

PERSONNEL HANDBOOK

POLICIES AND ADMINISTRATIVE REGULATIONS



CORAL ACADEMY OF SCIENCE

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Welcome;

On behalf of the Coral Academy of Science (the “Academy”), I would like to welcome you to our organization. It is our hope that you will find your experience with us both personally enjoyable and professionally rewarding.

You have been selected to join the Academy because of your skills and qualification and your desire to meet our high standards of excellence.

We are a dedicated team which prepares our children for college to get better education and life. We believe that you will be a good member for our team.

It is our commitment to maintain a work environment that represents our appreciation of everyone who participates in our efforts.

We feel that honest and appropriate employment policies which guide employee behavior are critical in developing successful relationships. This is why we have provided you with this Personnel Handbook.

Please feel free to raise any work-related questions or concerns with me. In our experience we have found that most questions and concerns may be answered or resolved promptly and efficiently at this level. If, however, you believe that I am not the appropriate person with whom to raise such a question or concern, you may raise your question with our Board of Directors. You deserve to be heard. Let us know how you feel.

We are excited that you have decided to join us and wish you great success in your new position. We hope that this is the beginning of a long, prosperous and enjoyable career at the Academy.

Welcome to the Academy! We're glad you're here.

*Ben Karaduman
Executive Director*

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Purpose

Coral Academy of Science ("the Academy") has adopted certain employment policies and procedures, which are contained in this personnel handbook. This personnel handbook is effective as of the _____ day of _____. [month/year].

The policies in this handbook are a source of information for employees who have questions about the Academy's personnel practices. These policies are not contractual in nature and may be unilaterally rescinded, revised, or added to by the Academy from time to time. Additionally, although the administration generally will follow these policies, the Executive Director may, in his or her sole discretion, authorize deviations from or exceptions to these policies if, in the Executive Director's opinion, such a deviation or exception is warranted under the circumstances. The provisions of this handbook control over any contrary statements, representations, or assurances by

any supervisory personnel.

This handbook is not to be construed as or declared to be a contract of employment by any employee of the Academy. Absent a written contract, the Academy is an at-will employer. As an at-will employee, any employee may voluntarily leave employment or may be terminated by the Academy at any time, for any or no reason, with or without notice.

This personnel handbook is the property of the Academy. All employees and trainees will be provided with a copy of the handbook and will be required to read and abide by it. While the Academy intends to notify employees whenever there has been a significant modification or addition to any of the policies in the handbook, the policies are subject to change at any time, with or without notice, at the Academy's sole discretion.

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1. Code Of Ethics

An effective educational program requires the services of men and women of integrity, high ideals, and human understanding. To maintain and promote these essentials, the Academy expects all professional staff members to maintain high standards in their working relationships, and in the performance of their professional duties, to:

- A. recognize basic dignities of all individuals with whom they interact in the performance of duties;
- B. represent accurately their qualifications;
- C. exercise due care to protect the mental and physical safety of students, colleagues, and subordinates;
- D. understand and apply the knowledge and skills appropriate to assigned responsibilities;
- E. safeguard confidential information;
- F. ensure that their actions or those of others on their behalf are not made with specific intent to advance private economic interests;
- G. refrain from using position or public property, or permitting another person to use an employee's position or public property for partisan political or religious purposes. (This will in no way limit constitutionally or legally protected rights as a citizen.);
- H. avoid accepting anything of value offered by another for the purpose of influencing judgment.

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2. Staff Dress And Grooming

The Academy's board of directors (the "Board") believes that all staff members set an example in dress and grooming for their students to follow. A professional staff member who understands this precept and adheres to it enlarges the importance of his/her task, presents an image of dignity, and encourages respect for authority. These factors act in a positive manner toward the maintenance of discipline.

The Board retains the authority to specify the following dress and grooming guidelines for staff that will prevent such matters from having an adverse impact on the educational process. When performing duties, all staff members shall:

- A. be physically clean, neat, and well groomed;
- B. dress in a manner consistent with their professional responsibilities;
- C. dress in a manner that communicates to students a pride in personal appearance;
- D. Be groomed in such a way that their hair style or dress does not disrupt the educational process nor cause a health or safety hazard.

If any clothing or body decoration is deemed to be unacceptable by the Executive Director, you will be asked to change.

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3. Drug-Free Workplace

The Academy believes that quality education is not possible in an environment affected by drugs. It will seek, therefore, to establish and maintain an educational setting which is not tainted by the use or evidence of use of any controlled substance.

The use of illegal drugs and/or alcohol while at work is extremely detrimental to our employees, students, guests, and the reputation of the Academy. Anyone suspected of being under the influence of illegal drugs or alcohol or involved in a job related accident must submit to immediate urine or breathe test. Anyone who refuses to be tested will be subject to discipline up to and including termination.

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4. Smoking

The Academy promotes a safe and healthy work environment for its employees. In addition, city

and county ordinances have been enacted relating to smoking in places of employment. The Academy will comply with these laws by permitting smoking only in areas clearly designated as smoking areas. Any employee found smoking in a non-designated area shall face disciplinary action up to and including termination.

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5. Illegal Harassment Policy Statement

Because the Academy believes in the dignity of each person and values working in conditions that enhance that dignity, the Academy views sexual harassment and coercive sexual advances as unacceptable in the workplace. Such behavior will not be tolerated or condoned.

The Academy is committed to maintaining a work environment that is free of illegal harassment. In keeping with this commitment, we will not tolerate illegal harassment of our employees by anyone, including any supervisor, co-worker, visitor or vendor.

Illegal harassment consists of unwelcome conduct, whether verbal, or physical, or visual, that is based upon a person's legally protected status, such as sex, color, race, religion, national origin, age, disability, veteran status, sexual orientation or other protected status. We will not tolerate illegal harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive working environment. Any such illegal harassment is strictly prohibited.

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Coverage

The Academy absolutely prohibits illegal harassment during work, during business involving the Academy, or while on Academy property by any employee or by any non-employee (including visitors and vendors).

Administration Responsibility

While all employees are responsible for compliance with this policy, the Academy's administration at all levels is particularly responsible for preventing illegal harassment in the workplace. This responsibility includes immediately reporting conduct by anyone, whether a co-employee, supervisor, or non-employee, that may constitute illegal harassment, even if the conduct was sanctioned and regardless of how awareness of the conduct was gained.

Sexual Harassment Defined

Sexual harassment deserves special mention. Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It does, however, refer to behavior that is not welcome, that is personally offensive, that debilitates morale, and that, therefore, interferes with work effectiveness. Sexual harassment prohibited by this policy specifically includes the following conduct:

- a. Unwelcome verbal or physical conduct of a sexual nature when submission to the conduct is made either an explicit or implicit term or condition of employment (such as promotion, training, timekeeping, overtime assignments, leaves of absence); or
- b. Unwelcome verbal or physical conduct of a sexual nature when submission to or rejection of the conduct is used as a basis for making employment decisions; or
- c. Unwelcome verbal or physical conduct of a sexual nature when the conduct has the purpose or effect of substantially interfering with an individual's work performance, or creating an intimidating, hostile, or offensive work environment; or
- d. Unwelcome verbal or physical conduct that denigrates or shows hostility towards a person because of his or her gender when the conduct has the purpose or effect of substantially interfering with the individual's work performance, or creating an intimidating, hostile, or offensive work environment.

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Examples of Prohibited Conduct

Examples of conduct specifically prohibited under our policy against sexual harassment include:

-Offering or implying an employment-related reward (such as a promotion or raise) in exchange for sexual favors or submission to sexual conduct.

- -Threatening or taking of a negative employment action (such as termination, demotion, denial of a leave of absence) if sexual conduct is rejected.

-Unwelcome sexual advances or repeated flirtations.

-Unwelcome intentional touching of another person or other unwanted intentional physical contact (including patting, pinching, or brushing against another person's body).

- -Unwelcome whistling, staring, or leering at another person.

- -Asking unwelcome questions or making unwelcome comments about another person's sexual activities, dating, personal intimate relationships, or appearance.
- -Unwelcome sexually suggestive or flirtatious gifts.
- -Unwelcome sexually suggestive or flirtatious letters, notes, e-mail, or voice mail.

-Unwelcome conduct or remarks that are sexually suggestive or that demean or show hostility to a person because of the person's gender (including jokes, pranks, teasing, obscenities, obscene or rude gestures or noises, slurs, epithets, taunts, negative stereotyping, threats, blocking of physical movement).

-Displaying or circulating unwelcome pictures, objects, or written materials (including graffiti, cartoons, photographs, pinups, calendars, magazines, figurines, novelty items) that are sexually suggestive or that demean or show hostility to a person because of the person's gender.

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Procedure

A. Employees

1. Any employee who believes that he or she has been subjected to any form of illegal harassment by anyone is encouraged to promptly tell the person that the conduct is unwelcome and ask the person to stop the conduct. A person who receives such a request must immediately comply with it and must not retaliate against the employee for rejecting the conduct.

2. Complaints of illegal harassment should be brought to the attention of administration.

3. If the employee feels uncomfortable about discussing the complaint with an immediate supervisor or one of the administrators, the employee should feel free to bypass the supervisor or administrator and take the complaint to any other supervisor or one of the other Academy administrators.

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B. Administrator

After receiving the employee's complaint of illegal harassment, administrator will contact the Executive Director.

If the administrator has not received a complaint but suspects that conduct might constitute illegal harassment, the administrator will contact the Executive Director, regardless of how the supervisor became aware of the conduct.

C. Investigation and Resolution

1. After notification of the employee's complaint, an investigation by one of the above-listed officials will immediately be initiated to gather all facts about the complaint.

2. After the investigation has been completed, a determination will be made by appropriate management regarding the resolution of the case. If warranted, disciplinary action up to and including termination will be imposed. Other appropriate actions will be taken to correct problems caused by the conduct.

3. However, if after investigating any complaint of harassment or unlawful discrimination, the Academy determines that the complaint is not bona fide and was not made in good faith or that an employee has provided false information regarding the complaint, disciplinary action may be taken against the employee who filed the complaint or who gave the false information.

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D. Confidentiality

All complaints will be handled as confidentially as possible.

Retaliation

This policy also prohibits retaliation against employees who bring illegal harassment charges or assist in investigating charges. Retaliation in violation of this policy may result in discipline up to and including termination. Any employee bringing a bona fide illegal harassment complaint or assisting in good faith in the investigation of such a complaint will not be adversely affected in terms and

conditions of employment, nor discriminated against or discharged because of the complaint.

While this may seem very explicit and detailed, we want to be very clear about illegal harassment and discrimination since it has no place in a professional environment and is completely contrary to the quality of life that we wish to have for our employees.

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6. Anti-Violence Policy tc \1 1 "SOLICITATION AND DISTRIBUTION"

The Academy is committed to providing a workplace that is free from acts of violence or threats of violence. Although some kinds of violence result from societal problems that are beyond our control, we believe that measures can be adopted to increase protection for employees and to provide a secure workplace. In keeping with this commitment, we have established a strict policy that prohibits any employee from threatening or committing any act of violence in the workplace, while on duty, or while on Academy-related business.

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7. Solicitation And Distribution tc \1 1 "SOLICITATION AND DISTRIBUTION"

In order to avoid disruption of the organization=s operations, the following rules shall apply to solicitations and distribution of literature on any Academy property. Persons who are not employed by the Academy may not solicit or distribute literature on Academy property at any time for any purpose.

Employees may not solicit, during working time, for any purpose (e.g. Tupper ware and Girl Scout cookies), and employees may not distribute literature during working time for any purpose. For purposes of this policy Aworking time@ includes the working time of both the employee doing the soliciting and distributing and the employee to whom the soliciting or distributing is being directed. Working time does not include break periods, meal periods, or any other specified periods during the workday when employees are properly not engaged in performing their work tasks. Employees also may not distribute literature at any time for any purpose in working areas.

Solicitation or distribution of literature that pertains directly to an approved Academy employee program may be permitted in certain situations, only with the advance knowledge and approval by the administration.

This policy is not intended to supersede any conflicting local ordinance or state law which

applies to Academy facilities..

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8. Intellectual Property Rights

Any materials created by staff members for use by the Academy, or produced using the staff or resources of the school are works-for-hire and all intellectual property rights are vested in the school.

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9. Equal Employment Opportunity tc \l 1 "EQUAL EMPLOYMENT OPPORTUNITY"

The Academy is committed to a policy of equal opportunity for all Employees, regardless of age, race, color, religion, sex, national origin, disability, sexual orientation or status as a Vietnam-era or special disabled veteran in accordance with applicable state and federal laws. All actions affecting personnel are administered fairly and in accordance with applicable laws.

Our commitment to equal treatment includes maintaining a workplace free from sexual, racial, ethnic, religious or other forms of illegal harassment. If you feel that you have been illegally harassed or illegally discriminated against while on the job, talk with the administration. All complaints of this nature will be promptly and thoroughly investigated. Please understand that this policy cannot be successful and effective without your input. You must notify at least one of the persons previously described if you believe you have been a victim of someone=s violation of this policy. Employees who engage in illegal discriminatory or harassing conduct are subject to disciplinary action, up to and including termination.

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11. Nondiscrimination Against and Accommodation of Individuals with Disabilities tc \l 1 "EMPLOYMENT STATUS"

The Academy complies with the Americans with Disabilities Act ("ADA") and applicable state and local laws providing for nondiscrimination in employment against qualified individuals with disabilities. The Academy also provides reasonable accommodation for such individuals in accordance with these laws. It is the Academy's policy to, without limitation:

- a. Ensure that qualified individuals with disabilities are treated in a nondiscriminatory manner in the pre-employment process and that employees with disabilities are treated in a nondiscriminatory manner in all terms, conditions, and

privileges of employment.

- b. Administer medical examinations (1) to applicants only after conditional offers of employment have been extended, and (2) to employees only when justified by business necessity, such as for a second medical opinion or a fitness-for-duty exam, or as part of the Academy's physical exam program.
- c. Keep all medical-related information confidential in accordance with the requirements of the ADA and retain such information in separate confidential files.
- d. Provide applicants and employees with disabilities with reasonable accommodation, except where such an accommodation would create an undue hardship on the Academy.
- e. Notify individuals with disabilities that the Academy will provide reasonable accommodation to qualified individuals with disabilities, by including this policy in the Academy's employee handbook and by posting the Equal Employment Opportunity Commission's poster on not discriminating against individuals with disabilities and other protected groups.

Qualified individuals with disabilities may make requests for reasonable accommodation to the Administration. On receipt of an accommodation request, the administration will meet with the requesting individual to discuss and identify the precise limitations resulting from the disability and the potential accommodation the Academy might make to help overcome those limitations.

The Administration, in conjunction with the appropriate management representatives, will determine the feasibility of the requested accommodation, considering various factors, including, but not limited to, the nature and cost of the accommodation, the availability of tax credits and deductions, outside funding, the facility's overall financial resources and organization, and the accommodation's impact on the operation of the facility, including its impact on the ability of other employees to perform their duties and on the facility's ability to conduct business.

The Administration will inform the employee of the Academy's decision on the accommodation request or on how to make the accommodation. If the accommodation request is denied, employees will be advised of their right to appeal the Academy's decision to the Board by submitting a written statement to the Administration along with the reasons for the request.

The Board will review all employee appeals. After reviewing an employee's appeal, the Board will, in turn, notify the Administration of its decision. The Administration will, in turn, notify the individual making the appeal of the Board's decision, which will be final.

12. Employment Status to \l 1 "EMPLOYMENT STATUS"

Absent a written employment contract, employment with the Academy is terminable at will, meaning that the employment relationship can be terminated by either the employee or the Academy at any time, with or without notice and with or without cause. The at-will nature of an individual's employment with the Academy may not be modified except by a written document approved by the Administration. Any express or implied agreements or assurances concerning the terms, conditions, or duration of an individual's employment with the Academy are not binding upon the Academy unless they are in writing, approved by the Administration.

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13. Hiring and Rehiring Standards

The Academy believes that the quality of the professional staff determines the quality of education offered in the school. It is therefore the responsibility of the Administration to locate, recruit and hire the best qualified teachers to meet the school's educational needs.

Staff evaluation and selection shall be based on; ♦ Strong academic preparation, ♦ Professional competence, ♦ Intellectual rigor, ♦ Emotional maturity, ♦ Enthusiastic professional attitude, ♦ Knowledge of instructional practices, ♦ Ability to contribute to the furtherance of the school's educational goals. ♦ Involvement w/extracurricular activities ♦ Participation in various competitions ♦ Relationship w/other staff members and administration

Attention shall be paid, among other factors, to the candidate's academic records, and his/her previous relevant experience.

Staff must demonstrate that they are aware that children have many different family circumstances and that they are willing and able to provide the educational support that a diverse student population needs in school.

The Academy's teaching staff members must fulfill their individual responsibilities and work in concert with the other members of the teaching team.

The Administration will be responsible for evaluation of the teachers and also advertising available jobs and soliciting applications from new qualified candidates.

The Administration will evaluate the teachers and screen all applicants for vacancies and make recommendations to The Personnel Committee for hiring/rehiring. The Board shall approve employment for hiring/rehiring with the salary.

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14. Personnel Files

Personnel File. The Academy personnel office maintains an official permanent record file for each employee. To ensure that your personnel file is up-to-date at all times, notify the administration of any changes in your name, telephone number, home address, marital status, number of dependents, beneficiary designations, licenses and certifications, scholastic achievements, the individuals to notify in case of an emergency, and so forth

The Academy considers any personal information regarding an employee, including but not limited to phone numbers, cellular telephone numbers, pager numbers, addresses, e-mail addresses and working schedules, to be confidential. Anyone who discloses employee information without prior approval shall be subject to disciplinary action up to and including termination.

Employee Inspection Rights. Upon request, the employee will be allowed to inspect his or her own file. Under state law, an employee has the right to copy his/her file, except for pre-employment recommendations and records and such other information as may be privileged under law and not subject to employee inspection.

Employees who wish to review their own personnel file shall: request access in writing; review the record in the presence of the administrator designated to maintain said records or designee; make no alterations or additions to the record nor remove any material there from.

Employees who wish copies of material in their personnel file shall request copies in writing.

Employees wishing to appeal material in their record shall make a request in writing to the Administration and specify therein: name and date; materials to be appealed; reason for appeal. The Administration shall make a determination within ninety (90) days of the appeal.

Employment References: The Academy provides references regarding former employment only if the Academy receives written authorization and release from the former employee. Otherwise, the Academy will only verify dates of employment, the position held, and rate of pay. Requests for references should be directed to the Administration.

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15. Pay and Compensation tc \l 1 "OTHER EMPLOYEE BENEFITS"

Payments: One-twelfth of the total annual salary for monthly (salaried) employees is payable on the last working day of each calendar month beginning with the first month (September) of the contract year. All required deductions, such as for federal, state, and local taxes, and all authorized voluntary deductions, such as for health insurance contributions, will be automatically withheld from your paycheck.

Employees are encouraged to review all paychecks for errors. If an employee finds a mistake, the

employee should report it to his or her supervisor immediately. In the event that an employee's paycheck is lost or stolen, the employee should notify the Administration immediately, who will attempt to put a stop-payment notice on the check. Unfortunately, the Academy is unable to take responsibility for lost or stolen paychecks. If the Academy is unable to stop payment on the check, the employee alone will be responsible for such loss.

Benefits: The Academy will make all employer contributions as required by Public Employees Retirement System (PERS). The Academy will also make normal contributions for workers compensation insurance, unemployment insurance, and all other payroll obligations of an employer. Details regarding insurance coverage should be available in the materials distributed for each plan.

Salary Bonus: If the Board determines there are sufficient funds over and above stated salaries, an appropriate salary bonus as determined by the Board, may be paid.

Overtime: Overtime worked may result in compensatory time off, additional compensation at regular rate of pay, or additional compensation at a rate equal to time and a half.

When overtime work time is under 40 hours, the employee accrues one hour of compensatory time for each hour of work time. When work time exceeds 40 hours in a work week, employees accrue compensatory time off at a rate of one and one-half hours for each hour of employment in excess of the 40 hour work week.

The limit to accrual of compensatory time off is 240 hours. Any employee who has accrued more than 240 hours must be paid overtime compensation. Administrators must allow the use of compensatory time within a reasonable time. Employees who accrue compensatory time off are entitled to payment for unused compensatory time upon termination.

Advance approval from an administrator is required for overtime work that will result in additional compensation. Unauthorized use of compensated overtime hours may result in disciplinary action being taken, up to and including termination. Exceptions are granted for advanced approval if the overtime is in support of unforeseeable or emergency circumstances and approval is obtained within one working day of the event.

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16. Employee Leave

Whenever teachers or other school employees are going to be absent, they are to notify their supervisor as soon as possible so that appropriate substitute arrangements can be made.

Travel: The Administration shall authorize all trips involving off-campus travel (on school days) by school employees or official school groups. Any employee or group expecting reimbursement of travel expense must have approval of the Administration prior to incurring of said expenses.

Jury Duty: Any school employee who is officially called to serve on a jury will be compensated for the difference between his/her regular salary and the stipend paid for jury duty for up to fifteen (15) days. After the fifteen (15) days have expired, you will be given time off without pay while serving on jury duty.

Professional Leave: Whenever a school employee is excused by authorized officials to attend any educational meetings, no deduction shall be made in the employee's salary for absence from school for attending such meeting and the employee shall not be required to pay the salary of the substitute. Teachers' requests to attend workshops and conferences at the Academy expense and during the regular school term should be planned in cooperation with the Administration. Approval will be given to as many teachers as possible, funds permitting, to attend workshops and conferences in areas of their interest. The Board will endeavor to offer the opportunity to attend conferences and workshops to each teacher in the Academy on a rotational basis. The teacher who has most recently attended is to be given least priority in future opportunities.

Personal Leave: Employees will be allowed three days per year of personal leave (not cumulative) at no cost to them and two days at the full cost of a substitute employee, whether a substitute is used or not.

Sick Leave: Full time employees are allowed five days of sick leave per year. Sick days cannot be carried over to the next year.

For the serious illness of a husband, wife, minor child or legal dependent of the employee or for life threatening illness of parents or non-dependent children, the Academy shall pay for a substitute teacher for up to five (5) days. In emergency situations, the employees may be granted additional time in which the employee will pay the cost of the substitute teacher and retain his/her salary. The teacher shall furnish such evidence for the necessity of being absent from school as the Administration may require.

Employees will be allowed up to 15 days leave for maternity purposes. The Academy will allow the employee four weeks (21 consecutive days) from the date of the child's birth for maternity purposes, if absolutely necessary. This period of time includes weekends, vacations, and off-track time, as well as other non-contract days in the consecutive 21 days; of which, 15 days is the maximum allowed for leave.

Elective surgery is not covered under this sick leave policy.

For the death and burial of an immediate relative (husband, wife, child, mother, father, grandfather, grandmother, brother, sister) of the teacher or the teacher's husband or wife, five (5) days of leave may be allowed. Absence beyond five days shall be at full loss of pay, unless special permission is granted by the Administration.

Non-emergency surgery, dental and doctor appointments should be scheduled at a time to avoid missing regularly scheduled work. Exceptions must be approved by the Administration.

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Guidelines for Appropriate Conduct on Campus

As an integral member of the Academy team, you are expected to accept certain

responsibilities, adhere to acceptable business principles in matters of personal conduct, and exhibit a high degree of personal integrity at all times. This not only involves sincere respect for the rights and feelings of others but also demands that both in your work and in your personal life you refrain from any behavior that might be harmful to you, your coworkers, and/or the Academy, or that might be viewed unfavorably by current or potential customers or by the public at large. Whether you are on or off duty, your conduct reflects on the Academy. You are, consequently, encouraged to observe the highest standards of professionalism at all times.

All written correspondence to persons, agencies, or others outside the Academy on Academy stationary or in the name of the Academy must be made with the knowledge and consent of Administration.

If your performance, work habits, overall attitude, conduct, or demeanor becomes unsatisfactory in the judgment of the Academy, you will be subject to disciplinary action, up to and including termination.

Bases for Disciplinary Action: Although it is impossible to list every type of conduct that could result in disciplinary action, the following are offered as examples of conduct that may be considered contrary to common sense, good judgment, acceptable personal behavior, or reasonable conduct and may result in disciplinary action up to and including termination:

1. Insubordination, including the willful refusal of an employee to perform an assignment or to comply with a directive given by the Administration.
2. Unprofessional job-related conduct.
3. Incompetence or inefficiency in the performance of duties as identified through due process procedures.
4. Corporal punishment of students.
5. Improper conduct toward students and other employees.
6. Conduct in violation of any Academy policy or established expectation of performance.
7. Conviction of a felony related to the employee's employment, or which seriously impairs the employee's ability to perform his or her assigned duties.
8. Serious misconduct related to the employee's job.
9. Abuse of the Academy's sick leave policy.
10. Excessive tardiness.
11. Excessive absenteeism.
12. Unexcused absences from work.
13. Gross negligence or gross carelessness in the performance of duties.

14. Use of Academy policy for personal gain.
15. Negligent or willful damage to Academy property.
16. Gross waste of Academy supplies or equipment.
17. Dishonesty or falsification of any information involving the Academy, including grades, credits, data on forms, employee records, or any other information involving the Academy.
18. Possession of alcohol or other intoxicants or illegal narcotics, or other controlled substances without prescription on school property or at any school function.
19. The use of or being under the influence of alcohol or other intoxicants or illegal narcotics, or other controlled substances without prescription on school property or at any school function.
20. Deliberate conduct which has the apparent purpose of exposing the Academy to censure, ridicule, or reproach.
21. Verbal and/or physical fighting on school premises or at any school related activities.
22. Falsification of records or data with intent to defraud.
23. Sexual misconduct which deviates from the ordinary standards of morality prevalent in the area served by the Academy.

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17. Discipline and Termination

Suspensions, demotions, dismissals and refusals to reemploy shall be governed by Nevada Revised Statutes Chapter 391. Employees not covered by Chapter 391 shall be covered by the Academy's at-will employment policy in section 12.

Persons Authorized to Initiate and Carry Out Disciplinary Actions:

1. Verbal and written warnings may be issued by the Board, or Administration.
2. Suspensions with and without pay, final warnings, probation, and dismissal may be administered only by the Executive Director and the Board.

Suspension With or Without Pay and Notice of Intent to Dismiss. Suspension with or without pay and notice of intent to dismiss may be administered only by the Executive Director and the Board and may occur in those instances in which:

1. The misconduct is sufficiently serious as determined by the Administration to warrant the initiation of disciplinary action at this level, without prior disciplinary action.
2. In those cases where previous warnings were given and found to be ineffective to cause correction of the offensive conduct.
3. Remediation efforts have failed in those cases where such efforts were attempted.

4. The nature of the offensive conduct is such that dismissal appears to be the only solution to the problem.

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18. Termination of Employment tc \l 1 "TERMINATION OF EMPLOYMENT"

Resignation tc \l 2 "Resignation"

The Academy requests Employees who resign from the Academy to give at least two weeks' notice. The letter of resignation should state fully the reason(s) for leaving and should be turned in to the Executive Director.

Resigning employees will be given their final paychecks no later than the next regularly scheduled payday or seven days from the date of resignation, whichever is earlier. All applicable mandatory and optional, authorized deductions will be made from the employee's last paycheck. The Academy reserves the right to pay the resigning employee for the notice period and accept the resignation immediately.

Involuntary Termination of Employment tc \l 2 "Involuntary Termination of Employment"

Non-contract employment with the Academy is at-will and may be terminated by the Academy at any time with or without cause and with or without notice. Employees will be paid immediately for all work performed through the effective date of the termination of their employment. All applicable mandatory and optional, authorized deductions will be made from the employee's last paycheck.

Grievances. Licensed teachers on leave from the Washoe County School District may utilize the Grievance and Complaint Procedure in the Agreement between the Washoe County School District and the Washoe Education Association, and classified employees on leave from the Washoe County School District may utilize the Grievance and Complaint Procedure in the Agreement Between the Washoe County School District and the Nevada Classified School Employees Association. All other employees may submit a grievance to the Board.

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19. Complaints tc \l 1 "COMPLAINTS"

All employees are encouraged to bring their work-related problems or concerns to the immediate attention of Administration. In turn, Administration will try to reach a quick and fair solution.

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20. Network Administration Policy

The communications system, computer network and software operating on the those systems, including, but not limited to, the e-mail system, are the property of the Academy and should be used

to support learning and to enhance instruction. Computer networks allow people to interact with many computers. The Internet allows people to interact with hundreds of thousands of networks. It is a general policy that all computers are to be used in a responsible, efficient, ethical and legal manner. . The Academy has the right, but not the duty, to monitor any and all aspects of its communications and computer systems, including, but not limited to, monitoring voice mail, monitoring sites employees visit on the Internet, monitoring chat groups and newsgroups, reviewing material downloaded or uploaded by employees, and reviewing e-mail sent and received by employees for purposes including ensuring that communications and computer resources are not abused, ensuring confidential information is not disclosed, investigating complaints of harassing or offensive materials, and responding to potential information requests. Employees waive any right to privacy in anything they create, store, send, or receive on the computer or the Internet.

Employees shall not send, receive, display, print, or otherwise disseminate material that is fraudulent, harassing, illegal, embarrassing, sexually explicit, obscene, intimidating, or defamatory. The Academy's discrimination and illegal harassment policies apply in full to voice mail, e-mail, Internet, and network components of the Academy's communications and computer systems. Any employee encountering such material should report it to administration.

No employee may use the Academy's voice mail, Internet or e-mail resources for commercial or personal advertisements, solicitations, promotions, destructive programs (i.e., viruses and/or self-replicating code), political material, or any other unauthorized or personal use. In addition, no Academy or student information should be posted on the Internet without prior approval from the Administration.

Employees should exercise the same care in drafting e-mail, communicating in chat groups, and posting items to newsgroups as they would for any other written communication. Anything created on the computer, e-mail or Internet may, and likely will, be reviewed and further distributed by others.

All material downloaded from the Internet or from computers or networks that do not belong to the Academy MUST be scanned for viruses and other destructive programs before being placed onto the Academy's computer system.

The person in whose name an account is issued is responsible at all times for its proper use. Users must not give a password to another user. Users should change passwords frequently.

Any employee that violates this policy will be subject to appropriate disciplinary action, up to and including termination. Failure to adhere to the policy and these guidelines may also result in the

revocation of the user's access privilege by the network administrator.

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21. Computer Acceptable Use Policy

Rules and Regulations.

1. The Internet account is free to users.
2. A RESPONSIBLE user of the Internet may keep an account as long as the user is a staff member or student in the school.
3. Students are obliged to use the computer assigned by the instructor.

Responsible users May:

- Use the Internet to research assigned classroom projects.
- Use the Internet to send electronic mail (email) to other users.
- Use the Internet to explore other computer systems.

Responsible users May NOT:

- Use the Internet for any illegal purpose.
- Use impolite or abusive language.
- Violate the rules of common sense and etiquette
- Change any computer files that do not belong to the user
- Sending or receiving copyrighted materials without permission for purposes other than strictly non-profit educational purposes.
- Share passwords with others.

System operators will have access to all user accounts, including email. If the rules above are not followed by any person, access to the network will be revoked. There will be no second chances. If the user is not sure how to do something on the computer, ask a teacher or the system administrator in the school.

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Employee Acknowledgment tc \l 1 "EMPLOYEE ACKNOWLEDGEMENT"

I have received a copy of and have read the foregoing CORAL ACADEMY OF SCIENCE Personnel Handbook and am familiar with its terms. I understand that it is not a binding contract,

but a source of information and a set of guidelines for implementation of personnel policies. I understand that CORAL ACADEMY OF SCIENCE can unilaterally rescind, modify, or make exceptions to any of these policies, or adopt new policies, at any time. I also understand that the provisions of this Handbook will control over any contrary statements, representations or assurances made by any supervisory personnel except the Executive Director.

EMPLOYEE'S SIGNATURE

PRINTED NAME

DATE: _____

Please sign this page and return it to the Executive Director immediately. A copy of this acknowledgement will be retained in your personnel file.

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