



Golden Valley Charter Schools  
Special Meeting of the Board of Trustees  
6550 Filbert Ave.  
Orangevale, CA 95662

June 5, 2024

### **Board Meeting Access Information**

**Date:** Wednesday, June 5, 2024  
**Time:** 5:45 p.m.  
**Primary Location:** Golden Valley Orchard, Room 9, 6550 Filbert Ave, Orangevale, CA 95662

**Remote Location:** **Golden Valley River School, Library, 9601 Lake Natoma Dr, Orangevale, CA 95662**

**Zoom Link:** **Topic: BOT 2024.06.05**  
**Time: Jun 5, 2024 04:30 PM Pacific Time (US and Canada)**

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*This meeting is being conducted in person and will be available to the public via teleconference through the Zoom platform.*

*Members of the public who wish to comment during the Board meeting may do so in person at the primary meeting location, a remote meeting location, or use the “raise hand” tool on the Zoom platform. Members of the public may also email their comments to the Board at [bot@gvcharter.org](mailto:bot@gvcharter.org); emailed comments will be summarized by the board chair. Individual comments are limited to three (3) minutes. The Board will limit the total time for public comment to fifteen minutes. The Board reserves the right to mute or remove a participant from the meeting if the participant unreasonably disrupts the Board meeting.*

*Disability Accommodations. A person with a disability may contact the central office at (916) 597-1477, or email the board at [bot@gvcharter.org](mailto:bot@gvcharter.org) at least 48 hours before the scheduled board meeting to request receipt of an agenda and other distributed writings in an appropriate alternative format or to request disability-related modifications or accommodations, including auxiliary aids or services, in order to participate in the public board meeting.*

June 5, 2024

Special Meeting Agenda

1. **Call to Order** – 5:45p.m. *(K. Gerski-Keller)*
  
2. **Roll Call** – 5:45 p.m.  
**Board Members:** Katie Gerski-Keller, Adam Errington, Ekaterina Khmelniker, Stephen Quadro, Meredith Willsen.
  
3. **Public Comment** – 5:46 p.m.  
This portion of the meeting is set aside for members of the audience to make public comments or raise issues that are not specifically on the agenda or for those that are on the agenda in areas of Board jurisdiction. Public comments must be related to agenda items at Special Meetings. These presentations are limited to three (3) minutes and the total time allotted to non-agenda items will not exceed fifteen (15) minutes.
  
4. **Revised Employee Handbook** – 6:00 p.m. *(C. Buckley)*  
Action: Shall the board approve revisions to the Employee Handbook?
  
5. **2023/2024 Arts in Education Grant, GVOS** – 6:05 p.m. *(C. Buckley)*  
Action: Shall the board approve allocation of funds for the Golden Valley Orchard School Prop. 28 state grant?
  
6. **2023/2024 Arts in Education Grant, GVRS** – 6:10 p.m. *(C. Buckley)*  
Action: Shall the board approve allocation of funds for the Golden Valley River School Prop. 28 state grant?
  
7. **Recitation of the Motto of the Social Ethic** – 6:15 p.m.  
The healing social life is found  
When in the mirror of each human soul  
The whole community finds its reflection,  
And when, in the community,  
The virtue of each one is living.
  
8. **Adjournment of the meeting** – 6:16 p.m. *(K. Gerski-Keller)*

# Employee Handbook

(Board Approved March 13, 2024)



Chalkboard art by Ryan Sutton, Principal



TK-8 Tuition-Free Public Waldorf Schools



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WELCOME

## WELCOME TO GOLDEN VALLEY CHARTER SCHOOLS!

We are delighted to have you join us at Golden Valley Charter Schools (or “GVCS”). We believe our schools are truly unique. We serve a diverse group of talented and hardworking students and consider the work we do to be of utmost importance. Therefore, we have very high expectations of professionalism and performance for each of our employees. All employees should treat all individuals, including students, teachers, administrators, volunteers, and family members, with respect and approach all situations as opportunities to learn.

This handbook has been written to provide you with an overview of GVCS, its personnel policies and procedures, and your benefits as a GVCS employee. It is intended to explain in general terms those policies that most often apply to your day-to-day work activities. However, it cannot anticipate every situation or answer every question about employment, and it is not an employment contract. Employees are expected to read this handbook thoroughly upon receipt, to know and abide by the policies outlined herein, and as revised over time, throughout their employment.

No GVCS guideline, practice, manual, or rule may alter the “at-will” or “fixed-term” status of your relationship with GVCS. To retain necessary flexibility in the administration of its policies, procedures, and benefits, GVCS reserves the right to change, deviate from, eliminate, or revise the handbook, except for the at-will provisions, at any time, without notice, whenever GVCS determines that such action is warranted. For these reasons, we urge you to check with the Human Resources Manager to obtain current information regarding the status of any policy, procedure, or practice. This handbook supersedes and replaces all previous personnel policies, practices, and procedures.

I welcome you and wish you great success and fulfillment at Golden Valley Charter Schools.

Sincerely,

Paula Watson  
Human Resources Manager

## SECTION 1 – GENERAL

This handbook serves as a guide for the employer/employee relationship. This handbook applies to faculty and staff at Golden Valley Charter Schools. The standards of conduct apply to all individuals who work on GVCS premises including independent contractors, vendors, and visitors. Unless otherwise indicated, a benefit, policy, program, or procedure applies, or is available, to ALL eligible employees.

This handbook contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit, or the applicability of a policy or practice to you, you should address your specific questions to your supervisor or the Human Resources manager. You are responsible for reading, understanding, and complying with the provisions of this Handbook. Our objective is to provide you with a work environment that is constructive to both personal and professional growth.

Neither this handbook nor any other GVCS document confers any contractual right, either express or implied, to remain in GVCS' employ, nor does it guarantee any fixed term or condition of your employment. Except as otherwise provided in an executed employment agreement, your employment is not for any specified period of time and may be terminated at will, with or without cause and without prior notice, by GVCS or you may resign for any reason at any time.

No supervisor or other representative of GVCS except the Executive Director with the approval of the Board of Directors, has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above. Second, the procedures, practices, policies, and benefits described herein may be modified or discontinued from time to time with or without advance notice. We will try to inform you of any changes as they occur.

Finally, this handbook contains proprietary information that should not be disclosed outside GVCS, other than to individuals affiliated with GVCS whose knowledge of the information is required in the normal course of business.

## SECTION 2 – OUR MISSION/VISION/PHILOSOPHY

### OUR MISSION

“We nurture a passion for learning through head, heart, and hands experiences which prepare students to engage in a dynamic world.”

Our mission reflects our shared commitment to the primary reason we exist as an organization. There are many things that we do as an educational community. Our mission does NOT try to summarize what or how we do it. Our mission defines why we are here to help us focus on those things that will have the greatest benefit towards that purpose. This is our compass. Our mission provides stability of our purpose over the long term, even as our specific strategies and methods adapt in the short term to navigate changing conditions.

Our mission is not just the purview of the teachers or students in the classroom. Our entire community, including all employees and all volunteers, serve as educators towards this mission. The way we speak and how we act are shown as role models. We contribute our time and our donations directly in classrooms and on the playgrounds. We contribute indirectly by making the campuses safe and well equipped and by supporting the teachers and volunteers who are working directly with the students. It takes all of us working together every day to make this mission a reality.

### OUR VISION

“ Expanding access for children and families to a community of public Waldorf Schools.”

Our vision paints a clear and compelling future that we are excited to create together. It illustrates what we will look like when we arrive in 2030. We recognize our role as a leader, among a growing number of others who are courageously pioneering innovative educational choices. We strive to create broader community access to public Waldorf education through leadership of charter schools, and we remain steadfast in our commitment to our core identity as a public Waldorf charter school.

## ACADEMIC PHILOSOPHY

Golden Valley Charter Schools is a member of the Alliance for Public Waldorf Education. We are part of the worldwide movement which began with the opening of the first Waldorf School in Germany in 1919. The first faculty studied under Austrian Philosopher Rudolf Steiner, who taught that each child has a consciousness that unfolds over time and every stage has to be met by the curriculum. Our schools have an integrated block system with subjects that rotate throughout the year. We offer an array of specialty classes in the arts. Movement, outdoor play, social emotional learning, and low media exposure are all values we bring to the education.

Our academic task is to break down the barriers to find every child's true capacity. Therefore, we tell our authorizer that we teach all of the California Standards by the time our students graduate from 8th grade. However, we do it at a pace that reflects the developmental model of each grade level. We are teaching all aspects of the child and not just their strengths. Faculty work as a group in professional learning circles to better understand the children in order to present a curriculum that meets them where their present levels are at.

Graduates from Golden Valley are well known in area high schools for their artistry, ability to advocate for themselves, and their creative thinking on academic tasks.

Thank you for being a member of this outstanding team.

Caleb J. Buckley, EdD  
Executive Director

## OUR CORE VALUES

The foundation of our Strategic Plan and the very fabric of our community is our set of shared Core Values. A value is a commitment to a behavioral standard or social norm for how we will interact with each other. There are a few values that are prerequisites for being a member of our community. By choosing to be a member of our community, in ANY role, we commit to holding ourselves and each other to striving for these values in every interaction. None of us is perfect. We will fall short of these values at times. When we do, we gently remind each other and get back on track.

### **Curiosity**

At GVCS we value and nurture curiosity and approach learning wholeheartedly with eagerness. We live with enthusiasm and are open to the wonders that each day holds.

## **Reverence**

The GVCS community honors and respects each other, ourselves, our environment, and all living things. Through our rituals and actions, we demonstrate care and courtesy and nurture both our physical and emotional wellbeing. As lifelong learners we give our best to all we do and compassionately build honest relationships and appreciation of diversity.

## **Creating Community**

At GVCS we invest in creating community. We see ourselves as part of the larger world, honor the value and diversity of each individual and invest in a community where we have compassion for and trust one another, are inclusive, build strong relationships, appreciate differences, seek common ground, and resolve conflict peacefully.

## **Joyful Service**

At GVCS we freely participate, share, and contribute with enthusiasm. Teachers, students, staff, and volunteers willingly share our time, our talents, and our donations to serve our students and our community.

## **Empathy**

At GVCS we practice empathy and have compassion, care, and concern for one another's needs. We endeavor to be present for each other's thoughts and feelings and seek to understand their experience. With empathy we reflect on how our actions affect others and create spaces of safety and well-being.

## **Commitment**

The GVCS community is committed to Waldorf inspired learning and the gentle unfolding of learning. We are willing to make and meet commitments to one another and carry responsibility for our agreements and our stated policies bridging school and home. We are faithful to our relationships. We endeavor to act in integrity with our values and commitments, be accountable and take responsibility for our choices with grace. People can rely on us.

**For more information about our Strategic Plan, please visit our website.**  
<https://goldenvalleycharter.org/Strategic-Plan>

## SCHOOL SONG

*Golden Valley, gleams from sunlight  
Dewdrops fill the field so bright.  
Seasons change and hearts awaken  
Summer, Spring and Winter, Fall  
Love overflowing, garden flowers growing  
From the earth we drink from all its bright sparkling streams  
Hands and heart sing Life bestows a blessing  
We all together share our life as one*

## OUR ORGANIZATION

### GVCS Board of Trustees (BOT)

GVCS is governed collaboratively by our Board of Trustees, which is made up of parents and community members, in addition to a faculty delegate from each school. The Board of Trustees is the legal and fiscal body of our organization, responsible for ensuring that GVCS' policies are consistent with the Mission, Vision, and Values of the organization, approving budgets, and for overseeing the Executive Director. Board of Trustees meetings are open to the public, and parents are encouraged to attend.

Email: [bot@gvcharter.org](mailto:bot@gvcharter.org)

### CMO

Charter Management Organization (CMO) is a nonprofit entity that manages two or more charter schools. The CMO provides back-office functions for their schools to take advantage of economies of scale. It is the formal administrative organization of the schools. This group creates the plans and policies of the schools.

## **Golden Valley Charter Schools for Education Renewal**

1000 River Rock Drive Suite 220

Folsom, CA 95630

(916) 597-1478

Golden Valley Charter Schools is a Charter Management Organization (CMO) with two direct funded, independent charter schools and a 501(c)(3) non-profit, tax exempt organization. See Charters (on our website) for more details. Our two schools are:

**Golden Valley River School**

9601 Lake Natoma Drive  
Orangevale, CA 95662  
(916) 987-6141

**Golden Valley Orchard School**

6550 Filbert Avenue  
Orangevale, CA 95662  
(916) 984-1490

San Juan Unified School District (SJUSD)

SJUSD is our authorizing Local Education Agency (LEA). SJUSD is the district that has authorized our charters. In addition, GVCS has a separate relationship with SJUSD – a landlord / tenant relationship regarding the school sites. SJUSD is NOT the employer or public agency of record. GVCS is its own employer. When you are completing paperwork, you should always refer to GVCS as your employer)

Central Office

The central office (CO) provides business, operations, and facilities management services through back-office functions and is the formal administrative organization of the schools. The staff reports directly to the Executive Director and consists of:

- **Director of Special Education**
- Human Resources Manager
  - Accounts Receivable
- Compliance and Accountability Manager
- Marketing and Development Manager
- Enrollment/Outreach Coordinator
- Business Services ~~Coordinator~~ **Specialist**
  - Payroll
- Business Systems Coordinator
  - Accounts Payable
  - State Reporting
- Student Services Coordinator
- Extended Learning Opportunities (ELO) Program Lead
- IT Support
- Special Education Consultant
- Executive Assistant

The CO establishes the regulations and procedures in these areas and ensures compliance. The CO provides support and administrative guidance in areas that need to be uniform and consistent across all schools. We are available from 8:30 a.m. to 4 p.m. Monday – Friday. Please feel free to contact us for support and questions. You are welcome to stop by our office. The roles and duties of administrative employees change from year to year as the state establishes new programs and creates new accountability measures.

### Executive Director

The Executive Director oversees the Charter Management Organization, central office operations, mentors and supports school administration, maintains strong rapport with the school district(s) and guides the schools through growth and expansion. The ED also works with the outside consultants on school budgets and the annual audit. School Principals report to the ED. Being the sole employee of the Board of Trustees, the ED is ultimately accountable for the operations of the schools, central office, and their employees. The Executive Director is the primary contact to the school districts, state agencies, and member organizations.

### Leadership

The Leadership Team is the administrative cabinet of the Executive Director and includes the school Principals, the Compliance Manager, and other personnel needed for high level decision making in the organization. This team meets weekly to discuss day-to-day processes, long and short-term goals and policies pertaining to all aspects of the organization. This is also a place to provide peer mentoring and to determine the best process to address complex issues as they arise.

### Golden Valley Educational Foundation (GVEF)

The Golden Valley Educational Foundation is a 501(c)3 all-volunteer, non-profit whose purpose is to financially support the vision and mission of GVCS. GVEF is a fiscal agent for large scale fundraising activities and charitable donations on behalf of the schools. GVEF works collaboratively with the Marketing & Development Manager, Parent Circle, school principals, and the Executive Director to ensure financial matters of fundraisers are handled in accordance with good accounting practices. All funds managed by GVEF are accounted for and disbursed in accordance with the GVCS-GVEF MOU. Any organization or individual wishing to donate cash, materials, equipment, or other property to the school should make such donations through GVEF. Fundraising meetings are held monthly throughout the school year. The GVEF board includes a faculty representative and the Executive Director.



## The Parent Circle

Each school has its own Parent Circle. Every parent at Golden Valley is a member of Parent Circle. Parent Circle representatives, who are chosen by their classroom, select a Chair annually who then appoints other officers such as Vice Chair, Treasurer, and Secretary. The Parent Circle's main function is to organize volunteers to support their individual school and to create a culture of belonging and connection within the parent group. Meetings are held monthly at the school site. The PC Chair meets monthly with the school principal to discuss events at the school. All Parent Circle events must go through the calendar request approval. PC also holds a bank account to serve their goals.

Some annual activities have included: Back to School Picnics, art classes for parents, game nights for families, refreshments at Rose Ceremony, coordinating Teacher Appreciation, greeting Grandparents' Day visitors, supporting schoolwork days or gardening days, and most importantly, volunteering for school festivals such as May Festival.

## Diversity, Equity, and Inclusion Committee

The Diversity, Equity and Inclusion Committee comprises faculty, staff and families working collaboratively to advocate, educate and support inclusiveness in our community. The committee encourages opportunities for students, staff, and faculty to grow in their own understanding of diversity, equity, and inclusion.

Email: [diversity@gvcharter.org](mailto:diversity@gvcharter.org)

## Finance Committee

The Finance Committee is the only standing committee of the Board of Trustees. It typically meets the week prior to the Board and is open to the public. Agenda items include the status of the current year budgets, fiscal policies, audit contracts, and other topics requested by the Board. This committee can also have non-board members and interested parties should seek an appointment from the full Board.

## Faculty and Staff

### Class/Grades and Kindergarten Teachers

The purpose of our schools is to meet the educational needs of our students. The primary role of the faculty is to implement a curriculum designed to meet those needs in keeping with California education standards and Waldorf Pedagogy. Full-time credentialed faculty meet weekly to discuss the life of the school and make plans for future events. Their work includes supporting student discipline, providing collaboration on best practices and curriculum support, monitoring student progress, and coordinating adjunct duties. Lead

teachers take attendance and write report cards. They are the primary point of contact for parents.

### Classroom Support Staff

The classroom support staff includes but is not limited to Kindergarten Assistants, Instructional Assistants, Handwork Assistants and SPED (Special Education) Assistants. Our assistants work under the direction of the classroom teacher and/or the RSP to help ensure the success of the students and the class as a whole.

### Meal Program

The meal program works under the supervision of the Accountability & Compliance Manager. With a focus on providing nutritious, well-balanced meals, our meal program employees play a crucial role in promoting healthy eating habits and supporting the overall health of the student population, ensuring that students have access to nourishing meals.

### ELOP/Aftercare Program

Our Expanded Learning Opportunity Program—Eagle’s Nest— provides an enrichment program inspired by Waldorf Education. This program is free for all students. As mandated by the state of California, registration priority is given to low-income students, English language learners, foster youth, and homeless youth.

### Subject Specialists

Subject Specialists offer programs in handwork, music, games, foreign languages, and gardening. These teachers are professionals who are credentialed and are considered experts in their field. Their primary interface with school parents is through the class teachers.

### Education Support Team

The Education Support Team (ES) includes but is not limited to: Resource Specialists, Education Support Specialists, School Psychologist, Speech/Language Pathologist, as well as other service providers as needed. The ES team provides direct services to identified students.

### Mentors and Professional Development

To support our Class/Grades and Kindergarten Teachers in fulfilling their roles GVCS provides mentoring with experienced Waldorf Master Teachers. Mentors help teachers develop their lesson plans and observe the classrooms to support a healthy learning environment. GVCS also funds Beginning Teacher Induction Programs for newly credentialed teachers. Teachers are provided ongoing professional development in all

areas including but not limited to summer training in grade specific Waldorf curriculum, mathematics, and classroom management.

### Guest Teachers

Guest teachers maintain continuity and ensure the smooth functioning of the classroom during the absence of the class's regular teacher. Substitute teachers possess the flexibility to adapt quickly to new environments and effectively manage diverse learning needs. Additionally, guest teachers offer fresh perspectives and insights, enriching students' educational experiences and encouraging resilience in the face of unexpected changes.

### Classified Subs

Classified substitutes provide crucial support and assistance across various non-teaching roles. They provide continuity of essential school functions, such as administrative tasks, and student support services. Classified subs help maintain the smooth operation of the school by filling in gaps left by absences or vacancies.

### School Administration

The school administration, made up of the principal and office support staff, is charged with the day-to-day running of the school. With direct communication and continuous flow of information, the principal coordinates all bodies of the school - faculty, staff, students, and parents. The principal is the primary contact for items which arise from the school - whether it be concerned parents, scheduling of events, or coordination of student needs. The office staff of each school interfaces with the children and parents to create a healthy learning environment.

## SECTION 3 – EMPLOYMENT

### EMPLOYMENT APPLICATIONS

We rely upon the accuracy of information contained in the employment application and the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

### FIXED TERM EMPLOYMENT

Per the Labor code, all employees in California are "At Will" employees. However, Kindergarten and Grades teachers are afforded a high degree of job security in their position by signing Fixed Term Employment Agreement. Fixed Term indicates that both the

employer and employee are bound to a commitment lasting a particular length of time (in this case, the school year).

If an employee is terminated (at any time) with cause, the employee has rights as indicated in the employment agreement. There is no obligation upon GVCS to pay the remainder of the employee's agreement. If a fixed-term employee is terminated early without cause, GVCS is obligated to pay the employee the remainder of their agreement or one calendar month's pay – whichever is less. Please see your agreement for specifics – the employment agreement supersedes any other agreement with GVCS. If an employee breaks a Fixed Term agreement, it is possible they could be reported to the California Commission on Teacher Credentialing.

The Leadership Team will make decisions regarding the renewal of Fixed Term employees. An evaluation resulting in a recommendation for probation or for termination will be presented for approval to the Executive Director.

## AT WILL EMPLOYMENT

We believe that an employment relationship is successful as long as both parties are mutually satisfied. Accordingly, both you and GVCS will have the right to terminate your employment and all related compensation and benefits at any time, with or without cause and with or without notice. In addition, GVCS may eliminate or change any term or condition of your employment (including but not limited to your job assignment, duties, or salary) at will, at any time, for any reason not prohibited by law, with or without cause and with or without previous notice.

This is called "employment at will," and no one other than the Executive Director of Golden Valley Charter Schools, with the approval of the Board of Directors, has the authority to alter your employment at-will status, to enter into an agreement for employment for a specified period of time, or to make any agreement contrary to this policy. Further, any such agreement must be in writing and must be signed by the Executive Director. Statements of specific grounds for termination set forth in this Handbook, or elsewhere, are not all-inclusive and are not intended to restrict GVCS' right to terminate at-will.

## EQUAL EMPLOYMENT OPPORTUNITY

GVCS is an equal opportunity employer. In accordance with applicable law, GVCS prohibits discrimination against any employee or applicant for employment on the basis of an individual's protected status, including race (which includes historically associated traits, such as hair styles and protective hair styles, e.g., braids, locks, and twists), color, religious

creed (which includes, without limitation to religious dress and grooming practices), gender, gender identity, gender expression, transgender identity whether or not the employee is transitioning or has transitioned, national origin (which includes, but is not limited to, national origin groups and aspects of national origin, such as height, weight, accent, or language proficiency), ancestry, physical disability (including HIV and AIDS), mental disability, medical condition (including cancer and genetic characteristics), genetic information, age (forty (40) and over), sexual orientation, marital status, registered domestic partner status, sex (which includes pregnancy, childbirth, breastfeeding, and related medical conditions), reproductive health decision-making (including but not limited to a decision to use or access a particular drug, device or product or medical services for reproductive health), military or veteran status (including state and federal active and reserve members as well as those ordered to duty or training), immigration/citizenship status or related protected activities (which includes undocumented individuals and human trafficking), protected medical and other protected leaves, domestic violence victim status, political affiliation, **off the job use of cannabis/marijuana**, or any other consideration protected by applicable law. These categories include a perception that the individual has any of these characteristics or is associated with a person who has (or is perceived to have) any of these characteristics. GVCS will ensure that applicants and employees are treated in all aspects of employment without unlawful discrimination because of these or any other protected basis. Such aspects of employment include, but are not limited to, recruitment, hiring, promotion, demotion, transfer, layoff, termination, compensation, and training.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, GVCS will make a good faith effort to provide reasonable accommodations for the known physical or mental limitations of an otherwise qualified applicant or employee with a disability, unless undue hardship would result to the organization. An applicant or employee who believes they requires an accommodation in order to perform the essential functions of the job should contact the Human Resources manager and request such an accommodation, specifying what accommodation they need to perform the job. Although the need for accommodations is determined on a case-by-case basis, generally GVCS and the employee or applicant will engage in an interactive process with the employee's or applicant's health care provider(s) to confirm the existence of the condition, its limitations in the workplace, and possible reasonable accommodations, if any. The employee or candidate has an obligation to cooperate with GVCS in this process, which may include authorizing GVCS to communicate with their health care provider(s).

If you believe you have been subjected to discrimination, please follow the complaint procedure outlined below.

## ANTI-HARASSMENT, DISCRIMINATION & RETALIATION POLICY

It is the policy of Golden Valley Charter Schools (GVCS) to ensure equal employment opportunity without harassment on the basis of race (which includes historically associated traits, such as hair styles and protective hair styles, e.g., braids, locks, and twists), color, religious creed (which includes, without limitation, to religious dress and grooming practices), gender, gender identity, gender expression, transgender identity whether or not the employee is transitioning or has transitioned, national origin (which includes, but is not limited to, national origin groups and aspects of national origin, such as height, weight, accent, or language proficiency), ancestry, physical disability (including HIV and AIDS), mental disability, medical condition (including cancer and genetic characteristics), genetic information, age (forty (40) and over), sexual orientation, marital status, registered domestic partner status, sex (which includes pregnancy, childbirth, breastfeeding, and related medical conditions), reproductive health decision-making (including but not limited to a decision to use or access a particular drug, device or product or medical services for reproductive health), military or veteran status (including state and federal active and reserve members as well as those ordered to duty or training), immigration/citizenship status or related protected activities (which includes undocumented individuals and human trafficking), protected medical and other protected leaves, domestic violence victim status, political affiliation, **off the job use of cannabis/marijuana**, or any other consideration made unlawful by federal, state, or local laws, ordinances, or regulations. These categories include a perception that the individual has any of these characteristics or is associated with a person who has (or is perceived to have) any of these characteristics.

GVCS prohibits any such harassment in the workplace. In addition, we prohibit abusive conduct/workplace bullying in the work environment. It is our mission to provide a professional work and learning environment free of harassment, discrimination and/or workplace bullying and that maintains equality, dignity, and respect for all. This policy protects all employees of the CMO as well as interns, volunteers, and potential employees (applicants). All employees of the CMO are required to abide by this policy, regardless of position or status, including supervisors, administration, and co-workers. In addition, this policy prohibits unlawful harassment by third parties, including students, parents, vendors or other third parties, who have workplace contact with our employees.

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business or field trips, meetings and business or school-related social events.

## What is Harassment?

Harassment can take many forms. As used in this Employee Handbook, the term “harassment” includes all unwelcome conduct that comprises the following behavior pertaining to any of the above protected categories or characteristics:

Unlawful Harassment: Prohibited unlawful harassment may include, but is not necessarily limited to, the following behavior pertaining to any of the above protected categories:

- Verbal conduct such as flirting, epithets, derogatory jokes or comments, voicemails, slurs or unwanted sexual advances, sexually suggestive innuendos, conversations regarding sexual activities, invitations, or comments (including, but not limited to, threats of deportation against applicants and employees and family members of applicants and employees, derogatory comments about immigration status or disability, or mockery of an accent or a language or its speakers) (“hostile work environment” harassment).
- Disrespectful or unprofessional conduct based on any of the protected categories listed above (“hostile work environment” harassment).
- Comments or conduct that consistently target one gender, even if the content is not sexual (“hostile work environment” harassment).
- Visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, drawings, gestures, text messages, posts, social media, instant messages, e-mails, letters, pictures, or gifts (“hostile work environment” harassment).
- Physical conduct such as assault, unwanted touching, intentionally blocking normal movement, or interfering with work because of any protected basis (“hostile work environment” harassment).
- Threats and demands to submit to sexual requests or sexual advances as a condition of continued employment or to avoid some other loss and offers of employment benefits in return for sexual favors (“quid pro quo” harassment).
- Communication via electronic media of any type that includes any conduct that is prohibited by state and/or federal law and/or GVCS policy.
- Sexually harassing conduct does not need to be motivated by sexual desire to be unlawful or to violate this policy and may include situations that began as reciprocal relationships but later ceased to be reciprocal.

## What is abusive conduct/workplace bullying?

- Conduct of an employee in the workplace that a reasonable person would find hostile, threatening, intimidating, humiliating and unrelated to an employer’s legitimate business interests. Examples may include:
- Use of derogatory remarks, insults and/or epithets

- Verbal or physical conduct that sabotages or undermines a person's work performance that is threatening, humiliating, or intimidating.
- Bullying, gossip, profanity, abusive conduct and negative comments are destructive to our culture, create false rumors, disrupt school operations and interfere with the privacy of others.

### What is Retaliation?

Retaliation against an individual for reporting or threatening to report harassment, discrimination or for participating in an investigation of a claim of such conduct is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

As used in this policy, "retaliation" means taking any adverse employment action against an employee because the employee engaged in protected activity pursuant to this policy. Protected activity may include, but is not necessarily limited to, reporting or assisting in reporting suspected violations of this policy, cooperating, or participating in investigations or proceedings arising out of a violation of this policy, or engaging in any other activity protected by applicable law.

As used in this policy, an "adverse employment action" means conduct or an action that materially affects the terms and conditions of the employee's employment status or is reasonably likely to deter the employee from engaging in further protected activity. Adverse employment actions may include, but are not limited to, the following: demotion; suspension; reduction in pay; denial of a merit salary increase; failure to hire or consider for hire; refusing to promote or consider for promotion because of reporting a violation of this policy; harassing another employee for filing a complaint; denying employment opportunities because of making a complaint or for cooperating in an investigation; changing an employee's work assignments for identifying harassment or other forms of discrimination in the workplace; treating an employee differently such as denying an accommodation; not talking to an employee (the "cold shoulder") when otherwise required by job duties; or otherwise excluding the employee from job-related activities because of engagement in activities protected under this policy.

Any retaliatory adverse action because of a protected activity will not be tolerated. If an employee believes they have been subjected to, has witnessed, or has knowledge of retaliation in violation of this policy, please follow the complaint procedure outlined below.

### Responsibility

All GVCS employees have a responsibility for keeping our work environment free of harassment, discrimination, retaliation, and abusive conduct in accordance with this policy.



## Reporting

GVCS strongly encourages reporting of all perceived incidents of discrimination, harassment, abusive conduct, or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been subjected to such conduct should immediately discuss their concerns with their immediate supervisor, or the Human Resources manager. All employees who witness potential violations of this policy, and particularly supervisors, are required to immediately report such incidents to the Human Resources manager. Supervisors must report any and all conduct of which they are made aware, which violates, or may violate, policies regarding discrimination, unlawful harassment, or retaliation to the Human Resources manager, or other upper-level administrators, as appropriate. Supervisors who fail to report alleged violations may be subject to disciplinary action, up to and including termination. There is no requirement to report your complaint to any designated supervisor within the CMO. Select the individual supervisor with whom you feel the most comfortable discussing your complaint. Do not report your complaint to any individual who has allegedly engaged in inappropriate behavior that is the subject of your complaint.

Every effort will be made to keep such reports as confidential as possible, although confidentiality cannot be guaranteed. GVCS is serious about enforcing its policy against discrimination, harassment, and retaliation; however, GVCS cannot resolve potential violations that it does not know about. Therefore, employees are responsible for bringing any such problems to GVCS' attention so it can take whatever steps are necessary to correct the problems.

All complaints submitted pursuant to this policy can be done in writing or verbally. Your complaint should be specific and should include the names of the individuals involved, the names of any witnesses, and any supporting documentation.

## Investigation/Complaint Procedure

All complaints of unlawful harassment, discrimination or retaliation will be promptly investigated.

GVCS encourages the prompt reporting of complaints or concerns so that rapid and appropriate remedial action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

Golden Valley Charter Schools' investigation methods will vary depending on the nature of the complaint, the allegations, the witnesses, and other factors. The investigation may include individual interviews with the parties involved and, where necessary, with

individuals who may have observed the alleged conduct or may have other relevant knowledge. Confidentiality will be maintained throughout the investigatory process to the extent possible and consistent with adequate investigation methods and appropriate corrective actions. The CMO has a compelling interest in protecting the integrity of its investigations. In every investigation, the CMO has a strong desire to protect witnesses from harassment, intimidation, and retaliation, to keep evidence from being destroyed, to ensure that testimony is not fabricated, and to prevent a cover-up. If GVCS reasonably imposes a confidentiality requirement and you do not maintain such confidentiality, you may be subject to disciplinary action up to and including immediate termination.

All employees are required to fully cooperate with GVCS' investigation, which includes, but is not limited to, providing all pertinent information in a truthful manner, submitting pertinent documents in their possession, not interfering with the investigation in any manner, and maintaining an appropriate level of discretion regarding the investigation. Failure to do so may result in disciplinary action, up to and including termination.

During the investigation, GVCS will provide regular progress updates, as appropriate, to those directly involved. GVCS will strive to complete its investigation as efficiently as possible in light of the allegations and will reach any conclusions based on the evidence collected and credibility of the witnesses.

GVCS may investigate conduct in the absence of a formal complaint if the GVCS has reason to believe that an individual has engaged in conduct that violates GVCS policies or applicable law. Further, GVCS may continue its investigation even if the original complainant withdraws their complaint during the course of the investigation.

Any conduct which GVCS believes constitutes harassment, discrimination, abusive conduct, or retaliation in violation of this policy will be dealt with appropriately. Corrective action may include, for example, training, and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay or termination, as GVCS believes is appropriate under the circumstances. Due to privacy protections, the CMO may not be able to fully disclose its entire decision regarding corrective action to the complainant. False and malicious complaints of harassment, discrimination, abusive conduct, or retaliation as opposed to complaints, which, even if erroneous, are made in good faith, may be the subject of appropriate disciplinary action.

### Conclusion

This policy was developed to ensure that all employees work in an environment free from harassment, discrimination, abusive conduct and retaliation. Any employee who has questions or concerns about these policies should talk with the site Principal or the Human Resources Manager.

If you believe you have experienced discrimination or harassment you may file a California Civil Rights Department (“CRD”) or Equal Employment Opportunity Commission complaint. For information contact the CRD or EEOC. You may find their phone numbers online at [www.eeoc.gov](http://www.eeoc.gov) and [www.calcivilrights.ca.gov](http://www.calcivilrights.ca.gov), respectively.

### Training Requirements

GVCS requires all employees to abide by California’s training requirements, which includes training within six months of hire and retraining every two years thereafter. Employees who fail to complete this required training will be subject to disciplinary action, up to and including termination.

## WHISTLEBLOWER POLICY

### Scope

Golden Valley Charter Schools (GVCS) is committed to maintaining a workplace where employees are free to raise good faith concerns regarding certain business practices, specifically: (1) reporting suspected violations of law, including but not limited to federal laws and regulations; (2) providing truthful information in connection with an inquiry or investigation by a court, agency, law enforcement, or other governmental body; and (3) identifying potential violations of Golden Valley Charter Schools policy, specifically the policies contained in Golden Valley Charter Schools’s Employee Handbook.

### Policy

An employee who wishes to report a suspected violation of law or Golden Valley Charter Schools’ policy may do so by contacting the current Chair of the GVCS Board of Trustees and can be reached at: [bot@gvcharter.org](mailto:bot@gvcharter.org),

Golden Valley Charter Schools expressly prohibits any form of retaliation, including harassment, intimidation, adverse employment actions, or any other form of retaliation, against employees who raise suspected violations of law, cooperate in inquiries or investigations, or identify potential violations of Golden Valley Charter Schools. Any employee who engages in retaliation will be subject to discipline, up to and including termination.

Any employee who believes that they have been subjected to any form of retaliation as a result of reporting a suspected violation of law or policy should immediately report the retaliation to one of the following: the school principal and the Human Resources manager. Any supervisor, manager, or Human Resources staff that receives complaints of retaliation must immediately inform the Executive Director or The Chair of the GVCS Board of Trustees.

Reports of suspected violations of law or policy and reports of retaliation will be investigated promptly and, in a manner intended to protect confidentiality to the extent possible, consistent with a full and fair investigation. Information will be disclosed only as it is necessary to complete the investigation and resolve the matter. The Human Resources Manager and a member of Golden Valley Charter Schools Leadership will conduct the investigation or designate other internal or external parties to conduct the investigation. The investigating parties may notify the concerned individuals of their findings as appropriate.

## OPEN COMMUNICATION POLICY

We want to hear from you. Golden Valley Charter Schools (GVCS) strongly encourages employee participation in decisions affecting their employment and their daily professional responsibilities. Our greatest strength lies in our employees and our ability to work together. We encourage open communication about all aspects of our schools and organization. Employees are encouraged to openly discuss with their supervisors any problems or suggestions they believe would make our organization better and stronger. GVCS is interested in all our employees' success and fulfillment. We welcome all constructive suggestions and ideas.

Employees who have work-related concerns or complaints are encouraged to discuss them with their direct supervisor. Employees are encouraged to raise their work-related concerns as soon as possible after the events that cause concern. GVCS will attempt to keep the employees' concerns and complaints confidential to the extent feasible. However, in the course of resolving the matter, some dissemination of information to others may be necessary, appropriate, and/or required by law. Employees with concerns or complaints relating to harassment, discrimination or retaliation should follow the reporting procedure outlined in this Handbook.

## LACTATION ACCOMMODATION POLICY

### Scope

This lactation accommodation policy ensures employees have access to a private space for expressing breast milk, promoting a supportive and inclusive workplace. It applies to all staff, emphasizing compliance with legal requirements and fostering a culture that prioritizes the well-being of breastfeeding individuals.

### Policy

Golden Valley Charter Schools (GVCS) provides a reasonable amount of break time to accommodate an employee's need to express breast milk for the employee's infant child.

A private location to express breast milk will be provided in close proximity to the employee's work area. The employee's normal work area may be used if it allows the employee to express milk in private. In certain circumstances, a temporary location, multipurpose room, or shared space may be provided in accordance with applicable law. The location will also meet the following requirements: not be a bathroom or restroom; be free from intrusion; be shielded from view; be safe, clean, and free of toxic or hazardous materials; contain a surface to place a breast pump and personal items; contain a place to sit; and have access to electricity or alternative devices, including, but not limited to, extension cords or charging stations, needed to operate an electric or battery-powered breast pump. In addition, GVCS shall provide access to a sink with running water and a refrigerator suitable for storing milk in close proximity to the employee's work area. If a refrigerator cannot be provided, GVCS may provide another cooling device suitable for storing milk, such as a School-provided cooler.

An employee who would like to request accommodation to express milk should complete an accommodation request form and contact the employee's supervisor or The Human Resources Manager. GVCS will engage the employee in an interactive process with the employee to determine when and where lactation breaks will occur, and will respond accordingly, generally within two business days. GVCS reserves the right to deny an employee's request for a lactation break if the additional break time will seriously disrupt operations.

Employees requesting an accommodation under this policy should comply with the following requirements:

1. The employee should complete an accommodation request form and contact their supervisor or The Human Resources Manager to request designation of a location and time to express breast milk under this policy.
2. The requested break time should, if possible, be taken concurrently with other scheduled break periods. Non-exempt employees should clock out for any lactation breaks that do not run concurrently with normally scheduled rest periods. Any such breaks will be unpaid.

Retaliation for making a lactation accommodation request is strictly forbidden. If the employee believes the employee has been retaliated against it should be reported immediately to Human Resources or Board of Trustees Board Chair ([bot@gvcharter.org](mailto:bot@gvcharter.org)). Discrimination against and harassment of lactating employees in any form is unacceptable and will not be tolerated at GVCS and will be handled in accordance with Golden Valley Charter Schools' policy on discrimination and harassment.

If any employee believes that they have experienced retaliation or discrimination as a result of conduct protected by this policy, the employee may also file a complaint with their supervisor and/or the Labor Commissioner's Office. For more information, contact the Labor Commissioner's Office by phone or visit a local office by finding the nearest one on our website: [www.dir.ca.gov/dlse/DistrictOffices.htm](http://www.dir.ca.gov/dlse/DistrictOffices.htm). The Labor Commissioner's Office provides an interpreter at no cost to the employee, if needed.

## PUBLIC RELATIONS

The success of a charter school depends upon the quality of the relationship among the school, central office, its employees, students, parents, and the general public. The public impression of GVCS and its interest in our schools will be formed, in part, by GVCS employees. Our employees are ambassadors. The more goodwill an employee promotes, the more employees, students, parents, and the general public will respect and appreciate the employee, GVCS and our school's services.

Below are several things' employees can do to help leave people with a good impression of Golden Valley Charter Schools.

These are the building blocks for our continued success:

- Communicate with parents regularly.
- Act competently and deal with others in a courteous and respectful manner.
- Always communicate pleasantly and respectfully with other employees.
- Follow up on requests and questions promptly, provide business-like replies to inquiries and requests, and perform all duties in an orderly manner.
- Respond to email and voicemail within 24 hours during the workweek.
- Take great pride in your work and enjoy doing your very best.

## SECTION 4 – THE EMPLOYMENT PROCESS

### EMPLOYEE CLASSIFICATIONS

Each GVCS employee is either a "full-time," "part-time," or "temporary" employee and either an "exempt" or "non-exempt" employee. Some of the policies and benefits described in this handbook depend on whether the employee is full-time, benefit eligible part-time or

regular part-time. Regular full-time employees are those employees regularly scheduled to work between 37.7 - 40 hours or more each week. Benefit eligible part-time employees are those regularly scheduled to work between 30 - 37.5 hours each week. Regular part-time employees work less than 30 hours per week. Temporary employees are those employed for short-term assignments or in connection with a specific project or event. Temporary employees are not eligible for employee benefits, except those mandated by applicable law.

Every member of the team is designated as a “Certificated employee” or “Classified employee.” Some of the policies and benefits described in this handbook depend on how the employee is designated.

Exempt employees: This category includes all employees who are determined by the CMO to be exempt from certain wage and hour provisions of state and federal laws. Exempt employees are paid a fixed salary that is intended to cover all of the compensation to which they are entitled. Because they are exempt, such employees are not entitled to additional compensation for extra hours of work or time off in lieu of additional compensation.

Non-exempt employees: This category includes all employees who are covered by certain wage and hour provisions of state and federal laws. Non-exempt employees are entitled to overtime and double-time pay as well as meal and rest breaks, as prescribed by law.

Certificated Employee: Certificated Employees are those employees hired by GVCS for the primary purpose of instructing students.

Classified Employee: Classified Employees includes those employees hired by GVCS that do not primarily instruct students, such as administrative, maintenance, assistants, and other operational employees.

#### Temporary (Full-Time or Part-Time)

An employee who is hired for a particular project or job of limited or definite duration is considered a temporary employee. A temporary employee is not eligible to earn, accrue, or participate in any GVCS benefits program, except as otherwise required by law.

Temporary employees retain that status until they are notified of a change, in writing, by the Human Resources manager or their supervisor.

#### Guest Teachers / Classified Subs

An employee who is hired to work “on call, as needed.”

Guest Teachers cover for credentialed teachers when they are absent or out of the classroom. a valid California teaching credential authorizing service in the assigned grade and/or subject area(s) is required.

Classifies subs cover for non-credentialed employees when a sub is needed. This includes classroom assistants, before/after school care, other student support, or in the office.

## WORK SCHEDULES

All employees will be assigned a work schedule suitable for their job assignment and will be expected to begin and end work according to the schedule. Please note that schedules may vary depending on a variety of factors including whether you work during the academic year or on an annual basis. The Executive Director or your supervisor will assign your individual work schedule. In order to accommodate the needs of our business, it may be necessary to change individual work schedules on either a short-term or long-term basis. All employees are expected to be at their desks or workstations at the start of their scheduled shift, ready to work. If you need to modify your schedule, request the change with Human Resources or your supervisor. All schedule changes or modifications must be approved by the Executive Director.

GVCS reserves the right to assign employees to jobs other than their usual assignment, when necessary, provided the employee is capable of performing the essential functions of the alternate assignment. Non-exempt employees are not allowed to perform work at home or away from their primary work location unless specifically authorized for each occurrence by their supervisor. Non-exempt employees are not to work before or to continue working after their scheduled hours unless specifically assigned by the supervisor. Non-exempt employees are not allowed to work "off the clock." Attendance at school-sponsored functions is not compensated unless the supervisor has required you to attend the function. Employees violating these rules may be subject to disciplinary action up to and including termination.

### Exempt Instructional Employees:

The normal working hours for instructional employees at the school sites are from 8:00 a.m. to 3:30 p.m. with two ten (10) minute rest breaks and a thirty (30) minute meal break. Instructional employees may be required to work other than the normal hours and to take their lunch breaks and/or rest breaks on a rotating basis so that classes and student activities are always covered. There will occasionally be activities that will require teacher participation outside of regular business hours such as instructional prep, evening and Saturday family workshops or special meetings.



### Non-Exempt Instructional Employees:

The Executive Director will determine the normal working hours for non-exempt instructional employees. Non-exempt, instructional employees are entitled to up to two ten (10) minute rest breaks and a thirty (30) minute meal break, depending on work schedule, and are entitled to overtime and double time pay as required by law.

The Site Principal or Executive Director must approve any exceptions to the regular work schedule for instructional employees.

### Non-Instructional Employees:

The employee's supervisor will determine the normal working hours for non-instructional employees. Non-exempt, non-instructional employees are entitled to two ten (10) minute rest breaks and a thirty (30) minute meal break and are entitled to overtime and double time pay as required by law.

Exempt employees, including Instructional and Non-Instructional employees, will be expected to work the number of hours necessary to complete their assigned responsibilities.

## WORKWEEK AND WORKDAY

Golden Valley Charter Schools' workweek is from Sunday at 12:00 A.M. through the following Saturday at 11:59 P.M. GVCS' standard workday is 12:00 a.m. to 11:59 p.m. each day.

## SCHOOL HOLIDAYS

GVCS observes 11 paid holidays during the year:

- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day
- Floating Holiday in lieu of Columbus Day

To be eligible for holiday pay, an employee must work more than 30 hours, be non-exempt and must work both the business day before and after the holiday. Part-time employees who work less than 30 hours a week, temporary employees, exempt employees (including, but not limited to, teachers) are not eligible for holiday pay.

Exempt employees and teachers will receive their regularly scheduled pay during holidays.

Eligible employees will receive time off with pay at their regular rate of pay on the GVCS-observed holidays listed above. When a holiday falls on a Saturday or Sunday, it is usually observed on the preceding Friday or following Monday. However, GVCS may close on another day. Holiday observance will be announced in advance. GVCS reserves the right to change this policy at any time, with or without notice.

Holiday hours do not count as hours worked for the purpose of calculating overtime. For example, if you receive 8 hours of holiday pay on Monday and work 40 hours Tuesday-Saturday (8 hours/day), you will not be eligible for overtime.

Recognized religious holidays may be taken off by an employee whose religion requires observance of the particular day. Employees must request the day off in advance by written notice to their supervisor. The employee may use paid PTO if the employee has unused PTO available, otherwise the holiday will be unpaid.] All steps will be taken to reasonably accommodate a religious holiday (or practice) absent an undue hardship.

To qualify for holiday pay, all employees must work the last scheduled day before and the first scheduled day after the holiday unless the employee is absent:

- At the Supervisor's request/approval
- Due to closure of schools because of inclement weather
- Prior to or following Jury Duty or Bereavement Leave
- Due to a previously scheduled and approved PTO

## ACADEMIC FREEDOM

Academic freedom is not absolute. It must be exercised within the basic ethical responsibilities of the teaching profession. Those responsibilities include:

- An understanding of our academic traditions and methods.
- A concern for the welfare, growth, maturity, and development of children.
- The use of accepted scholastic methods; and

- Application of good taste and judgment in selecting and employing materials and methods of instruction.

## ATTENDANCE AND PUNCTUALITY

Employees are expected to observe regular attendance and be punctual. Each of our employees is critical to our success. Therefore, regular attendance and punctuality are considered an essential function of all positions. Employees are expected to report to work as scheduled, on time, and prepared to work. Employees also are expected to remain at work for their entire work schedule, except meal periods, rest periods or when required to leave on authorized School business. Late arrivals, early departures or other unanticipated and unapproved absences from scheduled hours are disruptive and must be avoided.

If you are unable to report for work on any particular day, you must call out at least one hour before the time you are scheduled to begin working for that day. If you call in less than one before your scheduled time to begin work, you will be considered tardy for that day. Absent extenuating circumstances or a medical provider's order excusing you from work for a period of time, you must call in on any day you are scheduled to work and will not report to work. GVCS understands that in some cases, advance notice is not possible. In these cases, notify your primary work site at the earliest possible moment. In some circumstances, you may be required to provide verification of or documentation for your absence.

### Who to Contact When Calling Off of Work:

#### GV River School:

Monday - Friday 6:30 – 3:00: Matthew Sub Finder (916) 960 – 7683

After Hours/Weekends: Your Supervisor, Principal or Human Resources

#### GV Orchard School:

Monday - Friday 6:30 – 3:00: Sub Finder (916) 871 – 9961

After Hours/Weekends: Your Supervisor, Principal or Human Resources

More than three instances of non-illness related tardiness by any employee during any twelve-month period are considered excessive. Any unexcused absence is considered excessive.

If you fail to report for work without any notification to your school's sub-finder or Principal and the absence continues for a period of three business days, GVCS will determine that you have abandoned your job and voluntarily terminated your employment.

Absences protected by local, state, and federal law do not count as violations of this policy. Paid sick time protected under California law does not count as a violation of this policy.

## TIME RECORDS (NON-EXEMPT EMPLOYEES)

Non-exempt employees must accurately complete time records within the GVCS' timekeeping system on a daily basis. Each time record must show the exact time each work period began and ended, the meal periods taken, and your approval. Absences and overtime must be accurately identified in your time record. Any work performed before or after any regularly scheduled work shift must be approved in advance by the employee's supervisor or leadership. All time actually worked must be recorded. This includes the use of laptops, computers, PDAs or cellphones to check work email, voicemail or to send text messages after hours. You cannot record time and/or submit a time record for another employee. Each employee must sign/approve and submit their own time record. Non-exempt employees are not allowed to work "off the clock." Working "off the clock" violates GVCS' policy. Any errors on an employee's time record should be reported immediately to the employee's supervisor and the Business Services Specialist.

Exempt employees must report full days of absence from work.

## MEAL AND REST PERIODS (NON-EXEMPT EMPLOYEES)

All non-exempt employees are provided with an opportunity to take meal and rest periods consistent with the law. During your meal periods and rest periods, you may not work at all. You are excused from all duties. In addition, please understand that you may not combine required meal or rest periods in to take a longer break. Also, you may not miss a required meal or rest period to start work later or leave work earlier. In the rare event that you believe you cannot take a meal or rest period, or you are unable to take a full meal or rest period pursuant to GVCS policy or you must begin your meal period more than five hours after your work period began, you must notify your Supervisor in advance whenever possible (and, in any event, as soon as possible) so that the proper measures may be taken. If you leave the premises for either a meal or rest break, you are doing so for strictly personal reasons and will not be covered by worker's compensation.

Failure to comply with the GVCS policy regarding meal and/or rest periods can lead to discipline, up to and including termination.

## Meal Periods

Non-exempt employees (hourly employees) scheduled to work more than five hours a day are provided with a 30-minute uninterrupted duty-free unpaid meal period. The meal period must be taken before the end of the fifth (5th) hour of work. For example, if the employee begins working at 7:00 a.m., then the employee must clock out to begin their meal period no later than 12:00 p.m. (noon). Your supervisor may schedule your meal periods.

The employee may waive this meal period if their workday is completed within a total of six hours or less. To waive a meal period, the employee must receive prior written approval from the Human Resources Manager and complete a "Meal Period Waiver" form.

If an employee's day exceeds ten hours of work time, the employee is entitled to an additional 30-minute uninterrupted duty-free unpaid meal break. The employee may only waive this second meal period if they have taken the required first meal break of at least 30 minutes and their workday will not exceed 12 hours. To waive the second meal period, the employee must receive prior written approval from the Human Resources Manager and complete a "Second Meal Period Waiver" form.

<u>Hours Worked</u>	<u>Number of Meal Periods</u>
0 hours to 5 hours	No meal period
Over 5 hours to 10 hours	1 30-minute meal period
Over 10 hours to 14 hours	2 30-minute meal periods

Non-exempt employees must observe assigned working hours, the time allowed for meal periods, and report any interrupted, missed, late or short meal periods on that days' time record and to the employee's supervisor immediately. The meal period must be accurately recorded on the employee's time sheet. Meal periods are unpaid time and employees are free to leave the premises. Meal periods may not be combined with rest periods or used to come in later or leave earlier on a workday. Non-exempt employees are expected to return to work promptly at the end of any meal period.

## Rest Periods

Non-exempt employees are authorized and permitted to take a 10-minute uninterrupted rest period for each four (4) hours of work or major fraction thereof which is defined as any amount of time over two (2) hours. Your supervisor may schedule your rest periods. Rest periods should be taken as close to the middle of a work period as possible and cannot be taken in conjunction with a meal period. Rest periods are paid work time; they cannot

be waived by the employee to shorten the workday or used towards additional time off. During rest periods, employees are not required to stay on the premises, however, non-exempt employees are expected to return to work promptly at the end of any rest period.

<u>Hours Worked</u>	<u>Number of Rest Periods</u>
3.5 hours to 6 hours	1 10-minute rest period
Over 6 hours to 10 hours	2 10-minute rest periods
Over 10 hours to 14 hours	3 10-minute rest periods

Non-exempt employees must observe assigned working hours, the time allowed for rest periods, and report any missed rest period on the days' time record and to the employee's supervisor immediately. Employees are encouraged to report any concerns regarding meal or rest periods to Human Resources.

#### Reporting Form

Employees will list all missed meal/rest breaks in the comment section of their timesheet in Paycom. In addition to reporting it on their time record, any employee who misses a meal or rest period or who experiences a late, short, or interrupted meal period—for any reason—must immediately report this issue to their supervisor and complete a "Non-Exempt Employee Meal and Rest Period Reporting Form."

The employee must fill out all fields on the form, including providing a thorough explanation for the non-compliant meal or rest period. The employee must complete and turn in this form to their supervisor on the same workday that they experienced the non-compliant meal or rest period. The supervisor will forward the form to the Business Services Specialist (Payroll) at the Central Office.

If an employee voluntarily chooses to miss a meal or rest period or take a late, short, or interrupted meal period (e.g., I chose to take my lunch later in the day or I chose to refuse an "authorized" meal period at the time provided by GVCS, the employee is not entitled to premium pay (one additional hour of pay). If an employee involuntarily experiences a missed meal or rest period or a late, short, or interrupted meal period (e.g., my supervisor asked me to handle a call or meeting that caused me to miss or take a late meal period), the employee is entitled to premium pay. Employees must report the reason for the non-compliant meal or rest period on the "Non-Exempt Meal and Rest Period Reporting Form."

## PAYROLL SYSTEM

GVCS contracts with Paycom for payroll services. All employees are required to use the Paycom system for the following:

- Hourly time tracking.
- Employee Maintenance.
- Contact information.
- Address.
- Direct Deposit.
- Taxes.
- Benefits.
- Time off requests/notifications.

Please be aware of the following deadlines.

- Punch changes due by the end of the day on Fridays for the week.
- Timecards approved by the employee by the EOD on the 16th and the 1st.
- Supervisors must approve all time off requests by the end of the week.

Punch requests and changes not submitted by EOD on the 16th and the 1st will not be included in the payroll for that pay period. These hours will be paid out as retro pay in the next pay period.

When an error is found, an email will be sent by Payroll to the employee. The employee is requested to respond as soon as possible to ensure pay is calculated correctly.

It is the employee's responsibility to be sure be sure the Payroll Dept. has their current contact information on file.

## SUMMER HOLDBACK

Summer Holdback is a method through which a portion of an employee's regular salary is withheld during the academic year. This withheld amount is then distributed over the summer months when schools are not in session. By implementing this practice, we ensure that our employees receive a steady and reliable income throughout the year, including the summer break.

Summer holdback is optional and available to all Exempt/Full time employees who work either 10 or 11 months during the school year.

13% or 8 % of gross pay will be deducted from each paycheck during the school year and paid out June 26<sup>th</sup> & July 10<sup>th</sup> for 10-month employees and July 26 & August 10<sup>th</sup> for 10- and 11-month employees. The SHB checks are free of all deductions, including tax and medical. The exception is garnishments. SHB checks should closely resemble normal checks but may differ, depending on your tax and deduction settings.

## PAYDAYS

Paydays at GVCS are the 10<sup>th</sup> and the 26<sup>th</sup> of each month. The Business Services Specialist or their designee will distribute checks to those who do not have direct deposit. If a normally scheduled pay day falls on a weekend or holiday, paychecks will be distributed the preceding business day.

A written, signed authorization is required for mail delivery or for delivery of your paycheck to any other person. If you have automatic deposit for your paycheck, your funds will be deposited to the financial institution you requested by the end of business on the scheduled payday. While an automatic deposit may credit to your account before your actual "payday," GVCS is not responsible for automatic payments or withdrawals dated prior to your actual payday and you should not depend on early deposits of your pay.

## PAYROLL WITHHOLDINGS

GVCS is required by law to withhold Federal Income Tax, State Income Tax, Social Security (FICA), State Teachers Retirement Service (STRS for eligible credentialed faculty) or Public Employees Retirement System (PERS for eligible classified employees), and State Disability Insurance from each employee's paycheck as outlined below. Additionally, if a garnishment, tax levy, or an order to withhold child support payments should be delivered, GVCS must comply with that order within the time allowed by law and cannot postpone the payroll deduction for any reason. Voluntary deductions, which must be authorized in writing by employees, may include retirement plans, employee portion of insurance premiums, or any other benefit made available to employees.

If an employee believes an error has been made in their pay or deductions GVCS will work in good faith to resolve errors as soon as possible. The employee should notify the Business Services Specialist of any errors in pay or deductions withheld within seven (7) days from the date paid.

Every deduction from the employee's paycheck is explained on the check voucher/paystub. If the employee does not understand the deduction, then they should ask the Business Services Specialist to explain it. The employee may change the number of withholding



allowances they wish to claim for Federal and/or State Income Tax purposes before any pay period by filling out a new W-4 or DE4 form in the Paycom System.

## SECTION 5 – CONDITIONS OF EMPLOYMENT

### IMMIGRATION LAW COMPLIANCE

GVCS employs only those authorized to work in the United States in compliance with the Immigration and Control Act of 1986. Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 no later than the first day of work for pay and present original documentation establishing identity and employment eligibility as outlined on the I-9 instruction forms no later than three business days after they begin work. Former employees who are rehired must also complete the form if they have not completed an I-9 with GVCS within the past three years or if their previous I-9 is no longer retained or valid.

### CREDENTIAL REQUIREMENTS

If you are a credentialed team member, you must provide copies of your credential, certificate of clearance, transcripts, and test scores prior to your first day of actual work and if already employed, prior to the start of the academic year if applicable. Failure to provide these documents may delay your ability to begin work.

You are also responsible for keeping required certificates, credentials, and registrations current and in good standing, for paying the costs associated with renewal, and for providing both your principal and the human resources manager with verification of renewals. Failure to provide these updated documents to GVCS may result in suspension without pay until such time as the necessary documentation has been provided.

If you allow a credential, certificate, registration, or required course deadline to expire, or if you fail re-certification, training, or testing, or otherwise fail to maintain the necessary credential for your assignment, GVCS is required to remove you from the work schedule until you meet the necessary requirements for your assignment or renew your credential.

### TUBERCULOSIS TEST

Before the first day of employment, all new employees must have had a tuberculosis test as described in Education Code 49406 or a TB Risk Assessment (pursuant to AB1667) within the past 60 days. Employees transferring from other public or private schools within the State of California must either provide proof of an examination or a completed Risk

Assessment within the previous 60 days or a certification showing that they were examined within the past four (4) years and was found to be free of communicable tuberculosis. The current physician's statement or Risk Assessment must be on file in the office before the first day of employment. Failure to provide documentation on time may result in delay of your ability to begin work or termination.

Results of these tests are strictly confidential. TB Clearance is good for four years and it is the employee's responsibility to remain in compliance and ensure GVCS has a valid certificate on file.

The examination for applicants for employment is a condition of initial employment. Therefore, the expense incident thereto shall be borne by the applicant. The cost of the examination required for existing employees shall be a reimbursable expense. Employees should follow the GVCS's reimbursement procedures.

## CRIMINAL BACKGROUND CHECK

All employees must have Live Scan fingerprint results on file with GVCS in accordance with applicable law. Live Scan fingerprinting will be required of all job applicants, employees, and volunteers as required by California and federal law. These background checks are performed through a fingerprinting service coordinated by the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). Civil or criminal background checks may also be required of applicants and/or employees based on job duties or any other factors in accordance with applicable law.

All fingerprint and background information must be completed and the results in the possession of GVCS before the first day of employment. Failure to complete this process will delay the employee's ability to begin work.

Employees with adverse background information (such as certain specific criminal conviction) may be ineligible for employment with Golden Valley Charter Schools.

GVCS shall also request subsequent arrest notification from the Department of Justice and take all appropriate action based upon such further notification in accordance with applicable law. **Additionally, should an employee, during their employment with GVCS be arrested for, charged with, or convicted of any offense, the employee must immediately report as much to their supervisor, or the Human Resources Manager.**

For additional information on background checks, please contact the human resources manager.

## CHILD ABUSE AND NEGLECT REPORTING ACT

If, within your professional capacity or within the scope of your employment, you observe or gain possession of knowledge that a child has been a victim of child abuse or sexual abuse or neglect, or you reasonably suspect it, California Penal Code Section 11166 requires you to immediately report this information or suspicion to a child protective agency or the police. The report shall be made by phone as soon as possible and a subsequent written report must be sent within 36 hours of your knowledge or suspicion of the abuse. Failure to meet these obligations can result in a monetary fine and/or jail.

While each employee has the responsibility to ensure the reporting of any child, they suspect is a victim of abuse, the employee is not to verify the suspicion or prove that abuse has occurred. It is extremely important that GVCS employees comply with the requirements of the Child Abuse and Neglect Reporting Act (CANRA). No mandated reporter can be held civilly or criminally liable for any report required or authorized by CANRA.

The school Principal is available to answer any questions employees may have about their responsibilities under CANRA, or to assist an employee in making a report under CANRA. If an employee makes a report pursuant to CANRA without GVCS' assistance, they are required to notify GVCS of the report if it is based on incidents they observed or became aware of during the course and scope of their employment with GVCS.

## FIRST-AID AND CPR TRAINING

All individuals working unsupervised with children or in a classroom setting (i.e., core teachers, advisors, coaches, non-core teachers, administrators) must receive, renew, and maintain basic first-aid and CPR certification by the first day of school. Any employee required to be first aid certified and hired after the beginning of the school year will be required to provide proof of completion of both First Aid and CPR training prior to the first day of work.

For additional information on the training required, please contact the Human Resources Manager.

## PERSONNEL FILES

An employee or former employee (or designee) has the right to inspect or receive a copy of their personnel records at reasonable times, at a reasonable place, and on reasonable advance notice to the Human Resources manager. All requests should be put in writing, preferably on the form maintained by the Administration. If the request includes a request for copies the employee or former employee may be required to pay for the actual costs of

copying. GVCS will respond to such a request within 30 days of receipt of the written request.

Employees are not entitled to inspect or copy letters of reference, records that relate to an investigation of possible criminal activity, ratings, reports or records obtained prior to employment, prepared by examination committee members or obtained in connection with a promotional examination.

## CHANGES IN EMPLOYMENT

An employee is responsible for notifying the Human Resources manager and their supervisor about changes in the employee's personal information and changes affecting the employee's status (for example, name changes, address or telephone number changes, marriages, or divorces, etc.). In addition to notification, the employee must update this information in the Paycom system. This notification by the employee must occur as close to the change as possible, but no later than 30 days following the change.

## SECTION 6 – PERFORMANCE

### PERFORMANCE EVALUATIONS

#### Administrative and Classified Staff:

Performance evaluations generally are conducted annually to provide both employees and supervisors with the opportunity to discuss the employee's position, tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss methods for improving performance. The performance evaluations are intended to make employees aware of their progress, areas for improvement, and objectives or goals for future work performance. Favorable performance evaluations do not guarantee an increase in salary or promotional opportunities, or even continued employment.

#### Teachers:

At the start of each academic year, each Teacher will meet with the school Principal to establish Goals for that school year. The Teacher will put these goals in writing in accordance with a template to be provided by the school Principal.

The school Principal will generally observe/evaluate the Teacher's performance at least once a year formally and on an ongoing basis informally. The evaluation will be based on factors including the Teacher's job description, accomplishment of the Performance

Objectives, the school's charter, and standards for teaching performance based on Waldorf pedagogy, the GVCS' Board of Directors, and/or other GVCS staff.

In addition to these more formal performance evaluations, GVCS encourages you and your supervisor to discuss your job performance on an ongoing basis.

GVCS provision of performance evaluations does not alter the at-will employment relationship. Nothing in this policy shall limit the right to terminate employment at-will or limit GVCS' right to transfer, demote, suspend, administer discipline, and change the terms and conditions of employment at its sole discretion. Employment is at the mutual consent of the employee and GVCS. Accordingly, either the employee or GVCS can terminate the employment relationship at-will, at any time, with or without reason and with or without notice.

### Basis for Determining Pay

Numerous factors may influence your rate of pay, including but not limited to, education, experience, training and/or the operational needs of the organization. It is GVCS' goal to have a current Job Description for each employee that broadly defines the job responsibilities and essential functions for each position.

While GVCS strives to complete wage increase determinations on an annual basis, there is no guarantee that employees will receive a salary increase, cost of living adjustment or promotion every school year. Salary increases, cost of living adjustments and promotions are solely within the discretion of GVCS and depend upon many factors in addition to performance. Positive performance evaluations do not guarantee increases in salary or promotions. Increases may be determined the basis of various factors including, but not limited to, performance, adherence to school policies and procedures, ability to meet or exceed duties, salary schedules/ranges/bands, achievement of performance goals, or operational factors.

Changes to the amount of an employee's wage or salary will become effective during the first regular pay period following the change.

## SECTION 7 – LEAVES

### FAMILY MEDICAL LEAVE ACT (FMLA)/CALIFORNIA FAMILY RIGHTS ACT (CFRA)

Eligible employees may request a family and medical leave of absence under the circumstances described below. Eligible employees are those who have been employed by GVCS for at least 12 months (not necessarily consecutive), have worked at least 1250 hours during the 12 months immediately prior to the family and medical leave of absence. For the purposes of FMLA leave, an eligible employee must also be employed at a worksite where there are 50 or more employees of GVCS within 75 miles. Please check with the Human Resources manager to determine whether you are eligible for FMLA/CFRA leave.

Ordinarily, you must request a planned family and medical leave at least 30 days before the leave begins. If the need for the leave is not foreseeable, you must request the leave as soon as practicable. You should use GVCS' request form, which is available upon request from the Human Resources manager. Failure to comply with this requirement may result in a delay in the start of the leave.

A family and medical leave may be taken for the following reasons:

1. the birth of an employee's child or the placement of a child with the employee for foster care or adoption, so long as the leave is completed within 12 months of the birth or placement of the child.
2. the care of the employee's spouse, child, parent with a "serious health condition".
3. for CFRA only, the care of the employee's "family member with a "serious health condition".
4. the "serious health condition" of the employee.
5. for FMLA only, the care of the employee's spouse, child, parent, or next of kin who is a member of the Armed Forces, including a member of the National Guard or Reserves, and who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
6. any qualifying exigency as defined by the applicable regulations arising out of the fact that the employee's spouse, child, registered domestic partner

(CFRA only) or parent is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces.

For CFRA only, a “family member” includes the employee’s spouse, parent, child of any age, registered domestic partner, grandparent, grandchild, sibling, parent-in-law, and a “designated person”. A “designated person” is someone else with a blood or family-like relationship with the employee. The employee may identify this person at the time the employee requests a CFRA leave. The employee is limited to one (1) designated person per 12-month period for purposes of a CFRA leave.

A “serious health condition” is one that requires inpatient care in a hospital or other medical care facility or continuing treatment or supervision by a health care provider. You may take a leave under paragraph (2) or (3) above only if due to a serious health condition of a family member as described in paragraph (2) or (3) requires your care or assistance as certified in writing by the family member’s health care provider. If you are seeking a leave under paragraph (4) above, you must provide GVCS with a medical certification from your health care provider establishing eligibility for the leave, and you must provide GVCS with a release to return to work from the health care provider before returning to work. You must provide the required medical certification to GVCS in a timely manner to avoid a delay or denial of leave. You may obtain the appropriate forms from the Human Resources Manager.

FMLA/CFRA leave is unpaid, and both may be taken for up to 12 workweeks during the designated 12-month period (with the exception of FMLA qualifying leaves to care for a member of the Armed Services who has a serious illness or injury, which may be taken for up to a total of 26 workweeks of leave during a single 12-month period). The 12-month period will be defined as a “rolling twelve months” looking backward over the preceding 12 months to calculate how much family and medical leave time has been taken and therefore determine the amount of leave that is available. FMLA qualifying leaves to care for a member of the Armed Services who has a serious illness or injury will be calculated on the 12-month period looking forward. All time off that qualifies as family and medical leave will be counted against your state and federal family and medical leave entitlements to the fullest extent permitted by law.

You will be required to use any accrued PTO during unpaid family and medical leave (e.g., for example, any period in which you are not receiving a wage supplement through the EDD). You will also be required to use any accrued paid sick leave during unpaid family and medical leave that is due to your own or a family member’s serious health condition. However, if an employee is receiving benefit payments pursuant to a disability insurance plan (such as California’s State Disability Insurance plan or Paid Family Leave program) or workers’ compensation insurance plan, the employee and GVCS may mutually agree to supplement such benefit payments with available PTO and/or paid sick leave.

Benefit accrual, such as PTO/ PSL, and holiday benefits, will be suspended during the approved leave period and will resume upon return to active employment. During FMLA/CFRA leave, group health benefits will be maintained as if you were continuously employed. However, you must continue to pay your share of applicable premiums (for yourself and any dependents) during the leave.

If you do not return to work on the first workday following the expiration of an approved FMLA/CFRA leave, you may be deemed to have resigned from your employment. Upon returning from such a leave, you will normally be reinstated to your original or comparable position and will receive pay and benefits equivalent to those you received prior to the leave, as required by law. In certain circumstances under FMLA, "key" employees may not be eligible for reinstatement following a family and medical leave. GVCS will provide written notice to any "key" employee who is not eligible for reinstatement.

If you have any questions concerning or would like to submit a request for a family and medical leave of absence, please contact the Human Resources manager.

## PREGNANCY DISABILITY LEAVE

GVCS provides pregnancy disability leaves of absence without pay to eligible employees who are temporarily unable to work due to a disability related to pregnancy, childbirth, or related medical conditions. Employees should make requests for pregnancy disability leave to their supervisor at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events. A health care provider's statement must be submitted, verifying the need for such leave and its beginning, and expected ending dates. Any changes in this information should be promptly reported to GVCS. Employees returning from pregnancy disability leave must submit a health care provider's verification of their fitness to return to work.

GVCS will make a good faith effort to provide reasonable accommodation and/or transfer requests when such a request is medically advisable based on the certification of a health care provider. When an employee's health care provider finds it is medically advisable for an employee to take intermittent leave or leave on a reduced work schedule and such leave is foreseeable based on planned medical treatment because of pregnancy, GVCS may require the employee to transfer temporarily to an available alternative position. This alternative position will have an equivalent rate of pay and benefits and must better accommodate recurring periods of leave than the employee's regular job.

Eligible employees are normally granted unpaid leave for the period of disability, up to a maximum of four months (or 17 1/3 weeks or 693 hours) per pregnancy. Employees will be required to use any accrued sick time during any unpaid portion of pregnancy disability leave (e.g., for example, any period in which you are not receiving a wage supplement



through the EDD). Employees may also elect to use any accrued PTO time during any unpaid portion of pregnancy disability leave. If an employee is receiving benefit payments pursuant to a disability insurance plan (such as California's State Disability Insurance plan or Paid Family Leave program), the employee and GVCS may mutually agree to supplement such benefit payments with available PTO and/or sick leave.

Benefit accrual, such as PTO, sick leave, and holiday benefits, will be suspended during the approved pregnancy disability leave period and will resume upon return to active employment. Group health benefits will be maintained during the approved pregnancy disability leave as if you were continuously employed. However, you must continue to pay your share of applicable premiums (for yourself and any dependents) during the leave.

So that an employee's return to work can be properly scheduled, an employee on pregnancy disability leave is requested to provide GVCS with at least one week's advance notice of the date they intend to return to work.

When an approved pregnancy disability leave ends, the employee will be reinstated to the same position, unless the job ceased to exist because of legitimate business reasons. An employee has no greater right to reinstatement to the same position or to other benefits and conditions of employment than if they have been continuously employed in this position during the pregnancy disability leave or transfer. If the same position is not available, the employee will be offered a comparable position in terms of such issues as pay, location, job content, and promotional opportunities, if one exists. An employee has no greater right to reinstatement to a comparable position or to other benefits or conditions of employment than if the employee would not have otherwise been employed if leave had not been taken.

If you have any questions regarding pregnancy disability leave, please contact the Human Resources manager.

## MILITARY SPOUSE LEAVE

An eligible employee-spouse of a qualified service member is entitled to take ten (10) days of unpaid leave during a period when the spouse or registered domestic partner is on leave from military deployment.

An eligible employee must work an average of 20 hours per week; have a spouse or registered domestic partner who is a member of the Armed Forces, National Guard or Reservices; must provide notice of their intention to take the leave within two (2) business days of receiving official notice that the service member will be on leave from deployment; and submit written documentation certifying that the service member will be on leave during the time the leave is required.

The employee may use accrued PTO]/sick leave during this unpaid time off.

## WORKERS' COMPENSATION LEAVE

Employees that are temporarily disabled due to a work-related illness or injury will be placed on workers' compensation leave. The duration of your leave will depend upon the rate of your recovery and the medical provider's recommendation. Workers' compensation leave will run concurrently with any other applicable medical leave of absence (i.e., FMLA/CFRA if applicable). The Human Resources manager will reach out to employees that have requested a workers' compensation leave regarding employer provided health insurance benefits. If you have any questions concerning this leave and/or any benefit-related questions, please contact the Human Resources manager.

## BEREAVEMENT LEAVE

GVCS provides time off to eligible employees in the event of the death of a "family member". To be eligible for Bereavement Leave, the employee must be employed for at least thirty (30) days prior to starting Bereavement Leave. If an employee is eligible for Bereavement Leave and the employee experiences the death of a family member, the employee may take up to five (5) days of Bereavement Leave.

For purposes of this policy, a family member is defined as a: spouse, domestic partner, child, parent, parent-in-law, sibling, grandparent, and grandchild.

The days of Bereavement Leave do not need to be taken consecutively; however, the employee must use Bereavement Leave within three (3) months of the death of the family member, at which time any remaining unused Bereavement Leave will expire.

Within the first thirty (30) days of the first day of Bereavement Leave, an employee must provide the Business Services Specialist or Human Resources Manager with documentation to support the need for Bereavement Leave which may include a death certificate; a published obituary, verification of death, burial or memorial service from a mortuary, funeral home, burial society, crematorium, religious institution, or governmental agency.

Up to three days will be paid Bereavement Leave per school year. An employee may elect to use any accrued PTO for any remaining Bereavement Leave.

## JURY DUTY LEAVE

All employees who receive a notice of jury/witness duty must notify their supervisor as soon as possible so that arrangements may be made to cover the absence. In addition,

employees must provide a copy of the official jury/witness duty notice to their supervisor. Employees must report for work whenever the court schedule permits. Either GVCS or the employee may request an excuse from jury/witness duty if, in GVCS' judgment, the employee's absence would create serious operational difficulties.

Non-exempt employees who are called for jury/witness duty will be provided up to 5 days off with pay, additional time off needed will be without pay. Exempt employees will receive their regular salary unless they do not work any hours during a workweek. Employees may elect to use any accrued PTO during jury/witness duty leave.

In the event that the employee must serve as a witness within the course and scope of their employment with GVCS, time off will be provided with pay.

## TIME OFF TO VOTE

GVCS will allow any employee who is a registered voter and does not have enough time outside of working hours to vote in a statewide election up to two (2) hours of work time to vote. If employees are unable to vote in an election during their non-working hours, then GVCS will grant up to two hours of paid time off to vote. The request must be made at least two (2) working days in advance. The time must be scheduled at the beginning or end of the work shift, whichever provides the least disruption to the normal work schedule unless GVCS and the employee agree otherwise.

An employee may also serve as an election official on Election Day without being disciplined, however GVCS will not pay the employee for this time off. Accrued unused PTO may be paid to the employee for this time off.

Employees must submit a voter's receipt on the first working day following the election to qualify for paid time off. Nothing in this policy requires the employee to bring their mail (absentee) ballot to work, including mailing such absentee ballot from work.

## SCHOOL ACTIVITIES LEAVE

GVCS encourages employees to participate in the school activities of their child(ren). If you are the parent or guardian of a child who is in school up to grade 12, or who attends a licensed day care facility, you may take up to 40 hours of unpaid leave per year to participate in the activities of the school or day care facility, to find, enroll or reenroll your child in a school or with a licensed child care provider and/or to address a child care provider or school emergency.

The leave is subject to all of the following conditions:

- The time off for school activity participation cannot exceed eight (8) hours in any calendar month, or a total of forty (40) hours each year.
- Unless it is an emergency, employees planning to take time off for school visits must provide as much advance notice as possible to their supervisor.
- If the School employs both parents, the first employee to request such leave will receive time off. The other parent will receive the time off only if the leave is approved by their supervisor.
- Employees must use existing PTO to receive compensation for this time off.
- Employees who do not have paid time off available will take the time off without pay.
- Documentation of participation may be requested and will be sufficient if it is provided in writing by the school or the licensed childcare/day care facility.

## SCHOOL APPEARANCE/SUSPENSION LEAVE

If the parent or guardian of a child facing suspension from school is summoned to the school to discuss the matter, the employee should alert their supervisor as soon as possible before leaving work. To be eligible for time off to attend a child's school, the employee must be the parent of a child in kindergarten or in grades 1-12 and must present the school's letter, which requests the employee's appearance at the school, to their supervisor at least two days before the requested time off.

This leave is unpaid, but the employee may choose to use accrued PTO. You will not be discharged or discriminated against because of an absence protected by this law.

## CRIME VICTIM LEAVE

Employees are allowed to be absent from work to attend judicial proceedings related to a violent felony, serious felony (as defined by the California Penal Code) or felonies related to theft or embezzlement if:

- The employee is a victim of such a crime.
- An immediate family member (i.e., spouse, registered domestic partner, child, stepchild, sibling, stepsibling, parent, stepparent, or the child or a registered domestic partner) of an employee is a victim of such a crime.

An employee must give reasonable advanced notice to the school by providing documentation of the proceedings. Documentation may be from any of the following:

- Notice from the court or government agency setting the hearing.
- The district attorney or prosecuting attorney's office. or
- The victim/witness assistance office advocating on the victim's behalf.

This leave is unpaid, but the employee may choose to use accrued PTO or sick leave. You will not be discharged or discriminated against because of an absence protected by this law.

## DOMESTIC VIOLENCE LEAVE/SEXUAL ASSAULT/STALKING LEAVE

If you are a victim of crime or abuse, including domestic violence, sexual assault, stalking, or a crime that caused physical injury or, in certain cases, mental injury, or that caused the death of an immediate family member, you may take time off to obtain or attempt to obtain judicial relief, such as obtaining restraining orders, to help insure your health, safety or welfare or that of your child(ren). Employees may use available PTO (if applicable) or accrued PSL. Otherwise, the time off is unpaid. All employees can take time off from work to get medical attention or services from a domestic violence shelter, program, or rape crisis center, or receive psychological counseling or safety planning related to domestic violence, sexual assault, or stalking. Domestic violence, sexual assault and stalking victim's leave for medical treatment does not exceed or add to the unpaid leave time that FMLA/CFRA allows.]

You must give GVCS I reasonable notice unless advance notice is not feasible and provide certification that you are seeking such assistance.

Certification may be sufficiently provided by any of the following:

- A police report indicating that you were a victim of crime or abuse.
- A court order protecting or separating you from the perpetrator of an act of crime or abuse, or other evidence from the court or prosecuting attorney that you appeared in court. or,
- Documentation from a medical professional, domestic violence advocate or advocate for victims of sexual assault, health care provider, or counselor that you are undergoing treatment for physical or mental injuries or abuse due to the crime or abuse.
- Any other form of documentation that reasonably verifies the crime or abuse that occurred which can include a written statement signed by you or an

individual acting on your behalf certifying that the absence(s) is for the purpose authorized under this leave.

Employees have the right to ask GVCS for help or changes in their workplace to make sure they are safe at work. GVCS will work with its employees to see what changes can be made. Changes in the workplace may include putting in locks, changing shifts or phone numbers, transferring, or reassigning the employee, or help with keeping a record of what happened to the employee. GVCS may ask the affected employee for a signed statement certifying that this request is for a proper purpose and may also request proof showing the need for an accommodation.

GVCS will, to the extent allowed by law, maintain the confidentiality of an employee requesting leave under this provision. GVCS will not discharge, discriminate, or retaliate against an employee who exercises their rights under this law.

GVCS is committed to ensuring employees are not treated differently or retaliated against because of any of the following:

- The employee is a victim of domestic violence, sexual assault, or stalking.
- The employee asked for time off to get help.
- The employee asked GVCS for help or changes in the workplace to ensure safety at work.

If any employee believes that they have experienced retaliation or discrimination because of conduct protected by this policy, the employee may file a complaint with their supervisor and/or the Labor Commissioner's Office.

For more information, contact the Labor Commissioner's Office by phone at 213-897-6595 or visit a local office by finding the nearest one on website: [www.dir.ca.gov/dlse/DistrictOffices.htm](http://www.dir.ca.gov/dlse/DistrictOffices.htm). The Labor Commissioner's Office provides an interpreter at no cost to the employee, if needed.

## MILITARY LEAVE

California's military leave laws and the Uniformed Services Employment and Reemployment Rights Act ("USERRA") ensure that employees are not adversely affected in their employment after taking leave for military service. Employees who serve in the military and are entitled to a military leave of absence without pay from GVCS under applicable laws should notify the Human Resources manager regarding the need for military leave.

Please see the Human Resources Manager for more information regarding job reinstatement rights upon completion of military service.

## ADULT LITERACY LEAVE

Pursuant to California law, GVCS will reasonably accommodate any eligible employee who seeks to enroll in an adult literacy education program, provided that the accommodation does not impose an undue hardship on the organization. GVCS does not provide paid time off for participation in an adult literacy education. However, you may utilize accrued PTO if you want compensation for this time off. If you do not have accrued PTO available, you will be permitted to take the time off without pay.

## ORGAN DONOR / BONE MARROW DONOR LEAVE

GVCS will provide up to five business days of paid leave within a one-year period to an employee who donates bone marrow to another person. In addition, GVCS will provide up to 30 business days of paid leave within a one-year period and up to another 30 business days of unpaid leave within a one-year period to an employee who donates an organ to another person. The one-year period is measured from the date the employee's leave begins and shall consist of 12 consecutive months. You must give as much notice as is practicable and must provide certification of the medical necessity of the procedure. You will be required to use up to ten (10) days of any accrued paid leave sick and/or PTO for organ donation and up to five (5) days accrued paid leave sick and/or PTO for bone marrow donation. This leave does not run concurrently with FMLA/CFRA. You must have been employed for at least a 90-day period immediately preceding the beginning of the leave, if otherwise eligible.

You may take this leave incrementally, as medically necessary, or all at one time. All health benefits shall be maintained during this leave to the extent they exist at the time of the leave. This leave shall not be considered a break in service and the employee shall continue to accrue paid time off and other benefits as if they had continued working. The Employee shall be required to pay any portion of their benefits they are currently paying.

An employee shall not have any greater rights during this leave than if they have been actively working during this time but will be reinstated to their same or equivalent job prior to the leave. No employee shall be discriminated or retaliated against for taking an organ donation or bone marrow leave.

## DRUG & ALCOHOL REHABILITATION LEAVE

GVCS will reasonably accommodate any eligible employee who volunteers to enter and participate in an alcohol or drug rehabilitation program if the reasonable accommodation does not impose an undue hardship on the organization. Reasonable accommodation includes time off without pay and adjusting work hours. You may use accrued and unused PTO or paid sick leave. All reasonable measures to safeguard your privacy will be maintained.

This policy in no way restricts the GVCS' right to discipline an employee, up to and including termination of employment, for violation of GVCS' Drug and Alcohol Policy.

## VOLUNTEER CIVIL SERVICE LEAVE/TRAINING

In California, no employee shall receive discipline for taking time off to perform emergency duty/training as a volunteer firefighter, reserve peace officer, or emergency rescue personnel. If you are participating in this kind of emergency duty/training, please alert your supervisor so that they may know you may have to take unpaid time off for emergency duty/training. If you need to take time off for emergency duty/training, please alert your supervisor before doing so whenever possible. Time off for emergency training may not exceed 14 days per calendar year.

Emergency Duty/Training Leave is unpaid. You may choose to use your accrued PTO if you wish to receive compensation for this time off, but you are not required to do so.

If you feel you have been treated unfairly as a result of taking or requesting Emergency Duty/Training Leave, you should contact your supervisor or any other manager, as appropriate.

## CIVIL AIR PATROL LEAVE

GVCS provides eligible employees who are volunteer members of the California Wing of the Civil Air Patrol and are called to emergency operational missions up to 10 days of unpaid leave per calendar year. Leave for a single emergency operational mission will generally be limited to three days unless an extension is granted by appropriate government entities and approved by GVCS.

To be eligible, employees must have been employed with GVCS for 90 days immediately preceding the commencement of leave. Additionally, the School may require certification from the proper Civil Air Patrol authority to verify the eligibility of the employee for the leave requested or taken.



Employees are required to give GVCS as much notice as possible of the intended dates upon which the leave would begin and end. GVCS will restore the employee to the position they held when the leave began or to a position with equivalent seniority status, employee benefits, pay, and other terms and conditions of employment, unless the employee is not restored because of conditions unrelated to the exercise of the leave rights by the employee. The time off is unpaid. However, an employee may utilize accrued PTO.

## REPRODUCTIVE LOSS LEAVE

GVCS provides eligible employees with up to 5 days (unpaid) following the date or final day of multiple-day reproductive loss event. Reproductive loss event definition includes miscarriage (including suffered by a surrogate), stillbirth, unsuccessful assisted reproduction, failed surrogacy, or failed adoption.

An eligible employee is any person who would have been a parent if the reproductive event had been successful and has been employed for at least 30 days prior to the start of the leave.

The 5 days do not need to be consecutive. Leave must be completed within 3 months of reproductive loss event unless employee is on or chooses to take another leave entitlement such as California Family Rights Act, and then reproductive loss leave must be taken within 3 months of the end date of other leave. The maximum leave period is 20 days per 12-month period.

## SECTION 8 – BENEFITS

### SICK LEAVE POLICY

Golden Valley Charter Schools (GVCS) enacted this policy in accordance with the California Healthy Workplaces, Healthy Families Act to provide paid sick leave (“PSL”) to eligible employees.

#### Eligible Employees

All employees (including part-time and temporary) who work for GVCS 30 or more days within a year in California are eligible to accrue PSL beginning on the first day of employment under the accrual rate and cap set forth in this policy.

## Permitted Use

Eligible employees may use their accrued PSL to take paid time off for the diagnosis, care, or treatment of an existing health condition of (or preventive care for) the employee or the employee's family member. For purposes of this policy, "family member" means a child, parent, spouse, registered domestic partner, grandparent, grandchild, sibling of the employee or "designated person". "Child" means a biological child, a foster child, an adopted child, a stepchild, a child of a registered domestic partner, a legal ward, or a child of a person standing in loco parentis, regardless of the age or dependency status of the child. "Parent" means a biological, foster, or adoptive parent; a stepparent; or a legal guardian of the employee or the employee's spouse or registered domestic partner. A parent may also be someone who accepted the duties and responsibilities of raising the employee when the employee was a minor child, even if they are not the employee's legal parent. "Spouse" means a legal spouse, as defined by California law. A "designated person" is any individual the employee identifies at the time the employee requests PSL. An employee is limited to one designated person per 12-month period for purposes of PSL.

Employees may also use their PSL to take time off from work for reasons related to domestic violence, stalking, or sexual assault, including being a victim of crime or abuse.

## Accrual Rate, Maximum, and Carryover

Eligible employees will accrue one hour of PSL for every 30 hours worked beginning on their first day of employment. Accrual for non-exempt employees will be calculated based on actual hours worked. Accrual of PSL for eligible exempt employees will be calculated based on a 40-hour workweek or the employee's normal workweek if the employee normally works less than 40 hours. PSL accrues on an as-worked basis and does not accrue during any non-working time or unpaid leave of absence.

There is a cap on PSL accrual. Employees may accrue up to 80 hours of PSL. Once the employee's PSL reaches the maximum, further accrual of PSL is suspended until the employee has reduced the PSL balance below this limit. In such a case, no PSL will be earned for the period in which the employee's PSL was at the maximum. Accrued but unused PSL will carry over from year to year, subject to this maximum accrual.

## Limits on Use

Eligible employees may use accrued PSL beginning on the 90th day of employment. Each school year, employees may only use a maximum of 24 hours or 3 days of their accrued PSL.

PSL may be taken in minimum increments of one hour. If an exempt employee absents themselves from work for part or all of a workday for a reason covered by this policy, they will be required to use accrued PSL to make up for the absence.

Notification

The employee must provide reasonable advance notification, orally or in writing, of the need to use PSL, if foreseeable. If the need to use PSL is not foreseeable, the employee must provide notice as soon as practicable.

Termination

Employees will not receive pay in lieu of accrued but unused PSL. Accrued but unused PSL will not be paid out upon termination.

No Discrimination or Retaliation

GVCS prohibits discrimination or retaliation against employees for using their PSL.PAID

How PTO IS Allotted and Accounted For

Average hours worked per day	1+	2+	3+	4+	5+	6+	7.5+	8
PTO hours accrued each month	1	2	3	4	5	6	7	8
Yearly PTO hours 10-month EE	10	20	30	40	50	60	75	80
Yearly PTO hours 11-month EE	11	22	33	44	55	66	82.5	88
Yearly PTO hours 12-month EE	12	24	36	48	60	72	90	96
<b>Maximum Accrual: 160</b>								
<b>As of each May 31<sup>st</sup> each employee will be paid on all PTO hours more than 80 during the next pay cycle</b>								

**All PTO must be utilized before using UTO (Unpaid Time Off)**

## INSURANCE BENEFITS

Employees who work 30 hours a week or more\* are entitled to insurance benefits offered by Golden Valley Charter Schools. These insurance benefits will include medical, dental, and vision. GVCS will set a defined contribution towards the employee's insurance premiums that are sponsored by GVCS. This amount will be determined on an annual basis. The employee's portion of the monthly premiums will be deducted from the employee's paycheck on a pre-tax basis.

If medical insurance premium rates increase, employees may be required to contribute to the cost of the increase to retain coverage. Unless otherwise mandated by law, employees on a leave of absence may be responsible for selecting continuing health coverage and paying the premium for such coverage through COBRA. If you have any benefit-related questions while on a leave of absence, please contact The Human Resources or Payroll department.

Benefit eligible employees will also be covered under an insurance policy that includes Life & AD&D at no cost to the full-time employee. All regular GVCS employees are covered by the Employee Assistant Program (EAP). Additional voluntary insurance plans will be offered through GVCS at the employee's sole expense.

\* Employees must work 30 hours per week or greater on their regular schedule for the entire school year or from the time of hire. For employees whose schedules fluctuate during the school year, GVCS will track the hours, any employee whose hours average 30 hours per week or greater will be eligible for benefits the following school year.

## COBRA BENEFITS

The Federal Consolidated Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under GVCS' health plan when a "qualifying event" would normally result in the loss of eligibility.

Some common qualifying events are resignation, termination of employment, or death of an employee, a reduction in an employee's hours or leave of absence, divorce or legal separation and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at GVCS group rates plus an administration fee. GVCS or our carrier provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes

eligible for coverage under GVCS health insurance plan. The notice contains important information about the employee's rights and obligations.

## SOCIAL SECURITY/MEDICARE

Social Security is an important part of every employee's retirement benefit. GVCS pays a matching contribution to each employee's Social Security taxes.

## STATE DISABILITY INSURANCE (WAGE SUPPLEMENT)

All employees are enrolled in California State Disability Insurance (SDI), which is a partial wage replacement insurance plan for California workers. Employees may be eligible for SDI when they are ill or have non-work-related injuries or may be eligible for work related injuries if they are receiving workers' compensation at a weekly rate less than the SDI rate. Specific rules and regulations relating to SDI eligibility are available from The Human Resources Department.

## PAID FAMILY LEAVE (WAGE SUPPLEMENT)

Under California law, eligible employees may participate in the Paid Family Leave ("PFL") program, which is part of the state's unemployment compensation disability insurance program. The PFL program provides up to eight weeks of partial wage replacement benefits to employees who take time off to care for a seriously ill or injured child, spouse, parent, registered domestic partner, siblings, grandparents, grandchildren, or parents-in-law or to bond with a new child (birth, foster care, adoption). The PFL program does not provide job protection or reinstatement rights. It is a wage supplement provided concurrently while an employee takes an eligible leave of absence under GVCS policy and applicable law.

GVCS will require you to take up to two weeks of accrued but unused PTO prior to your receipt of benefits under the PFL program.

The program will be administered in a manner consistent with California law. For more information regarding this program, you may contact the California Employment Development Department.

## WORKER'S COMPENSATION INSURANCE

Eligible employees are entitled to workers' compensation insurance benefits when suffering from an occupational illness or injury. This benefit is provided at no cost to the employee.

If an employee should become injured or in any way disabled on the job, they must report the injury immediately to their supervisor. It is a felony to file a fraudulent or false workers' compensation claim.

## SECTION 9 – EMPLOYEE COMMUNICATIONS

### COMMUNICATIONS POLICY

#### **Scope**

This policy for navigating the communications/electronic media world is intended to create an atmosphere of trust and individual accountability, while keeping in mind that information published by Golden Valley Charter Schools ("GVCS"), our faculty, staff, parents, and/or students is a reflection and extension of the entire school community. Online behavior must reflect the same high standards that one is expected to show on school premises. What is inappropriate in person is inappropriate online.

#### **Policy**

Every employee is responsible for using the Golden Valley Charter Schools' (GVCS) computer system, including, without limitation, its computers, laptops, iPads, tablets, cellular phones, electronic mail (Email) system, telephone, video conferencing, voicemail, facsimile systems, and the Internet ("Communications Systems"), properly and in accordance with this policy. Any questions about this policy should be addressed to the school principal.

The Communication Systems are the property of GVCS and have been provided for use in conducting GVCS business. All communications and information transmitted by, received from, created, or stored in its Communication Systems are GVCS records and property of GVCS. The Communication Systems are to be used for school purposes only. Employees may, however, use GVCS technology resources for the following incidental personal uses so long as such use does not interfere with the employee's duties, is not done for pecuniary gain, does not conflict with GVCS business, and does not violate any GVCS policies:

To send and receive necessary and occasional personal communications.

To use the telephone system for brief and necessary personal calls.

To access the Internet for brief personal searches and inquiries during meal periods or other breaks, or outside of work hours, provided that employees adhere to all other usage policies.

## No Expectation of Privacy

GVCS has the right, but not the duty, to monitor any and all of the aspects of its Communication Systems, including, without limitation, reviewing documents created and stored on its Communication Systems, deleting any matter stored in its system (including, without limitation, its Email and word processing systems), monitoring sites visited by employees on the Internet, monitoring chat and news groups, reviewing material downloaded or uploaded by users to the Internet, and reviewing Email, voicemails and instant messages sent and received by users. Further, GVCS may exercise its right to monitor its Communications Systems for any reason and without the permission of any employee. Employee use of GVCS' Communication Systems constitutes consent to all the terms and conditions of this policy.

Even if employees use a password to access the Communication Systems (or any aspect thereof), the confidentiality of any message stored in, created, received, or sent from GVCS' Communication Systems is not assured. Use of passwords or other security measures does not in any way diminish GVCS' right to monitor and access materials on its Communication Systems or create any privacy rights of employees in the messages and files on the system. Any password used by employees must be revealed upon request to GVCS for any reason that GVCS in its discretion, deems appropriate. Further, employees should be aware that deletion of any Email messages, voicemails or files would not truly eliminate the messages from the system. All Email messages, voicemails and other files may be stored on a central back-up system in the normal course of data management.

Employees have no expectation of privacy in anything they view, create, store, send or receive on the Communication Systems.

Notwithstanding the foregoing, even though GVCS has the right to retrieve, read and delete any information viewed, created, sent, received, or stored on its Communication Systems, Email messages should still be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any Email messages that are not sent to them or by them. Any exception to this policy must receive prior approval of the Human Resources manager.

## Professional Use of Communication Systems Required

Employees are reminded to be courteous to other users of the system and always to conduct themselves in a professional manner. Emails and other text communications are sometimes misdirected or forwarded and may be viewed by persons other than the intended recipient. Users should write Email communications with no less care, judgment, and responsibility than they would use for letters or internal memoranda written on GVCS letterhead.

## Offensive and Inappropriate Material

GVCS' policy against discrimination and harassment, sexual or otherwise, applies fully to GVCS' Communication Systems, and any violation of that policy is grounds for discipline up to and including discharge. Therefore, no Email messages should be created, sent, or received if they contain intimidating, hostile, or offensive material concerning race, color, religion, sex, age, national origin, disability, or any other characteristic protected by law. Further, material that is fraudulent, harassing, abusive, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, unlawful, inappropriate, or offensive (including offensive material concerning sex, race, color, national origin, religion, age, disability, or any other characteristic protected by law) may not be downloaded from the Internet or displayed or stored in GVCS' computers. Employees encountering or receiving this kind of material should immediately report the incident to their supervisor or the Human Resources manager.

GVCS may (but is not required) to use software to identify inappropriate or sexually explicit Internet sites. Such sites may be blocked from access by GVCS networks. Notwithstanding the foregoing, GVCS is not responsible for material viewed or downloaded by users from the Internet. The Internet is a worldwide network of computers that contains millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. Even innocuous search requests may lead to sites with highly offensive content. In addition, having an email address on the Internet may lead to receipt of unsolicited email containing offensive content. Users accessing the Internet do so at their own risk. Employees who encounter inappropriate or sexually explicit material while browsing on the Internet should immediately disconnect from the site, regardless of whether the site was subject to GVCS' blocking software.

## Solicitations

GVCS' Communication Systems may not be used to solicit for political causes, commercial enterprises, outside organizations, or other non-job-related solicitations. Approval from the Executive Director is required before anyone can post any information on commercial on-line systems or the Internet.

## Licenses and Fees

Employees may not agree to a license or download any material over the Internet for which a registration fee is charged without first obtaining the express written permission of their supervisor.



## Games and Entertainment Software

Employees may not use a GVCS Internet connection to download games or other entertainment software, or to play games over the Internet.

## Confidential Information

Employees may not transmit information over the Internet or through email that is confidential or proprietary. Employees are referred to GVCS' "Confidential Information" policy, contained herein, for a general description of what GVCS deems confidential or proprietary. When in doubt, employees must consult their immediate supervisor and obtain approval before transmitting any information that may be considered confidential or proprietary.

## Copyrights and Trademarks

GVCS' Communication Systems may not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization from the Executive Director. Employees, if uncertain about whether certain information is copyrighted, proprietary, or otherwise inappropriate for transfer, should resolve all doubts in favor of not transferring the information and consult a supervisor. Any GVCS approved material that is posted or sent via its computer system should contain all proper copyright and trademark notices.

## Maintenance and Security of the System

Employees must not deliberately perform acts that waste resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, streaming video, or audio files, engaging in online chat groups, printing excessive copies of documents, or otherwise creating unnecessary network traffic. Because audio, video and picture files require significant storage space, files of this or any other sort may not be downloaded unless they are business-related.

To ensure security and to avoid the spread of viruses, employees accessing the Internet through a computer attached to GVCS' network must do so through an approved Internet firewall. Accessing the Internet directly by modem is strictly prohibited unless the computer you are using is not connected to GVCS' network.

Files obtained from sources outside GVCS including disks brought from home; including files downloaded from the Internet, news groups, bulletin boards, or other online services; files attached to email; and files provided by students, parents, or vendors, may contain dangerous computer viruses that may damage GVCS' computer network. Employees should

never download files from the Internet, accept email attachments from outsiders, or use disks from non- GVCS sources, without first scanning the material with GVCS approved virus checking software. If you suspect that a virus has been introduced into GVCS network, notify technology personnel immediately.

### Violations of this Policy

Violations of this policy will be taken seriously and may result in disciplinary action, including possible termination, and civil and criminal liability.

This policy is not intended, nor should it be interpreted, to in any way limit the ability of an employee to:

- Discuss with others the terms and conditions of their employment, including such topics as wages, job performance, workplace safety, workload, supervisors, staffing or other terms and conditions of employment; or
- Otherwise engage in protected concerted activity that employees have the right to engage in under federal, state, or local law.

### Amendment and Modification of this Policy

GVCS reserves the right to modify this policy at any time, with or without notice. GVCS requires employees to acknowledge and comply with a separate "Employee Electronic Media Acceptable Use Agreement" form.

## SOCIAL MEDIA POLICY

Golden Valley Charter Schools (GVCS) has adopted the following policy regarding employees' behavior on social networking sites including, but not limited to, Tik Tok, Facebook, Twitter, LinkedIn, Pinterest, Instagram, Snapchat, and YouTube. If you want to incorporate networking protocols or create a social media platform for educational purposes, please collaborate with your school administrators to find and utilize a school-approved networking platform with restrictions. These platforms will be owned by GVCS, granting them full access and control.

This policy is intended to supplement, not replace, GVCS' other policies, rules, and standards of conduct. For example, School policies on confidentiality, use of School equipment, professionalism, employee references and background checks, workplace violence, unlawful harassment, and other rules of conduct are not affected by this policy.

You are required to comply with the following rules and guidelines when participating in social media activities that are governed by this policy:

- Always comply with the law. Do not post any information or engage in any social media activity that may violate applicable local, state, or federal laws or regulations.
- Do not engage in any discriminatory, harassing, or retaliatory behavior in violation of School policy.
- Respect copyright, fair use, and financial disclosure rules and regulations. Identify all copyrighted or borrowed material with proper citations and/or links.
- Maintain the confidentiality of GVCS' trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how, and technology. Do not post internal reports, policies, procedures, or other internal business-related confidential communications. This prohibition applies both during and after your employment with GVCS.
- Do not post confidential information (as defined in this Handbook) about GVCS, its employees, or its students. Remember that most student information is protected by the Family Educational Rights and Privacy Act, including all information that might identify the student. Publicizing student work and accomplishments is permitted only if appropriate consents are obtained.
- Confidential information (does not include information about the terms and conditions of your employment, such as wages, benefits, workplace safety and other topics an employee has the right to discuss with other employees under the law. Nothing in this policy prevents an employee from discussing or disclosing information about unlawful acts in the workplace, such as harassment or discrimination or any other conduct that the employee may have reason to believe is unlawful).
- While limited and incidental social media activities at work may be tolerated, such social media activities may not interfere with your job duties or responsibilities. Do not use your School-authorized e-mail address to register on social media websites, blogs, or other online tools utilized for personal use.
- Be knowledgeable about and comply with GVCS' background check procedures.
- Be knowledgeable about and comply with the GVCS's reference policy. Do not provide employment references for current or former employees, regardless of the substance of such comments, without prior approval from the GVCS.
- We encourage you to be fair and courteous to fellow employees, students, parents, vendors, customers, suppliers, or other people who work on behalf of GVCS. We

also encourage you to avoid posting statements, photographs, video, or audio that could be reasonably viewed as malicious, obscene, threatening, or intimidating, that disparage employees, students, parents, vendors, customers, suppliers, or other people who work on behalf of GVCS, or that might constitute harassment or bullying.

- Make sure you always try to be honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Please do not post any information or rumors that you know to be false about GVCS, fellow employees, students, parents, vendors, customers, suppliers, people working on behalf of the organization, or competitors.
- Never represent yourself as a spokesperson for GVCS unless authorized to do so. If you publish social media content that may be related to your work or subjects associated with GVCS, make it clear that you are not speaking on behalf of GVCS and that your views do not represent those of GVCS, fellow employees, students, parents, vendors, customers, suppliers, or other people working on behalf of GVCS. It is best to use a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of GVCS."
- Never be false or misleading with respect to your professional credentials.
- Do not make public any photos, videos, or other media in the workplace or on GVCS' premises or at School functions on behalf as representing GVCS. It is your responsibility to ensure that your posts do not contain any prohibited information, or Confidential Information, including, but not limited to, photos, videos, or other media referencing or relating to student information, even if the student(s) is/are not specifically identified by name but could be easily determined or may be perceived as identifying any student or group of students. Violations may result in disciplinary action, up to and including termination.
- Supervisors who "friend" subordinates on social media accounts (whether personal or School accounts) are responsible for abiding by this policy at all times and immediately reporting any violations of this policy to the Executive Director. Failure to do so may result in disciplinary action, up to and including termination.

Employees are not to initiate "friendships" with students or parents. Employees shall not accept students as friends on any personal social networking sites and are to decline any student-initiated friend requests. Employees must delete any students already on their "friends" list immediately. Employees should also be aware that participation in social media, even in a private setting, may not remain private and posts may become public knowledge and/or reported to GVCS.

Employees should weigh whether a particular posting puts their effectiveness as a GVCS employee at risk. GVCS encourages employees to post only what they want the world to see. Imagine that students, their parents, or administrators will visit your site as most information is available to the public even after it is removed from the site. Employees are prohibited from discussing students or sharing images that involve students in any school-related context.

This policy should not be construed, and will not be applied, in a manner that violates employee rights under the National Labor Relations Act.

Employees may not comment on a student's blog or a student's other social networking commentaries.

Employees may not use trade names, or logos belonging to GVCS without express written permission of the Executive Director.

In the event you have any questions about whether a particular social media activity may involve or implicate GVCS, or may violate this policy, please contact the Executive Director.

Social media is in a state of constant evolution, and GVCS recognizes that there will likely be events or issues that are not addressed in these guidelines. Thus, each School employee is responsible for using good judgment and seeking guidance, clarification, or authorization before engaging in social media activities that may implicate this policy.

Failure to comply with GVCS' social medial policy will result in disciplinary action, up to, and including, immediate termination.

## EQUIPMENT POLICY

Golden Valley Charter Schools (GVCS) attempts to provide all staff members with the equipment and supplies needed to do their job. Providing equipment is a great expense for the organization. It is expected that everyone will protect and care for all equipment and supplies issued to them. Staff members are responsible for the cost of lost, stolen, or broken items issued to them including keys, textbooks, teacher guides, laptops, and any other equipment that may be assigned to them or their classroom if the loss is due to willful misconduct.

### Laptop Computers

Each employee assigned a laptop computer for use in carrying out day-to-day functions such as lesson planning, email, enhancing classroom instruction, and using school-provided software for administrative duties (i.e. tracking attendance, logging grades, posting

comments, etc.). Employee-issued laptops are property of GVCS. Employees are required to treat their laptops with great care. Laptops may never be left unattended or in unlocked classrooms/offices. Upon termination of employment, employees understand and agree that they must promptly return their school-issued laptop to GVCS. Employees are responsible for reimbursing GVCS for the cost of lost or damaged laptops when the loss or damage is due to the willful misconduct of the employee.

Employees acknowledge and understand that GVCS is the owner of the laptop and of all information contained on the laptop. Employees are discouraged from keeping personal information on their school-issued laptops or using the laptops for personal use. There should be no expectation of privacy regarding a school-issued laptop and employees must return their laptop upon request by GVCS.

## CELL PHONE POLICY

Personal telephone calls should be made and received during non-teaching times. Golden Valley Charter Schools' (GVCS) phones should not be used for personal long-distance calls. GVCS expects that cell phones will be turned on a silent/meeting answer mode while employees are on the job and includes, but is not limited to, staff meetings and professional development.

Notwithstanding the foregoing, employees may, in the event of an "emergency condition," access their mobile device or other communications device for seeking emergency assistance, assessing the safety of the situation, or communicating with a person to verify their safety. For purposes of this policy, an "emergency condition" is defined as:

- Conditions of disaster or extreme peril to the safety of persons or property at the workplace or worksite caused by natural forces or a criminal act; or
- An order to evacuate a workplace, a worksite a worker's home, or the school of a worker's child due to natural disaster or a criminal act.

This policy is not intended, nor shall it be interpreted, to in any way limit the ability of an employee to:

- Communicate with others regarding the terms and conditions of their employment, including such topics as wages, job performance, workplace safety, workload, supervisors, staffing or other terms and conditions of employment; or
- Otherwise engage in protected concerted activity that employees have the right to engage in under federal, state or local law.

## NO SOLICITATION/DISTRIBUTION POLICY

In order to minimize non-work-related activities that could interfere with providing quality education, teamwork, and safety, Golden Valley Charter Schools (GVCS) has established the following policy concerning solicitation and the distribution of written materials other than those directly related to GVCS business.

Non-employees may not solicit or distribute written materials of any kind at any time on premises that are owned, leased, operated, managed, or controlled by GVCS.

Employees may not solicit other employees during the workday when either the person doing the solicitation, or the person being solicited is engaged in or required to be performing work tasks.

Employees may not distribute written materials of any kind during the workday when either the distributing employee or the employee receiving the materials is engaged in or required to be performing work tasks.

Employees may solicit other employees when both parties are on non-work time. Employees may distribute written materials in non-work areas during non-work time.

The sole exceptions to this policy are charitable and community activities supported and approved by GVCS, **or if an employee is engaged in a protected activity related to improving the terms and conditions of their employment.**

School bulletin boards are the only areas where any merchandise or notices may be placed. Such items must meet the guidelines established by GVCS. The Principal or Executive Director must approve any postings prior to posting.

GVCS reserves the right to discontinue any solicitation or distribution if the activities become disruptive to employees or the efficient operation of the organization's business.

Employees are required to leave school premises and other work areas at the completion of their workday. Employees are not permitted to enter or remain on school premises or work areas unless the employee is on duty, scheduled for work, coming to, or departing from scheduled work, or otherwise has specific authorization from their supervisor.

### Definitions

Work time: any time when employees are engaged in or required to be performing work tasks or are otherwise "on the clock." Work time does not include break periods, mealtimes,

or other periods during the workday when employees are not properly engaged in performing their work tasks.

Work areas: all areas controlled by the GVCS where employees are performing work, except employee break areas, and parking lots (non-work areas).

### Employee Responsibility

If you have a need to solicit and/or distribute materials on school premises, it must be in compliance with this policy. If you have questions, talk with your supervisor. If solicitation or distribution is conducted within the parameters of this policy, the manner of activities must not harass or intimidate other employees. If you are subjected to such behavior at any time, report the activity to your supervisor. If solicitation or distribution occurs while you are working, report the activity to the Human Resources manager.

## NEPOTISM POLICY

Golden Valley Charter Schools (GVCS) permits the employment of qualified relatives of employees, of the employee's household or immediate family as long as such employment does not, in the opinion of GVCS, create actual conflicts of interest. For purposes of this policy, "qualified relative" is defined as a spouse, registered domestic partner, child, parent, sibling, grandparent, grandchild, aunt, uncle, niece, nephew, first cousin, corresponding in-law, "step" relation, adoptive relative, guardian, ward, or any member of the employee's household. "Qualified relative" also includes persons engaged in amorous relationships, meaning a relation in which persons voluntarily have a physical relationship or are engaged in a romantic courtship (e.g. dating or engaged) that may or may not have been consummated. GVCS will use sound judgment in the placement of related employees in accordance with the following guidelines:

A qualified relative is permitted to work in the same department, provided no direct reporting or supervisor-to-subordinate relationship exists. That is, no employee is permitted to work within "the chain of command" when one qualified relative's work responsibilities, salary, hours, career progress, benefits, or other terms and conditions of employment could be influenced by the other relative.

Qualified relatives may have no influence over the wages, hours, benefits, career progress and other terms and conditions of the other related staff members.

Current employees who marry will be permitted to continue working in the same job positions held only if they do not work in a direct supervisory relationship with one another or in job positions involving conflicts of interest. If relatives are found to be employed in any of these prohibited job positions, GVCS will take action to eliminate the conflict,



including possibly requiring one or both employees to accept a transfer to another position or to resign. The Executive Director must approve any exceptions to this policy.

## BUILDING SECURITY/SCHOOL KEYS

All employees who are issued keys to the office and classrooms are responsible for their safekeeping. These employees will sign the Key Log, upon receiving the key.

You will be assigned all appropriate building keys needed to conduct your daily job responsibilities. You are responsible for all keys. Duplication of any school key is not allowed and strictly prohibited. It is against School policy to loan or distribute your assigned keys to another employee or non-employee of GVCS. If your school keys are lost, misplaced, destroyed, or stolen, you must report it immediately to your supervisor.

The last employee, or a designated employee, who leaves the office and /or the school site at the end of the business day assumes the responsibility to ensure that all doors are securely locked. The following is also required if applicable, the alarm system is armed, thermostats are set on appropriate evening and/or weekend setting, and all appliances and lights are turned off with the exception of the lights normally left on for security purposes. Employees are not allowed on school property before or after hours without prior authorization.

## INTERNAL INVESTIGATIONS & SEARCHES

From time-to-time GVCS may conduct internal investigations pertaining to security, auditing, or work-related matters. Employees are required to cooperate fully with and assist in these investigations if required to do so.

Whenever necessary, at GVCS' discretion, employees' work areas (i.e. desks, file cabinets, lockers, etc.) may be subject to a search without notice. Employees are required to cooperate. Because even a routine search for GVCS property might result in the discovery of an employee's personal possessions, all employees are encouraged to refrain from bringing into the workplace any item of personal property that they do not wish to reveal to GVCS. Employees have no expectation of privacy in their work areas.

## VIOLENCE IN THE WORKPLACE POLICY

Golden Valley Charter Schools (GVCS) has adopted this policy prohibiting workplace violence, **including a Workplace Violence Prevention Plan**. Consistent with this policy, acts, or threats of physical violence, including intimidation, harassment, bullying, and/or

coercion, which involve or affect GVCS, or which occur on GVCS property will not be tolerated. Examples of workplace violence include, but are not limited to, the following:

All threats or acts of violence occurring on GVCS premises, regardless of the relationship between GVCS and the parties involved.

All threats or acts of violence occurring off GVCS premises involving someone who is acting in the capacity of a representative of Golden Valley Charter Schools

Specific examples of conduct, which may be considered threats or acts of violence, include, but are not limited to, the following:

- Hitting or shoving an individual.
- Threatening an individual or their family, friends, associates, or property with harm.
- Intentional destruction or threatening to destroy GVCS property.
- Making harassing or threatening phone calls.
- Harassing surveillance or stalking. (following or watching someone)
- Unauthorized possession or inappropriate use of firearms or weapons.

GVCS' prohibition against threats and acts of violence applies to all persons involved in the organization's operation, including but not limited to all personnel, contract, unpaid interns, volunteers and temporary workers and anyone else, including parents on GVCS property. Violations of this policy by any individual on GVCS property will lead to disciplinary action, up to and including termination and/or legal action as appropriate. All employees are encouraged to report incidents of threats or acts of physical violence of which they are aware to their supervisors or to the Human Resources manager.

If an employee becomes aware of an imminent act of violence, a threat of imminent violence, or actual violence, emergency assistance must be sought immediately. In such situations, the employee should contact the law enforcement authorities by dialing 911. Immediately after contacting the law enforcement authorities, the employee must report the incident to their supervisor.

Employees should immediately inform their supervisor about any workplace security hazards. If these individuals are not available, the employee should immediately inform any other supervisor so that appropriate action can be taken.

There will be no retaliation against any employee who brings a complaint in good faith under the Violence in the Workplace Policy or who honestly assists in investigating such a complaint, even if the investigation produces insufficient evidence that there has been a violation, or if the charges cannot be proven. However, disciplinary action may be taken against employees who, in bad faith, make false or frivolous accusations.

In certain circumstances, GVCS may seek a workplace violence restraining order on behalf of one or more employees in furtherance of its commitment to providing a workplace that is free from acts of violence or threats of violence.

## SECTION 10 – STANDARDS OF CONDUCT

### PERSONAL STANDARDS FOR DRESS

GVCS believes that teachers and staff serve as role models. They should therefore maintain professional standards of dress and grooming. Just as overall attitude and instructional competency contribute to a productive learning environment, so do appropriate dress and grooming. GVCS encourages staff, during school hours, to wear clothing that will add dignity to the educational profession, will present an image consistent with their job responsibilities. GVCS does allow employees to appear or dress consistently with their gender expression within the above guidelines. In keeping professional standards, employees should use the student dress code as a beginning guideline, i.e. the same requirements apply for images, hair color, shoes, and piercings. Please check with the school principal if you have a specific activity or job duty that requires special dress. Just as we ask students to be conscious of their attire at school, we ask teachers and staff to wear clothes that are professional and not the same outfits that they would wear casually on the weekends.

You can find a copy of the Student Dress Code here: [Student Dress Code.pdf \(goldenvalleycharter.org\)](https://goldenvalleycharter.org/Student_Dress_Code.pdf)

Your supervisor will be the final arbiter of what constitutes appropriate dress and attire.

### STAFF-STUDENT BOUNDARIES POLICY

#### **PURPOSE**

Golden Valley Charter Schools is a close-knit community, we encourage friendly, heartfelt relationships between students and their teachers. These relationships are at the heart of Waldorf Education. A Waldorf teacher aims to not only teach the whole class, but to reach each child as an individual. At the same time, the school requires employees to follow professional standards of conduct and to maintain appropriate boundaries between themselves and students.

#### **SCOPE**

This policy is intended to apply only to Employee - Student interactions. It does not apply to Employee - Employee or Employee - Adult interactions. This policy reasonably excludes Employee - Student interactions that take place within a Parental, Legal Guardian, or Familial relationship.

### DISCIPLINARY PHYSICAL CONTACT WITH STUDENTS

It is the policy of Golden Valley Charter Schools that no employee will use corporal punishment against a student. This prohibition includes spanking, slapping, pinching, hitting, tying, taping, or the use of any other physical force as retaliation or correction for inappropriate behavior.

### STAFF-STUDENT INTERACTIONS

GVCS expects that its employees maintain appropriate professional relationships with students and be sensitive to the appearance of impropriety in their conduct with students. Employees are encouraged to discuss issues with their Principal or Executive Director when unsure whether a particular conduct may constitute a violation of the policy.

Employees must understand that even an appearance of inappropriate relationships will adversely impact their effectiveness in the school environment. Therefore, employees must be diligent in maintaining the highest ethical standards when interacting with students both inside and outside the school environment and should practice the utmost professionalism with forming any social relationships with students and families outside the classroom.

While the use of appropriate touching is part of daily life and is important for student development, employees must ensure that they do not exceed appropriate behavior. If a child or employee specifically requests that he or she not be touched, then that request must be honored.

### DEFINITIONS

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

"Grooming" is defined as an act or series of acts by a sexual predator to gain physical and/or emotional control by gaining trust (of staff and/or family and a minor) and desensitizing the minor to various forms of touching and other intimate interaction.

"Suspicion" means something perceived in spite of inconclusive or slight evidence. It is based on facts that would lead a reasonable person to believe that a violation of the boundaries policy occurred.

## ACCEPTABLE AND UNACCEPTABLE BEHAVIORS

Some activities may seem innocent from a staff member's employee's point-of-view but could be perceived as flirtation or sexual insinuation from the perspective of students or parents. There is no single reasonable person standard. The purpose of the following lists of unacceptable and acceptable behaviors is not to restrain innocent, positive relationships between employees and students, but to prevent relationships that could lead to or may be perceived as inappropriate, or sexual misconduct, or "grooming."

Employees must understand their own responsibilities for ensuring that they do not cross the boundaries as written in this policy. Violations could subject the employee discipline up to and including termination. Thus, it is critical that all employees study this policy thoroughly and apply its spirit and intent in their daily activities.

### Unacceptable Behaviors

These lists (and any subsequent lists) are not meant to be all-inclusive, but rather, illustrative of the types of behavior intended to be addressed by this policy.

1. Giving gifts of a personal and intimate nature (including photographs) to a student; or items such as money, food, outings, electronics, etc. without the written pre-approval of the Principal or School Leader. It is recommended that any such gifts be filtered through the School Principal along with the rationale, therefore.
2. Kissing of ANY kind.
3. Massage [Note: Prohibited in athletics unless provided by massage therapist or other certified professional in an open public location. Coaches may not perform massage or rub-down. Permitted in special education only as instructed under an IEP or 504 Plan.]
4. Full frontal or rear hugs and lengthy embraces.
5. Sitting students on one's lap. (grades 3 and above)
6. Touching buttocks, thighs, chest, or genital area.
7. Wrestling with students or other staff members except in the context of a formal wrestling program.
8. Tickling or piggyback rides.
9. Any form of sexual contact.
10. Any type of unnecessary physical contact with a student in a private situation.
11. Intentionally being alone with a student away from school.
12. Furnishing alcohol, tobacco products, or drugs - or failing to report knowledge of such.

13. "Dating" or "going out with" a student.
14. Remarks about physical attributes or physiological development of anyone. This includes comments such as "Looking fine!" or "Check out that [body part]."
15. Taking or requesting photographs or videos of students for personal use or posting online.
16. Either partially or fully undressing in front of a student or asking a student to undress, with the intent to view/expose private body parts.
17. Leaving campus alone with a student for lunch.
18. Sharing a bed, mat, or sleeping bag with a student.
19. Making, or participating in, sexually inappropriate comments.
20. Sexual jokes, or jokes/comments with sexual overtones or double-entendres.
21. Seeking emotional involvement (which can include intimate attachment) with a student beyond the normative care and concern required of an educator.
22. Listening to or telling stories that are sexually oriented.
23. Discussing your personal troubles or intimate issues with a student.
24. Becoming too involved with a student so that a reasonable person may suspect inappropriate behavior.
25. Giving students a ride to/from school or school activities without the express, advance written permission of the School Principal and the student's parent or legal guardian.
26. Being alone in a room with a student at school with the door closed and/or windows blocked from view.
27. Allowing students at your home and/or in rooms within your home without signed parental or legal guardian permission.
28. Staff mirroring the immature behavior of minors.
29. Sending emails, text messages, social media responses, making phone calls, or sending notes or letters to students if the content is not about school activities. Communication via private social media accounts is not acceptable.
30. A visit to the student's home without parental or legal guardian approval or administrative notification.

This policy does not prevent:

1. Touching a student for the purpose of guiding them along a physical path.
2. Helping them up after a fall.

3. Engaging in a rescue or the application of Cardiopulmonary Resuscitation (CPR) or other emergency first-aid.

Nor does it prohibit the use of reasonable force and touching in self-defense or in the defense of another. Restraining a child who is trying to engage in violent or inappropriate behavior is also allowed. Only such a force as necessary to defend oneself, another person, or the child or to protect property is legally permitted. Excessive force is prohibited.

### Acceptable Behaviors

1. Pats on the shoulder or back.
2. Handshakes.
3. "High-fives" and hand slapping.
4. Touching face to check temperature or other first aid procedures.
5. Consoling an upset student by example: wipe away a tear, remove hair from face, or other similar types of contact.
6. Placing TK through second grade students on one's lap for purposes of comforting the child for a short duration only.
7. Holding hands while walking with small children or children with significant disabilities.
8. Assisting with toileting of small or disabled children in view of another staff member.
9. Touch required under an IEP, behavioral contract or 504 Plan.
10. Reasonable restraint of a violent person to protect self, others, or property.
11. Obtaining formal written pre-approval from the School Principal to take students off school property for activities such as field trips or competitions, including parent's written permission and waiver form for any sponsored after-school activity whether on or off-campus.
12. Emails, text-messages, phone conversations, and other communications to and with students, if permitted, must be professional and pertain to school activities or classes (communication should be initiated via transparent [non-private] school-based technology and equipment), see Staff Electronic Media Policy and Employee Electronic Media Acceptable Use Agreement.

13. Keeping the door wide open when alone with a student.
14. Keeping reasonable and appropriate space between you and the student.
15. Stopping and correcting students if they cross your own personal boundaries, including touching legs, or buttocks, frontal hugs, kissing, or caressing.
16. Keeping parents informed when a significant issue develops about a student, such as a change in demeanor or uncharacteristic behavior.
17. Keeping after-class discussions with a student professional and brief.
18. Socializing (attending outings) with class or group gatherings with students outside of approved functions with parent or legal guardian approval.
19. Prioritizing professional behavior during all moments of student contact.

### BOUNDARIES REPORTING

1. Immediately ask for advice from senior staff or administration if you find yourself in a difficult situation related to boundaries.
2. Making detailed notes about an incident that in your best judgement could evolve into a more serious situation later.
3. Recognizing the responsibility to report "Unacceptable Behaviors" of students and/or co-workers; see something, say something.
4. Involving your direct supervisor in a discussion about boundaries situations that have the potential to become more severe. (including but not limited to grooming or other red flag behaviors observed in colleagues, written material that is disturbing, or a student's fixation on an adult)
5. Asking another employee to be present or within close supervisory distance, when you must be alone with a student after regular school hours.

When any employee, parent or student becomes aware of an employee (or volunteer, guest, vendor) having crossed the boundaries specified in this policy, or has a strong suspicion of "grooming behavior," he or she must report the suspicion to the School Principal promptly. The School Principal shall notify the Executive Director. Prompt reporting of "unacceptable behaviors" observed in adult interactions with minors is essential to protect students, employees, any witnesses, and the school as a whole. When observant employees call attention to a boundaries violation(s), the likelihood of harm is greatly reduced.



## Child Abuse / Sexual Abuse Reporting (Mandatory Reporting)

If, within your professional capacity or within the scope of your employment, you observe or gain possession of knowledge that a child has been a victim of child abuse or sexual abuse (or you reasonably suspect it), California Penal Code Section 11166 requires YOU to immediately report this information or suspicion directly to your county child protective agency (CPS) or local police/sheriff. The report

shall be made by phone immediately (employees will be provided with a break from their duties to file the report), and a subsequent written report must be sent within 36 hours of your knowledge or suspicion of the abuse.

You do not need permission to report. No supervisor or administrator can impede or inhibit a report or sanction you for making the report. Your report is confidential, and you are protected from liability as long as you do not discuss the matter with anyone other than law enforcement, CPS and your school's designated responsible administrative person. Failure to meet your reporting obligation can result in a monetary fine and/or jail.

Internal reporting to the School Principal occurs after the phone-in report is made to the police/sheriff or CPS.

## Internal Investigations

The School Principal will promptly communicate with the investigating enforcement agency to determine whether an investigation will be conducted by that agency. The administrator will confirm with law enforcement whether the initiation of an internal school investigation would interfere with any criminal investigation. Only law enforcement has the authority to grant clearance to investigate the matter administratively.

Upon receiving information from the mandated reporter, the designated responsible administrator must take immediate action to stop the alleged inappropriate conduct ~~3/4~~ by removing the employee (or volunteer/vendor/guest) from the classroom or worksite when there is a potential risk to student or school safety. The Executive Director shall consult with legal counsel as appropriate, prior to, during, and after conducting any investigation.

## Consequences

Employees who have violated this policy will be subject to appropriate disciplinary action, and where appropriate, will be reported to the authorities for potential legal action.

California Ed Code of Regulations, Section 80303 requires Schools/Districts to report Credential holders change in employment status due to allegations of misconduct.

## CUSTOMER & PUBLIC RELATIONS

### STANDARDS OF CONDUCT AND CIVILITY POLICY

At Golden Valley Charter Schools (GVCS) we are committed to upholding the highest standards of personal integrity and conduct. These standards are based on our dedication to treating people with dignity, respect, and civility, and taking individual and collective responsibility for our conduct. The manner in which we conduct ourselves defines us and how we are perceived by others. As school employees, we also serve as role models to our students.

GVCS employees are accountable for integrity in conduct and for the consequences of their actions or inactions. The highest ethical standards are expected in all matters internal as well as with students, parents, and the community at large. All GVCS employees and any individuals acting on behalf of GVCS are required to conduct themselves in compliance with the essence of this Standards of Conduct and Civility policy. Any concerns must be promptly reported to a supervisor or. Failure to comply with this policy may result in disciplinary action, up to and including termination.

### PROHIBITED CONDUCT

The following is a list of conduct that is prohibited and will not be tolerated by GVCS. It is not an all-inclusive list, but rather a list designed to give examples of the types of conduct prohibited by GVCS. **Other types of conduct that threatens security, personal safety, employee welfare and/or school operation may be prohibited and subject to disciplinary action.**

- Falsification of employment records, employment information, or other School records.
- Falsification of any student records, including but not limited to attendance records, grading, assessments, and parent signatures.
- Recording the work time of another employee or allowing any other employee to record your work time, or allowing falsification of any timecard, either your own or another's.

- Theft, deliberate or careless damage or loss of any School property or the property of any employee or customer.
- Provoking a fight or fighting during working hours or on School property.
- Participating in horseplay or practical jokes on School time or on School premises where such conduct might be a safety risk or might be interpreted as offensive.
- Carrying firearms or any other dangerous weapons on School premises at any time or while acting on behalf of GVCS.
- Violation of the Substance and Alcohol policy.
- Insubordination, including but not limited to, failure or refusal to obey the orders or instructions of a supervisor or member of management, or the use of abusive or threatening or abusive language toward a supervisor or member of management.
- Unreported absence on scheduled workdays unless otherwise excused.
- Excessive tardiness or absenteeism unless otherwise excused.
- Unauthorized use of School equipment, time, materials, facilities, or GVCS name.
- Sleeping or malingering on the job.
- Failure to observe working schedules, including the required rest and meal periods.
- Soliciting other employees for membership, funds, or other similar activity in connection with any outside organization during your working time or the working time of the employee(s) solicited.
- Distributing unauthorized literature or any written or printed material during working time or in work areas. ("Working time" does not include your meal and break periods.)
- Failure to timely notify your supervisor when you are unable to report to work absent extenuating circumstances.
- Failure of an employee to obtain permission to leave work for any reason during normal working hours.

- Abuse of sick leave.
- Violation of the Communication Systems Policy.
- Violation of the Standards of Conduct and Civility Policy.
- Failure to provide a physician's certificate when requested or required to do so.
- Violating GVCS' dress code.
- Breaching Confidentiality.
- Making derogatory racial, ethnic, religious, or sexual remarks or gestures; any violation of the Harassment and/or Equal Employment Opportunity policy; or using profane or abusive language at any time on School premises or during working hours.
- Violation of any safety, health, security, or School rule.
- Negligence or other conduct leading to the endangerment of harm to a child or children.
- Working overtime without authorization or refusing to work assigned overtime.
- Unsatisfactory job performance.
- Willfully or maliciously making false statements regarding any co-worker or submitting a complaint known to be false.

GVCS will not discipline employees for conduct that relates to employees' ability to:

- Communicate with others regarding the terms and conditions of their employment, including such topics as wages, job performance, workplace safety, workload, supervisors, staffing or other terms and conditions of employment; or
- Otherwise engage in concerted activity protected under federal, state or local law.

## CONFIDENTIAL INFORMATION

You may, during the course of your duties, be advised of certain confidential business matters and affairs of GVCS regarding its business practices, students, suppliers and employees. Your duties may also place you in a position of trust and confidence with respect to certain trade secrets and other proprietary information relating to the business of GVCS and not generally known to the public or competitors. Such proprietary information includes student information, competitive strategies, marketing plans, fundraising, personnel information, and financial information. You shall not, either during your employment with GVCS or any time in the future, directly or indirectly:

- Disclose or furnish, directly or indirectly, to any other person, firm, agency, corporation, client, business, or enterprise, any confidential information acquired during your employment.
- Individually or in conjunction with any other person, firm, agency, School, client, business, or corporation, employ or cause to be employed any confidential information in any manner whatsoever, except in furtherance of the business of GVCS.
- Without the written consent of GVCS, publish, deliver, or commit to being published or delivered, any copies, abstracts, or summaries of any files, records, documents, drawings, specifications, lists, equipment and similar items relating to the business of GVCS, except to the extent required in the ordinary course of your duties.

Nothing in this policy prevents employees from discussing or disclosing information about unlawful acts in the workplace, such as harassment or discrimination or any other conduct that they have reason to believe is unlawful. This policy is not intended, nor should it be interpreted, to in any way limit the ability of employees to:

- Communicate with others regarding the terms and conditions of their employment during non-working times, including such topics as wages, job performance, workplace safety, workload, supervisors, staffing or other terms and conditions of employment; or
- Otherwise engage in protected concerted activity that employees have the right to engage in under federal, state or local law.

Employees shall not use their cell phone or similar device to engage in any form of audio or video recording on school property without the approval of the principal or Executive Director and the consent of the individual being recorded.

Upon an extended leave of absence, request from the School or termination of employment, employees are required to immediately return to the School all property of the School in as good condition as when received (normal wear and tear excepted) including, but not limited to, all files, records, documents, drawings, specifications, lists, equipment and supplies, promotional materials, and similar items relating to the business of the School. This policy also encompasses any and all identifying or confidential information of all former and current students which is protected under the Family Educational Rights and Privacy Act.

Failure to comply with this policy may result in disciplinary action, up to and including termination.

## CONFLICTS OF INTEREST

All employees must avoid situations that result in actual or even potential conflicts of interest. Personal, social, and economic relationships with competitors, suppliers, customers, parents, or co-employees that may impair an employee's ability to exercise good judgment on behalf of GVCS or which give the appearance of such impairment create an actual or potential conflict of interest.

GVCS expects employees to devote their best efforts to the interests of our school. GVCS recognizes your right to engage in activities outside of your employment, which are of a private nature and unrelated to our business. However, outside activities (second jobs, side businesses, clubs, etc.) must not interfere with your ability to fully perform your job duties at GVCS or create a conflict of interest with your statutory duty of loyalty to GVCS. GVCS prohibits employees from working with another School or external organization that competes with GVCS whether as a regular employee or as a consultant.

If you have any questions about whether an action or proposed course of conduct would create a conflict of interest, you should immediately contact your supervisor to obtain advice on this issue. A violation of this policy will result in immediate and appropriate discipline, up to and including immediate termination.

### Outside Employment

If you are a full-time employee, we expect that you will devote your full professional effort to your position at GVCS. In general, outside work activities are not allowed when they:

- Prevent you from performing work for which you are employed at GVCS
- Involve organizations that are doing or seek to do business with GVCS including actual or potential vendors.

- Violate provisions of law or GVCS policies or rules.
- When the employee is on medical leave (FMLA/CFRA/PDL or any other medical leave).

Your obligations to GVCS must be given priority. Full time employees are hired and continue employment with the understanding that GVCS is their primary employer and that other employment, commercial involvement or volunteer activity that is in conflict with the business interests of GVCS is strictly prohibited.

This section is not intended, nor should it be interpreted, to in any way limit the ability of employees to:

- Communicate with others regarding the terms and conditions of their employment, including such topics as wages, job performance, workplace safety, workload, supervisors, staffing or other terms and conditions of employment; or
- Otherwise engaging in protected concerted activity that employees have the right to engage in under federal, state or local law.

## EXPENSE REIMBURSEMENT POLICY

GVCS reimburses employees for reasonably necessary business expenses incurred within the course and scope of employment. Employees who have incurred pre-authorized business expenses, including, but not limited to mileage, must submit receipts, invoices, or route information fully documenting the expense. Do not incur expenses without prior authorization. Employees who have incurred business expenses should submit required receipts to GVCS business office within 30 days of incurring the expense.

GVCS expects employees to act responsibly and professionally when incurring and submitting expenses. The organization will reimburse employees for reasonable expenses on pre-approved business. This includes, for example, travel fares, accommodations, meals, tips, telephone and fax charges, and purchases made on behalf of the organization.

GVCS does not pay for local travel to and from the office (regular commute). If employees use their vehicles for business travel, mileage will be reimbursed as per the IRS current mileage rates and for appropriate parking fees. GVCS will not be responsible for fuel, maintenance, traffic, or parking violations.

### General guidelines

- Original receipts are required for reimbursement of all expenses.

These expenses include:

- Original boarding passes for airplane / train travel
- Credit card receipts
- Detailed merchant receipts

Receipts must be accompanied by a summary which outlines:

- The nature of the expense.
- The name(s) and title(s) of the individuals involved.
- The purpose for the expense.

Expense summaries must be submitted with receipts and approved by your supervisor.

All expenses and summaries must be submitted within 30 days to the Business Systems Coordinator for payment.

### Travel guidelines

Employees are required to fly coach class with the lowest available airfare for non-stop travel.

If a car rental is required, employees are requested to rent mid-sized or compact vehicles. Employees will be reimbursed for the fuel costs associated with renting a vehicle.

Employees will be reimbursed for reasonable hotel accommodation. Discounted room rates should be requested at the time of room booking.

For work-related trips, employees will be eligible for reimbursement of actual expenses up to a maximum of \$13.00 for breakfast, \$15 for lunch and \$26 for dinner with receipts. Reimbursements will not be paid where other meal arrangements are provided. For example, a luncheon included with an event. Hotel/lodging expenses must be preapproved.

The following list includes examples of non-reimbursable expenses:

- Personal travel insurance.
- Personal reading materials.
- Childcare.
- Toiletries, cosmetics, or grooming products
- Expenses incurred by spouses, children, or relatives.



- In-room movies or video games.
- Sporting activities, shows, etc.
- Alcohol with meals.

Any questions related to the content of this policy or its interpretation should be directed to your supervisor or the Business Systems Coordinator.

### Cell Phone Reimbursement

All School employees who are required to use their personal cell phones for work-related purposes are eligible for a reimbursement of \$35.00 per month for a personal cell phone plan. This amount is intended to cover the proportion of the employee's personal cell phone plan which is used for work purposes. If an employee believes this amount is insufficient, the employee must provide GVCS with a copy of their most recent cell phone bill in the employee's name (either as the primary account holder or a user of the plan) as valid documentation that the employee has incurred an expense higher than the normal reimbursement. GVCS may periodically request follow-up documentation to verify that the employee is incurring the expense. If you believe you are entitled to an additional amount, please contact your supervisor.

## SECTION 11 – SAFETY

### SUBSTANCE AND ALCOHOL POLICY

It is the intent of Golden Valley Charter Schools (GVCS) to promote a safe, healthy and productive work environment for all employees. GVCS recognizes that the illegal and/or excessive use of drugs and/or alcohol is not conducive to safe working conditions, employees' health, efficient operations, or school success.

For purposes of this policy, "illegal drugs" includes, but is not limited to, substances that are prohibited by law (such as cocaine, heroin, etc.), controlled substances, marijuana (including medicinal marijuana, marijuana vaping or other recreational marijuana use), and prescription drugs (if they are not prescribed for the person using them and/or not being used as prescribed). "Drug paraphernalia" means any accessory for the use, possession, manufacture, distribution, dispensation, purchase, or sale of illegal drugs. "Under the influence" means that the employee is affected by alcohol, prescription medication that impairs cognitive or physical functions, and/or illegal drugs in any detectable manner.

GVCS complies with all Federal and State regulations regarding drug use while on the job. This policy prohibits the following:

- Use, possession, purchase, or offer for sale of illegal drugs, drug paraphernalia or alcohol during working hours, including meal and break periods, or in the presence of pupils.
- Use, possession, purchase, or offer for sale of illegal drugs, drug paraphernalia, or alcohol on School property at any time.
- Use, possession, purchase, or offer for sale of illegal drugs, drug paraphernalia, or alcohol while attending GVCS function or event.
- Storing alcohol (if unauthorized), illegal drugs, or drug paraphernalia in a locker, desk, automobile, or other repository on GVCS premises.
- Refusing to submit to an inspection or testing when requested by administration.
- Being under the influence of illegal drugs, prescription medication that impairs cognitive or physical functions and/or alcohol during working hours, while on GVCS' premises and/or attending a school function or event.
- Conviction under any criminal drug statute for a violation occurring in the workplace, including failure to notify GVCS in writing of employee's conviction for a violation of a criminal drug statute occurring in the workplace no later than 5 calendar days after such conviction: or
- Failure to keep all prescribed medicine in its original container.

Employees taking physician-prescribed medications, which impairs the employee's job performance, (including medical prescribed marijuana) should not report to work. In addition, if you are required to take any kind of prescription or nonprescription medication that will affect your ability to perform your job, you are required to report this to your supervisor. Your supervisor will determine if it is necessary to temporarily place you on another assignment or take other action as appropriate to protect your safety and the safety of other employees and students.

Employees taking physician-prescribed medication which will not impair their job performance may be required to present a statement from the prescribing physician to the employee's supervisor indicating the duration of the prescription and stating that the use of the prescription will not impair the employee's ability to perform their specific job duties. This policy does not require or request the prescribing physician or the employee to identify any prescription drug or the medical condition for which it is prescribed. No employee

shall use or have in their possession on GVCS premises any prescription medication other than medications currently prescribed by a physician for the employee.

GVCS will not discriminate against employees for the use of cannabis/marijuana off the job and away from the worksite, nor will GVCS take disciplinary action against employees for such use, so long it does not result in the employee being under the influence of marijuana while on the job (e.g., using marijuana off-duty and outside of work and then coming to work while still under the influence/impaired).

This policy will not be construed to prohibit the use of alcohol at social or business functions sponsored by GVCS where alcohol is served. However, employees must remember their obligation to conduct themselves appropriately at all times while at School-sponsored functions or while representing GVCS.

GVCS may at times conduct unannounced searches of GVCS property for alcohol, illegal drugs, drug paraphernalia, and/or unauthorized controlled substances or to ensure compliance with any other GVCS-related policy. This may include desks, storage areas and rooms normally used to store employees' personal property. As a result, employees do not have an expectation of privacy in this regard.

Violation of this Drug and Alcohol Policy may result in disciplinary action, up to and including termination, at GVCS' sole discretion.

Employees should be aware that participation in a rehabilitation program will not necessarily prevent the imposition of disciplinary action, including termination, for violation of this policy. Employees who undergo voluntary counseling or treatment and who continue to work, if any, must meet all established standards of conduct and job performance.

Compliance with this Drug and Alcohol Policy is a condition of employment at GVCS. Failure or refusal of an employee to cooperate fully, sign any required document, submit to any inspection, or follow any prescribed course of substance abuse treatment will result in discipline, up to and including termination.

Because the use, sale, purchase, possession, or furnishing of an illegally obtained substance is a violation of the law, GVCS may report such illegal drug activities to an appropriate law enforcement agency.

GVCS may require a test by intoxilator, blood test, urinalysis, medical examination, or other pre-hiring drug/alcohol screening of those persons whom GVCS reasonably suspects of using, possessing, or being under the influence of a drug or alcohol or is acting in such manner that they may harm themselves or another employee.

Any refusal to submit to such testing will be considered a positive screen. An employee's consent to submit to such a test is required as a condition of employment, and an employee's refusal to consent may result in disciplinary action, including termination for a first refusal or any subsequent refusal. GVCS shall determine the manner in which such testing is conducted with the goal being to ensure that the test results are accurate.

Such a test may be required of employees involved in any work-related accident or unsafe practice where the safety of the employee or other employees was jeopardized. Periodic retesting may also be required following positive test results or after any violation of this policy or rehabilitation.

## SMOKING

All School buildings and facilities are non-smoking facilities. This includes nicotine and non-nicotine cigarettes including (herbal cigarettes) as well as cigars, pipes, e-cigarettes, vaping and marijuana. Smoking is prohibited within 20 feet of a school building and within 25 feet of a school playground, whichever is farther.

## SECURITY

All employees are responsible for helping to maintain a secure workplace. Be aware of people loitering for no apparent reason. All staff are expected to question any unknown person seen in the workplace who does not have a visitor's pass. If you are leaving late at night or are in any other situation that presents security concerns or where you do not feel comfortable, please seek the assistance other employees or call 911. Report any suspicious persons or activities to the principal. Never attempt to force an individual to leave the workplace if s/he is uncooperative. Immediately contact your supervisor or school administrators for assistance or call 911. Secure your desk or work area at the end of the day or when called away from your work area for an extended length of time, and do not leave valuable and/or personal articles that may be accessible in or around your work area. Please report any problems with our security systems to your supervisor.

## PARKED VEHICLES

Employees are responsible for their own parked vehicles and the personal possessions within while parked on GVCS property. Be cautious: keep school property and/or personal possessions out of sight and lock your car. Insuring your vehicle and personal property against loss and damage is recommended for your protection.

## USE OF PERSONAL VEHICLE FOR SCHOOL BUSINESS

Employees who use their own automobiles for travel on authorized school business will be reimbursed for mileage at the rate established by the Internal Revenue Services. Employees must have prior supervisory approval for the use of personal vehicles and must carry, at their own expense, the minimum insurance coverage for property damage and public liability.

## PERSONAL PROPERTY

GVCS cannot be responsible and will assume no liability for any loss or damage to employee personal property resulting from theft, fire, or any other cause on GVCS premises, including the parking area, or away from school property while on school business. GVCS employees are prohibited from using personal property for work-related purposes unless approved in advance by your supervisor.

## SAFETY POLICY

Golden Valley Charter Schools (GVCS) is firmly committed to maintaining a safe and healthy working environment. All employees of GVCS are expected to be always safety conscious on the job. All unsafe conditions or hazards should be corrected immediately. Report all unsafe conditions or hazards to your supervisor or another supervisor immediately, even if you believe you have corrected the problem. If you suspect a concealed danger is present on GVCS premises, or in a product, facility, piece of equipment, process, or business practice for which GVCS is responsible, bring it to the attention of your supervisor or another supervisor immediately. Supervisors should arrange for the correction of any unsafe condition or concealed danger immediately and immediately contact the Executive Director regarding the problem.

All workplace injuries and illnesses must be immediately reported to your supervisor and the Human Resources manager.

GVCS has in place a written Injury and Illness Prevention Program and a Workplace Violence Prevention Plan as required by law. ~~It is~~ They are located in the main office for review.

## ERGONOMICS

GVCS has invested in providing a work environment that is safe for all employees. To lessen the risk of ergonomic hazards, GVCS will make necessary adjustments to an

individual's workstation, educate employees on ergonomic safety, and modify processes when deemed necessary to ensure the well-being and safety of our employees. You should report any ergonomic concerns to the Human Resources manager.

## CHEMICAL EXPOSURE WARNING

Employees should be aware that work areas might contain chemicals known to the State of California to cause cancer or to cause birth defects or other reproductive harm. If you have any questions or concerns about possible chemical exposure in your work area, contact your supervisor. GVCS uses chemicals in some of its operations. Employees should receive training and be familiar with the handling, use, storage and control measures relating to these substances if they will use or are likely to be exposed to them. Safety Data Sheets (SDS) are available for inspection. Employees must follow all labeling requirements.

## SECTION 12 – TERMINATION

### VOLUNTARY TERMINATION

GVCS will consider an employee to have voluntarily terminated their employment if the employee does any of the following: (1) elects to resign from GVCS (2) fails to return from an approved leave of absence on the date specified without notifying GVCS for the need for continued leave including failure to communicate with GVCS or (3) fails to report for work without notice to GVCS for three consecutive workdays. GVCS requests that employees provide at least two weeks' written notice of a voluntary termination. All GVCS property must be returned immediately upon terminating employment. GVCS retains the right to accept resignation immediately and pay the amount of straight time compensation an employee would have earned in lieu of further performance.

### INVOLUNTARY TERMINATION

An employee may be terminated involuntarily for, among other reasons, poor performance, misconduct, or other violations of GVCS' Rules of Conduct as set forth herein. Notwithstanding the foregoing, or anything else contained in this handbook, pursuant to its at-will policy, GVCS reserves the right to terminate any employee at any time, with or without advance notice and with or without cause.

## EXIT INTERVIEWS

All employees who leave employment at GVCS will be asked to take part in an exit interview with the Human Resources manager to communicate their challenges and growth while employed at GVCS. Information shared during an exit interview will be treated as confidential to the extent possible.

## VERIFICATION AND REFERENCE POLICY

All requests for employment verification, references or personal information verification or disclosures must be directed to the Human Resources manager. Only the Human Resources manager is authorized to provide verifications or references, or disclose personal information, pertaining to current or former employees.

With respect to verification requests, GVCS will disclose only the dates of employment and the title of the last position held. GVCS will verify or disclose an employee's salary history only if the employee provides written authorization for GVCS to provide the information. However, GVCS will provide information about current or former employees as required by law or court order. GVCS will not provide any letters of reference for current or former employees. Please refer all questions about this policy to the Human Resources Manager.

## EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

By my signature below, I acknowledge that I have received a copy of Golden Valley Charter Schools' Employee Handbook, on the date indicated below and agree to my at-will employment as described below. I acknowledge that it is my responsibility to read and review the Employee Handbook carefully. I also acknowledge that it is my responsibility to ask for clarification if I do not understand any of the policies included in the Employee Handbook.

I also acknowledge that I have received a copy of GVCS' Harassment, Discrimination and Retaliation Prevention Policy which is in the Employee Handbook. I understand and agree that it is my responsibility to read and familiarize myself with this policy and all the provisions of the Employee Handbook. I understand that GVCS is committed to providing a work environment that is free from harassment, discrimination, and retaliation. My signature below certifies that I understand that I must conform to and abide by the rules and requirements described in this policy.

I understand that the Employee Handbook contains important information regarding GVCS' expectations, policies and guidelines and that I am expected to comply with these expectations, policies and guidelines at all times. I understand that the Employee Handbook does not provide a binding contract but provides guidelines for personnel concerning some of GVCS' policies.

Just as I am free to terminate the employment relationship with GVCS at any time, GVCS in its sole discretion, also reserves the right to modify or terminate the employment relationship with me at any time for any or no reason and with or without notice. Further, there is no agreement, express or implied, written or verbal, between the employee and GVCS for any specific period of employment, for continuing or long-term employment, or for guaranteed terms and conditions of employment. No one other than the Executive Director of Golden Valley Charter Schools, with the approval of the Board of Directors, has the authority to alter my employment at-will status, to enter into an agreement for employment for a specified period of time, or to make any agreement contrary to this policy. Further, any such agreement must be in writing and must be signed by the Executive Director. This is the entire agreement between GVCS and me regarding this subject. All prior or contemporaneous inconsistent agreements are superseded. If I have an individually negotiated written employment agreement with GVCS, then the terms and conditions of that agreement will prevail to the extent it differs from the policies in this Handbook.

GVCS reserves the right to modify, alter, add to, or delete any of the policies, guidelines or benefits contained in this handbook at any time with or without notice.

Other than GVCS Board of Directors, no other entity or person has the authority to modify this employee handbook.

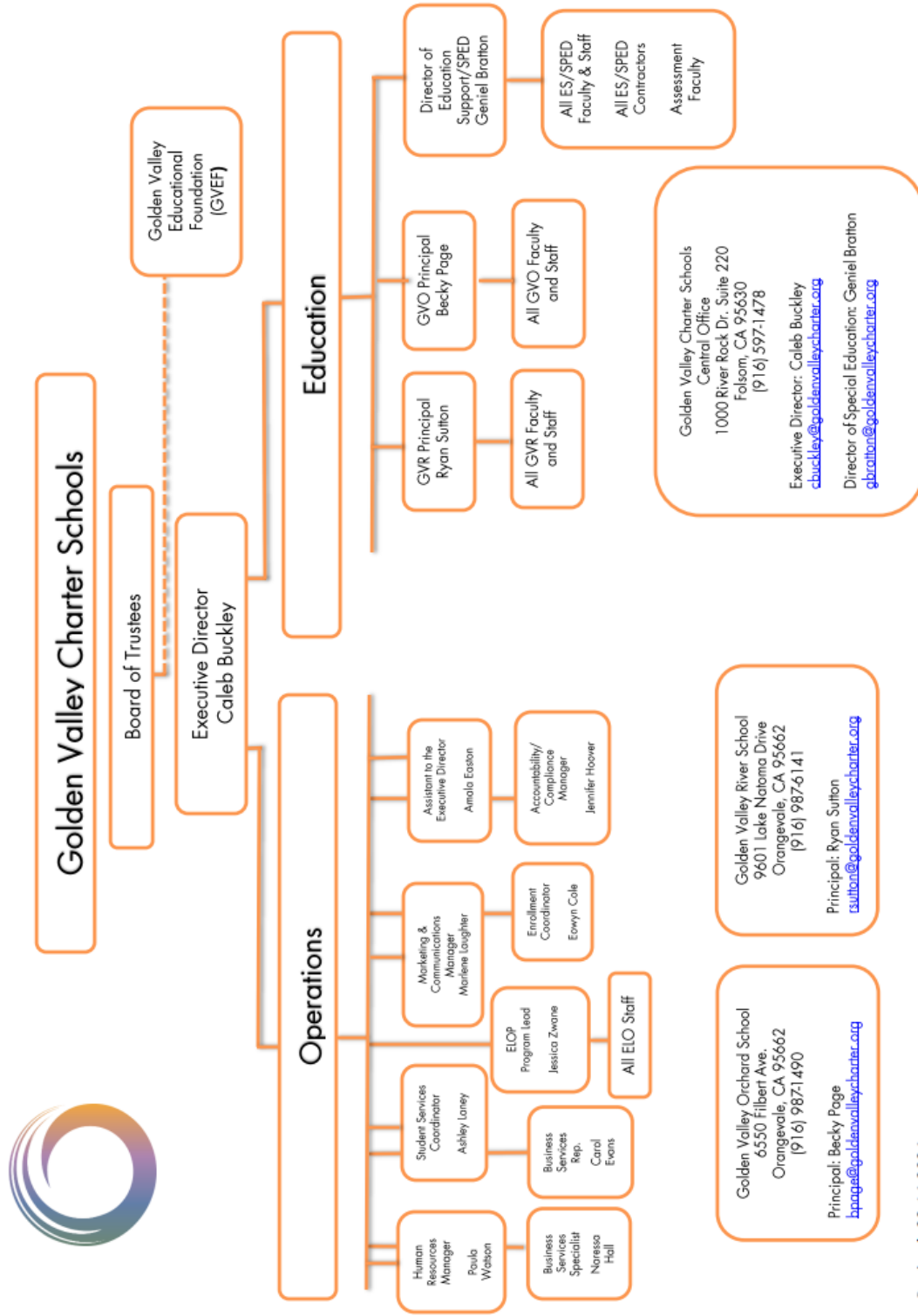
Employee Name (print) \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_



Addenda Form A; Organization Chart



Revised: 03.14.2024

Addenda Form B; Non-Exempt Employee Meal Period Waiver Agreement

**GOLDEN VALLEY CHARTER SCHOOLS**

## **NON-EXEMPT EMPLOYEE MEAL PERIOD WAIVER AGREEMENT**

### **Waiver of First Meal Period** (Applicable only when workday is 6 hours or less)

- I understand that I am entitled to and acknowledge that GVCS provides me with an uninterrupted, unpaid thirty-minute meal period whenever I work more than five hours in a workday. I also understand that my first meal period must start before the end of my fifth hour of work (i.e., 5 hours and 0 minutes on the clock).
- I wish to voluntarily waive my right to a thirty-minute meal period when my workday will be completed in six hours or less.
- I understand that I may revoke this agreement to waive my first thirty-minute meal period at any time, in writing, by providing written notice of revocation to the Business Services Specialist (payroll) or my supervisor. As a result, I understand this waiver will remain in effect each workday unless and until I provide a written notice to the Business Services Specialist (payroll) or my supervisor.

**Acknowledging the above, I hereby voluntarily waive my right to a thirty-minute meal period whenever my workday will be completed in six hours or less. If I wish to revoke this waiver, I will notify the Business Services Specialist (payroll) or my supervisor immediately.**

\_\_\_\_\_  
Employee's Printed Name

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

**GOLDEN VALLEY CHARTER SCHOOLS**

**NON-EXEMPT EMPLOYEE**

**MEAL AND REST PERIOD REPORTING FORM**

**(ONE FORM FOR EACH APPLICABLE DAY)**

Employee Name (Please Print): \_\_\_\_\_

Date: \_\_\_\_\_

Date/Time Issue Occurred: \_\_\_\_\_

Position: \_\_\_\_\_

**Reported Issue(s)/Reason:** (CHECK ALL THAT APPLY AND PROVIDE THE CORRESPONDING REASON FOR THE LATE, SHORT OR MISSED MEAL PERIOD AND/OR MISSED REST PERIOD)

**Meal Periods**

**Reason for Missed, Late, Interrupted or Short Meal Period**

- |  |                                    |                                      |                                |
|--|------------------------------------|--------------------------------------|--------------------------------|
| <input type="checkbox"/> Missed Meal Period      | <input type="checkbox"/> Voluntary | <input type="checkbox"/> Involuntary | <input type="checkbox"/> Other |
| <input type="checkbox"/> Late Meal Period        | <input type="checkbox"/> Voluntary | <input type="checkbox"/> Involuntary | <input type="checkbox"/> Other |
| <input type="checkbox"/> Interrupted Meal Period | <input type="checkbox"/> Voluntary | <input type="checkbox"/> Involuntary | <input type="checkbox"/> Other |
| <input type="checkbox"/> Short Meal Period       | <input type="checkbox"/> Voluntary | <input type="checkbox"/> Involuntary | <input type="checkbox"/> Other |

**Rest Periods**

- |   |                                    |                                      |                                |
|---|------------------------------------|--------------------------------------|--------------------------------|
| <input type="checkbox"/> Missed Rest Period | <input type="checkbox"/> Voluntary | <input type="checkbox"/> Involuntary | <input type="checkbox"/> Other |
|---|------------------------------------|--------------------------------------|--------------------------------|

Circle/Select Applicable Missed Rest Period: 1 2 3 4

**\*\*Voluntary:** It was my own choice to refuse an authorized meal or rest period.

**Involuntary:** Through no choice of my own, I was not able to have a complete and proper meal or rest period.

Please provide details of what happened below regarding your meal period and/or rest period:

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**I understand that I am entitled to an uninterrupted, thirty-minute meal period whenever I work more than five hours in a workday and that my meal period must begin before the end of the fifth hour of work (unless, for workdays of six hours or less, I voluntarily waived my meal period). I understand that I am entitled to a second, uninterrupted thirty-minute meal period whenever I work more than ten hours in a workday and that my second meal period must begin before the end of the tenth hour of work. I also understand that I am authorized, permitted, and strongly encouraged to take a 10-minute (net) paid rest period for every 4 hours worked or major fraction thereof. If I voluntarily miss a meal or rest period or voluntarily experience a late, short, or interrupted meal period (e.g., it was my own choice to refuse an authorized meal or rest period), I understand that I am not entitled to one hour of premium pay for that meal or rest period. If I involuntarily miss a meal or rest period or involuntarily experience a late, short, or interrupted meal period (e.g., I wasn't allowed to take a proper meal or rest period), I understand that I am entitled to one hour of premium pay for that meal or rest period.**

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

FORM MUST BE SUBMITTED TO YOUR SUPERVISOR ASAP AFTER THE APPLICABLE MEAL OR REST PERIOD OCCURS.

**Proposition 28: Arts and Music in Schools Funding  
Annual Report  
Fiscal Year 2023-24**

Name: **Golden Valley Orchard**

CDS Code: **34674470132399**

Charter School Number: **1728**

Allocation Year: **2023-24**

1. Narrative description of the Prop 28 arts education program(s) funded.

**Funds are spent on materials for arts education in the classroom to support visual arts and music education.**

2. Number of full-time equivalent teachers (certificated): **15.32**
3. Number of full-time equivalent personnel (classified): **12.68**
4. Number of full-time equivalent teaching aides: **4.47**
5. Number of students served: **279**
6. Number of school sites providing arts education: **1**

**Proposition 28: Arts and Music in Schools Funding  
Annual Report  
Fiscal Year 2023-24**

Name: **Golden Valley River**  
CDS Code: **34674470114983**  
Charter School Number: **0946**  
Allocation Year: **2023-24**

1. Narrative description of the Prop 28 arts education program(s) funded.

**Funds are spent on materials for arts education in the classroom to support visual arts and music education.**

2. Number of full-time equivalent teachers (certificated): **15.13**
3. Number of full-time equivalent personnel (classified): **15.39**
4. Number of full-time equivalent teaching aides: **5.07**
5. Number of students served: **300**
6. Number of school sites providing arts education: **1**