ACCESS EDUCATIONAL HR

EMPLOYEE HANDBOOK
FOR EMPLOYEES LOCATED AT:

Muskegon Heights Public School Academy System

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WELCOME STATEMENT

Welcome!

On behalf of your colleagues, I welcome you to Access Educational HR and wish you every success here.

We believe that each employee contributes directly to Access Educational HR's growth and success, and we hope you will take pride in being a member of our team.

This Handbook was developed to describe some of the expectations of our employees and to outline the policies, programs and benefits available to eligible employees. Employees should familiarize themselves with the contents of the Handbook as soon as possible, as it will answer many questions about employment with Access Educational HR at your designated school.

We hope that your experience will be challenging, enjoyable, and rewarding. Again, welcome!

Sincerely,

Greg Packer
President
Access Educational HR LLC

ABOUT ACCESS EDUCATIONAL HR

Access Educational HR is an employer of staff providing services to public school academies. You have joined a company that specializes in payroll administration, employee benefits and human resources. We strive to live up to our reputation in other industries of being the premier PEO in the country. Access Educational HR is associated with many of the most successful businesses in the community and takes pride in providing the best services available to our clients and our employees. Our goal is to keep it that way!

Although you will be working at Muskegon Heights Public School Academy System, Access Educational HR is your employer. That means that all direction and control over your duties will be the responsibility of Access Educational HR.

INTRODUCTION AND EMPLOYMENT RELATIONSHIP

This Employee Handbook has been developed as a resource to provide employees with a general understanding of the policies, procedures and rules that must be followed while working for the Company at the school. This Handbook supersedes any and all prior practices and policies of the Company, oral or written, and rescinds prior policies, procedures, handbooks and manuals previously in effect.

The policies contained in this Handbook are subject to unilateral change in whole or in part at any time. The Company retains the right to change, modify, suspend, interpret or cancel, in whole or in part, any of their published or unpublished personnel policies or practices, without advance notice, in their sole discretion.

This Handbook is not intended to be a contract of employment. The employment relationship is terminable at will by the employee and the Company. This means that, just as any employee may terminate his or her employment with the Company at any time, for any reason or no reason, so also the Company may terminate any employee at any time, with or without notice, with or without cause and for any reason or no reason at all.

The terms of the employment relationship may not be revised by oral statements made by supervisors or Principals. Modifications can only be made by the Company and those modifications, to be effective, must be in writing and signed by the employee, an officer of the Company.

In the event that you are a retirant under the Michigan Public School Employees Retirement System (MPSERS), working after you retire may affect your benefits. Access Educational HR advises all retirants from MPSERS to obtain information regarding working after retirement from either the Office of Retirement Services or counsel.

EEO POLICIES

Equal Employment Opportunity

The Company extends employment opportunities to qualified applicants and employees without regard to age, race, color, sex, religion, national original, pregnancy, marital status, veteran status, physical or mental disability unrelated to the employee's ability to perform his/her job and/or any other characteristic protected by federal, state or local law. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, lay-off, recall, transfer, leaves of absence, compensation and training.

In accordance with applicable federal and state laws protecting qualified individuals with known disabilities, the Company will attempt to reasonably accommodate those individuals unless doing so would create an undue hardship. Any qualified applicant or employee with a disability who requires an accommodation in order to perform the essential functions of the job should contact a representative in Access Educational HR's Human Resources Department at (866) 513-3861.

Employees in Michigan who require an accommodation for a qualifying disability must notify the Company in writing within 182 days after they know or reasonably should know that an accommodation is needed.

Selection Process

The Company selects employees through written applications, personal interviews and reference and background checks while the Academy Board may provide input, the Company makes the final decision .

Employee Background Check

Prior to becoming an employee of Access Educational HR, background and unprofessional conduct checks are conducted. A comprehensive background check may consist of prior employment verification, professional reference checks, and education confirmation as well as legally required criminal and unprofessional conduct checks. As appropriate, a credit, criminal, sex offender, health examination and/or driving record history may have also been obtained.

Criminal Records

Prior to Access Educational HR hiring any employee (full-time or part-time) or allows any contracted employee to continuously and regularly work in the schools, a criminal history records check is conducted in accordance with Michigan State law.

Should it be necessary to employ a person or contract for a person to maintain continuity of the program prior to receipt of the criminal records report, Access Educational HR may make an employment offer on a provisional basis until the report is received. Any such provisional hire requires that:

- The record check has been requested from the former employer or the fingerprinting appointment has taken place.
- The applicant has signed a disclosure of all convictions and acknowledges that employment may be terminated if there are discrepancies; and
- The hiring occurs during the school year or not more than thirty (30) days before the beginning of the school year.

All those employed by Access Educational HR, either directly or as a contracted employee to regularly and continuously work in an Academy must undergo a criminal history records check, regardless of whether they have previously had such a check unless it was within one calendar year prior to the start date of employment.

Access Educational HR will establish the necessary procedures for obtaining from the Criminal Records Division of the State Police any criminal history on the applicant maintained by the State Police. In addition, the Chief Personnel Officer shall request the State Police to obtain a criminal history records check from the Federal Bureau of Investigation.

Access Educational HR will not hire or continue to employ any individual who has been convicted of certain offenses outlined by law..

Access Educational HR may rescind an offer of employment or terminate employment of an employee based on information obtained in a criminal history check.

Reported criminal history will be evaluated for relevance to the specific position responsibilities. Evaluation shall consider, but shall not necessarily be limited to, the following factors:

- Whether it is a listed offense by law or felony;
- Falsification of application material pertaining to conviction(s);
- Date of conviction(s);
- Subsequent employment record;
- Length of Academy and Access Educational HR service and performance;
- Number and gravity of crimes committed and the nature of crimes in relationship to the work to be performed;
- Potential opportunity to cause harm to finances, property, employees, students, and others.

Any arraignment should be immediately reported to your supervisor. Failure to do so can result in termination.

Driver's License and Driving Record

Employees whose work requires operation of a company or school owned or leased motor vehicle must present and maintain a valid driver's license and a driving record acceptable to our insurer. Any changes in your driving record must be reported to your Principal or designated company representative immediately. Failure to do so may result in disciplinary action, up to and including termination. The same driver’s license and driving records requirements are in effect when using your personal vehicle to transport employees, or students and their parents.

Immigration Law Compliance

All offers of at-will employment are contingent on verification of your right to work in the United States. Prior to an offer of employment, you will be required to provide original documents verifying your right to work and, as required by federal law, to sign Federal Form I-9, Employment Eligibility Verification Form. If you, at any time, cannot verify your right to work in the United States, Access Educational HR is obligated to terminate your employment.

Health Examinations

Access Educational HR reserves the right to require an employee's participation in a health examination to determine the employee's ability for performing his or her essential job functions. The company shall pay for all such health exams and be reimbursed by the Academy Board for required health examinations.

Child care workers are required to take a tuberculosis test on an annual basis. Access Educational HR follows Michigan Department of Health requirements concerning TB test results.

Transportation employees who drive a school bus or school owned motor vehicle are required to pass a physical examination of their health on an annual basis. School bus drivers must also be tested for alcohol and drug use as a condition of employment and are subject to periodic random alcohol and drug testing while on duty.

Anti-Harassment, Non-Discrimination and Non-Retaliation Policy

Discrimination

The Company is committed to providing a workplace that is free from all forms of discrimination based on ethnicity, race, sex, religion, age, pregnancy, marital status, disability and any other characteristic protected by federal, state or local law. The prohibition against discrimination applies to all terms and conditions of the employment relationship.

Access Educational HR and the Academy require each employee to be trained in sexual harassment prevention annually.

Harassment

The Company strictly prohibits all forms of harassment based on an individual's protected characteristics. Harassment based on any protected characteristic is illegal under federal, state and local laws.

Harassment consists of unwelcome conduct, whether verbal or physical, that is based upon a person's sex, color, race, religion, national origin, age, disability or any other protected status and that:

1. Creates an intimidating, hostile or offensive work environment;
2. Unreasonably interferes with an individual's work; or
3. Otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts based on an individual's protected characteristics; denigrating jokes; and display or circulation in the workplace of written or graphic material (including through e-mail) that denigrates or shows hostility or aversion toward an individual or group because of an individual's protected characteristics. This list is not meant to be exhaustive, but is included to provide examples of behavior that are prohibited under this Policy.

Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example:

1. Submission to such requests is made either explicitly or implicitly a term or condition of an individual's employment (i.e., sexual favors in exchange for benefits on the job or to avoid an adverse employment action, such as demotion, discipline or termination); or
2. Such conduct creates an intimidating, hostile or offensive working environment and unreasonably interferes with an individual's work.

Sexual harassment may involve individuals of the same or different gender. Examples of prohibited behavior include, but are not limited to:

1. Unwanted sexual advances or requests for sexual favors; offensive sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering; insulting or obscene comments, gestures or sounds that are sexual in nature; and teasing of a sexual nature.
2. Unwelcome display or circulation in the workplace of sexually suggestive objects, pictures, letters or e-mails.
3. Unwelcome physical contact, including offensive touching, pinching, brushing of the body, impeding or blocking movement, unwanted sexual intercourse or other unwanted sexual acts, sexual assault or battery.

The above list is not meant to be exhaustive, but is included to provide examples of behavior that are prohibited under this Policy.

Non-Retaliation

The Company not only prohibits discrimination and harassment, but also strictly prohibits any retaliation against an employee who, in good faith, has made a complaint of discrimination or harassment. Any supervisor, agent or other employee of the Company who, after investigation, has been determined to have retaliated against any employee for utilizing the complaint procedure in this Policy will be subject to disciplinary action, up to and including termination at the sole discretion of the Company.

Individuals and Conduct Covered

This Policy applies to all applicants and employees and prohibits harassment, discrimination and retaliation whether engaged in by fellow employees, by a supervisor or manager or by someone not directly connected to the Company (e.g., an outside vendor, consultant or temporary employee).

Conduct prohibited by this Policy is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips and business-related social events.

Complaint Procedure

The Company takes complaints of discrimination, harassment and retaliation seriously and strongly encourage employees to report any behavior prohibited under this Policy. If you believe that you have been the subject of discrimination, harassment or retaliation, you should immediately report the act, either verbally or in writing, to your supervisor and/or a representative in Access Educational HR's Human Resources Department at (866) 513-3861. Also, any management-level employees who become aware of discrimination, harassment or retaliation, either through a complaint or observation, should immediately notify a representative in Access Educational HR's Resources Department at (866) 513-3861.

Upon receipt of the complaint, Access Educational HR will conduct an investigation as soon as possible. Access Educational HR will do its best to protect the confidentiality of those who make complaints, and disclosures will only be made to the extent necessary to conduct the investigation.

Resolution of Complaints

Conduct in violation of this Policy will be dealt with promptly and appropriately. The Company will take reasonable steps to stop the conduct immediately and to prevent its recurrence. The Company may also reverse any adverse actions taken against the victim of harassment if the alleged harasser is a manager or supervisor, and has attempted to discipline, demote, terminate or deny employment opportunities to the victim as a result of the alleged harassment.

Any employee who has been found to have harassed, discriminated against or retaliated against another employee will be subject to disciplinary action, up to and including discharge, at the sole discretion of the Company.

OPEN DOOR POLICY

It is the policy of the Company to assure each employee has the right to discuss freely with management any matter concerning that employee's welfare or the Company's welfare. This policy is intended to encourage and promote employee-generated ideas and to resolve any problems that may detract from a productive employment relationship. Employees should address any concerns under this policy with their supervisor, Principal and/or a representative in Access Educational HR's Human Resources Department at (866) 513-3861.

WORKTIME & COMPENSATION POLICIES

Employment Classifications

Full-Time Employees

Full-time employees are those employees who are regularly scheduled to work a minimum of 30 hours per week. Full-time employees are generally eligible for all Company benefits, subject to the terms, conditions and limitations of each benefit program and plan.

Part-Time Employees

Part-time employees are those employees who are regularly scheduled to work less than 30 hours per week. Unless otherwise agreed in writing, part-time employees are not eligible to participate in or receive Company provided benefits.

Regular Employees

Employees hired to work on a regular basis for an indefinite period of time are classified as "regular" employees. Such employees may be either full or part-time.

Regular employees' work schedule is typically based on the academic year calendar approved by each Academy Board of Education. The Academy determines additional work days based on the Board-approved school operating budget. Days worked in an academic year by each employee group are usually the following:

- Teachers — Academic year plus twenty (20) additional days
- Guidance Counselors — Academic year plus twenty (20) additional days
- Social Workers — Academic year plus twenty (20) additional days
- Instructional Aides — Academic year plus five (5) to fifteen (15) additional days
- Principals — Twelve (12) Months
- Assistant Principals — As agreed to in the offer of at-will employment
- Support Staff — Academic year plus five (5) additional days
- Secretaries — Twelve (12) Months

Offers of at-will employment for employees assigned to a teaching position are based on a 185-195 day work arrangement.

Offers of at-will employment for employees assigned to an instructional aide position are based on a range of 185 to 195 work day per year arrangement.

Temporary/Substitute Employees

Temporary employees are those employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project. This includes employees hired on a seasonal basis. Employment assignments in this category are of a limited duration. Temporary employees retain their status as temporary employees unless and until notified otherwise. Employment beyond any initially stated period does not in any way imply a change in employment status. Unless otherwise agreed in writing, temporary employees are not eligible to participate in or receive Company provided benefits.

Minors

There may be special circumstances and opportunities for minors to work on a special assignment at an Academy location. Access Educational HR follows all applicable laws related to minors in the workplace including the issuance of work permits, limiting the number of hours worked per day & the timeframe they are worked, following the recommended minimum wage for minors, and receiving parental consent for the minor to work. The employment of minors must be approved by Access Educational HR prior to their first day of work.

Non-Exempt and Exempt Employees

Upon hire, you will be classified as either an "exempt" or "non-exempt" employee. By law, employees in certain types of jobs are entitled to overtime pay for hours worked in excess of forty (40) hours per workweek. These employees are referred to as "non-exempt" employees in this Employee Manual. This means that they are not exempt from (and therefore should receive) overtime pay.

Non-exempt employees include such employee groups as secretaries, aides (all groups including instructional), custodians, cafeteria workers, child care workers, and bus drivers. An employee is encouraged to seek clarification in the event of any doubt.

Exempt employees are School Administrators, managers, executives, professional staff including teachers, technical staff, officers, directors, Chief Executive Officers and others whose duties and responsibilities allow them to be "exempt" from overtime pay provisions as provided by the Federal Fair Labor Standards Act (FLSA) and any applicable state laws. If you are an exempt employee, you will be advised that you are in this classification at the time you are hired, transferred or promoted.

Anniversary Date

The first day an employee reports to work as an Access Educational HR employee becomes his or her "official" anniversary date. In the event an employee is hired on a temporary basis and converts to full-time or part-time status, the employee's anniversary date is the first day that he or she converts to full-time or part-time status. Anniversary dates are used to compute various benefits described in this Employee Handbook.

Initial Hire Period

Your first thirty (30) days of employment with Access Educational HR are considered to be an initial hire period. An employment application, signed offer of at-will employment, signed receipt of the current edition of the employee handbook form must be on file prior to reporting to work. Electronic fingerprinting results must be received prior to your first day of work with children or your offer of employment may be rescinded. The initial hire period will be automatically extended beyond thirty (30) days if employment reports, such as the unprofessional conduct report, have not been received by Access Educational HR.

On the first of the month following the initial hire period, you will be eligible for benefits described in this Employee Manual. The initial hire period is a time for completing follow-up employment paperwork and getting to know your fellow employees, your supervisor and the tasks involved in your job position, as well as becoming familiar with Access Educational HR's programs and services. The Principal or designated company representative will work closely with you to help you understand the needs, processes, and expected results of your job.

This initial hire period is a "getting acquainted" time for both you, as an employee, and Access Educational HR, as an employer. During this initial hire period, Access Educational HR and the Academy will be monitoring your performance to determine if it correctly identified you during the employment application process as an individual who can promptly meet the standards expected from Access Educational HR employees. If the Principal or designated company representative does not recommend you for continued employment at the end of the initial hire period, your at-will employment may be terminated.

Please understand, however, that completion of the initial hire period does not guarantee continued employment, as employment is always at-will.

A former employee who has been rehired after a separation from Access Educational HR is considered a probationary employee during his or her first thirty (30) days following rehire, and thus subject to the initial hire period.

Attendance Policy

Regular attendance and punctuality is expected and is considered an important factor in overall employee performance. When employees cannot avoid being tardy or are unable to work as scheduled, they must notify the Principal, or person designated by the Principal, as soon as possible. Students should never be left unsupervised. A responsible adult, approved by the Principal, must be in attendance at all times.

If you are arriving late, please let the Principal, or person designated by the Principal, know when you expect to arrive for work. It is each employee's responsibility to insure that proper notification is given. Asking another employee, friend or relative to give this notification is not proper, except under emergency conditions.

When reporting an absence, employees must provide the reason for absence and, if known, expected date of return. Employees who are absent for more than one scheduled work day are expected to contact the Principal, or person designated by the Principal, prior to each scheduled workday regarding their status, unless the employee has received prior authorization to be absent for more than one day or is on an approved leave of absence.

Employees who are absent because of an illness for three (3) or more consecutive days must submit written documentation from their doctor stating they are able to resume normal work duties before being allowed to return to work.

Unsatisfactory attendance or punctuality may result in disciplinary action, up to and including immediate termination, at the sole discretion of the Company. Employees absent for three (3) consecutive days without proper notification are considered to have voluntarily terminated their employment with the Company.

Timekeeping Procedures

All hourly employees are required to record all hours they work. Employees must record their entry/exit at the beginning and end of each workday and at the beginning and end of every meal period. In addition, employees who leave the premises for any non-business reason must record their entry/exit upon their departure and return. All employees must record only their own time.

Employees are prohibited from falsifying their own or another employee's hours worked. Tampering, altering or falsifying time records, or recording time on another employee's time record is a serious infraction of policy and may result in disciplinary action, up to and including termination.

Overtime

When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime. When possible, advance notification of mandatory overtime will be provided.

Hourly employees must receive approval from their supervisor prior to working overtime. Failure to work assigned overtime or overtime worked without prior authorization from the supervisor may result in disciplinary action, up to and including possible termination of employment.

Hourly employees will be compensated at 1.5 times their hourly rate for all hours worked over 40 hours in a given week. Overtime pay is based on actual hours worked. Any time off, paid or otherwise, will not be considered hours worked for purposes of calculating overtime.

Work Schedules

Access Educational HR's main office hours are 8:30am to 5pm, Monday through Friday. The normal work schedule for full-time employees is 8 hours a day, 5 days a week. Operating hours at each school site and days off for holidays are determined in cooperation with each respective Academy Board of Education.

At each school site, the Principal will advise employees of the times their schedules will normally begin and end. Most employees are assigned to work a forty (40) hour workweek.

Meal and Break Periods

Non-teaching employees are entitled to two (2) fifteen (15) minute paid breaks each workday. Normally these breaks will be scheduled at two different intervals, one prior to the meal period and one after the meal period. Breaks should be scheduled with the Principal, or person designated by your Principal. If you work in a department where breaks are not directly assigned, please coordinate breaks with your co-workers to maintain adequate coverage at all times.

If you work more than four (4) hours daily, a thirty (30) minute unpaid meal period is scheduled and required. The time when meal periods are scheduled varies among grade levels and responsibilities. You are not expected to perform any work during your regularly scheduled meal period. You are not compensated for your meal period. It is important to return to work on time at the end of your meal period. In case of an emergency situation, you will be asked to interrupt your meal period if necessary to facilitate the safe and orderly operation of the school.

If your work assignment requires you to eat your meal with children and your Principal has approved this arrangement in advance, you will be compensated for your meal period provided no other thirty minute time is provided for eating.

Emergency Closings

At times, emergencies such as severe weather, fires, power failures or earthquakes can disrupt Company operations. In extreme cases, these circumstances may require the closing of a work facility.

When operations are officially closed due to emergency conditions, the Principal or person designated by the Principal will notify all employees as soon as possible. In emergency situations, the Principal may request you to remain at work to assist with the emergency. Every effort will be made to ensure safe travel conditions.

If you are unable to report to work due to unsafe travel conditions, please notify the Principal immediately.

- Teachers & Instructional Aides – No loss of pay will occur as a result of early dismissal for this reason.
- All 12 month employees will receive direction by central office and school reach.
- Principals – Shall report to work as soon as driving conditions all for safe travel.

Pay Cycle & Pay Day

Access Educational HR will pay employees on a biweekly schedule, with a Friday check date. The Board of Education for each Academy determines the pay cycle for employees assigned to work that that Academy. The typical biweekly pay schedule is made up of twenty-six (26) pay periods per year. The academic school year typically covers ten (10) months per year and may include opportunities for additional summer employment.

Failing to properly record your time may result in a delay in pay.

Changes will be made and announced in advance whenever Access Educational HR's or the Academy's holidays or closings interfere with the normal pay schedule.

Paycheck Distribution

All payroll funds are paid to the account indicated on the Direct Deposit enrollment form on each pay date unless you are enrolled in the Debit Card Payroll Program. If you need a copy of your paystub, you may obtain a copy from Access Educational HR's online payroll system.

On-Call Pay

Non-exempt employees may be asked to return to work after leaving the premises for the day or even asked to work on weekends or holidays. If this occurs, you will be guaranteed a minimum of four (4) hours of pay at the regular rate or pay for the actual time worked at the appropriate rate, whichever is greater.

Mandatory Deductions from Pay

Access Educational HR is required by law to make certain deductions from your paycheck each time one is prepared. Among these are your federal, state and local income taxes and your contribution to Social Security as required by law. The amount of the deductions will depend on your earnings and on the information you furnish on your W-4 and MI-4 forms regarding the number of exemptions you claim. If you wish to modify this number, please request a new W-4 and MI-4 forms from your Principal immediately. Only you may modify your W-4 and MI-4 forms. Verbal or written instructions are not sufficient to modify withholding allowances. We advise you to check your pay to ensure that it reflects the proper number of withholdings.

The W-2 form you receive annually reflects how much of your earnings were deducted for these purposes.

Any other mandatory deductions to be made from your paycheck, such as court-ordered garnishments, will be explained whenever Access Educational HR is ordered to make such deductions.

Error in pay

Every effort is made to avoid errors in your paycheck. If you believe an error has been made, inform your Principal, or person designated by the Principal, immediately. He/she will work with Access Educational HR to research the problem and to assure any necessary corrections are made promptly.

Policy Against Improper Deductions From Employee Salary

It is the policy of Access Educational HR to comply with all state and federal wage and hour laws, including the Fair Labor Standards Act. Thus, Access Educational HR strictly prohibits the making of improper deductions from an exempt employee's salary.

If you believe that an improper deduction has been made from your salary, you should report it immediately to a representative in Access Educational HR's Human Resources Department at (866) 513-3861. All complaints regarding improper deductions will be promptly and thoroughly investigated. If it is determined that an improper deduction has been made, you will be reimbursed as promptly as possible, but no later than two pay periods after the improper deduction has been confirmed.

The Company strictly prohibits retaliation against any employee who makes a good faith complaint under this policy. Employees who believe they have been retaliated against under this policy should report it immediately to a representative in Access Educational HR's Resources Department at (866) 513-3861. Employees who violate this policy by making or authorizing improper deductions, or retaliating against employees who complain under this policy will be subject to discipline, up to and including termination.

RULES & REGULATIONS

Standards of Conduct

All of the disciplinary rules contained in this section are meant to give a general outline to employees of what conduct will not be tolerated by the Company. This list of prohibited conduct is not meant to be an exhaustive list. The Company retains the right to evaluate what employee conduct is disruptive and will not be tolerated. Any violation of the disciplinary rules contained in this policy, in other sections of this Handbook or other behavior that the Company determines to be unacceptable will result in disciplinary action against the employee, up to and including immediate termination. This listing of disciplinary rules does not change the fact that the employment relationship is terminable at-will. The following conduct is strictly prohibited:

1. Failure to satisfy certification and/or highly qualified requirements for employment as a teacher or teacher's aide;
2. Failure to provide instructional and other services that result in meeting adequate yearly progress requirements as related to your role and responsibilities;
3. Failure to report an absence from work, or late arrival prior to scheduled start time.
4. Leaving work before the end of the workday, or not being ready to work at the start of a workday without prior written approval from the Principal or company designated representative;
5. Violation of any company rule or policy of the Board of Education; any action that is detrimental to Access Educational HR's efforts to achieve its operational and educational goals;
6. Abuse, mistreatment, or threatening of another employee, student, parent/guardian either physical, verbal, or psychological;
7. Falsification of employment application, resume, business expense reports, time records or other employee records;
8. Failing to properly supervise students, including leaving or allowing students to be unsupervised by the assigned adult at any time;
9. Personal use of the Company or school credit/gas card;
10. Insubordination; refusing to obey instructions properly issued by your Principal pertinent to your work; refusal to help out on a special assignment.
11. Using foul and/or abusive language;
12. Gambling on Company or school premises;
13. Smoking on Company or school premises;
14. Loafing, sleeping on the job, neglect or failure to perform assigned duties;
15. Improper dress attire;
16. Dishonesty;
17. Excessive absenteeism and/or tardiness as determined by the Company;
18. Absence without notification or permission;
19. Immoral, indecent or disorderly conduct of any nature on Company or school premises;
20. Possessing, distributing, selling, using or being under the influence of alcoholic beverages or illegal drugs on Company or school property or while performing Company or school business;
21. Threatening, intimidating, coercing, fighting, obscene or abusive language toward any Principal, student, parent/guardian, fellow employees or customers;
22. Any discourtesy, unkindness or impatience with a student, parent/guardian, vendor, customer or with any member of the public visiting the Company or school;
23. Possessing or carrying firearms, pistols, knives, explosives and other dangerous or hazardous devices or substances, including but not limited to concealed weapons otherwise authorized or permitted by law, on Company or school property or while performing Company or school business;

24. Creating or contributing to unsafe or unsanitary condition by act or omission or engaging in "horseplay" while on Company or school property;
25. Theft, unauthorized removal of Company or school property, or the property of fellow employees; misappropriation of Company funds or the funds of any client of the Company;
26. Negligent or deliberate destruction of or misuse of property belonging to the Company, school, student, parent/guardian, customer, suppliers, or visitors;
27. Failure to immediately report damage to, or an accident involving company or school equipment;
28. Failure to follow the rules concerning solicitation and/or distribution of literature;
29. Unauthorized possession, use, copying or reading of Company or schools records, or disclosure of information contained in such records to unauthorized persons;
30. Unauthorized disclosure of confidential information belonging to the Company or school;
31. Posting, removing or altering notices on any bulletin board on company or school property without the permission of the Principal;
32. Poor attitude or disrespect to Principal, management or fellow workers;
33. Poor work performance;
34. Walking off the job;
35. Excessive use of company or school telephone for personal calls.
36. Violation of the Company's Anti-Harassment, Non-Discrimination and Non-Retaliation Policy;
37. Causing hazardous or unsafe working conditions;
38. Restricting or interfering with Company or school business or attempting to induce others to do so;
39. Conducting personal business on work time and/or property;
40. Use of Company or school property or equipment for personal business or for profit;
41. Engaging in obnoxious or abusive behavior, including gossip, rumors and statements of a defamatory nature regarding students, parents/guardians, or fellow employees;
42. Working unauthorized overtime; and
43. Any act of misconduct, incompetence, or any violation of this Handbook which may, in the Company or school's sole discretion, be grounds for disciplinary action and/or termination of employment.
44. Failure to report any criminal arraignment or conviction to the principal immediately.

Termination of Employment

Access Educational HR and the Academy will consider you to have voluntarily terminated your employment if you do any of the following:

1. Resign from Access Educational HR and the Academy,
2. Fail to return from an approved leave of absence on the date specified by Access Educational HR, or;
3. Fail to report to work or call in for three (3) or more consecutive workdays.

As an at-will employee, Access Educational HR has the right to terminate your employment for any or no reason, with or without notice. Poor performance, misconduct, excessive absences, tardiness, discrimination, harassment, or other violations of Access Educational HR's policies are examples of reasons that may result in termination of your employment.

Interaction With Fellow Employees

Employees are expected to be courteous and considerate of one another. Personal feelings should not interfere with an employee's performance. Problems should be discussed in a professional manner. If differences arise, employees should discuss them with their supervisor or a representative from Access Educational HR's Human Resources Department at (866) 513-3861.

Social Security Number Privacy Policy

The Company is committed to keeping the social security numbers of their employees private and confidential. Accordingly, the following provisions have been adopted to properly secure and protect the privacy of social security numbers belonging to the Company's employees.

Purpose

Consistent with Michigan Law, the purpose and intent of this policy is to:

- Ensure to the extent practicable the confidentiality of social security numbers belonging to the Company's employees;
- Prohibit unlawful disclosure of employees' social security numbers;
- Limit who has access to information or documents that contain employees' social security numbers;
- Describe how to properly dispose of documents and other media that contain employees' social security numbers; and
- Establish penalties for violation of this policy.

Prohibited Actions

The Company and any of its employees who possess, obtain, come into possession of, have knowledge of, or have access to any social security number belonging to the Company's employees are expressly prohibited from doing any of the following:

- Publicly displaying all or more than four sequential digits of the social security number. "Public display" means to exhibit, hold up, post, or make visible or set out for open view a social security number to members of the public or in a public manner. Examples of public displays include but are not limited to open view on a document, file, computer monitor, computer network, website, any other electronic medium or device.
- Using all or more than four sequential digits of the social security number as an individual's identification number or account number. In no event shall an employee's full social security number be used as an identification number.
- Visibly printing all or more than four sequential digits of the social security number on any identification badge, membership card, permit or license.
- Requiring an employee to use or transmit all or more than four sequential digits of his or her social security number over the Internet, Intranet, a computer system or network, unless the connection is secure or the transmission is encrypted.
- Requiring an employee to use or transmit all or more than four sequential digits of his or her social security number to gain access to an Internet, Intranet, a computer system or network unless the connection is secure, the transmission is encrypted, or a password or other unique personal identification number or other authentication device is also required to gain access.
- Including all or more than four sequential digits of the social security number in or on any document or information mailed or otherwise sent to an individual if the social security

number is visible on or, without manipulation, from outside the envelope or packaging.

- Including all or more than four sequential digits of the social security number in any document or information mailed to a person, organization or entity, unless:

    - The document or information is mailed in a manner or for a purpose consistent with HIPAA, the Michigan Insurance Code or the federal Financial Services Modernization Act.
    - State or federal law, rule, regulation or court order authorizes, permits, or requires that the social security number appear in the document;
    - The document is sent as part of an application or enrollment process initiated by the employee;
    - The document or information is sent to establish, confirm the status of, service, amend, or terminate an account, contract, policy, employee or health insurance benefit, or to confirm the accuracy of the social security number of an employee who has an account, contract, policy, employee or health insurance benefit with the Company; or
    - The document or information is mailed by or at the request of the individual whose social security number appears in the document or information, or his or her parent or legal guardian.

Authorized Actions

It is not a violation of this Policy to use all or more than four sequential digits of an individual's social security number for administrative purposes in the ordinary course of business to do any of the following:

- Verify an individual's identity, identify an individual or perform another similar administrative purpose related to an existing or proposed account, transaction, product, service or employment;
- Investigate an individual's claim, or their credit, criminal or driving history;
- Detect, prevent or deter identity theft or another crime;
- Lawfully pursue or enforce the Company's legal rights, including, but not limited to an audit, collection, investigation, or transfer or a tax, employee benefit, debt, claim, receivable or account, or an interest in a receivable or account; or
- Provide or administer employee or health insurance or membership benefits, claims, or retirement programs, or to administer the ownership of other investments.

Limited Access

Access to documents and information containing employees' social security numbers will be limited to those persons who have a legitimate business or medical need to know the information on the document or information containing the social security number. If an employee improperly comes into contact with a document(s) and/or information containing an individual's social security number, the employee must report this immediately to a representative from Access Educational HR's Human Resources Department at (866) 513-3861. Failure to make such a report may result in disciplinary action up to and including termination at the sole discretion of the Company.

If an employee has any questions as to whether he or she should have access to documents and/or information containing social security numbers, the employee should contact a representative from Access Educational HR's Human Resources Department at (866) 513-3861.

Proper Disposal

Employees, agents and vendors of the Company who have access to paper documents containing social security numbers must either shred those documents when discarding them, or place the documents in a locked trash bin, the contents of which will be shredded on a regular basis.

Employees, agents and vendors of the Company who have access to electronic documents containing social security numbers shall promptly permanently delete those documents when discarding them.

Prior to disposing of any computer or other equipment that contains employee's social security numbers in electronic form, the social security numbers must be rendered irretrievable.

Penalties

Any employee who violates the privacy provisions of this policy shall be subject to disciplinary action, up to and including termination of employment at the sole discretion of the Company.

Privacy Statement

The Company is committed to protecting the privacy of employees, including protected health information. It is the policy of the Company to comply with applicable privacy regulations including, but not limited to, the Health Insurance Portability and Accountability Act (HIPAA). Protected personally identifiable health information that is received, maintained or transmitted in connection with flexible spending accounts and/or health insurance benefits is reasonably and appropriately protected through various standards and safeguards. Access to this information is limited to those employees who have a business reason to know this information. Unlawful disclosure is prohibited. Disposal of such protected information is undertaken according to current secure business standards and safeguards. Employees who violate this policy will be subject to discipline up to and including termination. For additional information regarding this policy, please contact Access Educational HR.

Dress Code

Dress, grooming and personal cleanliness standards contribute to the morale of all employees and affect the business image of the Company and the school.

During business hours or when representing the Company or school, employees are expected to present a clean, neat and tasteful appearance. Employees should dress and groom themselves according to the requirements of their position.

Without unduly restricting individual tastes, the following personal appearance guidelines should be followed:

- Shoes must provide safe, secure footing and offer protection against hazards.
- Tank tops, sleeveless T-shirts, tube or halter-tops, shirts with offensive pictures or language, or shorts may not be worn under any circumstances.
- Mustaches and beards must be clean, well-trimmed and neat.
- Hairstyles are expected to be in good taste.
- Unnaturally colored hair and extreme hairstyles, such as spiked hair and shaved heads, do not present an appropriate professional appearance.
- Excessive makeup is not permitted.
- Offensive body odor and poor personal hygiene is not professionally acceptable.
- Perfume, cologne and aftershave lotion should be used moderately or avoided altogether, as some individuals may be sensitive to strong fragrances.
- Jewelry should not be functionally restrictive, dangerous to job performance, or excessive.

- Facial jewelry, such as eyebrow rings, nose rings, lip rings and tongue studs, is not professionally appropriate and must not be worn during business hours.
- Multiple ear piercing (more than one ring in each ear) is not professionally appropriate and must not be worn during business hours.
- Torso body piercing with visible jewelry or jewelry that can be seen through or under clothing must not be worn during business hours.
- Visible excessive tattoos and similar body art must be covered during business hours.

Employees carrying out duties that call for outdoor and physical activities, appropriate dress may include jeans, athletic wear, tennis shoes or other more casual clothing. Safety and activity are two special considerations in determining appropriate dress. Jeans and other work related attire are considered appropriate for janitors and maintenance workers.

Employees who violate this Policy may be asked to leave the workplace and return with proper attire. Under such circumstance, hourly employees will not be compensated for the time away from work. Employees who violate personal appearance guidelines may be subject to appropriate disciplinary action. Employees should consult with the Principal or person designated by the Principal if they have questions as to what constitutes appropriate attire.

Solicitation and Distribution of Literature

No employee will be allowed to engage in solicitation for commercial ventures, including subscriptions, religious or political causes, outside organizations, memberships or other non-job related solicitations during working time or with another employee during that employee's working time.

For the purpose of this policy, working time is that period during the workday when the employee is supposed to be on the job or otherwise attending to the duties of the job. Working time does not include free time, such as break or lunch periods or before or after work.

In addition to this no solicitation policy, the Company has a no distribution policy. There will be no distribution of literature, pamphlets or printed material of any kind on Company or school property by persons who are not employees of the Company or school. There will be no distribution of literature, pamphlets or printed or graphic materials of any description by employees in work areas at any time.

Non-Smoking Policy

In keeping with the Company and school's intent to provide a safe and healthy work environment, smoking is prohibited throughout the workplace and all Company and school property. This policy applies equally to all employees, students, parents/guardians, clients, vendors and visitors. Violation of this policy will result in disciplinary action, up to and including immediate termination of employment.

Substance Abuse Policy

The Company is committed to providing a safe work environment and to fostering the well being and health of its employees. This commitment is jeopardized when any employee illegally uses drugs on or off the job, comes to work under the influence, possesses, distributes or sells drugs in the workplace, or abuses alcohol on the job. Therefore, it is the policy of the Company to provide a workplace free of alcohol and drugs and to take reasonable and appropriate measures to maintain a safe and productive work environment for employees and to avoid the inherent problems that result from alcohol and drug abuse.

In conjunction with the foregoing policy and the requirements of law, the Company has established as a condition of employment the following rules of conduct for all employees:

- The possession, use, sale, purchase (or the attempted use, sale or purchase) of alcohol on the Company or school premises is strictly prohibited.
- The possession, use, sale, purchase (or the attempted use, sale or purchase) of an illegal drug while on Company or school premises or while conducting Company or school business off Company or school premises is strictly prohibited.
- Being under the influence of or subject to the effects of alcohol, an illegal drug, or the misuse of a legal drug is strictly prohibited while on Company or school premises or when conducting Company or school business off Company or school premises.
- Failing a drug test, failing or refusing to take a drug test when requested, tampering or attempting to tamper with a sample or failing to provide a proper or sufficient sample is strictly prohibited.
- Employees must report any assignment or conviction under a criminal drug statute promptly upon such assignment or conviction.

Violation of any of the above rules will result in disciplinary action, up to and including termination.

To implement this policy and assure compliance with the foregoing rules, the Company reserves the right to inspect the property and person of all individuals while on Company or school property (including but not limited to vehicles, packages, purses, lunch boxes, briefcases, lockers, workstations, and desks). Subject to state law, the Company further reserves the right, in its sole discretion, to require employees to submit to drug and/or alcohol testing by a qualified independent laboratory.

If the school has a Drug Free Workplace Program, or if an employee is in a position requiring drug testing under state or federal law, the employee will be subject to drug testing under certain circumstances, in accordance with applicable laws. In this event, the employee will either have the opportunity to review or will receive a copy of the policy.

This policy applies to all employees of the Company as well as to all consultants, vendors and other individuals providing services to the Company or school at any time on the premises or while engaged in business for the Company.

Workplace Violence Policy

The Company has a zero tolerance policy towards any violent act in the workplace. By zero tolerance, the Company means that no threatening or violent behavior is acceptable and all complaints of violence in the workplace will be investigated. The Company will take appropriate disciplinary action, up to and including discharge, against any employee who is found to have engaged in a violation of this policy.

DEFINITIONS

Workplace violence is defined as any action or word that endangers or harms another employee or results in other employees having a reasonable belief that they are in danger. Such actions include:

1. Physical, verbal or written harassment including:

a. Harassment prohibited by the Anti-Harassment, Non-Discrimination and Non-Retaliation Policy.
b. Bullying;
c. Harassing an employee because of that person's physical, mental or other personal characteristic, such as speech, accent, education, or name; or
d. Cartoons, images, such as nooses, or other writings that violate the Anti-Harassment, Non-Discrimination and Non-Retaliation Policy.

2. Physical, verbal or written threats including:

a. Aggressive or hostile behavior that creates a reasonable fear of injury to another person;
b. Making threatening remarks;
c. Aggressive or hostile behavior that creates a reasonable fear of injury to another person;
d. Cartoons, images, such as nooses, or other writings that threaten the Company, its employees or customers.

3. Assaults or other violence including:

a. Hitting another employee;
b. Causing or threatening physical injury to another person;
c. Physical horseplay;
d. Intentionally damaging Company property or property of another employee.

The Company defines company and school property as all property facilities, land, building structures, fixtures, installations, and motor vehicles whether owned, leased, or used by the Company or school. The term "Company Property" is intended to apply to all work locations, job sites and methods of transportation between such locations while in the course and scope of employment for the Company.

Weapons Prohibited on Company Property

The Company strictly prohibits the possession of any weapon while on Company and school property or while on Company or school business. Weapon is defined as any object capable of causing serious bodily harm or death to another person, including, but not limited to all firearms, stun guns, knives with blades three (3) inches or longer in length, exacto knives, brass knuckles, box cutters and explosives. Look-alike inert or toy weapons are also prohibited.

Right to Inspect Property

The Company reserves the right to search any areas on Company and school premises for weapons or other contraband, including, but not limited to lockers, furniture, containers, drawers, equipment or other facilities, lunch boxes, briefcases, personal bags, personal toolboxes or tool kits, parking lots, Company vehicles and personal vehicles parked on Company and school premises. Searches may be made from time to time by authorized management personnel or law enforcement personnel without prior warning. Employees who refuse to submit to a search or examination may be subject to disciplinary action, up to and including termination of employment.

Reporting Requirements

Employees are to report all violence. Employees should report violence to the Principal. If the Principal is unavailable, employees should report the violence to the person designated by the Principal or a representative of Access Educational HR's Human Resources Department at (866) 513-3861. The

Company will investigate all reported incidents of violence. To the extent possible, the complaint and its investigation will be kept confidential. In determining whether the alleged conduct violates this policy, the Company will look at the totality of the circumstances.

Penalty

An act found by the Company to violate this policy will result in disciplinary action, up to and including immediate termination.

Non-Retaliation

It is every employee's obligation to report violent incidents and cooperate in any investigation. The Company will not retaliate against an employee for complaining or cooperating in an investigation under this policy. Employees who believe they have been retaliated against should report the retaliation to a representative of Access Educational HR's Human Resources Department at (866) 513-3861.

Abuse/Endangerment of Students

Access Educational HR forbids any form of verbal or physical abuse, including unnecessary or unwanted physical contact with students. Additionally, no staff member may permit a parent or guardian to physically abuse or discipline a child on school premises. This type of conduct will result in immediate termination of the employee, regardless of position.

Endangering the well-being or safety of students, including leaving a classroom unsupervised, will result in termination.

Social Workers, School Counselors, School Nurses, Teachers and School Administrators are considered mandatory reporters and are required by law to make an oral report within twenty-four (24) hours of suspected child abuse or neglect to the Department of Human Services. The verbal report can be completed by calling toll free (800) 942-4357 or
calling the local county DHS office's child protected services unit. Within seventy-two (72) hours of the oral report being made to the Department of Human Services, the reporting person shall file a written report using form DHS-3200 to the Department of Human Services using the Report of Actual or Suspected Child Abuse or Neglect Form. If the reporting person is not the School Administrator, the reporter is required by law to make the School Administrator aware and provide a copy of the report but is ultimately personally responsible for the report being made. If a mandated reporter is dissatisfied with the response by the CPS intake worker, he or she may contact the Mandated Reporter Hotline at (877) 277-2585.

Any school employee who is not a social worker, school counselor, school nurse, teacher or School Administrator may make a report directly to DHS but must make their School Administrator aware.

The Child Protection Law protects the identity of the person who makes the complaint unless the individual waives that right or the court orders the name to be released. Likewise, a person making a good faith report is protected from civil and criminal prosecution and cannot be penalized for making the report or cooperating with a CPS investigation.

No staff member is to clean a soiled child if he/she is not the same sex as the child. The school Administrator/Principal shall determine whether or when to apply any exception.

Computer/Internet Usage, Electronic Mail and Voicemail

The computers, computer files, e-mails and voicemail are the property of the Company and school. The Company and the Principal reserves the right to look at or listen to any electronic file, e-mail or voicemail on the Company or school's computers, voicemail or other information systems.

General Computer Usage Guidelines

The installation of unauthorized software on Company or school computers is prohibited. Any unauthorized software that is found on an employee's computer or on the network drives shall be removed immediately. The installation of unauthorized software or the willful or intentional destruction of computer software or hardware may subject the employee to disciplinary action, up to and including termination at the sole discretion of the Company.

Licenses

The Company and school purchase and license the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, the Company does not have the right to reproduce such software for use on more than one computer. Employees are required to use software according to the software license agreement. Installation of software without prior supervisor approval and illegal duplication or use of software and its related documentation is strictly prohibited. Violation of this policy may result in disciplinary action, up to and including termination.

Internet Usage

The Company recognizes that when used correctly, the internet can be a valuable business tool that can help employees perform their duties. Therefore, internet access should be viewed as a business instrument to be used to conduct Company and school business. Any unauthorized use of the internet is prohibited. Any non-company usage of the internet or other violation of the internet usage policy may result in disciplinary action, up to and including termination at the sole discretion of the Company.

The unauthorized use, installation, copying or distribution of copyrighted, trademarked or patented material on the internet is expressly prohibited. As a general rule, if an employee did not create material, does not own the rights to it or has not gotten authorization for its use, it should not be put on the internet. Employees are also responsible for ensuring that the person sending any material over the internet has the appropriate distribution rights.

Electronic Mail and Voicemail Policies

Electronic mail ("e-mail") and Voicemail ("v-mail") systems are provided by the school to assist in the conduct of business within the school. As with other forms of business communication at the Company and school, e-mail and v-mail should always be professional in content and format.

General Electronic Mail and Voicemail Usage Guidelines

Use of e-mail is limited to employees. Employees are responsible to maintain the security of their account and take precautions to prevent unauthorized access to their mailbox. Unauthorized entry to an individual's account or mailbox is prohibited. Computer passwords and security codes are unique to the individual and should not be shared, transferred, or disclosed. The Company reserves the right to know all such passwords and security codes and retains ownership of and access to all Company and school systems and information on those systems.

The e-mail and v-mail systems are school property. All messages composed, sent and/or received on the e-mail or v-mail systems are and remain the property of the school. They are not the private property

of any employee. The Company and school reserve the right to retrieve, review, audit and disclose all messages created, received or sent on the e-mail and v-mail systems. The Company and school may view, listen to, copy or delete e-mail and v-mail messages, without your permission. Therefore, you should not assume that messages are confidential. As a general guideline, do not put anything on e-mail or v-mail that you would not put in a formal or public memo.

Unacceptable Usage

The Company strives to maintain a workplace free of discrimination and harassment and sensitive to the diversity of its employees. Therefore, the Company and school strictly prohibit the use of computers, the e-mail and v-mail systems in ways that are disruptive, offensive or harassing of others or harmful to morale. Prohibited use of e-mail or v-mail may result in disciplinary action, up to and including termination. Examples of misuse include the following:

1. Transmitting offensive or disruptive messages. Examples include sexually-explicit messages, cartoons, or jokes; unwelcome propositions; ethnic or racial slurs; or any other messages that are prohibited under the Anti-Harassment, Non-discrimination and Non-retaliation Policy.
2. Use of Company or school e-mail for personal business, competing businesses or chain letters.
3. Distributing confidential messages to parties outside the Company or school.
4. Using the e-mail system to send or receive copyrighted materials, trade secrets, proprietary financial information or similar materials without authorization.
5. Breaking into the system or unauthorized use of a password/mailbox.
6. Soliciting for commercial ventures, religious or political causes, outside organizations or other non-job related solicitations. However, employees are permitted to solicit for charitable organizations, such as school fundraisers, Girl and Boy Scouts and the American Red Cross.
7. Making personal purchases using your school e-mail address.
8. Sending or posting messages or material that could damage the organization or school's image or reputation.
9. Failing to observe licensing agreements.
10. Jeopardizing the security of the Company and school's electronic communications system.
11. Sending anonymous e-mail messages.

Policy Administration

Prudent use of the school e-mail and v-mail systems is each employee's responsibility. Violations of this policy or use of e-mail or v-mail for improper purposes may be grounds for disciplinary action, up to and including termination at the sole discretion of Access Educational HR and the Principal.

Social Media Policy

The Company takes a neutral position on the decision to start or maintain a blog or participate in other social networking activities. However, it is the right and duty of the company and school to protect itself from unauthorized disclosure of information. The Company's social networking policy includes rules and guidelines for company authorized social networking and personal social networking. This policy applies to all executive officers, board members, management, teachers and staff.

General Provisions

Blogging or other forms of social media or technology include but are not limited to video or wiki postings, sites such as Facebook, Twitter and YouTube, chat rooms, personal blogs or other similar forms of online journals, diaries or personal newsletters not affiliated with the Company or school. This policy also includes future social media technologies and applications that may not yet be contemplated.

Employees cannot use employer/school owned equipment, including computers, company-licensed software or other electronic equipment, nor facilities or company time, to conduct personal blogging or social networking activities. Employees may not use social media in a manner that interferes with job duties or violates a company or school work rule or policy. Specifically, employees may not use social media to harass, threaten, intimidate, retaliate, discriminate or disparage the Company or school, employees or anyone doing business with the Company or school including students, parents/guardians, vendors or clients. These restrictions do not prohibit conduct protected by Section 7 of the National Labor Relations Act.

Unless specifically instructed, employees are not authorized and therefore restricted to speak on behalf of the Company or school. Employees may not publicly discuss students, parents/guardians, vendors, customers, products, employees or any work-related matters, whether confidential or not, outside company-authorized communications. Employees are required to protect the privacy of the Company, school and its students, and are prohibited from disclosing personal employee and nonemployee information and any other proprietary and nonpublic information to which employees have access. Such information includes but it not limited to student, parent/guardian, vendor, customer information, company or school trade secrets, financial information and strategic business plans.

If you choose to identify yourself on social media or blogging sites as an employee of the Company or school, please understand that some readers may view you as a spokesperson for the Company or school. Because of this possibility, we ask that you state that your views expressed in your blog or social networking area are your own and not those of the company, school, nor of any person or organization affiliated or doing business with the Company or school.

Employees cannot post on personal blog or social networking sites photographs of other employees, students, parents/guardians, customers, vendors or suppliers, nor can employees post photographs of persons engaged in company or school business or at company events.

Employee cannot post on personal blogs and social networking sites any advertisements, photographs, company products, or school information nor sell company or school products and services. Employees cannot link from a personal blog or social networking site to the Company or school's internal or external web site.

If contacted by the media or press about a post that relates to the Company business or school, employees are required to speak with the Principal before responding.

Employer Monitoring

Employees are cautioned that they should have no expectation of privacy while using the Internet. Your postings can be reviewed by anyone, including the Company and Principal. The Company and Principal reserve the right to monitor comments or discussions about the company or school, its students, parents/guardians, employees, customers and the industry, including products, services and competitors, posted on the Internet by anyone, including employees and non-employees. The Company uses blog-search tools and software to monitor forums such as blogs and other types of personal journals, diaries, personal and business discussion forums, and social networking sites.

Employees are cautioned that they should have no expectation of privacy while using school equipment or facilities for any purpose, including authorized blogging.

The Company and Principal reserve the right to use content management tolls to monitor, review or block content on company blogs that violate company blogging rules and guidelines.

Reporting Violations

The Company requests and strongly urges employees to report any violations of possibly received violations to the Principal, person designated by the Principal or the HR department at Access Educational HR. Violations include discussions of the Company, school and its students, parents/guardians, employees and customers, any discussion of proprietary information and any unlawful activity related to blogging or social networking.

Discipline of Violations

The Company investigates and responds to all reports of violations of the social networking policy and other related policies. Violation of the company's social networking policy will result in disciplinary action up to and including immediate termination. Discipline or termination will be determined based on the nature and factors of any blog or social networking post. The Company and school reserve the right to take legal action where necessary against employees who engage in prohibited or unlawful conduct.

Authorized Social Networking

The goal of authorized social networking and blogging is to become a part of the industry conversation and promote web-based sharing of ideas and exchange of information. Authorized social networking and blogging is used to convey information about company, school, products and services, promote and raise awareness of the Company brand school academics, search for potential new markets, communicate with employees and customer to brainstorm, issue or respond to breaking news or negative publicity, and discuss corporate, business-unit and department-specific activities and events.

When social networking, blogging or using other forms of web-based forums, the Company and school must ensure that use of these communications maintain our the brand identity, integrity and reputation while minimizing actual or potential legal risks, whether used inside or outside the workplace.

Rules and Guidelines

The following rules and guidelines apply to social networking and blogging when authorized by the Company and school and done on company time. The rules and guidelines apply to all employer-related blogs and social networking entries, including employer subsidiaries or affiliates. Only authorized employees can prepare and modify content for the Company or school's blog and/or the social networking entries. Content must be relevant, add value and meet at least one of the specified goals or purposes developed by the Company or school. If uncertain about any information, material or conversation, discuss the content with the Principal.

All employees must identify themselves as employees of the Company or school when posting comments or responses on the Company or school's blog or on the social networking site. Any copyrighted information where written reprint information has not been obtained in advance cannot be posted on the Company or school's blog.

Business units and departments are responsible for ensuring all blogging and social networking information complies with the Company's written policies. Business unit and department heads are authorized to remove any content that does not meet the rules and guidelines of this policy or that may be illegal or offensive. Removal of such content will be done without permission of the blogger or advance warning.

The Company expects all guest bloggers to abide by all rules and guidelines of this policy. The Company and school reserve the right to remove, without advance notice or permission, all guest

bloggers' content considered inaccurate or offensive. The Company and school also reserve the right to take legal action against guests who engage in prohibited or unlawful conduct.

Any questions regarding the Social Networking Policy should be directed to the Principal, person designated by the Principal or the HR Department at Access Educational HR.

Personal Telephone Calls and Cell Phone Usage

Employees must exercise restraint when placing or receiving personal calls during the work day. Personal calls should be kept as brief as possible and, in no event, should any personal call interfere with an employee's job duties or customer service. Employees who make long distance personal calls on the Company or school telephone may be required to reimburse the Company or school for the charges associated with such calls.

Employees who are provided with a cell phone by the Company or school must limit their use of the cell phone for personal reasons both while working and during non-working hours. The Company and school, at its sole discretion, may require employees to reimburse the Company or school for charges associated with personal cell phone usage, including roaming fees and text message charges.

Excessive personal phone calls and/or text messaging during the work day, regardless of the phone that is used, can interfere with employee productivity and be distracting to others. Employees are encouraged to make any other personal calls and/or send text messages on non-work time where possible and to ensure that friends and family members are aware of this policy.

Employees whose job responsibilities include regular or occasional driving and who are issued a cell phone for business are to refrain from using their phone while driving unless using a hands-free device. Use of a cell phone while driving is prohibited by Access Educational HR.

Company Mail

Employees are prohibited from using the Company or school's paid postage for personal correspondence.

Visitors

Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards student and employee welfare and avoids potential distractions and disturbances. Accordingly, only authorized visitors are allowed in the school.

All visitors must enter the Company and school at the main entrance and report directly to the reception area or main office. Authorized visitors will be escorted to their destination. Employees are responsible for the conduct and safety of their visitors. It is the responsibility of the employee to limit the duration of the visit to a reasonable amount of time to adequately conduct business.

The school may exercise the right to inspect all packages and parcels entering and leaving the school grounds.

Employees who observe an unauthorized individual on school premises must immediately notify the Principal or, if necessary, direct the individual to the main entrance.

Safety

To assist in providing a safe and healthful work environment for employees, students, parents/guardians, customers, and visitors, Access Educational HR has established a workplace safety program. Workplace safety is a top priority for Access Educational HR. The Safety Coordinator has responsibility for implementing, administering, monitoring and evaluating the safety program, however, its success depends on the alertness and personal commitment of all.

Access Educational HR provides information to employees about workplace safety and health issues through regular internal communication channels such as staff meetings, bulletin board postings, memos or other written communications.

Some of the best safety improvement ideas come from employees. Employees with ideas, concerns or suggestions for improved safety in the workplace are encouraged to raise them with the Principal or the person designated by the Principal, or the Safety Coordinator at Access Educational HR. Reports or concerns about workplace safety issues may be made anonymously and without fear of reprisal.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must comply with all company and school safety policies, as well as any occupational safety and health standards and regulations established by the Occupational Safety and Health Act and state and local regulations. Employees must immediately report any unsafe condition to the Principal, person designated by the Principal, and/or an Access Educational HR Human Resource Professional at (866) 513-3861. Employees who violate safety standards, cause hazardous or dangerous situations, fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

Safety is a vital concern to the Company and the school. The ultimate responsibility for safety, however, lies with the employee. The Company and school need your help in promoting safety and the prevention of accidents by observing the following fundamental safety rules:

Employees should:

1. Learn their job and how to be safe in the workplace.
2. Know the location of fire alarm boxes, extinguishers and their duties in case of fire.
3. Promptly report all unsafe or potentially hazardous conditions, such as, but not limited to:

    - Wet or slippery floors
    - Cluttered or unsafe areas
    - Equipment left in aisles, walkways or blocking exits
    - Exposed or unsafe electrical wiring
    - Careless handling of equipment
    - Defective or unguarded equipment

4. Follow all manufacturer recommendations when operating electrical equipment.
5. Immediately report all accidents to the Principal.
6. Use proper lifting procedures and get help when needed.
7. Wear safety glasses and protective clothing when necessary.
8. Handle hazardous chemicals with care.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees must immediately notify the Safety Coordinator at Access Educational HR or the Principal. Such reports are necessary to comply with laws and initiate insurance and workers' compensation

benefits procedures. The injured employee will be directed to the company's designated occupational health center.

Exposure Control Plan – Blood borne Pathogens

Access Educational HR Blood borne Pathogens Exposure Control Plan was developed to minimize or eliminate employee occupational exposure to blood or certain other bodily fluids. The plan is located in the school office. The plan provides information regarding the following:

- The plan defines blood borne pathogens, mainly Hepatitis B (HBV) and Human Immunodeficiency Virus (HIV), including information regarding symptoms and how such diseases can be transmitted in the workplace.
- An exposure to blood borne pathogens is defined as a specific skin, eye, mucous membrane or parenteral contact with blood or other potentially infectious materials resulting from the performance of any employee's duties.

Specific procedures should be used in order to reduce exposure to blood borne pathogens. These include using protective items such as puncture proof containers for disposing of sharp items, cleaning, etc., and using disinfecting solution for cleaning contaminated areas. Work practices that can prevent transmission of disease such as effective hand washing should be used. Finally, disposal procedures for contaminated materials should be followed for example, contaminated first aid items should be sealed in a zip lock bag before disposal.

Any exposure incident must be documented as described in the Health and Safety Manual. In addition, the Hepatitis B vaccine is available at no cost to the employee if there is an exposure.

Access Educational HR requires that all employees certify their training in Blood borne Pathogens annually.

Use of Company Equipment and Vehicles

Personal use of Company property is strictly prohibited without the expressed prior approval from the Principal.

When using Company property, employees are expected to exercise care, perform required maintenance and follow all operating instructions, safety standards and guidelines. Prompt reporting of damage, defect and the need for repairs can prevent deterioration of equipment and possible injury to employees or others. Thus, employees must notify the Principal or person designated by the Principal if any equipment, machines, tools or vehicles appear to be damaged, defective or in need of repair. Employees with questions regarding their responsibility for maintenance and care of Company or school equipment or vehicles should consult with the Principal or person designated by the Principal.

Improper, careless, negligent, destructive or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.

Conflicts of Interest

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. The purpose of this policy is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation.

Employees should contact a representative of Access Educational HR's Human Resources Department at (866) 513-3861 if they have any questions regarding this policy.

"Conflicts of Interest" include an obligation to, or relationship with, any person or organization with whom the Company or school competes or does business that could affect an employee's judgment in fulfilling his/her responsibilities to the Company or school.

An actual or potential conflict of interest can occur when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of the Company or school business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which the Company or school does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the Company or school. These types of transactions should be avoided.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to the Principal or Access Educational HR's Human Resources Department as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

In addition avoiding personal gains, employees should avoid transactions with outside firms that result in unusual gains for those firms. Unusual gains include bribes, product bonuses, special fringe benefits, unusual price breaks and other windfalls designed to ultimately benefit the employer, the employee, or both. Promotional plans that could be interpreted to involve unusual gain require specific executive-level approval.

Access to Personnel Files

Access Educational HR maintains a personnel file on each employee. The personnel file includes information such as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases and other employment records.

Personnel files are the property of Access Educational HR and access to the information they contain is restricted. Generally, only supervisors and management personnel of the Company who have a legitimate reason to review information in a file are allowed to do so.

All medical records, if any, are kept in a separate confidential file from your personnel file. Access Educational HR maintains this information and may not use or disclose medical information about an employee without the employee first having signed an authorization form permitting such use or disclosure.

Employees who wish to review their own file should contact a representative from Access Educational HR's Human Resources Department at (866) 513-3861. With reasonable advance notice, employees may review their own personnel files in Access Educational HR's offices and in the presence of an individual appointed by Access Educational HR to maintain the files.

State Requirements

All employees must comply with state requirements for employment, such as but not limited to,

fingerprinting, licensure and certification, child abuse, criminal record, tuberculin tests, first aid/CPR and physician's reports. Employees are also required to provide transcripts to verify units earned and in-service hours. Applicable requirements must be submitted to the Principal prior to beginning employment for each school year. Costs are the responsibility of the employee. The only exception to the cost being the responsibility for the employee is when the Academy sponsors a school wide training.

Personnel Data Changes

It is the responsibility of each employee to promptly notify Access Educational HR of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishment and other such status reports should be accurate and current at all times. If any personnel data has changed, employees must notify a representative from Access Educational HR's Human Resources Department. Certain changes may require appropriate documentation. Some benefit providers require that changes be reported within contained time frames (such as within 30 days) after the change has taken place. Failure to notify Access Educational HR of any changes may result in the loss of certain benefits.

Expense Reimbursement

Employees must obtain the Principal's advance authorization (by way of a purchase order) prior to incurring an expense on behalf of Access Educational HR. To be reimbursed for all authorized expenses, an expense report accompanied by receipts must be submitted to the Principal for approval. Please submit the expense report each month, as you incur authorized reimbursable expenses. In order for Choice Schools to keep records and accounting accurate and current, expense reports older than three (3) months old may not be honored.

If you are asked to conduct company business using your personal vehicle, you will be reimbursed at the rate of reimbursement per mile set by the Internal Revenue Service for its employees. Please submit this expense, to the Principal, on your monthly expense report.

TIME OFF & LEAVES OF ABSENCE

Both paid and unpaid time off may be granted to eligible employees, according to the following leave policies. Please consult your Principal for further information.

Paid Leaves

The most common types of paid leaves are holiday, sick, bereavement, religious, jury duty, vacation, etc. Any time an employee is not working (for whatever reason, including disability) and is still getting paid is considered a paid leave. Access Educational HR has chosen to provide three categories of paid leaves for full-time employees:

- Holidays
- Paid time off
- Vacation
- Jury Duty
- Witness Duty
- Military Leave

Time off is paid using your base daily or hourly rate, excluding overtime compensation.

Non-exempt hourly employees are eligible for holiday pay on legal holidays provided the Board of Education includes such compensation in the respective Academy's operating budgets. Twelve-month employees may use Paid Time Off and Vacation Leaves to receive pay during extended holiday periods, such as Christmas vacation and Spring Break.

Written requests for paid leave must be submitted to and approved by the employee's direct supervisor or the Principal.

Holidays

Regular full-time, exempt employees do not report to work on recognized school holidays and other days designated by Access Educational HR. The work year for regular full-time, 12 month exempt employees is based on 260 workdays.

Each Academy Board of Education approves an academic calendar for operation of the school's educational program and for academic year employees, which includes teachers, instructional aides, and food services. Academic year employees report to work according to the approved academic calendar and Board-approved school operating budget.

All national holidays are scheduled on the day designated by common business practice or by the school's approved annual academic calendar.

If a recognized holiday occurs during your scheduled vacation, you will not lose a day of vacation leave.

Access Educational HR grants full-time, 12 month support staff paid holidays from work with no loss in pay. For purposes of holiday pay, the following are recognized as holidays:

- New Year's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve

Each year, the Academy Board of Education designates the dates on which holidays are to be observed. The additional days at Christmas and New Years are observed either before or after the legal holiday and are scheduled on the same dates for all employee groups. Deviations may occur in cases where the Academy Board of Education determines adjustments are necessary to accommodate the academic calendar and an Academy's teaching mission.

The employee must be actively at work or on leave of absence with pay at the time the holiday occurs. You are not eligible to receive holiday pay when you are on an unpaid leave of absence.

The benefit is not payable to employees who are on official leave of absence without pay:

- Workers' Compensation
- Layoff
- Disciplinary unpaid suspension
- Set number of day's assignment (ie: academic calendar positions)

Holiday pay is not granted to part-time employees. Holiday pay is not granted when the holiday falls during a vacation period preceding termination (except when an employee is retiring).

Holiday pay is not payable if the employee has an unexcused absence on either the day before or the day after the holiday.

A maximum of eight hours pay, at the employee's base rate of pay, may be made for each holiday.

When a holiday falls during an employee's paid vacation or paid time off, the employee will receive holiday pay and no charge will be made to accrued vacation or paid time off accruals.

Paid Time Off

Paid Time Off (PTO) may be taken at the employee's discretion. PTO may also be used during an employee's own illness, to care for an ill child, or for medical, legal or other personal business reasons which can only be scheduled during business hours. Included in paid time off are bereavement, and religious holidays. The employee is to designate the reason for time off on the employee attendance record.

Religious leave is available as paid time off provided the employee has days available. The Principal should be given at least two weeks advance notice for religious leave. If a PTO day is not available, you will not be paid for religious leave.

The Principal should be notified of PTO requests as far in advance as possible.

Regular full-time employees are eligible to accrue PTO. PTO hours begin accruing on your hire date. Regular full-time employees are eligible for one day of PTO for each month of service, accruing from your hire date.

Employment Classification	Sick Pay	Personal
Teachers & SY (School Year) Salaried Instructional Staff Full Time	Accrue 1 day (8 hours) per month Aug-May	Staff hired in the 2014-15 school year will receive 2 days/16 hours for the school year
Instructional Full Time Hourly IA's SY (School Year) Staff	Accrue 1 day (8 hours) per month Aug-May	Staff hired in the 2014-15 school year will receive 2 days/16 hours for the school year
Non-Instructional Full Time Hourly School Year Staff	Accrue 1 day (8 hours) per month Aug-May	Staff hired in the 2014-15 school year will receive 2 days/16 hours for the school year
Calendar Year 12 Month Staff Full Time – Hourly & Salaried	Accrue 1 day (8 hours) per month Aug-May	Staff hired in the 2014-15 school year will receive 2 days/16 hours for the school year

Part-time hourly, non-teaching employees are not eligible for PTO benefits.

Except in the instance of illness or emergencies, all PTO must be scheduled in advance with your Principal. Every effort will be made to grant your request for PTO at the time you desire. However, PTO cannot interfere with the Academy's operation and therefore must be approved by your Principal in advance. If any conflicts arise in requests for PTO, preference will be given to the first employee who requests the time off.

PTO will not be granted on the last workday preceding a scheduled school holiday and on the first workday immediately following the last day of a holiday. Exceptions must be requested in writing and must be recommended for approval by the Principal, who is the final decision maker on such requests for exception.

PTO will not be granted during the last 30 school days except for personal or family illness and personal emergencies. All exceptions must be requested in writing and must be approved by the Principal.

Normally, only accrued PTO may be taken. You may not receive advance PTO pay (for time off taken in excess of your PTO accrual balance) without written authorization from your Principal. Such authorization is at the discretion of your Principal and must be granted in advance of your time off. Any amount of advance PTO paid, but not yet accrued at the time of termination of employment, will be deducted from your final paycheck.

Any unused, earned sick days may be carried over to the next year to a maximum of 80 hours.

With the exception of employees assigned to teaching positions: If you choose to leave employment with Access Educational HR and have accrued PTO days, you will not be "paid out" or compensated for unused, accrued PTO days.

Vacation

Vacation is a time for you to rest, relax, and pursue special interests. Only regular full-time salaried employees and custodial staff who work for twelve (12) consecutive months are eligible to accrue vacation. Those who only work during the school year, do not receive this benefit. Vacation hours begin accruing on your hire date.

Regular, full-time, twelve-month employees accrue one day of vacation for each month of service.

The Principal will always try to let you use your vacation time as desired, but vacations cannot interfere with the Academy's operation. Therefore, your Principal must approve your vacation at least two (2) weeks in advance. If any conflicts arise in vacation requests, preference will be given to the employee with the longest length of continuous service.

Normally, only accrued vacation may be taken. You may not receive advance vacation pay (for vacation time taken in excess of your vacation accrual balance) without written authorization from your Principal. Such authorization is at the discretion of your Principal and must be granted in advance of your vacation. Any amount of advanced vacation paid, but not yet accrued at the time of termination of employment, will be deducted from your final paycheck.

All vacation time must be taken in full or half-day increments, unless otherwise authorized in writing. Your Principal must approve specific vacation dates. Your Principal has the responsibility to maintain adequate staffing levels and has the authority to limit the approval of vacation requests in order to meet operational needs. Requests will normally be granted as long as your absence will not seriously affect the school's operations. Usually, only one employee may be out on a vacation day in a department at any one time.

Employees who provide direct services to students will not be permitted to take vacation days on the immediate workday preceding or following a student school calendar scheduled holiday unless prior approval has been received from the Principal.

If you are on an approved leave of absence for less than thirty (30) days, your vacation eligibility will not be affected. If your approved leave of absence extends beyond thirty (30) days, vacation time will not continue to accrue.

Employees are encouraged to use their vacation to take regular time off each year. If they do not, vacation will accrue until the employee has reached a maximum of twelve (12) vacation days. At this point, no further vacation will be accrued until the employee uses vacation days equal to the amount accruable during one month.

Exceptions to this policy may be made in unusual circumstances. Each case will be viewed on an individual basis by the Principal and Access Educational HR.

If you choose to leave employment with Access Educational HR and have accrued vacation days, you will not be "paid out" or compensated for unused, accrued vacation days.

Jury Duty

Employees summoned by a court to serve as jurors shall be given a jury leave of absence for the period of their jury duty. For each day, up to a maximum of ten (10) days per year, that an eligible employee serves as juror when the employee otherwise would have worked the employee shall receive pay at their regular rate for their regularly scheduled hours on that day provided that the employee reimburses

the Employer the jury pay the employee received from the court less amounts paid for travel and meal expenses. In order to be eligible to receive jury duty pay from the Employer, an employee must:

- Notify the Principal within forty-eight hours of receipt of the jury summons so that arrangements can be made to accommodate the employee's absence;
- Provide the Principal with a copy of the jury summons or subpoena;
- Return to work promptly after being excused from jury duty service.
- Provide the Employer with substantiation regarding the amount of jury duty pay, travel expenses and meal expenses received from the court for the jury duty service.

Bereavement Leave

Bereavement is leave granted due to the death of a family member and may be paid as follows:

- AccessPoint Educational HR will grant all full time staff members up to five (5) consecutive days off with pay when a death occurs in their immediate family. Immediate family is defined as mother, father, sister, brother, husband, wife, son, daughter, grandparent, mother-in-law, father-in-law, sister-in-law, and brother-in-law.
- AccessPoint Educational HR will grant all full time staff members up to three (3) consecutive days off with pay when death occurs to a relative living within their household. Relatives are defined as aunt, uncle, nieces, nephews, and cousins.
- AccessPoint Educational HR will grant all full time staff members one (1) day off with pay when death occurs to a relative not living within their household. Relatives are defined as daughter-in-law, son-in-law, aunt, uncle, nieces, nephews, and cousins.
- Staff members may request Bereavement leave from their supervisor upon notification of the death of a family member.
- Staff members must submit a copy of the obituary to their Administrator upon return to work.

Witness Duty

Employees who have been subpoenaed or otherwise requested to testify as a witness by the Company or the school will receive paid time off for the entire period of witness duty.

Full-time employees will be granted a maximum of 8 hours of paid time off to appear in court as a witness at the request of a party other than the Company.

Employees will be paid at their base rate and may use any available paid time off for periods of absence that would otherwise be unpaid under this Policy.

To receive compensation under this Policy, employees must provide the subpoena to their supervisor immediately after it is received so that arrangements can be made to accommodate the employee's absence. Employees are expected to report to work whenever the court schedule permits, and must contact their supervisor on a daily basis to discuss work issues.

Military Leave

Military leaves of absence will be granted in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and applicable state law. Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

Employees will receive up to ten (10) days of paid military leave per year. Employees may use any available paid time off for periods of unpaid military leave.

Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible.

Benefit accruals, such as PTO, vacation, sick leave or holiday benefits, will be suspended during the leave and will resume upon the employee's return to active employment.

Employees on military leave for 30 days or less are required to return to work on the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on military leave for more than 30 days must apply for reinstatement in accordance with USERRA and all applicable state laws.

Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. Employees will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

For more information or questions about military leave employees should contact the Human Resources Department at Access Educational HR at (866) 513-3861.

Unpaid Leaves

Occasionally, for medical, personal, or other reasons, you may need to be temporarily released from the duties of your job with Access Educational HR. It is the policy of Access Educational HR to allow its eligible employees to apply for and be considered for certain leaves of absence.

Time off for any reason during a working day will count first against your Paid Time Off days, as appropriate, in half day or full day increments. Once you have used all of your accrued Paid Time Off, any time off will be without pay. Vacation time can be used with approval of your Principal or supervisor.

Failure to return to work as scheduled from an approved leave of absence or to inform your Principal of an acceptable reason for not returning as scheduled will be considered a voluntary resignation of employment.

There are several types of unpaid leaves for which you may be eligible.

- FMLA
- Non-FMLA
- Personal Leave

All requests for leaves of absence shall be submitted in writing to your Principal. Each request shall provide sufficient detail such as the reason for the leave, the expected duration of the leave, and the relationship of family members, if applicable.

Family and Medical Leave Act Policy

I. Purpose

The Company will provide eligible employees with leave for family and medical reasons as required by the Family and Medical Leave Act of 1993, 29 U.S.C. 2601 et. seq. The rights granted and obligations imposed in this policy are limited to those created by the Family and Medical Act of 1993, 29 USC. 2601 et. seq. Other than those contained in this Handbook, all previous policies governing leaves of absence for medical, family or parental reasons are rescinded. Any questions concerning this policy should be directed to an Access Educational HR Human Resources representative at (866) 513-3861.

II. Eligible Employees.

An employee is eligible for family, medical or injured servicemember family leave if all of the following criteria are met:

1. The employee has been employed by the Company for at least 12 months;
2. The employee has worked for the Company at least 1,250 hours during the 12 months immediately preceding the commencement of the leave; and
3 The employee is employed at a work site where 50 or more employees are employed by Access Educational HR within 75 miles of the work site.

III. Reasons for Leave.

Leave will be granted for any one or more of the following reasons:

1. Birth of a child and to care for the newborn child;
2. Placement with the employee of a son or daughter for adoption or foster care;
3. To care for the employee's spouse, son, daughter or parent with a serious health condition; or
4. Because of a serious health condition of the employee that makes the employee unable to perform the functions of his/her position. A "serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:

    a. Inpatient care in a hospital, hospice or residential medical care facility including any period of incapacity or any subsequent treatment in connection with inpatient care; or,
    b. Continuing treatment by a health care provider.

5. To care for a covered servicemember if the employee is the spouse, son, daughter, parent, or next of kin of the servicemember.

    a. The term "covered servicemember" means a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.
    b. The term "outpatient status," with respect to a covered servicemember, means the servicemember is assigned to:

        i) a military medical treatment facility as an outpatient; or
        ii) a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.

    c. The term "next of kin" means the nearest blood relative of that individual.
    d. The term "serious injury or illness," in the case of a member of the Armed Forces, means an injury or illness incurred by the member in the line of duty on active duty

in the Armed Forces that may render the member medically unfit to perform the duties of the member's office, grade, rank or rating.

Leave entitlement under this policy will run concurrently with a PTO leave or a workers' compensation absence, provided the leave or absence is due to a qualifying serious health condition.

IV. Allowed Leave.

An eligible employee is entitled to 12 work weeks of unpaid leave during any 12-month period for any one, or more, of the following reasons:

1. Birth of a child and to care for the newborn child;
2. Placement with the employee of a son or daughter for adoption or foster care;
3. To care for the employee's spouse, son, daughter or parent with a serious health condition; or
4. Because of a serious health condition of the employee that makes the employee unable to perform the functions of his/her position.

An eligible employee, who is the spouse, son, daughter, parent, or next of kin of a covered servicemember, is entitled to a total of 26 workweeks of leave during a 12-month period to care for the servicemember. Servicemember family leave is only available during a single 12-month period.

During any single 12-month period, an eligible employee is entitled to a combined total of 26 workweeks of leave for servicemember family leave and any other type of leave for which the employee may be eligible under the FMLA.

The 12-month period for allowable leave is measured backward from the date an employee uses any leave under this policy. All leave taken within that 12-month period will be counted against an employee's annual leave entitlement under the FMLA.

V. Employment of Spouses.

A husband and wife who are eligible for FMLA leave and are both employed by the Company shall be limited to a combined total of 12 weeks of leave during any 12-month period if leave is taken for:

1. The birth of a child and to care for the newborn child;
2. Placement with the employee of a son or daughter for adoption or foster care, and to care for the child after placement; or,
3. To care for the employee's parent with a serious health condition.

An employee's entitlement to leave for the birth or placement for adoption or foster care expires at the end of the 12-month period beginning on the date of the child's birth or placement. All leave must be concluded within this 12-month period.

The total number of workweeks of leave to which a husband and wife may be entitled is limited to 26 workweeks during a single 12-month period if the leave is:

1. For servicemember family leave; or
2. A combination of servicemember family leave and leave for the birth and care of a newborn child, placement of the child with the employee for adoption or foster care, and to care for a family member (spouse, parent or child) with a serious health condition or for the employee's own serious health condition.

VI. Leave Taken Intermittently or On a Reduced Leave Schedule.

An employee may take leave on a reduced or intermittent schedule when medically necessary, if the leave is to care for the employee's spouse, son, daughter or parent with a serious health condition, the employee's own serious health condition, or for servicemember family leave. Intermittent or reduced leave schedules are only available for leave taken for the birth or placement of a child for adoption or foster care if the Company expressly agrees to provide the employee with such leave.

When the employee is taking leave for planned medical treatment for a family member or the employee's own serious health condition, or for servicemember family leave, the employee must make a reasonable effort to schedule the treatment so as not to disrupt unduly the school's operations, subject to the approval of the health care provider.

VII. Relation to Paid Leave/Substitution/Runs Concurrently.

Employees with accrued PTO/vacation must substitute their PTO/vacation for all or a part of any unpaid leave relating to the birth of a child or placement of a child for adoption or foster care.

Employees with accrued PTO/vacation must substitute their PTO/vacation for all or a part of any unpaid leave needed to care for a family member or the employee's own serious health condition.

VIII. Notice of Leave.

An employee is required to give at least 30 days advance notice before the leave is to commence if the need for the leave is foreseeable. When the need for leave is not foreseeable or 30 days notice is not practicable, the employee is required to give notice as soon as practicable. An employee's leave may be delayed due to lack of required notice where it is clear that the employee had actual notice of these requirements.

IX. Medical Certification.

An employee is required, at his/her expense, to provide a medical certification to support a request for leave to care for the employee's seriously ill family member, the employee's own serious health condition, or for servicemember family leave. Medical certification is required for any period of incapacity due to pregnancy or for prenatal care. A representative from Access Educational HR's Human Resources Department will provide the employee with the appropriate medical certification form. The employee must have his or her health care provider complete the medical certification and return it to a representative from Access Educational HR's Human Resources Department.

When leave is foreseeable and at least 30 days notice has been provided, the employee should provide the medical certification before the leave begins. If this is not possible, the employee must provide medical certification no later than 15 calendar days after the employee's request for leave, unless it is not practicable to do so under the circumstances.

If an employee fails to provide medical certification in a timely manner for foreseeable leave, leave may be delayed until the required certification is provided. Similarly, if an employee fails to provide medical certification as soon as is reasonably possible when the need for leave is not foreseeable, or in the case of re-certification, the continuation of leave may be delayed.

If the Company has reason to doubt the validity of the employee's medical certification, they have the right to require the employee or family member to be examined by a health care provider of its choosing at its expense. If the opinions of the employee's and the Company's designated health care providers

differ, the Company may require the employee to obtain medical certification from a third health care provider at their expense. The third health care provider's opinion shall be final and binding and will be designated or approved jointly by the employee and the Company. Pending receipt of the second or third medical opinions, the employee is provisionally entitled to FMLA benefits.

The Company may from time to time, and at reasonable intervals, require an employee to obtain re-certification as permitted by the Family and Medical Leave Act.

X. Heath Insurance Benefits.

During a leave under this policy, an employee's coverage under the Company group health insurance plan will be maintained on the same conditions as coverage would have been provided if the employee had not taken the leave. The employee must continue to pay his/her share of health insurance plan premiums during the leave period.

If the Company provides a new health plan or benefits, or changes health benefits or plans, while an employee is on leave, the employee is entitled to the new or changed plan/benefit to the same extent as if the employee were not on leave. This also means that if premiums are increased or lowered, the employee will be required to pay the new premium rates.

Employees who are required to pay a share of the health insurance plan premiums must arrange for payment of the premiums with a representative from the Human Resources Department of Access Educational HR.

Access Educational HR's obligation to maintain health insurance coverage ceases if:

1. The employee's premium payment is more than 30 days late;
2. The employee informs the Company of his/her intent not to return from leave;
3. The employment relationship would have terminated if the employee had not taken leave; or,
4. The employee fails to return from leave or continues on leave after exhausting his/her leave entitlement.

Access Educational HR may recover the health insurance premiums if paid during an employee's leave if the employee fails to return to work after the employee's leave under this policy is exhausted or expires, unless the reason the employee does not return is due to:

1. The continuation, recurrence or onset of a serious health condition of the employee or the employee's family member or for servicemember family leave; or
2. Other circumstances beyond the employee's control.

XI. Benefits Other Than Health Insurance.

The taking of leave will not result in the loss of any employment benefit accrued prior to the date on which leave commenced, but an employee is not entitled to the accrual of any seniority or employment benefits during the period of leave except as required by the Family and Medical Leave Act.

XII. Notice Regarding An Employee's Intent to Return to Work.

An employee on leave is required to report periodically on the employee's status and intent to return to work. If an employee gives unequivocal notice of intent not to return to work, the employment relationship will terminate and all rights and obligations under the Family and Medical Leave Act cease.

XIII. Reinstatement & Fitness for Duty.

On return from leave, an employee will be returned to the same position he/she held when leave commenced, if the position remains available, or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment.

Unless on intermittent leave, as a condition of restoring an employee whose leave was occasioned by the employee's own serious health condition, Access Educational HR will require the employee, at his/her expense, to obtain and present a certification from his/her health care provider that the employee is able to resume work. Restoration to employment may be delayed until the employee submits a fitness-for-duty certification.

Upon restoration to employment, an employee has no entitlement to any greater right, benefit, or position of employment other than any right, benefit or position to which the employee would have been entitled had he/she not taken leave.

Key employees (defined as a salaried FMLA-eligible employee who is among the highest paid 10 percent of all employees) may not be entitled to reinstatement. Key employees will be informed of their status and rights and obligations under the Family and Medical Leave Act upon request for a leave of absence under the policy.

An employee who fraudulently obtains leave under this policy is not protected by the Family and Medical Leave Act's job restoration or maintenance of health benefits provisions.

XIV. Circumstances Under Which Leave May Be Delayed.

An eligible employee's leave may be delayed for lack of required notice under this policy.

If an eligible employee fails to provide, in a timely manner, a requested medical certification to substantiate the need for leave due to a serious health condition or for service member family leave, the Company may delay leave until the employee submits the certification.

Non-FMLA Leave

Access Educational HR may grant an unpaid leave of absence for illness, disability or pregnancy to employees that are not eligible for The Family and Medical Leave Act (FMLA). Employees are eligible for a non-FMLA leave of absence after twelve (12) months of employment. To request a non-FMLA leave of absence from your Principal, you should submit, or have someone submit for you, a statement of ill health or disability from your doctor. (Pregnancy is treated, for the purposes of this policy, the same as an illness or disability.)

An eligible employee is entitled to a total of ninety (90) days of leave during a "rolling" twelve (12) month period measured backward from the date an employee uses any leave.

In the case of pregnancy, please inform your Principal as soon as possible of the date you and your doctor anticipate that you will begin your leave. Every effort will be made to hold your position open, or return you to a similar position if one is available, for which you may be qualified. However since this leave is not protected under the federal law of FMLA, there is no guarantee of job reinstatement upon your return from a non-FMLA leave of absence.

At the time the non-FMLA leave begins, any accrued PTO will be used. These benefits do not continue to accrue during a leave of absence. This policy applies to all employees.

Any healthcare coverage will terminate on the last day of the month of your last day worked since; again, this leave is not protected under the federal law of FMLA. You have the option to continue coverage through COBRA at your own expense. A COBRA packet will be sent out to your home address within fourteen (14) days of the termination of your coverage.

Employees who must remain away from work for more than the period of time allowed above will be considered terminated from employment. They are welcome to re-apply subject to the Access Educational HR and the school's usual hiring policies.

Employees who develop an illness or physical condition that requires medical treatment or restrictions and precautions, will be required to submit a physician's statement. This statement must give approval that continued full-time employment in his/her present position will not jeopardize his/her health or the safety of others, in the event she/he continues to work.

Personal Leave

In special circumstances, Access Educational HR may grant a leave for a personal reason, but never for taking employment elsewhere or going into business for yourself. You should request an unpaid personal leave of absence from your Principal. A personal leave of absence must not interfere with the operations of the Academy. Your Principal must grant final approval.

A personal leave of absence may be granted for up to thirty (30) days. Any healthcare coverage in tact at the time of the unpaid personal leave will terminate on the last day of the month of your last day worked if you do not return prior to the end of the month. You will have the option to continue coverage through COBRA at your own expense. A COBRA packet will be sent out to your home address within fourteen (14) days of the termination of your coverage. Failure to return from a leave at the time agreed will result in termination of employment.

BENEFITS

The Company is committed to offering a variety of benefits to eligible employees. In addition to receiving a competitive salary and having an equal opportunity for professional development and advancement, you may be eligible to enjoy other benefits that will enhance your job satisfaction. A good benefits program is a solid investment in the Company's employees. Some of the benefits currently offered by the Company to eligible employees include:

* Medical Insurance
* Dental Insurance
* Vision Insurance
* Life Insurance
* Short-term Disability
* Long-term Disability
* 401(k) Savings Plan
* Workers' Compensation
* Flexible Spending Account
* Direct Deposit

Eligible employees will receive a summary of the above benefits during their orientation and/or open enrollment. Employees may also receive summary plan descriptions (SPDs), which describe certain benefit programs in greater detail. The summary plan description and official plan documents (such as insurance master contracts) contain information regarding eligibility requirements, coverage limits, deductibles, premiums and fees. Employees should read the official plan documents or SPDs carefully to understand their rights and responsibilities. Should a conflict exist between the official benefit plan documents and this Handbook or the SPD's, the official plan documents will control in all cases.

The Company may periodically review the benefits program and make modifications as appropriate based on current business needs. The Company reserves the right, at their sole discretion, to make modifications or changes to these benefits including changes in insurance carriers, changes in employee contributions toward premium costs, deductibles or co-payments or discontinuance of the program. The Company may make such changes at any time, for any reason. Eligibility and coverage are governed by the insurance policy or plan documents. Any questions regarding your benefits should be directed to a representative in Access Educational HR's Human Resources Department at (866) 513-3861.

COBRA Coverage

According to the federal Consolidated Omnibus Budget Reconciliated Act (COBRA) of 1985, in the event of your termination of employment with Access Educational HR or loss of eligibility to remain covered under our group health insurance program, you and your eligible dependents may have the right to continue coverage under our health insurance program for a limited period of time at your own expense.

If a former employee chooses to continue group benefits under COBRA, he/she must pay the total applicable premium plus a 2 percent administrative fee. Coverage will cease if the former employee fails to make premium payments as scheduled, becomes covered by another group plan that does not exclude pre-existing conditions or become eligible for Medicare.

For detailed information or questions regarding COBRA, you can contact Access Educational HR's Human Resources Department at 866-513-3861.