used by the Administration to improve the School's work environment and organizational culture.

HIRING POLICY & PROCEDURES

In furtherance of WFCA's EEO and Hiring policies, hiring selections shall be based solely on job candidates' overall qualification and ability to perform the essential functions of the specific position, with or without reasonable accommodation. All applicants must complete an employment application. WFCA may also require a resume and letters of reference depending on the position being applied for. Following the School's review of all completed applications and/or submitted resumes, WFCA will begin interviewing the most qualified candidates. Those who do not meet our



employment requirements for whatever reason will remain classified as applicants. Applicants' resumes and applications will remain on file for one year and will be considered for positions as vacancies commensurate with their qualifications.

WFCA will make conditional offers of employment to those candidates selected during the interview process. The conditional aspect of the job offer depends on the employee's agreeing to acknowledge School policies in writing, considering and passing all necessary drug, background and reference checks and finally any other condition that should be met before the candidate may be considered an employee of the School. Following an acceptance of an offer of employment, all new employees will be given a start date and location to report for an orientation session. Orientation is paid. During the orientation, new employees will be given workplace rules, policies and other information about their positions. Authorization forms and policies must be signed at this time before actual work is performed and before they are sent for a meeting with their new department supervisor.

Falsification of Records

When you were hired, you filled out documents including employment applications and medical records. The information you furnished us had a positive impact on our hiring decision. You signed a statement on the employment application testifying that all of the information you furnished us was true. The statement also warned that falsification of employment records is considered a serious offense and may lead to your termination at any point of your career with WFCA. If at some later date it is determined that your employment records have been falsified, you will be subject to immediate dismissal. Appropriate discipline will also be dispensed for falsification of any reports pertaining to absence from work; claims made about injuries while on the job or on School premises, claims made on benefits provided by the School or government agencies, as well as any falsification of School communications or production records.

Verification of Employment

It is WFCA's policy to reply to requests for references. Reference requests for information about you will be processed and only authorized personnel will be involved. Only facts concerning dates of employment, title, wage or salary levels or work locations are given.

INFORMATION SYSTEMS SECURITY (COMPUTER AND COMMUNICATION RESOURCES)

WFCA's computer and communication systems, including voicemail and e-mail and access to the Internet and/or Intranet, and the information and databases they contain, control, transmit and process, are essential for WFCA's daily operations. They maintain vital records and process information necessary for internal operations and development. These systems and the information and databases they contain are the sole property of the School. WFCA's computer and communication systems may be used only for appropriate School business purposes. Staff members are not permitted to use the computer or communication systems, including voicemail and e-mail and access to the Intranet and/or Internet, for their personal benefit.



WFCA'S STAFF MEMBERS HAVE NO REASONABLE EXPECTATION OF PRIVACY WITH RESPECT TO ANY COMPUTER HARDWARE, SOFTWARE, ELECTRONIC MAIL, VOICE MAIL, OR OTHER COMPUTER OR ELECTRONIC MEANS OF COMMUNICATION OR STORAGE, WHETHER OR NOT STAFF MEMBERS HAVE PRIVATE ACCESS OR AN ENTRY CODE INTO THE COMPUTER OR COMMUNICATION SYSTEMS. WFCA RESERVES THE RIGHT TO MONITOR AND REVIEW THE USE OF ITS COMPUTER AND COMMUNICATION SYSTEMS BY STAFF MEMBERS.

All voicemail and e-mail messages created, sent, and received are and remain the property of the School. The School may access all School computer and electronic equipment, including voicemail, e-mail and Internet accounts, and may access, review, copy, print, delete or disclose any voicemail or e-mail message composed, sent, or received using the School's computer and communication systems. Please note that even when a message is deleted or a visit to a Web site is closed, it is still possible to recreate the message; therefore, ultimate privacy of messages cannot be guaranteed to anyone. Accordingly, voicemail, e-mail and Internet messages are considered a public communication, not private. Furthermore, all communications including text and images may be disclosed to law enforcement or other third parties without the prior consent of the sender or the receiver.

Staff members may not install software on the School's communication and computer systems without the permission and supervision of WFCA Administrative staff. In order to prevent computer viruses from being transmitted through the system, staff members are not authorized to download any software onto their computer or any drive in that computer. Staff members interested in obtaining software from the Internet should contact the Administration Department.

While e-mail and voicemail may accommodate the use of passwords for security, the reliability of passwords for maintaining confidentiality cannot be guaranteed. You must assume that someone other than the intended or designated recipient may read any and all messages. Moreover, all passwords must be made known to the School. Passwords not known to the School may not be used. The School may change passwords or other access codes at any time without notice. Staff members may access only messages, files or programs, whether computerized or not, that they have permission to enter. Unauthorized review, duplication, dissemination, removal, damage, or alteration of files, passwords, computer systems or programs, voicemail or e-mail messages, or other property of the School, or improper use of information obtained by unauthorized means, is a violation of this policy. Voicemail and e-mail messages may not contain content that may be considered offensive or disruptive to any other person, nor may the School's computer and communication systems be used to view, browse or download Web sites that contain such material. Offensive material includes, but is not limited to, sexual comments, jokes or images, including pornography of any kind, racial slurs, gender-specific comments or any comments, jokes or images that would offend someone on the basis of his or her age, disability, gender, race, religion, national origin or any other classification protected by federal, state, or local law. The School in its sole discretion will determine whether any material is offensive or disruptive. Any use of the Internet, World Wide Web or the School's computer or communication systems to harass or discriminate against any person is unlawful and strictly prohibited by the School.



The School's computer and communication systems also may not be used to:

- Forge or attempt to forge voicemail, e-mail or other communications.
- Read, delete, copy or modify the voicemail, e-mail or other communications of others.
- Send unsolicited junk mail, solicitations or chain letter messages.
- Gain unauthorized access to any computer system, including remote systems.
- "Crash" or attempt to crash network systems or programs.
- Introduce viruses into the School's network.
- Allow access to the School's systems and network by unauthorized persons.
- Jeopardize or breach the security of the School's systems or network.

Internet, World Wide Web, and/or Intranet access have been provided to staff members for the benefit of the School and its students and other relevant stakeholders. Staff members accessing the Internet, World Wide Web and/or the School's own Intranet are representing the School when doing so. Accordingly, all such communications should be for professional, business reasons and should not be for personal use. Each staff member is responsible for ensuring that they use their Internet access privilege in an ethical and lawful manner.

Each staff member is responsible for the content of all text, audio, or images that they retrieve, send, display, save or view over the Internet. All messages communicated on the Internet should have the staff member's name attached; messages may not be transmitted using someone else's name or under an assumed name. Staff members who wish to express personal opinions on the Internet must use their own user names on other Internet systems.

Staff members are responsible for ensuring that computer and communication systems and the information and databases they contain are adequately safeguarded against damage, alteration, theft, fraudulent manipulation and unauthorized access or disclosure. Though the data processed and stored in a computer may appear to be intangible, it still must be protected as a School property. Passwords and other procedures used to access or transmit computerized data, or to access School property or premises, must be controlled and safeguarded to ensure that School data and other property is adequately protected. Ultimately, each staff member is responsible for the security of information or other property accessed or modified under his or her password or access code and must strictly adhere to any specific security measures or established controls.

In addition to safeguarding the information in School databases, staff members are responsible for:

- Obeying U.S. copyright laws and other laws regarding the reproduction of copyrighted software and other material.
- Using licensed computer and communication software only as permitted by the specific license.

Violations or suspected violations of computer or communication systems security measures or controls should be reported to your supervisor and/or the Administrative personnel.

Violations of any guidelines listed above may result in disciplinary action, up to and including termination. In addition, the School may advise appropriate law enforcement authorities of any illegal violations.

MOONLIGHTING



WFCA depends on you to devote your full attention and effort to the duties to which you have been assigned. Therefore, our full-time employees are asked to refrain from working elsewhere if at all possible. If you find it necessary to take an additional job, a letter stating the conditions of the second position must be approved by your supervisor. This should be done prior to acceptance of any outside position. Under no circumstances will approval be given for work at another School which is in the same line of business as this School as this may constitute a conflict of interest. It must be realized that employment with the School is the employee's primary responsibility. Outside employment will not be considered an excuse for poor performance, absenteeism, tardiness, or refusal to work overtime (if necessary and indicated). Should the outside employment cause or contribute to any of these situations, it must be discontinued.

SEPARATION FROM EMPLOYMENT

WFCA operates under the "employment at-will" stature. This means that neither the employee nor the School entered into a contract regarding the duration of their employment. Employees are free to terminate their employment at any time, with or without cause. Likewise, WFCA has the right to terminate an employee's employment, or otherwise discipline, transfer, or change their position at any time, with or without reason, consistent with applicable local, state and federal law. It is not the practice of this School to pay severance pay or give pay in lieu of notice in the event of an involuntary termination of employment.

Word of Faith Christian Academy hopes and expects that employees will give at least two (2) weeks' notice in the event they resign. Employees that sever their employment with WFCA agree to abide by the confidentiality policy for a period of two (2) years after their termination. In some instances, termination from employment with WFCA may be involuntary and policies governing termination for the various reasons are further described below:

Insubordination

WFCA will not tolerate: insubordinate behavior towards a supervisor or other superior; fighting on the job or on School premises; using rude, abusive or obscene language; and physical acts of violence or threats to commit violence. You never have to carry out an order that is unsafe, illegal, or in violation of the policies of the School, or may result in death or serious injury, or one that has no job-related connection. No action will be taken against you if you refuse an order because you believed your safety was at stake or a different course of action was available that would have been safer.

Involuntary Termination

It may become necessary under certain conditions to terminate employment for the good of the employee and/or School. The types of terminations that exist are layoff, discharge due to performance, or disciplinary discharge:

- Layoff or reduction-in-force means termination of employment on the initiative of the School because of business necessity, normally lack of work.



- Discharge due to performance means termination of employment related to the quality of the employee's performance.
- Disciplinary discharge means termination of employment for reasons of misconduct or willful negligence in the performance of job duties; the employee will not be considered for re-employment.

Termination by Mutual Consent/Administrative Discharge

In cases where there is need for the supervisor and employee to give consideration and discussion to the employees' separation of employment and both the supervisor and the employee agree that continued employment is no longer an option, a decision regarding termination will be agreed upon. Such termination may be regarded as a termination by mutual consent, or an administrative discharge.

Termination of Employment through Retirement

An employee cannot be required to retire unless he/she meets specific conditions outlined by the federal government in laws governing retirement. Questions regarding federal law may be addressed to the Administration department. Continued employment with WFCA is contingent on the employee's ability to satisfactorily perform the requirements of his/her position. Retirement from WFCA is defined as terminating employment on or after attaining age 59 ½ having completed at least five years of employment with the School.

Voluntary Termination

Employees who decide to leave the School through resignation are expected to give at least two weeks notice, and provide a written note. Employees who resign voluntarily will be asked to complete an "Exit Interview" that will help the School evaluate areas of employee dissatisfaction.

Voluntary Termination – Rehire Policy

Former employees of WFCA may be considered for rehire depending on the circumstances surrounding the previous separation. To be considered for rehire, an applicant must have been in good standing at the time of his/her previous termination of employment with us and must have provided at least two weeks advance notice of his/her intention to terminate his/her employment.

SEXUAL HARASSMENT

Sexual harassment is a form of misconduct; it is reprehensible and undermines the integrity of staff and will not be tolerated by WFCA. Every employee has the right to work in an environment free from such harassment. It is the policy of this School to maintain a work environment that is free from sexual harassment and discrimination. In both obvious and subtle ways, sexual harassment is destructive to staff and the School as a whole when through fear of reprisal, an employee submits or is pressured to submit, to unwanted sexual attention, the School's ability to achieve its mission is



undermined. Sexual harassment is especially serious when it threatens relationships between supervisor and subordinate.

In these instances, sexual harassment unfairly exploits the power inherent in a supervisor's position. A supervisor's control over compensation, recommendations, promotions and the like can have a decisive influence on a subordinate employee's career while employed by WFCA and beyond. Although sexual harassment most often takes place in circumstances where a power differential exists between the persons involved, the School also recognizes that sexual harassment may occur between persons of the same status, or when the power relationship is reversed from the usual case. Sexual harassment may occur between employees of the opposite sex or between employees of the same sex.

WFCA will not tolerate sexual harassment behaviors in any form by its employees that creates an intimidating or hostile environment for employment and/or conducting the School's business activities. All staff members are expected to take reasonable steps to support this policy and to address occurrences of sexual harassment that arise within their departments. Sexual harassment is strictly forbidden by any member of the staff.

Definition and evidence of sexual harassment include the following:

- Sexual harassment means, for purposes of this policy, persistent, repetitive, or egregious conduct directed at a specific individual or group of individuals that a reasonable person would interpret, in the full context in which the conduct occurs, as harassment of a sexual nature, when:
 - Submission to such conduct is made or threatened to be made explicitly or implicitly a term or condition of employment, promotion or compensation.
 - Submission to or rejection of such conduct is used or threatened to be used as a basis for a decision affecting employment, compensation or promotion.
 - Such conduct has the purpose or effect of unreasonably interfering with work performance or of creating an intimidating or hostile work environment for employment, compensation or promotion.
 - Evidence of sexual harassment comprises the following types of behavior although not limited to such:
 - Physical assault
 - Direct or implied threats that submission to sexual advances will be a condition of, or that failure to submit to such advances will adversely affect, employment, work status, promotion, compensation and letters of recommendations
 - Direct propositions of a sexual nature
 - Subtle pressure for sexual activity, an element of which may be repeated staring
 - A pattern of sexually explicit statements, questions, jokes, or anecdotes, whether made orally, in writing or through electronic media
 - A display of graphic sexual material (not legitimately related to the subject matter of a course, if one is involved, or to job requirements) in a context where others are not free to avoid the display because of an employment or educational requirement or without



surrendering a privilege or opportunity that others may reasonably expect to enjoy in that location.

In determining whether alleged conduct constitutes sexual harassment, an investigator will consider all available evidence and the totality of the circumstances, including the context in which the alleged incident(s) occurred. Although repeated incidences generally create a stronger claim of sexual harassment, a single serious incident can be sufficient. Determinations will be made on a case-by-case basis. Conduct which constitutes a protected exercise of an individual's rights under the First Amendment to the United States Constitution shall not be deemed a violation of this policy.

Complaint Procedures

All complaints of sexual harassment shall immediately, thoroughly and objectively be investigated. Any employee who believes that they have been sexually harassed should immediately report the incident to their immediate Supervisor unless the supervisor is the subject of the complaint. All incidences of sexual harassment should be reported to the Administrative offices.

Violations shall be deemed as serious disciplinary infractions. Whenever appropriate, disciplinary action will be taken against the harassing party, up to and including termination of employment. WFCA will also take every necessary and appropriate measure to deter sexual harassment.

Employees, supervisors and administrators must report any incident of sexual harassment they may observe, even if they are not the target or victim of such harassment. Such reports will be handled in the same manner as complaints by alleged victims of sexual harassment. All complaints of sexual harassment shall be confidential. Confidentiality will be maintained throughout the investigative process, to the extent practicable under the circumstances. Only those individuals necessary for the investigation and disposition of the complaint are to be given information.

Discipline for Engaging in Sexual Harassment

Any employee found to have engaged in misconduct constituting sexual harassment will be subject to suitable discipline, up to and including termination of employment. Additional action may include but is not limited to: referral to counseling, withholding of a promotion, reassignment, and temporary suspension without pay or financial penalties.

Protection against Retaliation

WFCA and its staff will not in any way retaliate against any employee who makes a complaint of sexual harassment or against any participant in the investigation, nor will it permit any supervisor or employee to do so. Retaliation is a serious violation of this sexual harassment policy and should be immediately reported. Any employee found to have retaliated against another employee for reporting sexual harassment will be subject to the same disciplinary actions described above.



VEHICLE AND EQUIPMENT USE

No staff member may use a School-owned or leased vehicle without authorization. Only staff members with an unrestricted, current driver's license appropriate to the vehicle driven may operate School vehicles or use a vehicle to conduct School business. School vehicles may only be used for authorized School business. Non-staff members should not be transported in School vehicles, except for School business purposes or in emergency situations. Any staff member operating a School vehicle must do so in a safe manner. Any staff member operating a School vehicle or a vehicle to conduct School business while under the influence of drugs or alcohol or in an unsafe or negligent manner is subject to discipline, including termination of employment. Staff members have no reasonable expectation of privacy with respect to School vehicles or their vehicles on School property, and WFCA has the right to search any School vehicle or vehicle on School property at any time.

WORK FORCE DIVERSITY AND RECRUITMENT

WFCA values and embraces the opportunity to leverage the benefits of a diverse workforce through understanding and respecting the differences among all employees. We recognize that diversity is both a global reality as well as a distinct advantage. The School is therefore committed to an inclusive culture where diversity is valued by each employee. Significant benefits can be derived from diversity as people of different backgrounds bring unique perspectives to the business challenges companies face. We believe that greater diversity enhances WFCA's ability to become increasingly innovative and consequently maintain a competitive edge in our industry niche.

To augment WFCA's diversity, we strongly strive to foster the following guiding principles:

- We encourage a better understanding of how diverse individual experiences and backgrounds can strengthen the School and its productivity through a continuing School-wide communication and educational process including recruitment, hiring, training, mentoring, evaluation and advancement.
- We are dedicated to actively recruit, hire, train, retain and develop a diverse workforce.
- We endeavor to insure the representation of females and minorities in our employ is equal to their industry availability in our immediate and reasonable recruitment areas.
- We strive to help each employee realize his/her professional potential within the School.
- We treat every person with dignity and respect, thereby creating an environment where all individuals are equals, judged solely by the content of their character, and are welcomed and celebrated for the uniqueness they contribute to the School.
- We collaborate and seek out diverse opinions and viewpoints.
- We promote understanding and acceptance of individual differences.
- We recognize and reward employees for supporting these key principles.
- We place diversity among our top School-wide and business priorities.
- Our leaders promote and advocate diversity.



WORKPLACE SAFETY

General Provisions

Safety in the workplace is a top priority for WFCA. Therefore, when a person enters the employ of this School, they have a right to expect that they will be provided with a proper place in which to work and proper equipment and tools with which to do their job so that they will be able to devote their energies to their work without danger to their life and health. Only under such circumstances can the connection between employee and employer be mutually profitable and harmonious. It is our desire (a) to provide a safe workplace, safe equipment, proper materials, and adequate supplies, and (b) to establish and insist upon safe methods and practices at all times. It is a basic responsibility of the Administration to make the safety of human beings a part of their daily, hourly concern. This responsibility must be accepted by each one who conducts the affairs of the School, no matter in what capacity they function.

Furthermore, the administrative team considers no phase of operation or administration as being of greater importance than accident prevention. It is the policy of this School, therefore, to provide and maintain safe and healthful working conditions and to follow operating practices that will safeguard all employees and result in safe working conditions and efficient operations. We believe in the dignity and importance of the individual employee and in their right to derive personal satisfaction from their employment. We cannot stress it enough – our firm belief is that the safety of employees continues to be the first consideration in the operation of the business. Safety is our responsibility in management. Without question it is our number one responsibility, taking precedence over everything else.

Illness on the Job

If you become ill during working hours, ask for permission from your supervisor to seek medical attention. In case of serious illness, you are required to notify your supervisor of the probable length of absence so that your absence is not considered unexcused, which may be designated a Family Medical Leave Act leave. You may be required to provide medical documentation (see *Absenteeism*).

Injuries on the Job

Regardless of the nature or severity, all injuries sustained on the job must be reported to your supervisor immediately. The injured employee must submit to a post-accident drug screen. Any employee who fails to report an injury will be subject to disciplinary action. We are concerned about the safety and health of our employees and consider no accident or injury minor. Early action may prevent a serious injury or illness from developing.

Reporting Safety Issues



Every accident must be reported to a supervisor and/or the administrative office immediately. You will be told how to report such injuries during departmental safety meetings. If you are injured on the job you should follow the procedures contained in the Worker's Compensation section (Section 6) of this employee handbook. Try to keep the circumstances of the accident fresh in your mind so that you can provide the information that may prevent repeats of the same types of injuries.

- a. Undergo a drug test in accordance with the School drug policy, immediately following any necessary medical treatment.
- b. Complete a workers' compensation report with your supervisor.
- c. Complete, with supervisor, the appropriate Accident Reporting Form.
- d. Keep scheduled medical appointments.
- e. Return to work when cleared by a physician. Employees returning must provide certification from a physician indicating they will be able to work satisfactorily and safely.

Following treatment for the accident, an employee may be required to:

Federal Law, OSHA, (Occupational Safety and Health Administration) requires that we keep records of all illnesses and accidents that occur during the workday. If you fail to report an injury, you may jeopardize your right to collect workers' compensation payments as well as health benefits. OSHA also provides for your right to know about any health hazards that might be present on the job. Should you have any questions or concerns, contact your supervisor for more information.

Workplace Violence Provision

Fighting

Fighting will not be tolerated on School premises at any time, for any reason. If a fight does occur, the immediate supervisor will interview all witnesses to get the facts as to all of the circumstances regarding the fight. Employees will be expected to cooperate in any such investigation. Those found guilty of fighting will be subject to discipline, up to and including discharge.

Zero Tolerance

WFCA has a zero tolerance for violence policy in effect. If an employee engages in any violence in the workplace, or threaten violence in the workplace, the employee will be immediately terminated from his/her employment with the School for cause. No talk of violence or joking about violence will be tolerated. "Violence" includes physically harming another, shoving, pushing, harassing, intimidating, coercing, brandishing weapons, and threatening or talking of engaging in those activities. It is the intent of this policy to ensure everyone associated with WFCA including employees, students, parents/guardians, families, and other customers, never feel threatened by any employee's actions or conduct. Furthermore, we do not tolerate any acts or threats of domestic violence against any employee while on our property or while conducting WFCA' business. Employees who threaten, harass, or abuse any other either at the workplace, or from the workplace,



while conducting WFCA's business and/or using any of WFCA's property, such as classrooms, offices, computers, telephones, facsimile, machines, mail, vehicles or other means, may be subject to disciplinary action, up to and including discharge.

Workplace Security Measures

In an effort to fulfill this commitment to a safe work environment for employees, students, parents/guardians, families, prospective enrollees, customers and visitors, access to the School's property is limited to those with a legitimate business interest. Employees must exercise due diligence to ensure their work areas are secured at all times when leaving the premises.

All Unlawful Weapons Banned

The School specifically prohibits the unlawful possession of weapons by any employee while on School property. This ban includes keeping or transporting a weapon that is not lawfully registered to employees in possession of such weapons in their vehicles which is in a parking area during working hours, whether public or private. Employees are also prohibited from carrying an unlawfully obtained weapon while performing School business or services in locations that are off the School's business premises. Weapons include guns, knives, explosives, and other items with the potential to inflict harm. Appropriate disciplinary action, up to and including termination, will be taken against any employee who violates this policy.

Exceptions to the Unlawful Weapons Banned Policy

According to Florida Legislature (Fla. Statute 790.251), "individual citizens have a constitutional right to keep and bear arms, they have a constitutional right to possess and keep legally owned firearms within their motor vehicles for self-defense and other lawful purposes, and these rights are not abrogated by virtue of a citizen becoming a customer, employee, or invitee of a business entity. It is the finding of the Legislature that a citizen's lawful possession, transportation, and secure keeping of firearms and ammunition within his or her motor vehicle is essential to the exercise of the fundamental constitutional right to keep and bear arms and the constitutional right of self-defense.

No citizen can or should be required to waive or abrogate his or her right to possess and securely keep firearms and ammunition locked within his or her motor vehicle by virtue of becoming a customer, employee, or invitee of any employer or business establishment within the state, unless specifically required by state or federal law."

Therefore, WFCA upholds the legal rights of employees as expressed in the Legislation as follow:

- Does not prohibit any employee, student, other customer or invitee from possessing any legally owned firearm when such firearm is lawfully possessed and locked inside or locked to a private motor vehicle in a parking lot and when the employee, student, parent/legal guardian, customer, or invitee is lawfully in such area(s).
- Will not violate the privacy rights of an employee, student, other customer, or invitee by verbal or written inquiry regarding the presence of a firearm inside or locked to a private



motor vehicle in a parking lot or by an actual search of a private motor vehicle in a parking lot to ascertain the presence of a firearm within the vehicle.

- Does not take action against any employee, student, other customer or invitee based upon verbal or written statements or any party concerning possession of a firearm stored inside a private motor vehicle in a parking lot for lawful purposes. “A search of a private motor vehicle in the parking lot of a public or private employer to ascertain the presence of a firearm within the vehicle may only be conducted by on-duty law enforcement personnel based upon due process and must comply with constitutional protections.
- Employment will not be conditioned upon either (1) the fact that an employee or prospective employee holds or does not hold a license issued pursuant to s. 790.06; or (2) any agreement by an employee or a prospective employee that prohibits an employee from keeping a legal firearm locked inside or locked to a private motor vehicle in a parking lot when such firearm is kept for lawful purposes.
- Does not prohibit or attempt to prevent any employee, student, other customer or invitee from entering the parking lot of WFCA’ places of business because the employee, student, other customer and invitee’s private motor vehicle contains a legal firearm being carried for lawful purposes, that is out of sight within the employee’s, customer’s or invitee’s private motor vehicle.
- Will not terminate the employment of or otherwise discriminate against an employee, or expel a student, other customer or invitee for exercising his or her constitutional right to keep and bear arms or for exercising the right of self-defense as long as a firearm is never exhibited on School property or other private property while conducting School business for any reason other than lawful defensive purposes.
- WFCA cannot be held liable in a civil action based on actions or inactions taken in compliance with this Legislation.

Inspections

Desks, telephones, curriculum materials, books, tablets, lockers, computers and other equipment are the property of the business. We reserve the right to enter or inspect your work area including, but not limited to, desks and computer storage disks, with or without notice. The fax, copier and mail systems, including e-mail, are intended for business use. Personal business should not be conducted through these systems. Under conditions approved by the administration, telephone conversations may be monitored and voice mail messages may be retrieved in the process of monitoring customer service. Any private conversations overheard during such monitoring, or private messages retrieved, that constitute threats against other individuals can and will be used as the basis for termination for cause.

Reporting Violence

It is everyone’s business to prevent violence in the workplace. You can help by reporting what you see in the workplace that could indicate a co-worker is in trouble. You are in a better position than the



administration to know what is happening with those you work with. You are encouraged to report any incident that may involve a violation of any of the School's policies that are designed to provide a comfortable workplace environment. Concerns may be presented to your supervisor. Also, employees who become aware of threats or acts of domestic violence that may occur or have occurred in the workplace must immediately inform their supervisor. In addition, employees with Orders of Protection or restraining orders that reference the worksites of WFCA must provide their supervisor with a copy of the order. In response to possible threats, a threat response team will undertake an assessment of the risk and implement a safety response plan specific to the circumstances of the threat, implementing security options to minimize the risk. This plan will take into consideration the needs and rights of a targeted employee and others in the worksite, maintaining confidentiality when to do so does not interfere with safety needs.

To enable employees to seek assistance for domestic violence needs, we encourage management to respond to employees who are victims of domestic violence in an open-minded manner. Respecting employees' needs for confidentiality and self-determination whenever possible, we reserve the right to disclose limited information and take action when it is clearly necessary to protect the safety of our employees.

Training

As part of WFCA's commitment to preventing workplace violence, the School established training which will take place as part of an incoming employee's orientation. In addition, we will provide information, resources and support for employees and management responding to employees' domestic violence concerns in order to create a safe, productive workplace. Our organization treats all employees fairly and will not discriminate against an employee in any employment actions (including recruiting, hiring, promoting, disciplining or terminating) because the employee is, or is perceived to be, a victim of domestic violence.

TRAINING & DEVELOPMENT

EMPLOYEE DEVELOPMENT

WFCA holds itself to a higher standard and thereby promotes an atmosphere of continued professional development to increase employees' opportunities for career advancement. In addition to on-the-job training, various job-related trainings are also available to employees with the prior approval of their supervisor and the Administration team.



OPPORTUNITIES FOR ADVANCEMENT

WFCACADEMY maintains a policy to provide opportunities for promotion from within, whenever possible, keeping in mind our Equal Employment Opportunity guidelines. The first criteria for any promotion are the quality of performance in the incumbent employee's current assignment and the potential for advancement as demonstrated by the employee to his/her supervisor. Employees have a responsibility to let supervisors know they are interested in progressing to positions of greater responsibility. By combining solid work performance with open and honest communication, employees will be able to get constructive feedback on their career development options within the School.

ORIENTATION & INITIAL TRAINING PERIOD

The first month for a new employee is extremely important and WFCACADEMY understands that starting any new job requires adjustment. During the first weeks of employment, designated administration representatives provide a brief orientation to introduce employees to WFCACADEMY and assist employees with this critical period of adjustment. Employees' supervisors will then continue the orientation training during the coming weeks of employment. Initial training period for each employee commences during the first ninety (90) days of employment. For the duration of this time, supervisors and coworkers make every effort to assist new employees to achieve satisfactory job performance. If an employee changes position within WFCACADEMY during the course of their employment, he/she will commence a new ninety (90) day training period.

At the end of the ninety (90) day training period for full-time employees, supervisors will evaluate the particular employee's performance and conduct an appraisal interview with the employee. This is an opportunity for both the employee and supervisor to establish an initial benchmark regarding work performance and set goals for future development. Please note that the ninety-day performance review does not imply salaries will be reviewed or increased, unless otherwise agreed upon prior to employment. Employees whose performance is not satisfactory during the initial training period may have the period extended or may have their employment terminated at the sole discretion of WFCACADEMY.

PERFORMANCE APPRAISALS

WFCACADEMY strongly recommends all employees review their performance and career goals with their supervisor on a regular basis. However, supervisors will schedule a formal performance appraisal after each employee's initial 90-days of service and again at least once at the end of each calendar year. Further, employees performance may be appraised at any time when being considered for promotion, transfer, placed on a probationary status or termination of employment is imminent. Employees receive performance appraisals at least once annually. This annual review gives employees the opportunity to discuss their duties, responsibilities and goals with their supervisor and learn how their supervisor views the quality of their work, progress in attaining projected goals and what will be expected of them during the next review period. It further gives each employee the



opportunity to ask questions, clarify objectives to be achieved, and to explore directions for their career.

Employees should note that performance reviews do not guarantee a bonus or salary increase. However, salary increases must be documented by a formal performance appraisal process. Performance appraisals provide a systematic way for each employee to measure his or her development, to discuss it with a supervisor and to know how well he or she is meeting the requirements of the job. Performance review forms are intended to assist supervisors in recording their assessments of employee performance and in communicating their appraisals to the employee.

Following are the general definitions of the scale of performance levels:

A "1" if employee's performance has been UNACCEPTABLE in this area.

A "2" if performance has been BELOW EXPECTATIONS.

A "3" if performance has MET EXPECTATIONS.

A "4" if performance has been ABOVE EXPECTATIONS.

A "5" if performance has EXCEEDED EXPECTATIONS.

Employees will be ranked on their specific job requirements as outlined in their job description, as well as general areas that pertain to all employees (dependability, team player, etc.) Employees' supervisors will include explanatory comments justifying his or her rating. Employees will also be given an opportunity to enter comments on the forms in the sections provided. They will also be asked to work with their supervisor to set goals for their performance levels and career enhancement in the future. If the employee disagrees with the performance review, they are encouraged to discuss the differences with their supervisor in an effort to reach a mutually satisfactory resolution. Employees can note any unresolved issues on the form and appeal them to WFCA administrative staff.

PROFESSIONAL DEVELOPMENT

In order to meet the goals and objectives set to accomplish our vision, WFCA requires its employees to successfully complete at least eight (8) hours annually of School sponsored professional or personal development training. WFCA provides in-house training opportunities and encourage employees to explore additional sources of appropriate training as well.

The class schedule for in-house training will be developed annually and circulated among the staff. Training courses are developed and taught by experienced WFCA employees and outside vendors/consultants. Employees desiring to develop and/or recommend a course should contact the Administrative Offices. Also, employees interested in taking a course with an external vendor should contact the Administrative office to arrange for approval of payment. The course should be approved by the employee's supervisor and be relevant to the employee's position. Employees are required to list their training accomplishments on their year-end performance reviews.

SEMINARS, TRAINING & WORKSHOPS



At various intervals, supervisors may find it necessary to supplement employees' training with attendance at various seminars, workshops, and/or particular courses of study. WFCA will pay 50% of the fees and other training costs for seminars, workshops and special job-related courses of study that the employee attends at the request of the School and supervisors (for example, First Aid/CPR, etc.). Some training is mandatory and required in order for the employee to obtain licenses and certifications necessary to comply with legal requirements and improve job performance. Other training may be optional.

In order to accommodate employees, it is the policy of the School to require its personnel to sign a Repayment Guarantee and an Authorization for Deduction prior to making training arrangements. Signing these forms obligate the employee to reimburse the School all costs associated with providing training that leads to licensing in the event the employee leaves the School at their own election within 12 months of their training. This is considered a deductible expense from the employee's last pay check unless the employee makes other payment arrangements that are acceptable to the School. This policy applies to all job required and career-related training. Employees have the option to obtain the training on their own time and expense and can elect not to sign the Repayment Guarantee and Authorization for Deduction forms. In such cases, the employee must provide proof of successful completion where the training results in a license and/or certification that is required to perform their job.

TIMEKEEPING, PAYROLL & EXPENSES

BUSINESS TRAVEL & EXPENSE REIMBURSEMENT

How to Submit

You are expected to exercise due care, restraint and discretion when incurring reimbursable business expenses. Expenses are processed and paid at the end of the month. Expense reports submitted late (after the 25th of the month) will not be reimbursed until the end of the following month. All claims for reimbursement of business expenses must be submitted on a regular monthly basis. Untimely requests for reimbursements, more than three months after the month of incurred expenses, will not be honored.

Original receipts should be taped on an 8 X 11 sheet of paper and must be attached to the Expense Form. The Expense Form must be fully completed by giving all the requested information, nature of the business expense, the business purpose of the charge, date, etc. Failure to provide all relevant data and proper receipts will result in non-reimbursement for the expense in question.

Authorization

Your Department Head must approve travel and entertainment expenses. Reimbursement will be made only after the charge has been incurred, approved at the appropriate level and submitted with proper documentation. You may not approve your own expenses or those of co-workers or superiors,



only those of staff under your supervision. When a group of employees incur business expenses, the most senior person present is responsible to pay and claim reimbursement. When authorizing an expense for reimbursement or payment, you must insure that each item is a bona fide business expense, is correctly stated and properly documented. Otherwise, the individual submitting the expense is personally responsible to pay the charge in question.

All expense reimbursement claims forms (expense reports) are to be submitted to your supervisor at the end of each month for reimbursement. Expense reports submitted late (after the first week in a month) may be held for processing and reimbursement until the end of that month. Approval by your supervisor and the Administration Department will insure that supporting documentation is adequate and mathematically correct, that you are in compliance with the School travel policy and that the expense has been properly authorized. All reimbursements will be made only upon approval of your direct supervisor and the Principal.

SCHOOL FUNDS

School funds take many forms: cash, checks, drafts, money orders, wire transfers, etc. Other items that represent the expenditure of School funds, such as airplane tickets or corporate charge cards, are also included. All must be protected carefully. Every dollar spent must be accounted for diligently, wisely and in a manner that demonstrates the highest level of biblical stewardship. Every staff member who has control over School funds is personally accountable for them. When spending School funds or your own funds for later reimbursement by WFCA, or when obtaining goods or services on WFCA's behalf, WFCA must receive proper value in return and the expenditure must be for a legitimate and lawful business purpose. Anyone approving or certifying any voucher or bill must reasonably believe that the expenditure is proper.

Some examples of how staff members are expected to safeguard School funds include:

- Keeping an accurate record of funds spent, and obtaining appropriate documentation of expenditures. All transactions affecting WFCA's property must be recorded on and properly and accurately documented in WFCA's books and records. No fund or account that is not disclosed or recorded may be established or maintained for any purpose
- Using school charge cards only for payment of business-related expenses and according to School instructions; keeping the balance on any business charge account current; and surrendering any business charge card to your supervisor when you leave WFCA or upon request.

Misuse of School funds will be grounds for discipline, including termination, as well as prosecution to the full extent of the law. Questions on the appropriate use of School funds, or personal funds for School business, should be discussed with your supervisor.

EXEMPT AND NON-EXEMPT EMPLOYEE STATUS

Each employee is designated as either an Exempt or Non-Exempt personnel in terms of compliance with federal, state and local wage and hour ordinances. Exempt employees are excluded from



specific provisions of the federal and state labor laws. In a broader sense, exempt status includes those employees in professional, executive, administrative, and supervisory positions. They are paid on a regular salary basis and are not entitled to additional compensation for overtime hours worked. Non-exempt employees are specifically covered by federal, state and local workers wage laws. Non-exempt employees may be paid either as a salaried non-exempt employee or on an hourly rate.

Federal, state and local laws have set mandatory work standards for these employees regarding the payment of overtime, total working hours, lunch and break periods. It is the obligation of WFCA to enforce these laws.

Non-exempt employees who work more than assigned standard hours in a week will document all hours on their weekly time sheet and be reimbursed the excess hours as overtime. All overtime must be pre-approved by the employee's supervisor.

HOLIDAY PAY

An hourly, non-exempt, employee will be eligible for holiday pay after 90-days of employment; must work day before or after holiday, unless pre-approved. A salary employee will be eligible the first day of the month following their employment.

OVERTIME

Employees who are considered non-exempt are entitled to overtime pay at the rate of one and a half (1½) times their regular pay for hours worked in excess of 40 hours per work week. WFCA will make every reasonable effort to distribute overtime as equitably as possible among employees qualified to do the work required within their own job classifications. Overtime is considered a condition of employment and refusal to accept it when reasonable notice has been given is cause for discipline. No employee will work overtime without authorization from his or her immediate supervisor.

PAY DAY & YOUR PAY CHECK

The pay period at WFCA begins on Saturday and ends on the following Friday. Your paycheck will be delivered on Friday and include earnings for all work performed through the end of the pay period. Your pay is subject to all withholdings required by law, federal tax, social security payment, and state and local income taxes, as applicable. The amount of the withholdings will depend on your earnings and on the information you furnish on your W-4 form regarding the number of exemptions you claim. If you wish to modify this number, please request a new W-4 form from Administration. Only you may modify your W-4 form. Verbal or written instructions are not sufficient to modify withholding allowances. We advise you to check your pay stub to ensure that it reflects the proper number of withholdings.



The W-2 form you receive annually reflects how much of your earnings were withheld for tax purposes. Any other deductions made from your paycheck will be identified at the time of hire and be itemized on weekly pay stubs. Questions about your pay and your withholdings should be discussed with your supervisor or Administrative Representative. Should there be an underpayment of any kind, we will make every effort to repay you as quickly as possible. In the event that there is an overpayment of any kind, it is your responsibility to bring this to the attention of the Administration.

TIMEKEEPING

All employees are required to complete a weekly time sheet indicating the number of hours worked on a daily basis. The weekly time sheet is also where employees report absences from work during the pay period. Normally, FLSA exempt employees (as defined above) will record 8-hour workdays. But FLSA non-exempt salaried and hourly employees (i.e. eligible for overtime) will record exactly all hours worked each day, including pre-approved overtime hours. Non-exempt employees working over assigned normal work hours will be paid at the overtime rate for those additional hours. All overtime must be pre-approved by the employee's supervisor.

Time sheets can be obtained from your supervisor or from the Administration office. Employees must allocate their hours to their particular department. It is your supervisor's responsibility to carefully review and approve your time sheet before sending it for processing. For pay purposes, the standard workweek goes from Saturday through Friday. Time sheets are submitted by your supervisor on Friday. The time sheet submission on Friday compels employees to predict their work schedule for the end of the day on Friday. When changes occur to predicted hours, you need to report the discrepancies to your supervisor and record them on your next timesheet. For example, should you take an unscheduled day off on Monday or Tuesday (emergency); you must advise your supervisor of this time sheet discrepancy in order that accurate adjustments can be made either to current time sheet or to the subsequent time sheet.

Meddling, altering or falsifying time records is a serious infraction of policy and may result in disciplinary action, up to and including termination of employment. Department Heads and Supervisors have the authority to prepare or correct their employees' time sheets. This is sometimes necessary when time sheets are filled out incorrectly or when the employee did not submit a time sheet due to illness, vacation or other legitimate reasons. Weekly time records (sheets) are posted in the local office or project location(s), and are to be completed **daily** by each employee. Each employee or his or her foreman is to total their weekly hours and initial the time sheet. It is a violation of School policy to willfully and falsely report hours for payment. This violation will result in disciplinary action that may include **immediate termination**. Wages overpaid due to a falsification of hours may be recovered from: (i) the final paycheck; (ii) repayment directly from the employee; (iii) a collection agency.

UNEMPLOYMENT COMPENSATION

Employees who lose their jobs because of business conditions are eligible to collect unemployment insurance until they are recalled or find other employment. This insurance is financed almost exclusively by School taxes that are paid to the state. If you quit without good cause or are



discharged for misconduct or refusing an offer of suitable work, you are not eligible to collect unemployment insurance. The School or its designee will appear at any state hearings to dispute an employee's eligibility under those conditions. To qualify for continuing benefits, you must be available and able to work. Employees who worked for a minimum period or part-timers may not be eligible to collect unemployment benefits.

WAGE WITHHOLDING

WFCA entrusts each employee to honestly and accurately report their work for payroll and invoicing purposes. While honest errors may occur, WFCA considers the willful and knowingly fraudulent reporting of work an attempt to receive pay for work not actually performed a serious and disciplinary offense. Any employee including employees completing work reports found to have inadvertently, negligently, willfully or knowingly falsified work records authorizes WFCA to withhold wages from the next entitled paycheck following such discovery. Employee acknowledges and agrees to allow WFCA to deduct from any future paycheck, bonus or otherwise such amounts necessary to correct the deficiency. In some cases an employee may have already left the employ of WFCA. If this applies, this individual authorizes WFCA to make such withholding from their final paycheck.

WORK SCHEDULES

Work schedules for employees vary throughout the organization. Operational demands may make it necessary for occasional changes in starting and ending times and in the total hours that may be needed each day and week in order to meet the demands of our business. Nevertheless, a normal workweek for full-time employees is five 8-hour days (Monday through Friday), with one unpaid hour for lunch. Your supervisor can provide clarification and specific guidance.

TIME OFF POLICIES/LEAVES OF ABSENCE

GENERAL PROVISIONS

WFCA may permit a leave of absence in some circumstances. Employees should notify their immediate supervisor as well as complete a Leave of Absence Request Form as soon as they become aware that a leave of absence is needed. WFCA will consider each employee's request in accordance with applicable law and the School's leave policies. Employees who submit a written request for leave will be notified whether or not their leave is granted or denied. If leave is granted, the employee is accountable to comply with the terms and conditions of the leave, including keeping in touch with their immediate supervisor during leave and giving prompt notice if there is a change in the agreed upon return date. Once an employee has been granted leave, the employee is prohibited from accepting other employment and/or applying for unemployment insurance while on a non-FMLA leave of absence. Violation of this policy constitutes grounds for termination and is considered voluntary resignation from employment with WFCA. During an extended leave of absence (beyond one month), employees will not be credited with the full employment status that existed prior to the start of the leave. However, employees will retain their original hire date.



SCHOOL HOLIDAYS

Word of Faith Christian Academy's Holidays for office staff are: Good Friday, Labor Day, Independence Day, Thanksgiving Day and the Day after Thanksgiving, Christmas Day and New Year's Day. For teachers and instructors, there is an additional week between Christmas and New Year's Day; as well as Spring Break, which will be announced at the start of each new school year.

ATTENDANCE & ABSENTEEISM

The School expects excellent attendance from all of its employees. Daily attendance is especially important for hourly employees and instructional staff to meet service requirements and satisfy student/customer demands. Emergency personal time is made available to all employees for unscheduled events such as personal illness, immediate family member illness, and doctor appointments. We do understand that life events can interfere with work attendance. However, we need employees to use as few emergency personal hours as possible and avoid tardiness so that we can operate the business in an orderly and efficient manner.

Employees need to be aware that unexcused absenteeism and lateness are expensive and place an unfair burden on other employees. If you are going to be absent or late for any reason, you must notify your supervisor as soon as practicable before your regular starting time. Notification from another employee or relative is not acceptable. You should be prepared to substantiate the reason for your absence if asked, including medical statements or other documentation from your doctor. If you fail to give proper notification of your absence or if your supervisor considers your reason unacceptable, you will be charged with an unexcused absence. Unsatisfactory attendance may result in disciplinary action, up to and including suspension and discharge. Note: Absence includes late arrival at work as well as early departure. All lost time on the job for unexcused reasons is subject to disciplinary action. Other requirements apply under this policy see the appropriate sections (i.e. bereavement/funeral, excused absences, etc.) for further details.

DOMESTIC VIOLENCE LEAVE

WFCA will grant up to three days of leave in a twelve-month period to an employee if the employee or a family or household member is a victim of domestic violence in accordance with the requirements of applicable Florida State law. WFCA does not discriminate or retaliate against an employee for exercising his or her rights under the law, and is required to keep confidential all information relating to leave for domestic violence. Please contact your immediate Supervisor and complete a Leave of Absence Request form as soon as you become aware of the need for domestic violence leave.

The following is a summary of the relevant provisions:

Employee Eligibility



To be eligible for domestic violence leave you must have worked for WFCACADEMY for a total of at least 3 months or longer.

- Seeking an injunction for protection against domestic violence or repeat violence, dating violence, or sexual violence;
- Obtaining medical care or mental health counseling or both for the employee or a family or household member to address injuries resulting from domestic violence;
- Obtaining services from victims services organizations such as a domestic violence shelter or rape crisis center;
- Making the employee's home secure from the perpetrator of domestic violence or finding a new home to escape the perpetrator;
- Seeking legal assistance to address issues arising from domestic violence or attending or preparing for court related proceedings arising from the act of domestic violence.
- You must provide WFCACADEMY with "appropriate advance notice of the leave as required by WFCACADEMY policy" except in cases of imminent danger to the health or safety of the employee or a family member.
- WFCACADEMY may also require documentation of the act of domestic violence.

Activities Covered Under State Law

Notice and Certification

If you need domestic violence leave, you may be required to provide:

Compensation during Leave

You may be required to exhaust any available annual vacation or personal leave and sick leave, if applicable, unless WFCACADEMY waives this requirement. If you are returning from domestic violence leave taken for yourself, but you are unable to perform the essential functions of your job because of a physical or mental disability, WFCACADEMY will attempt to accommodate you. Your use of domestic violence leave will not result in the loss of any employment benefit that you earned or were entitled to before using domestic violence leave.

EXCUSED ABSENCES

Absences that are excused are those absences that are approved at the discretion of the employees' direct supervisor or supervisor and may include but are not limited to: funeral attendance; family and medical leave under the FMLA provision; jury duty; military leave; paid time off; and/or unpaid personal leave.

FUNERAL ATTENDANCE/BEREAVEMENT

In the event of the death of an employee's immediate family member, the employee will be granted a leave of absence of no more than three (3) days with pay if the death occurred locally and no more



than five (5) days with pay if the death occurred outside of the United States. Employees should notify their supervisor of their desire to take time off from work due to the death of an immediate family member. An “immediate family member” is the employee’s current spouse, parent, child, brother, sister, grandparent, parents-in-law or other members of the employee’s household residing with the employee. Employees are required to provide proof of such death (death certificate) and may in some cases be required to provide proof of relationship to the deceased. For deaths that occur outside of the United States, employees are required to provide proof of travel along with the death certificate and proof of relationship to the deceased.

FAMILY MEDICAL LEAVE ACT (FMLA)

The Family and Medical Leave Act of 1993 (“FMLA”) became effective on August 5, 1993. This Act gives eligible employees the right to take unpaid leave for up to 12 weeks within a 12-month period due to certain family and medical events. This policy describes the School’s practices and procedures for providing family and medical leaves.

Eligibility

Employees who have been employed for a total of 12 months, and have worked at least 1,250 hours during the 12-month period preceding the leave are eligible for family and medical leave.

FMLA Qualifying Circumstances

Eligible employees will be granted 12 weeks of unpaid leave during a 12-month period (measured backward from the date the employee uses leave) for the following reasons:

1. The birth, placement for adoption or foster care of a child, and to care for such child;
2. To care for the employee’s spouse, child or parent with a serious health condition; and
3. Because of the employee’s serious health condition that makes the employee unable to perform one or more of the essential functions of the employee’s job.

Leave taken for the birth of a child or for placement of a child for adoption or foster care must be concluded by the end of the 12-month period beginning on the date of birth or placement. *(NOTE: Where both spouses work for the School, such leave is limited to a combined total of 12 weeks in a 12-month period for child care leave or leave to care for a parent with a serious health condition.)*

FMLA Request for Leave

An eligible employee desiring a family and medical leave of absence shall notify their immediate supervisor and/or the Administration at least thirty (30) days prior to the effective date of the leave if the leave is foreseeable; however, if the leave is not foreseeable and thirty (30) days notice is not possible, then notice shall be given as soon as practicable, ordinarily within two working days of learning of the need for leave.

FMLA Medical Certification



For leave due to the serious health condition of an employee (except workers' compensation) or an employee's family member, medical certification must be provided within 15 calendar days after it is requested, or as soon as practicable, on a form provided by the School. The School reserves the right to require, at its expense, an opinion of a second health care provider selected by the School. In which case, if the two medical opinions conflict, the School may require a third opinion by a mutually agreed upon health care provider. The School also may request that the employee provide, on a periodic basis, medical evidence establishing the necessity for continued leave.

If the employee does not provide medical certification or periodic medical evidence establishing the necessity for continued leave, or refuses to obtain the opinion of a second or third health care provider, the leave of absence may not be approved or may be canceled. Where leave is occasioned by the employee's own serious health condition, a fitness for duty certification that the employee can return to work will be required. If the employee does not provide a fitness for duty certification, reinstatement may be delayed until the certification is provided and if never provided, the employee may be terminated.

FMLA Substitution of Paid Time

For leave because of child care, any paid vacation must first be substituted and used for unpaid family and medical leave. For leaves due to the employee's own serious health condition (or to care for a family member with a serious health condition), any accrued paid vacation, sick days and personal days must be substituted and used for any unpaid family and medical leave. The substitution of paid time off for unpaid time does not extend the 12-week family and medical leave entitlement.

FMLA Relationship to Workers' Compensation and Disability Leaves

Time off for short term and/or long term disability leaves and workers' compensation leaves, if due to the employee's serious health condition, will count towards the employee's 12 week family and medical leave entitlement.

FMLA Intermittent or Reduced Schedule Leave

An employee may take leave intermittently or on a reduced schedule when medically necessary due to their own serious health condition or to care for a covered family member with a serious health condition. An employee who takes intermittent leave or leave on a reduced schedule that is foreseeable based on planned medical treatment may be transferred to an alternative position with equivalent pay and benefits if that position better accommodates recurring periods of leave. An employee may take leave intermittently or on a reduced schedule after the birth or placement of a child for adoption or foster care only with the approval of the designated School representative.

FMLA Military Family Leave

Qualifying Reason for Leave



In accordance with the National Defense Authorization Act for FY 2008 (NDAA), eligible employees will be provided up to 12 weeks of leave because of “any qualifying exigency” (demand, need, emergency, etc.) arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty, or has been notified of an impending call to active duty status, in support of a contingency operation.

Leave Entitlement

An eligible employee who is the spouse, son, daughter, parent or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to 26 weeks of leave in a single 12-month period to care for the service member. This military caregiver leave is available during “a single 12-month period” during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave.

FMLA Return to Work

Upon return to work, an employee generally will be reinstated to the position held by the employee at the time leave commenced, or to an equivalent position with equivalent pay and terms and conditions of employment.

JURY DUTY

WFCA encourages Employees to serve on jury or witness duty when called. You must notify your Supervisor of the need for time off for jury or witness duty at least five (5) working days prior to the commencement of service. Exempt Employees will not incur any reduction in pay for a partial week of absence due to jury or witness duty. Non-Exempt employees will receive full pay while serving up to three (3) days of jury or witness duty. If jury duty lasts four days or more, all jurors automatically receive \$30.00 per day for the fourth day of service and each day thereafter, regardless of employment status directly from the State of Florida. A Request for Compensation Form is not necessary. One check is mailed for each week of jury service and each check is mailed approximately four weeks after the week served.

Eligibility

All employees are eligible for Jury Duty time off.

Notification

Employees summoned to jury service must bring a copy of the summons to their supervisor at least five (5) working days prior to the commencement of service. If an Employee is requesting a postponement for personal reasons, the Employee still must bring the summons, but must tell the Supervisor he or she is requesting postponement. This allows the Supervisor to plan for the Employee's absence or possible absence by juggling vacation plans, changing work schedules, or scheduling temporary replacements. Supervisors must grant leave to an Employee summoned for



jury service. Immediately after completing each day of jury duty, Employees should contact their supervisors and inform them that they have been released for the day and answer any work-related questions the Supervisor might have. Overtime during jury service: Hourly employees on jury duty who perform work after their regular shifts receive overtime pay. Because WFCA wants jurors to be rested and alert when at work and on jury duty, supervisors should keep requests for additional hours to a minimum and should not press employees to work outside normal hours during jury duty leave unless an emergency exists.

Administrative, professional, and other employees: FLSA-exempt Employees are paid on a salary basis and receive their usual pay while on jury duty. These Employees are expected to show judgment and responsibility by doing what they reasonably can to maintain continuity of operations while they are jurors. This can require keeping in contact with Supervisors and subordinates by telephone, taking work home, reporting to work before or after jury duty each day, and/or performing work on weekends. A failure to return timely from jury duty is treated as an unexcused absence.

Verification

Verification from the court clerk of having served may be required and you will be expected to report or return to work for the remainder of your work schedule on any day you are dismissed from jury or witness duty.

MILITARY LEAVE OF ABSENCE

WFCA will grant military leaves of absence as required by law and by the needs of employees who are members of the military service. Any full-time employee who is called to active military duty will be granted a military leave of absence. The duration of the leave will be the term of enlistment plus any additional time that may be required by the government, it will include a reasonable allowance of time for travel and adjustment. Reenlistment or any other voluntary extension of the tour of duty may affect the leave of absence and continued employment. Adjustments and exceptions to this policy may be made as circumstances require.

If you are a full-time employee with five (5) years of service and a member of a military reserve unit that is required to attend a two-week training session annually, we will pay you any difference between minimum wage (40 hours) and the amount received in military pay for the two-week period. When you return from military duty, simply present your military reserve pay voucher to your supervisor and we will arrange for the payment. Ten days maximum. For longer term periods of time on active duty, you are entitled, upon return to the School, to reinstatement of your former position, and a bridging of your “years of service” as it applies to qualify for School benefits.

PERSONAL LEAVE (UNPAID TIME OFF)

Under emergency circumstances, for personal or other reasons, an employee may need to be temporarily released from the duties of his/her job with WFCA. It is the policy of WFCA to allow its eligible employees to apply for and be considered for certain specific leaves of absences. All requests for leaves of absence will be submitted in writing to the designated Administrative Representative.



Each request must provide sufficient detail such as the reason for the leave, the expected duration of the leave. Regular full time employees who have completed one year of service are eligible for an unpaid personal leave of absence of thirty calendar days.

BENEFITS

WFCA does not currently offer employees a comprehensive benefits package. This is an area the School plans to develop in the near future and will revised these policies and procedures to reflect these benefits once they have been put in place.

WORKERS' COMPENSATION

Workers' compensation insurance provides benefits for job-related injuries. All employees are covered and the entire cost of this insurance is paid by the School. WFCA's workers' compensation insurance costs are based on the number of injuries the School suffers. The lower our injury rate, the lower our costs, which means that more money can be, put into expansion plans, promotions and salary increases.

The only way to keep our insurance costs under control is to work safely and follow all rules and regulations. The leading cause of workers' compensation claims is back injury. Training in how to lift properly and using automated equipment as much as possible to eliminate the need for lifting heavy objects, will be included in your safety orientation. WFCA will enforce all safety rules and employees who violate them will be disciplined, up to and including discharge. Employees should report injuries immediately so that they can receive fast and effective treatment. If you are unable to perform your regular job during your recovery period, you may be shifted to a "Light/Restricted Duty" assignment if such an assignment is available.

Return to Work on Light or Restricted Duties

WFCA place a high value on its employees and will make every reasonable effort, when operational needs allow, to provide Light/Restricted Duty (L/RD) assignments to employees who are either represented or non-represented and cannot perform the necessary functions of their job for a limited time period. L/RD assignments are permissive and must be within the employee's current budgeted position or a vacant budgeted position. The School will not create any positions to accommodate light duty assignment for an employee. Only employees with long-term chronic medical conditions, or who are not expected to return to full-duty functions are eligible for L/RD. Supervisors are responsible for monitoring the time frame of the L/RD assignment of its employees.

Light/Restricted Duty assignments will be determined based on the work environment coupled with review of doctor's restrictions to determine whether or not the School can accommodate an employee who has been seriously injured and who is managed under the Worker's Compensation Program. Therefore, in the event a doctor says an employee may return to work, but only with light or restricted duties, the supervisor along with the designated Administrative Representative will



determine whether suitable light duty is available. If the employee's current position does not allow for L/RD assignment, the employee's supervisor ascertain from the Administration whether or not the employee can be placed in a vacant, budgeted position that is equivalent to that of the employee's current budgeted position and/or within his/her capabilities but not to cross over to a promotional relationship to that of the employee's current classification. The employee shall neither be demoted nor promoted in the work or classification of work provided under the L/RD assignment.

Employees are obligated to accept any suitable employment provided within his/her capabilities. Worker's Compensation and any other temporary disability benefits may be discontinued if an employee refuses to accept an L/RD assignment. The employee may also be placed on unauthorized leave without pay and may be subject to disciplinary actions including termination from employment with WFCA. If L/RD assignment is unavailable, the employee will be required to remain off the job until the doctor releases the employee for full duty.

CONCLUSION

Each and every staff member is personally responsible for his or her actions. For each, honesty and integrity is a personal responsibility. No one may justify an illegal or dishonest act by claiming that a supervisor or someone in higher management ordered it. No one, regardless of rank, is ever authorized to direct a staff member to commit an illegal or unethical act. It is not intended for this Handbook to contain all the rules and regulations that apply to every situation. Its content must be viewed within the framework of School policies and procedures and the requirements of the law. Moreover, the absence of a School policy or instruction covering a particular situation does not relieve a staff member from acting ethically and legally.

Any staff member who violates any of the provisions of this document, or who has knowledge of but fails to report a violation, will be subject to disciplinary action, including termination of employment and criminal prosecution wherever appropriate. Reprisals against a staff member, who in good faith and with reasonable belief, reports a violation or suspected violation, are forbidden. Suspected violations may be reported on a confidential basis to WFCA's Administration. WFCA will maintain confidentiality to the fullest extent possible. WFCA will encourage and support criminal prosecution of those involved in any violation of this Handbook that constitutes criminal conduct, regardless of restitution. This support will specifically include, but is not limited to, complete cooperation with respect to the availability of witnesses, documents, and records. In addition, when applicable, WFCA will institute civil proceedings against violators of the Employees Operating Policies and Procedures contained in this Handbook.