

GUAHAN ACADEMY CHARTER SCHOOL



First Amended Employee Handbook

SY2017-2018

SY2015-2016 Adopted by Board GACS Res. 07-2015-084 on July 15, 2015
SY 2017-2018 Amended and Adopted by Board GACS Res. _____ on _____, 2017

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This Handbook Belongs To: _____

WELCOME TO GUAHAN ACADEMY CHARTER SCHOOL

Welcome to Guahan Academy Charter School. We offer this Employee Handbook to assist you in understanding our processes as a newcomer or to those of you who have been with us for a while to refresh that understanding.

As an employee of Guahan Academy Charter School, the importance of your contribution cannot be overstated. As Guam's first choice in public education, our goal is to provide the finest-quality education to our students. By satisfying our students' needs, they will continue to grow with us and will recommend us to others.

You are an important part of this process for your work directly influences Guahan Academy Charter School's reputation. We believe that you have chosen an opportunity for personal growth within the framework of a dynamic team organization.

Fe Valencia-Ovalles
Chairwoman

Hentrick M. Eveluck
Vice-Chairman

Rowena Zacarias
Secretary

Victor A. Perez
Treasurer

Dr. Jacqui Cyrus
Trustee

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WELCOME MESSAGE

Employee Handbook & Policies

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THE RIGHT TO CHANGE POLICY

Guahan Academy Charter School reserves the sole right to interpret, add, delete, or modify all provisions contained in this handbook. Revisions and updated information concerning changes in policy will be available online at www.guahanacademy.org

Employees should refer any questions to their immediate supervisor and/or an authorized member of Human Resources for any assistance with the interpretation of such policies. Copies of the Employee Handbook are available online through the Human Resources website, the Human Resources Department, Business Office, Suite 10, Castle Mall, Mangilao, Guam, 96910 ~ telephone: 969-1065, Extension 3.

DISCLAIMER

The contents of this Handbook are guidelines only. Neither this Handbook nor any other School Guideline Policy or Practice creates an employment contract. Guahan Academy Charter School has the right, with or without notice, to change any of its guidelines, policies, practices, working conditions or benefits at any time.

No one is authorized to provide any employee with an employment contract or special arrangement concerning terms or conditions of employment unless the contract or arrangement is in writing and signed by the Principal, with the concurrence of the Board of Trustees.

A. PURPOSE OF EMPLOYEE HANDBOOK

This Employee Handbook is designed to help employees get acquainted with Guahan Academy Charter School (hereinafter referred to as “GACS” or “Charter School”). It explains some of our philosophies and beliefs, and describes our employment guidelines in general terms. This Handbook and the practices and procedures outlined herein reflect the intent of GACS board policies but in no way supersedes any such board policy.

We hope that the Handbook will serve as a useful reference document for employees throughout their employment at the Charter School. Employees should understand, however, that this Handbook is not intended to be a contract (express or implied), nor is it intended to otherwise create any legally enforceable obligation on the part of GACS or its employees. In no way does the Handbook replace the official plan document (i.e., health insurance, retirement plan, etc.) or insurance contracts, which will govern in all cases.

This **First Amended** Handbook supersedes and replaces all previous administrative procedures, practices, guidelines and forms, and all previous versions of an Employee Handbook, if any. Because the Charter School is a growing and changing organization, it reserves full discretion to add, modify, or delete provisions of this Handbook, or the policies and procedures on which they may be based, at any time without advance notice. GACS also reserves the right to interpret any of the provisions set forth in this Handbook in any manner it deems appropriate.

No individual other than the Board of Trustees or its designee, the Principal, has the authority to enter into any employment or other agreement that modifies Charter School policies. Any such modification *must* be in writing.

This Handbook is the property of the Charter School. The Handbook is for Charter School employees’ personal use and reference.

Employees should sign the acknowledgment form at the back of this Handbook, remove the form, and return it to the H.R. Office, Suite 12, Castle Mall, Mangilao, Guam 96910 or as otherwise directed. This will provide the Charter School with a record that each employee has received this Handbook.

B. GACS MISSION STATEMENT

The **original mission statement** of GACS is: (1) to utilize an empirically validated instructional program to maximize the students’ academic achievement; (2) to provide an integrated curriculum that provides instruction in the arts and sciences while integrating the use of technology; and (3) to equip students with a well-rounded education that will prepare them to play a productive role in their community.

This was simplified by the school community and officially adopted by the Board.

**AT GUAHAN ACADEMY CHARTER SCHOOL:
OUR MISSION**

**IS TO EMPOWER OUR STUDENTS WITH PROVEN EDUCATIONAL PRACTICES
and
SOCIAL SUPPORT TO BE PRODUCTIVE CITIZENS IN THE COMMUNITY.**

The **philosophy** of our program calls for promoting tolerance and acceptance of those who are different from the various individuals in the school, instilling in the students a sense of community and responsibility, and fostering a realization that learning is a lifelong process.

C. BRIEF HISTORY

GACS is Guam’s first charter school and Guam’s first choice in public education. The charter was authorized by the Guam Academy Charter Schools Council on August 5, 2010. The Council approved continuing operations of the school for three (3) years, which commenced at the opening of SY2015-2016.

The charter is GACS license to operate as a public charter school for five years. When the charter was approved, the Council also adopted and authorized a student enrollment plan. Below is the approved charter student enrollment plan (in **red**), the actual enrollments (in **black**) and the Guam Legislature’s cap on the charter-approved enrollment plan.

School Year	8/2011	8/2012	Year 1 8/2013	Year 2 8/2014	Year 3 8/2015	Year 4 8/2016	Year 5 8/2017	FISCAL YEAR AUTHORIZED CAP
SY2011-2012	-0- (410)							
SY2012-2013		-0- (520)						
SY2013-2014			515 (520)					515 (FY14)
SY2014-2015				600 (680)				600 (FY15)
SY2015-2016					640 (680)			600 (FY16 budget capped by the Guam Legislature)
SY2016-2017						740 (890)		740 (FY17 budget capped by the Guam Legislature)
SY2017-2018							(968) (1015)	740 (FY18 budget capped by the Guam Legislature)

The Tiyan Campus is populated by students enrolled in kindergarten through the 8th grade classes. An extension of the MOU lease with the government is extended to December, 2017. The Secondary Campus is now the site for the middle-school and high-school students.

GACS is an equal opportunity, quality, tuition-free, public education school with pre-kindergarten through 12th grade and draws students island-wide, regardless of sex, race, special needs, religion or belief.

D. EMPLOYEE EXPECTATIONS

The people employed at the Charter School are GACS' most valuable resource. GACS is committed to being a leading public charter school in the Territory of Guam. Commitments to ongoing improvement and to the fostering of an environment of trust and respect will enable the Charter School to be a viable, versatile public charter school in the 21st century. There are many qualities and competencies that identify the GACS employee. Each employee must demonstrate these attributes.

Each employee is required:

- To work to further GACS' mission and be faithful to the Charter's goals and objectives.
- To be well-informed and educated in performing their jobs.
- To promote an inclusive environment that is accepting and respectful of all people regardless of their sex, gender or gender identity; race; color; national origin; religion; creed; age; disability; citizenship; marital or domestic partnership status; sexual orientation or affectional status; genetic predisposition or carrier status; military or veteran status; status as a victim of domestic violence, sex offenses or stalking; or any other characteristic protected by federal or local law, rule or regulation.
- To provide accurate, thorough, and professional work consistent with GACS expectations and goals.
- To assume responsibility for their actions and decisions.
- To be present and punctual for their job and to meet required deadlines.
- To maintain a high standard of business and personal ethics, including discretion and confidentiality.
- To understand his or her role in determining the needs of the workplace.

- To be student-centered.
 - To be a team player.
 - To communicate accurately, clearly, and positively, both verbally and in writing.
 - To listen attentively and respond responsibly.
 - To demonstrate trust and respect for all people and ideas.
 - To pursue opportunities for personal growth and development.
 - To be informed and understand GACS policies and procedures.
 - To continuously strive for excellence.
 - To serve as an ambassador and steward of GACS.
-

A. EQUAL EMPLOYMENT OPPORTUNITY

GACS is an equal opportunity employer. It is the policy of GACS to afford equal employment and advancement opportunity to all qualified individuals without regard to race, religion, color, sex, gender, identity, sexual orientation, national origin, ancestry, citizenship status, uniform service member status, marital status, pregnancy, age, a diagnosis or history of cancer, disability, genetic characteristics or any other category protected by applicable federal, state or local laws.

B. AFFIRMATIVE ACTION

In line with its commitment to equal opportunity, GACS will take affirmative action to recruit, hire, promote, and educate minorities, women, persons with disabilities, and Vietnam-era veterans.

GACS fully complies with all federal and state legislation and regulations regarding discrimination.

C. NATURE and CLASSIFICATION OF EMPLOYMENT

Except if stated expressly otherwise by employment contract, it is a board adopted policy of GACS that all employees are considered “*at will*” employees of the Charter School. Accordingly, either GACS or the EMPLOYEE can terminate this employment relationship at any time, for any reason, with or without cause, and with or without advance notice, as long as there is no violation of applicable federal or local law.

The provisions of the following Policies are not intended to create a contract of employment, and no agreement or promise regarding an employee’s terms or conditions of employment is binding on GACS. The provisions of these Policies supersede any conflicting statements made by GACS, and GACS has the right to change the policies at any time without prior notice.

Statements of specific grounds for termination set forth in this Handbook or elsewhere are not all-inclusive and are not intended to restrict GACS’ right to terminate at-will. No GACS representative, other than the Board of Trustees, is authorized to modify this policy for any conditions of employment with GACS that are not consistent with GACS’ policy regarding “at will” employment.

Employees are classified in the following categories:

Full-Time: Full-time employees are those employees who are scheduled to work 40 hours a week.

Part-Time: Part-time employees are those employees who are scheduled to work less than 40 hours a week.

Temporary: Temporary employees are those employees who are hired for a limited time period or for a specific project.

Exempt: Exempt employees are those employees with job assignments that meet exemption tests under federal and state law making them exempt from overtime pay requirements. Exempt employees are compensated on a salary basis, not pursuant to overtime requirements.

Non-Exempt: Non-exempt employees are those employees with job assignments that do not meet exemption tests under federal or local law. Thus, these employees are paid overtime wages for overtime work in accordance with the law.

Part-time and temporary employees are not entitled to benefits provided by the school. Employee agreements indicate an employee's job description.

D. WORKLOAD AND WORK SCHEDULES

Professional Employees. Professional and administrative employees are exempt from overtime pay and are employed on a 10- or 12-month basis, according to the work schedules set by the Charter School. A school calendar is adopted each year designating the work schedule for teachers and all school holidays. Notice of work schedules, including required days of service and scheduled holidays, will be distributed each school year. Classroom teachers will have planning periods for instructional preparation and conferences.

Paraprofessional and Auxiliary Employees. Support employees will be notified of the required duty days, holidays, and hours of work for their position on an annual basis. Paraprofessional and auxiliary employees are not exempt from overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor.

E. EMPLOYEES AND INDEPENDENT CONTRACTORS

Any employee of GACS may not serve as an independent contractor for GACS at the same time, and GACS independent contractor may not work for GACS as an employee at the same time.

F. EMPLOYMENT APPLICATION

GACS relies upon the accuracy of information contained in the Employment Application as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications or material omissions in any of this information or data may result in the school's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment. **NEW Application Form - GACS H.R. 0001**

G. EMPLOYMENT REFERENCE CHECK AND COURT/POLICE CLEARANCES

GACS engages in open recruitment process for filling new positions and locating replacement personnel. GACS' recruitment and hiring practices are intended to build a work force of persons committed to the mission of the school.

- **Employment Reference Check:** To ensure that individuals who join GACS are well qualified and have a strong potential to be productive and successful, it is the policy of GACS to check the employment references of all applicants.

- **Court and Police Clearances:** To ensure the safety and welfare of the school children of GACS, it is a policy of GACS to require from all applicants court and police clearances.

Release Authorization – GACS H.R. 0002

H. HIRING POLICY AND PURPOSE (NEW SECTION H)

~~The employment of relatives in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships.~~

~~Relatives of persons currently employed by GACS may be hired ONLY if they will not be working directly with or supervising a relative. This policy applies to any relative, higher or lower in the organization, who has the authority to review employment decisions. GACS' employees cannot be transferred into such a reporting relationship.~~

~~If the relative relationship is established after employment, the individuals concerned will decide who is to be transferred. If that decision is not made within thirty (30) calendar days, administration will decide. Every effort will be made to provide an opportunity that is similar in scope and salary to their existing position; however, no guarantee of employment can be made.~~

~~In other cases where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or terminated from employment.~~

For the purpose 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.

H. HIRING POLICY AND PURPOSE (Amendment No. 4, adopted 12/6/2016)

Guahan Academy Charter School is an equal opportunity employer and seeks to employ individuals based upon their qualifications, experience, and ability to perform the position responsibilities. All applicants can expect a fair and completed evaluation of their application.

The purpose of this policy is to establish guidelines for the employment process and to assure that the recruitment and selection processes are consistent and identify the best qualified employees for Guahan Academy Charter School.

1. PERSONNEL HIRING PROCEDURES:

The Administrator shall notify the Human Resources Office of all vacancies and may, within the provisions of this policy, recommend promoting a qualified employee within the administration or posting the position on the job vacancy list.

A. Regular Positions:

i. Filling Positions

- (a) To fill a vacant position by promotion or lateral transfer within the administration, the administrator should review the personnel files of all qualified applicants and select the best qualified person.
- (b) The Human Resource Office will review the job description and employee qualifications and ensure the salary is in accordance with the pay plan. The Human Resource Office will notify the administrator of the outcome of the review. The administrator shall complete a Memorandum of Recommendation to the Human Resource Committee Chairperson for Review and approval to promote or transfer the employee.
- (c) After approval, the administrator shall complete the Memorandum of Recommendation for the employment of the selected individual and send it to the Human Resource Office for processing. The PERSONNEL ACTION REPORT (PAR) shall be processed for review and approval of the Board of Trustees. Upon the signatures of all appropriate board officials and the administrator, the promotion or transfer action is official only after such approval.

ii. Posting a Vacant Position:

- (a) To post a position on the job vacancy list, a Request to Advertise form must be forwarded to the Human Resource Office for review and approval. The request form must be received in the Human Resource Office by Thursday at noon of each week to be posted on the next week's vacancy list on the website or to be advertised in the newspaper.
- (b) All regular vacant positions will be posted on the job bulletin board and the website and be held open for at least ten (10) working days. For emergency or extenuating circumstances a position may be posted for less than ten (10) working days with the approval of the appropriate HR Committee
- (c) All postings and advertisements shall identify security-sensitive positions, any additional requirements for employment and GACS as an equal opportunity and affirmative action employer.
- (d) With prior approval of the HR Committee, a vacant position may be designated as an internal posting only. Such position will be posted on the vacancy bulletin board and website and distributed to campus departments only.

iii. Eligibility of Transfer:

Employees are eligible to apply for a job openings provide they have completed six (6) months continuous service in their present position. No more than one (1) transfer per employee will be granted in a 12-month period – *an exception would be if the same employee has changes in qualifications (for example, obtaining a bachelor's degree in the area of employment and/or certification that would allow the transfer of that same employee to a position for which she now qualifies but did not at time of hiring).*

iv. Recruitment for Positions:

The Human Resource Office is responsible for coordinating outreach recruitment efforts for GACS. The Human Resource Office is also responsible for the development and implementation of a plan to recruit and select qualified minorities, women and disabled individuals.

- (a) All regular externally posted job vacancy announcements shall be sent to the Guam Employment Office and other employment agencies as deemed appropriate by the Human Resource Office.
- (b) Positions requested to be announced externally will be routinely advertised in the local newspapers and professional journals when appropriate.
- (c) The Human Resource Office will pay for the advertisements.

v. **Application, Interview and Selection Process:**

- (a) Any individual interested in employment with GACS must complete an employment application. Candidates may also submit a resume. Faculty applicants must submit certification (if certified), and a copy of transcripts for required degree (**official** transcripts must be submitted at time of hire).
- (b) An employee interested in promotion or transfer opportunities must submit an application to the Human Resource Office.
- (c) No applicants may be considered for any position until formal application is made through the Human Resource Office.
- (d) The Human Resource Office is responsible for processing and screening all applications and resume of qualified applicants. The Office will forward to the Administrator the applications/resumes for the open position. Qualified applicants are those whose applications or resumes meet the minimum requirements of the job posting.
- (e) The Human Resource Office has the responsibility to select the applicants to be interviewed and schedule the interviews. The interviewers shall ensure:
 - (1) All candidates are asked the same questions;
 - (2) All questions are objective, job-related, measurable and consistently applied;
 - (3) Answers to questions are documented; and
 - (4) All applicable EEO laws are followed.
- (f) **Court and police clearances SHALL BE AVAILABLE BEFORE ANY INTERVIEWS** are scheduled and/or conducted, and before an offer of employment is extended. This is the responsibility of the Human Resource Office.
- (g) Once a hiring decision has been made, all applications, notes, reference reports, and other materials pertaining to the applicants and/or interviews must be returned to the Human Resource Office. The Memorandum of Employment should be submitted with the HR Committee and the Equal Opportunity Compliance Form. The offer of employment is extended after the Human Resource Committee unanimously signed the Memorandum of Employment. The employee must complete all new hire paperwork **ON THE FIRST DAY OF EMPLOYMENT**.
- (h) For employees transferring from one position to another, the administrator will notify the Human Resource Office and Human Resource Committee of the intent of administration. The Human Resource Committee shall

bring the Request to the Board of Trustees. The administration and the Board will negotiate and agree on a mutually satisfactory release date. Normally, the transfer should occur after 10 days (2 weeks) notice to the Human Resource Committee. In the event that a mutually agreed release date is not possible, the final decision will be made by the Human Resource Chairman.

- (i) Applicants who are not selected for a position will be notified by the Human Resource Office.
- (j) An applicant can be disqualified from employment with GACS if he or she does not meet the minimum requirements of the position, makes a false statement on the application form or during the interview process, has committed fraud during the application or selection process or is not legally permitted to hold the position.

B. EMPLOYMENT OF NON-REGULAR PART-TIME AND TEMPORARY PERSONNEL:

- (i) To employ a temporary personnel, the administrator should send persons being considered for employment to the Human Resource Office to complete an application. After the hiring decision is made, the application and the Memorandum of Employment for staff should be sent with the employee to the Human Resource Office. The temporary employee must complete a hiring packet BEFORE THEY BEGIN TO WORK.
- (ii) The Human Resource Office will notify the department when the individual is employed.
- (iii) It is the administrator's responsibility to monitor the **temporary** employment policy.

2. HIRING OF RELATIVES:

The employment of relatives is discouraged because it may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships.

Relatives of persons currently employed by GACS may be hired ONLY if they will not be working directly with or supervising a relative. This policy applies to any relative, higher or lower in the organization, who has the authority to review employment decisions. GACS' employees cannot be transferred into such a reporting relationship.

If the relative relationship is established after employment, the individuals concerned will decide who is to be transferred. If that decision is not made within thirty (30) calendar days, administration will decide. Every effort will be made to provide an opportunity that is similar in scope and salary to their existing position; however, no guarantee of employment can be made.

I. ALCOHOL AND DRUG TESTING

GACS has a **NO TOLERANCE** policy for teachers and employees when it comes to the use and/or possession of alcohol and drugs.

- 1. Drug Test at Initial Employment:** A drug test is part of the initial clearances when one is first employed by GACS. The drug test **MUST** test **POSITIVE**. If not, a second test may be required. An individual who tested positive **MUST PROVIDE** an explanation to the Personnel Officer as to reasons he/she may have tested positive, for example a prescription from the doctor showing he/she is on prescribed medications. An individual who tested positive and has no valid reason for testing positive will not be considered for hire.
2. GACS will conduct a urinalysis and hair sample for first-time employees within the first three (3) months of employment. Returning employees are subject to a required urinalysis within the first three (3) months of the school year. All employees are subject to random urinalysis during the school year. Teachers and staff found positive for use of alcohol, illegal drugs and even abused prescription drugs will be terminated. GACS reserves the right to administer a drug or alcohol test at our discretion. An employee refusing to take an alcohol and/or drug test will be considered to be in violation of this policy and the employee may be terminated.

J. PROOF OF EDUCATION AND TEACHER CERTIFICATION

In employment categories where proof of graduation from a college or university is necessary, employees will be required to provide documents supporting their degree upon employment with GACS. In addition, all teacher positions will require documents to support certification. **Failure to provide required/requested documentation may result in termination.**

K. IMMIGRATION REFORM AND CONTROL ACT COMPLIANCE

GACS is committed to employing U.S. citizens and aliens who are authorized to work in the United States. The Charter School does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who

are rehired must also complete the Form I-9 if they have not completed one with GACS within the past three (3) years, or if their previous I-9 is no longer retained or valid. [INS Form I-9 \(Employment Eligibility Verification\)](#)

L. CONFIDENTIALITY STATEMENT

As an employee of GACS, you may encounter a variety of confidential matters regarding other employees, faculty, staff, students, clients, donors, and research. When doing so, it is your responsibility to maintain the highest level of privacy for your fellow employees and other members of the GACS community. A Non-Disclosure is required to be signed by all employees. [Non-Disclosure Form - GACS H.R. 0003](#)

M. CONFLICT OF INTEREST

GACS has an obligation to avoid activities or situations that may result in a conflict of interest or the appearance of a conflict of interest. Employees must not use their GACS positions to influence outside organizations or individuals for the direct financial, personal, or professional benefit of themselves, members of their families, or others with whom there is a personal relationship.

Employees should not accept employment outside GACS if it interferes with satisfactory job performance in a Charter School position, or if there is a conflict of interest or the appearance of a conflict of interest as a result of the outside employment.

All employees have an affirmative obligation to examine carefully any situation where there is potential for conflict of interest or the appearance of conflict of interest. Failure to do so may result in disciplinary action. Employees, who are concerned that a conflict may exist, or who are uncertain as to the effect or appearance of their activities, should always consult with their supervisor or Human Resource personnel prior to engaging in the activity.

The potential for conflict of interest exists across a wide range of activities in all areas of the Charter School. Circumstances surrounding actions and decisions may be complex, and judgments on whether a conflict exists may be difficult to make. To ensure that a potential conflict of interest does not exist, GACS has developed a Conflict of Interest Disclosure. [Conflict of Interest Disclosure Form - GACS 0004](#)

N. PERFORMANCE EVALUATION

Evaluation of an employee's job performance should be a continual process that focuses on success of the students. Performance evaluation is based on an employee's assigned job duties and other job-related criteria. All employees will participate in the evaluation process with their assigned supervisor at least annually. Reports, correspondence, and memoranda also can be used to document performance information. All employees will receive a copy of their written evaluation, will have a performance conference with their supervisor, and will have the opportunity to respond to the evaluation.

Evaluations will be conducted as follows:

- 1) 90-days – This evaluation is done before the 90 days of the probationary period expires. The employee who receives a favorable evaluation now becomes a regular employee. Employer may also extend the probationary period of an employee who did not receive a favorable evaluation.**
- 2) Optional 6 months - The Employer may opt to conduct an evaluation after six (6) months if the employee is still in a probationary period.**
- 3) Annual – This evaluation is mandatory to start at the annual date from the date of hire.**

O. EMPLOYMENT INVOLVEMENT

GACS offers opportunities for involvement in matters that affect employees. As part of the Charter School's planning and decision-making process, employees are elected to serve on advisory committees and other school-related groups.

P. ASSIGNMENT AND REASSIGNMENT

All personnel are subject to an assignment or reassignment by the **respective Deans in their departments. If the assignments are lateral transfers, the assignments will not require any salary adjustment.**

If the assignments are for positions of a higher category, the assignments can be made without any salary adjustment for the first thirty (30) days. Any further assignment or reassignment of the same employee MAY REQUIRE a salary adjustment and MUST BE subject to the concurrence of the Finance Officer.

When reassignments are due to enrollment shifts or program changes, the **Deans have** final placement authority. Extracurricular or supplemental duty assignments may be reassigned at any time. Employees who object to a reassignment may follow the school's process for employee complaints as outlined in this Employee Handbook.

Q. STAFF DEVELOPMENT

Staff development activities are organized to meet the needs of employees and the school. Staff development for instructional personnel is predominantly campus-based and related to achieving campus performance objectives. Staff development for non-instructional personnel is designed to meet specific employee skill development.

R. OUTSIDE EMPLOYMENT (New Amendment #3 – adopted 9/06/2016)

Guahan Academy Charter School (GACS) strives to provide the best service to our students, and we require the full attention and efforts of our talented employees. To this end, GACS focuses on shared values, purpose and vision and neither endorses nor precludes employees seeking employment outside their positions with GACS.

GACS requires that employees who intend to seek outside employment obtain prior approval from the Charter School. GACS recognizes that some employees may need or want to hold additional jobs outside their employment with the Charter School. Employees of GACS are permitted to engage in outside work or hold other jobs, subject to certain restrictions based on reasonable business concerns. GACS applies this policy consistently and non-discriminatory to all employees, and in compliance with all applicable employment and labor laws and regulations.

All employees of GACS must obtain approval from the ~~CEO~~ **HR Office** before accepting any outside employment. **GACS HR Form -0011 Request for Outside Employment** must be filled out, signed by the employee seeking outside employment and presented to the Human Resource Office two (2) weeks prior to accepting outside employment. Requests will be evaluated based on possible conflicts of interest arising from the outside employment and any Potential interference with the employee's performance of his or her assigned job duties or regular working hours. Activity related to outside employment may not take place during the employee's regular working hours or involve the use of the Charter School's equipment, property or resources. Approval will be granted based on the amount of time and type of activity involved, the absence of interference with the employee's regular work schedule, and the benefit of such service to the employee and GACS.

Any GACS employee holding a job with another company must demonstrate satisfactory performance in his or her job responsibilities with GACS at all times. All employees will be expected to meet the job performance standards established by the Charter School and will be subject to the GACS work and scheduling demands, regardless of any other outside work requirements.

If GACS determines that an employee's outside work interferes with his or her job performance or the ability to meet the requirements of GACS at any time, the employee may be asked to terminate the outside employment if he or she wishes to remain employed with GACS. A refusal to comply with GACS reasonable request to terminate outside employment may result in immediate termination of employment with GACS.

The following rules for outside employment apply to all employees notifying their supervisors or managers of their intent to engage in outside employment:

1. Work-related activities and conduct away from GACS must not compete with, conflict with or compromise the school's interest or adversely affect job performance and the ability to fulfill all responsibilities to GACS. Employees are prohibited from performing any services for customers of GACS that are normally performed by GACS. This prohibition also extends to the unauthorized use of any school tools or equipment and the unauthorized use of application of any Charter School confidential information. In addition, employees may not solicit or conduct any outside business during work time for GACS. Please refer to the Conflict of Interest Policy, or contact your supervisor about this policy.
2. GACS employees must carefully consider the demands that additional work activity will create before accepting outside employment. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours. If outside work activity causes or contributed to job-related problems at GACS, the employee will be asked to discontinue the outside employment, and the employee may be subject to the normal disciplinary procedures for dealing with the resulting job-related problems.
3. In evaluating the effect that outside work may have on an employee's job performance and other job-related responsibilities. GACS administration and the human resource office will consider whether the proposed employment:
 - a. May reduce the employee's efficiency in working for the school.
 - b. Involves working for a school that does a significant amount of business with the school, such as major contractors, suppliers and customers.
 - c. May adversely affect the school's image.
4. Employees who have accepted outside employment may not use Charter School paid sick leave to perform work on the outside job. Fraudulent use of Charter School sick leave or an employee's refusal to discontinue outside employment after requested to do so by his or her department head or the Human Resource Office will result in disciplinary action up to and including termination of employment.

COMPENSATION

The Fair Labor Standards Act (FLSA) is a federal law that requires employers to pay employees a minimum wage and overtime when necessary. While the FLSA is a federal law mandating wage and hour requirements, Guam law may also address these same areas. When the FLSA and a local law both apply, GACS must follow whichever law sets higher standards.

GACS is committed to having compensation programs that will attract, reward and retain the qualified staff it needs to be a premier educational institution. Furthermore, it is important to administer such programs in a fair and equitable manner for all employees. GACS reviews its compensation practices and ranges regularly to ensure that these goals are being met.

Your salary, as an employee at GACS, is determined by several factors, including salaries for similar positions in the educational field and local marketplace. At GACS, jobs with similar responsibilities, duties or characteristics are grouped together and assigned a salary range that is externally competitive and that will allow the employee potential salary and career growth. As with other aspects of GACS salary programs, H.R. reviews these wages on an ongoing basis to determine that they remain externally competitive and internally equitable.

Managers and supervisors have the responsibility to communicate to their employees decisions concerning their pay, performance, job responsibilities and career progression. This process begins when the staff member is hired, progresses through the training and orientation process, and continues throughout the employee's service with GACS.

Administering salaries and wages equitably is a shared responsibility between supervisors and the Human Resources Office.

B. SALARY AND WAGE REVIEWS

GACS must comply with all federal and local laws governing the classification and payment of employees, including minimum wage, overtime, breaks and working conditions. As part of the Fair Labor Standards Act (FLSA), certain categories of jobs are covered by the regulations (those considered non-exempt from its provisions) while others are exempt from the overtime and other requirements of the Act.

It is important to note that, at GACS, positions are evaluated individually based on job duties and responsibilities to determine whether they are exempt or non-exempt from the

requirements of the FSLA, regardless of grade level assigned.

Employees are paid in accordance with Board approved salary schedules. GACS' pay plans are reviewed by the administration each year and adjusted as needed. All school positions are classified as exempt or nonexempt according to federal law. Professional and administrative employees are generally classified as exempt and are paid monthly salaries. They are not entitled to overtime pay. Other employees are generally classified as nonexempt and are paid based on hourly wages.

Salaries and wages are reviewed on an annual basis and adjusted according to the budgeted amounts approved by the Board of Trustees.

Performance Reviews – As GACS is on a performance-based merit system, the importance of accurate and objective performance appraisals cannot be overstated. Not only do such reviews determine the individual employee merit increases each academic year, but they also serve as an opportunity for an honest dialogue between supervisors and employees on their careers, overall performance and future development.

A formal performance appraisal is required for all full- and part-time employees eligible for merit increase consideration annually. All interviews must be conducted in private and be scheduled to provide enough time with each employee. When the evaluation meeting is completed, the employee must sign the review.

GACS Human Resources Office will provide training each year on how to conduct and participate in the performance review process. While one formal appraisal is required each year, supervisors are encouraged to hold frequent performance discussions with their employees throughout the year. In this way, not only will the employee receive useful and immediate performance feedback, but the supervisor will be able to summarize the staff member's overall performance more completely when the formal performance review is done.

C. REPORTABLE WAGES AND SALARIES

GACS pays all reportable wages and salaries through a payroll system, and reports all employees wages and salaries on the employee's W-2 tax form.

D. WORK SCHEDULE

Business hours are normally Monday through Friday, and the regular workday schedule for non-exempt employees is 8 hours; the regular workweek schedule is forty (40) hours. Employees must be at their job location and working for the duration of the workday, unless they have

received written permission from their supervisor. Exempt employees are also generally expected to be present during business hours and hours that contractors, vendors and other educational agencies are working, and to commit whatever additional time is necessary to satisfactorily complete all job requirements. All non-exempt employees must track daily arrival and departure times in accordance with the Time-Cards/Records Procedure set forth by GACS.

Normal daily faculty assignments for both campuses are as follows:

Sign in: **7:30 A.M. – Elementary Campus and Secondary Campus**
Sign out: **3:30 P.M. – Elementary Campus and Secondary Campus**

Non-faculty starting and ending time will be:

Sign in: 8:00 A.M.
Sign out: 5:00 P.M.

It may be necessary to adjust start and end times on a temporary or regular basis due to specific needs. The Dean or Supervisor will notify employees of any change to their regular work hours.

For payroll and accounting purposes, the workweek begins on Sunday and ends on Saturday.

E. MEAL AND REST PERIOD

The law entitles employees to a noon-hour break of at least 30 minutes after 6 hours of work. It is the policy of GACS to provide most employees with a one-hour unpaid meal period for each 8-hour workday. Under the Fair Labor Standards Act (FLSA) regulations, if the employee is engaged in any kind of work activity during the meal observance period, it is considered “time worked” and the employee must be paid for it. Employees may not forego the meal period in order to shorten the work day.

Non-Exempt Employees are provided with a 30-minute meal period, to be taken approximately in the middle of the workday, and a 10-minute rest period for every 4-hours worked or major portion thereof. The employee’s supervisor should be aware of and approve scheduled meal and rest periods. Employees are expected to observe assigned working hours and the time allowed for meal and rest periods. Employees may not leave the premises during rest periods and may not take more than 10 minutes for each rest period. Employees may leave the campus during the meal period; however, break periods and lunch periods **MAY NOT** be combined.

Teachers: Excepting the scheduled days per month where teachers are required to provide lunchtime supervision, teachers are provided a one-hour duty-free lunch period daily. On days where lunchtime supervision has been assigned, teachers are expected to take their duty-free lunch period as part of their daily prep period.

The Principal or Supervisor determines specific duration and times.

F. TRAVEL TIME

Generally, *Travel Time*:

- Any work which an employee is required to perform while traveling is work time.
- Travel time on a day off during hours that are normal work hours during the week is work time.
- A break in travel for a meal period is not work time.
- Time at the destination when the employee is free to come and go as he or she wishes is not work time.

Note: An exempt staff employee is not subject to the travel provisions of the FLSA. Since an exempt staff employee is not paid per hour, he/she does not receive additional pay for travel time.

G. TRAINING TIME

All training time is work time if it occurs during an employee's regular shift or if it is required by the employer. Training time need not be counted as work time only if all four of the following conditions are met:

- Occurs outside of the employee's normal work schedule
- Is truly voluntary
- Not directly related to the employee's current job (training is designated to qualify the employee for another job).
- The employee performs no work of any value to the employer during the training.

H. OVERTIME

• *Rate of Pay*

The FLSA mandates that non-exempt employees receive **time and one-half** their regular rate for all hours worked **in excess of 40 hours in a work week.**

At GACS, **full-time employees** who are in non-exempt positions, and who are authorized to work overtime, will receive **time and one-half** their regular rate for all hours worked in excess of **40 hours in a work week**. However, the employee's supervisor should approve all such overtime, generally in advance. **Part-time employees** who are non-exempt will receive **time and one-half** their regular rate for all hours worked in excess of 40 hours in a particular workweek.

● *Approval*

Supervisors are responsible for scheduling staff and approving overtime based upon the operational needs of GACS. Supervisors are encouraged to explore all options before approving overtime (changing work priorities, reassigning work, off setting additional hours in one day with a reduction of hours in another day in the same workweek, etc).

All employees who work overtime, regardless of approval, will be compensated for the hours as stipulated by the FLSA. Employees who work overtime without the appropriate approval from their supervisor are in violation of this policy and may be disciplined.

● *Exemption*

Some individual salaried employees are considered exempt from these rules. The Fair Labor Standards Act (FLSA) lists certain jobs where the minimum wage or overtime regulations (or both) are not required. The FLSA EXEMPTS "professional and administrative employees" from minimum wage and overtime payments. This exemption includes teachers, other academic personnel in elementary and secondary schools and regular full-time exempt employees.

● *Compensatory time*

Because there are strict rules concerning compensatory time off in lieu of overtime for non-exempt employees, Human Resource should be consulted before any such compensatory time is granted. All requested compensatory time must be **PRIOR-APPROVED** by Human Resource and the Finance Officer – **UNLESS** the compensatory time is of an emergency in nature.

I. TIME REPORTING – TIME SHEET

It is GACS' policy to ensure that all employees are paid in an accurate and timely manner. In accordance with federal and local laws, the required reporting records and supporting documentation are managed and accessible for review as prescribed by FLSA.

All employees **MUST COMPLETE A TIME SHEET** and are responsible for the accuracy and completeness of the information recorded. Time sheets **MUST BE SIGNED BY THE EMPLOYEE** and **the Dean of their department**. **ONLY ORIGINALS** are to be submitted for payment to the Finance

Office by the Monday following that Friday every two weeks.

J. TIME REPORTING RESPONSIBILITIES

Timekeepers and Time Approvers are responsible for ensuring that work and leave time is reported accurately and reflects each employee's work activity for the designated pay period. To accomplish this, Timekeepers/Time Approvers edit and review missing time records, employee sick leave, vacation and other absences on a daily basis. A Timekeeper Proxy is a person who has been designated by the Finance Department through the Accountant to assume payroll reporting responsibilities prior to the processing of payroll. In all cases, Timekeepers/Time Approvers must be persons with knowledge of employee schedules and hours worked for those which they review. Approvers are responsible for approving and finalizing all payroll before submission to STG.

Enforcement: Falsification by an employee of any attendance and leave record may be grounds for dismissal.

Timekeepers/Time Approvers or payroll processors who intentionally or knowingly approve false records or who repeatedly fail to comply with their obligation to review, approve and correct time records in a timely and accurate manner are subject to disciplinary action, up to and including termination.

Contact: For Payroll related questions, please contact the Finance Office at 734-1066.

K. PAYCHECKS

All employees are paid every two (2) weeks (per pay period) and are encouraged to direct deposit. During the school year, pay stubs are delivered to the school. Pay stubs will not be released to any person other than the school employee named on the stub without the employee's written authorization. During school breaks, pay stubs will be mailed.

Pay stubs are in the possession of the Payroll Clerk and employees should obtain and review pay stubs immediately upon receipt. Errors must be reported to the H.R. Office immediately via e-mail. Minor errors will be corrected in the next pay period.

L. PAYROLL SCHEDULE

For the schedule of pay dates for the SY2017-2018, see the pay schedule calendar. You may contact the Personnel Officer or the Finance Officer for a pay period schedule. **Note: Dates are subject to change.**

M. PAYROLL DEDUCTIONS

The law requires GACS to withhold Federal Income Tax, Medicare and Social Security taxes from each employee's pay as follows:

- **Federal Income Tax Withholding:** The amount varies with the number of withholding allowances the employee claims and the employee's gross pay amount.
- **Medicare and Social Security Tax Withholding:** The Federal Insurance Contribution Act (FICA) requires that GACS deduct a percentage of employee earnings and forward those funds to the federal government, together with an equal amount contributed by GACS.

The FICA Tax typically consists of both Social Security and Medicare taxes.

Automatic Deductions: GACS automatically deducts all applicable federal, Medicare tax, and Social Security taxes from paychecks. Every employee's check voucher or paystub lists all deductions from the current paycheck and cumulative deductions for the calendar year. Employees may contact their designated Payroll or Human Resource Personnel with questions about deductions. Employees should report any payroll issues to their immediate supervisor.

Data on each employee's W-4 Form determines the amount of the Federal Income Tax Withholding. Each employee MUST COMPLETE a W-4 Form upon hire. Employees should fill out a new W-4 Form whenever their filing status changes or any time employees wish to change the number of withholding allowances to claim for Federal Income Tax purposes. The W-4 Form is available at www.irs.gov or from the designated Payroll or Human Resource Personnel.

At the end of the calendar year, GACS will mail each employee a withholding statement (W-2 Form) for use in connection with preparation of income tax returns. The W-2 Form shows Social Security, Medicare and income taxes withheld and total wages.

Optional Deductions: Employees may elect to include optional payroll deductions for the employee's share of premiums for health, dental, and life insurance; annuities and other voluntary products offered. Salary deductions are automatically made for unauthorized or unpaid leave, child support or other legally ordered garnishments.

N: PAYROLL PROCEDURE

GACS employees are compensated on a per pay period basis. Scheduled payroll dates are announced at the beginning of the academic year.

Employees who elect direct deposit will receive their funds on the scheduled pay date. In the event that the option of direct deposit is not elected, employee's paychecks will be mailed to their known mailing address, or be picked up at the **Business and Finance Office, Secondary Campus, Tiyan**.

Employees should review their paycheck to ensure its accuracy. In the event of an error, please notify your supervisor.

O: TRAVEL EXPENSE REIMBURSEMENT

Before any travel expenses are incurred by an employee, the respective Dean of Academic Administration and the Board of Trustees must give approval. For approved travel, employees will be reimbursed for mileage and other travel expenditures according to the current rate schedule established by GACS and the General Services Agency. Employees must submit receipts to be reimbursed for expenses other than mileage. Receipts must be turned in to the Business Office no later than 10 working days after incurring the expense.

P: HEALTH and DENTAL INSURANCE

Group health and dental insurance coverage is available to all **full-time** employees. GACS's contribution to employee insurance premiums is determined annually by the Board of Trustees. Detailed descriptions of insurance coverage, prices and eligibility requirements are provided to all employees.

The insurance plan year is an annual plan. New employees must complete enrollment forms within **thirty (30) days after their 90-day probationary period** of employment. Employees should contact the Human Resource Personnel for more information regarding benefits and insurance products.

Q: RETIREMENT PLAN

GACS offers an Individual Retirement Plan fully paid by GACS at a six percent (6%) rate **upon availability of funds**. Information on the application procedures for this benefit is available with the Human Resource Personnel at the **Secondary Campus, Tiyan**, or by telephone at 734-1066.

R: ATTACHMENTS AND GARNISHMENTS

Under normal circumstances, GACS will not assist creditors in the collection of personal debts from its employees. However, if creditors resort to certain legal procedures, such as garnishments, levies or judgments, the law requires GACS to withhold the defined portion of an employee's earnings. GACS will notify employees whenever GACS is presented garnishment requests concerning them.

LEAVES AND ABSENCES

A. POLICY

GACS offers employees paid and unpaid leaves of absence in times of personal need. This Handbook describes the basic types of leave available and restrictions on leaves of absence. Employees who have personal needs that will require long leaves of absence should consult with their Supervisor, if not the Principal. Questions regarding continuation of benefits should be directed to the Human Resource Office.

Employees who take an unpaid leave of absence may continue their insurance benefits at their own expense. Health care benefits for employees on leave authorized under the Family and Medical Leave Act (FMLA) will be paid by GACS as they were when they were working, **if eligible**. Otherwise, GACS does not make benefit contributions for employees who are not on active payroll status.

Employees **MUST FOLLOW** GACS procedures to report or request any leave of absence and complete the appropriate leave request form. Any employee who is absent for more than three (3) days because of a personal or family illness must submit a medical certification from a qualified health care provider confirming the specific dates of the illness, the reason for the illness, and in the case of personal illness – the employee’s fitness to return to work.

Personal and sick leave is earned on an accrual basis. If an employee leaves the school before the end of the work year, the cost of any unearned leave days taken shall be deducted from the employee’s final paycheck.

B: REQUEST FOR LEAVE OF ABSENCE

Employees who wish to request sick leave, vacation time, or an unpaid leave of absence must complete a LEAVE OF ABSENCE FORM, available from the Principal, their Supervisor or at the Human Resource Office and submit the LEAVE OF ABSENCE FORM to their immediate supervisor for approval. GACS will track all accrual and use of vacation leave, used and unused sick leave and personal leave and unpaid leaves of absence for all employees.

C: SICK LEAVE AND PERSONAL LEAVE

GACS provides sick and personal leave to its employees. The purpose of the sick and personal leave benefit is to allow our employees to take **paid time** off for personal illness or illness in the immediate family or to attend to pressing personal business.

Entitlement: Employees are entitled to eight (8) sick days and two (2) personal days annually per “benefit period”. A “Benefit Period” is the first day when you report to work in August and the last day is on September 30th of each school year, or the date, if any, identified in the Personnel Action Report.

GACS offers paid sick leave to regular full-time employees. Employees who are under the 90-day probationary period are not entitled to any leave benefits until after the 90-day period and upon evaluation for continuing employment. Unused sick leave does not carry over from year to year and GACS does not pay employees in lieu of unused sick leave.

GACS teachers are required to report sick leave days when the leave causes the interruption of regularly scheduled business. GACS will deduct these days from the total days allowed regardless of whether the teacher reschedules the services for another time. Any absence from staff meetings, Student Study Team (SST) meeting, Individual Education Plan (IEP) meetings, or other scheduled meetings will apply towards the sick leave allocation.

It is the employee’s responsibility to notify his or her supervisor of sick leave use. The employee will fill out the Leave of Absence Form and the Supervisor or the Principal will sign the form. If an employee is absent longer than three (3) days due to illness, GACS requires medical evidence of the illness and/or medical certification of fitness to return to work that is satisfactory to GACS before GACS honors any sick leave pay request. GACS may withhold sick leave pay if it believes that sick leave was misused.

Once an employee has exhausted sick leave, the employee may continue on an unpaid medical leave depending upon the facts and circumstances of the employee’s basis for leave beyond accrued sick leave. GACS must approve employee requests for unpaid medical leave in advance.

Unused accrued sick leave balance will not be paid upon termination. If an employee has taken more sick/personal time off than what the employee would have received based on the amount of time the employee has worked, the balance will be deducted from the employee’s final paycheck.

Accrued Leave:

Accrual of Annual Leave: Employees occupying permanent positions shall accrue annual leave one quarter day (2 hours) for each full bi-weekly pay period. Annual leave earned during any pay period shall be credited to the employee's account on the last day of that pay period or, in the case of separation, the last day the employee is on the payroll. An employee shall continue to earn annual leave credits during leaves of absence with pay for each bi-weekly pay period; otherwise there shall be no accrual for such period.

Annual leave accrued and unused in a leave year may be accumulated and carried over to the next leave year except that total accumulation by such carry-over shall not exceed 120 hours.

Accrual of Sick Leave Employees occupying permanent positions shall accrue sick leave at the rate of one-third day (3 hours) for each bi-weekly pay period in which the employee is on pay status for the entire ten days, otherwise, there will be no accrual.

Sick leave accrued and unused in a leave year may be accumulated and carried over to the next leave year except that total accumulation by such carry-over shall not exceed 120 hours.

D. FAMILY AND MEDICAL LEAVE ACT

Employees who have worked for GACS for at least twelve (12) months and at least one thousand two hundred and fifty (1250) hours during the twelve (12) month period preceding the commencement of leave are eligible for unpaid, job protected family or medical leave under the Family and Medical Leave Act of 1993 (“FMLA”) as amended, under the terms described in the following policy.

Leave Entitlement

Eligible employees may take up to twelve (12) workweeks of unpaid, job-protected leave during a rolling twelve (12) month period measured backward from the date an employee uses any FMLA leave for one or more of the following reasons:

- (i) the birth of a child;
- (ii) the placement of a child for adoption or foster care;
- (iii) the care of an immediate family member (spouse/domestic partner, child, step-child, parent, step-parent, grandparent, step-grandparent, sibling, step-sibling) with a serious health condition;
- (iv) a serious health condition that makes the employee unable to work; or
- (v) any qualifying exigency arising out of the fact that an immediate family member (spouse, child, or parent) is on active duty (or has been notified of an impending call or order to active duty) in the National Guard or Reserves in support of a contingency operation, or if the individual is called to active duty and is a retired member of the Regular Armed Forces or Reserves.

A husband and wife who are both employed by the Charter School are subject to limits in the amount of leave that they can take to care for a parent with a serious health condition or for the birth, adoption or foster placement of a child.

Eligible employees are entitled to continue their health care benefits under the same terms and conditions as when they were on the job and are entitled to return to their previous job or an equivalent job at the end of their leave. Under some circumstances, teachers who are able to return to work at or near the conclusion of a semester may be required to continue their leave until the end of the semester.

FMLA leave runs concurrently with accrued sick and personal leave, temporary disability leave and absences due to a work-related illness or injury. GACS will designate the leave as FMLA leave, if applicable, and notify the employee that accumulated leave will run concurrently.

Employees may take FMLA leave in blocks of time or by reducing their normal weekly or daily work schedule. Intermittent leave may be taken under the following circumstances:

- The employee is needed to care for a seriously ill spouse, child, or parent
- The employee requires medical treatment for a serious illness
- The employee is seriously ill and unable to work
- The employee becomes a parent or has a foster child placed in his or her home

When the need for FMLA leave is foreseeable, employees who want to use it must provide a 30-day advance notice of their need. When the need for leave is not foreseeable, employees must contact their immediate supervisor as soon as possible. Employees may be required to provide the following:

- Medical certification from a qualified health care provider supporting the need for leave due to a serious health condition affecting the employee or an immediate family member
- Second or third medical opinions and periodic recertification of the need for the leave
- Periodic reports during the leave regarding the employee's status and intent to return to work
- Medical certification from a qualified health care provider at the conclusion of leave of an employee's ability to return to work

Employees requiring FMLA leave should contact the Human Resource Office for details on eligibility, requirements and limitations.

E: MATERNITY LEAVE

Section 4107 of Article 1, Chapter 4 of Title 4 of the Guam Code Annotated (P.L. 26-168) grants maternity leave to a female employee occupying a permanent position who is absent from work as a result of childbirth or adoption of a child(ren) five (5) years old or younger. The maternity leave shall not exceed twenty (20) work days, encompassing the date of childbirth or adoption. Any additional leave taken for such childbirth or adoption purposes may be charged against accumulated sick leave, or may be unpaid leave, at the option of the employee. Total leave, whether maternity, sick or unpaid leave shall NOT EXCEED six (6) months **without concurrence of the Finance Officer and approval of the Board.**

F. PATERNITY LEAVE

Section 4107.1 of Article 1, Chapter 4 of Title 4 of the Guam Code Annotated (P.L. 26-168) grants paternity leave to a male employee occupying a permanent position upon the birth or adoption of his child(ren). Such paternity leave shall NOT EXCEED twenty (20) work days, encompassing the date of childbirth or adoption of a child(ren) five (5) years old or younger. Any additional leave taken for such purpose may be charged against accumulated sick leave, or may be unpaid leave, at the option of the employee. Total leave, whether paternity, sick or unpaid leave shall not exceed six (6) months **without concurrence of the Finance Officer and approval of the Board.**

G. BEREAVEMENT LEAVE

GACS Bereavement Leave Policy establishes uniform guidelines for providing paid time off to employees for absences related to the death of immediate family members and fellow employees.

An employee who wishes to take time off due to the death of an immediate family member should notify his or her supervisor immediately. Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. An employee may, with his or supervisor's approval, use any available vacation for additional time off as necessary.

Up to three (3) days of paid bereavement leave will be provided to regular full-time employees upon receipt of a copy of the death certificate or a copy of a death announcement.

GACS defines "immediate family" as the employee's spouse, partner, parent, child, stepchild, sibling, mother/father-in-law, brother/sister-in-law, daughter/son-in-law, grandparents or grandchildren, **or reared relative or member of the family named in the death announcement or obituary.**

H: JURY DUTY

If an employee receives a jury notice, the employee should advise his/her supervisor immediately. Because this is an important civic obligation, all full-time employees will receive leave with pay and without loss of accumulated leave for jury duty. Upon completion of service, a jury receipt should be obtained by the employee and submitted to the employee's supervisor. The employee should maintain daily contact with his/her supervisor while the employee is serving. If the employee is excused before noon, then the employee is expected to come to work.

When an employee receives payment from the court for jury service, that check must be turned over to GACS accountant.

I: OTHER COURT APPEARANCES

Employees will be granted paid leave to comply with a valid subpoena to appear in a civil, criminal, legislative or administrative proceedings which is work-related. Absences for court appearances related to an employee's personal business must be taken as personal leave or leave without pay (if no personal leave is available). Employees may be required to submit documentation of their need for leave for court appearances.

J: TIME OFF - VACATION

It is the policy of GACS to provide a vacation allowance to regular full-time staff employees based on the employee's FLSA exempt/nonexempt status, and length of continuous years of University service since the most recent date of regular employment. Part-time and temporary employees are not eligible to earn vacation benefits.

GACS is committed to providing all full-time staff employees with vacation time each academic year. Vacation is intended to encourage and allow employees to engage in restful and recreational activities to renew physical and mental capabilities. It is desirable that employees make use of all available vacation time.

Vacation

Accruing Vacation Time

GACS vacation accrual year is August 1 – September 30.

Vacation accrual for all incumbent staff employees will begin as of August 1 and employees will be fully accrued in their vacation allowance as of the following September 30th.

Newly hired full-time employees will receive pro-rated vacation days based upon their initial full-time date of employment, as indicated in their Personnel Action Report (PAR). (NOTE: New employees must wait 90 days from their full-time date of hire to be paid for any absence (i.e. Vacation, Personal, Flexible Summer Days), as per the Attendance and Punctuality policy. Changes in employment may affect vacation entitlement, including any reduced work schedule. Accrual may also be impacted by periods of unpaid leave, dependent on the duration. Vacation days will be earned on the following years of service with GACS.

(Accrual Vacation Leave) - Carryover of leave is permitted but not to exceed a cumulative of one hundred sixty (160) hours. This new carryover policy is to become effective on October 1, 2017.

Years of Employment	Vacation Days Accrued
First Year	0
2 - 4 Years	5 Days a Year
5 - 7 Years	7 Days a Year
8 Years Forward	10 Days a Year

Scheduling of Vacation Days

Supervisors have the responsibility of coordinating and approving vacation schedules of their employees. The amount and timing of vacation to be taken in any one period of time should be discussed well in advance with your supervisor in order to allow maximum opportunity to accommodate your request and to adequately staff the workplace. Vacation time requests may be made for ½ day (3 ½ hours) or full day increments only. The employee’s request must be in writing and approved by the employee’s supervisor prior to making definitive plans.

*While vacation days may be taken in advance of when they are actually accrued, employees should plan their vacation days **so as not to jeopardize school operation**, and particularly at the start of the accrual cycle. In the event of termination of employment, the employee is liable to reimburse the GACS for any vacation time taken that has not been accrued.*

If a recognized GACS holiday falls on a regular workday during an employee's vacation, the day is paid as a holiday and not counted as a vacation day. Other GACS closings deemed necessary (i.e. - emergency and typhoon closings) that fall on a regular work day during an employee's vacation will be considered vacation days.

Illness during vacation is not typically counted as sick leave. However, if a serious accident or extensive illness occurs that would place the employee on short-term disability leave, the supervisor should discuss the matter with Human Resources Personnel to consider whether all or part of the vacation could be rescheduled.

Vacation Pay for Separating Employees

A separating employee will be paid in full for accrued and unused vacation days. Vacation pay is based upon an employee's straight time earnings. Those separating from GACS within three months of their initial employment date will not be paid for vacation days taken during that time period.

Responsibility

Employees: It is the employee's responsibility to make vacation requests in writing in advance of finalizing plans.

Departments: Every supervisor is responsible for scheduling and documenting vacation time used by exempt and non-exempt employees using the Time and Attendance Forms.

K: HOLIDAYS

Paid holidays are reflected in the School Calendar. If you have any questions about paid holidays, please consult your supervisor or the Human Resource Office at 734-1066.

L: MILITARY LEAVE (Active and Reserve Service)

Leave without pay is provided to employees who enter military service of the Armed Forces of the United States or are in the Armed Forces Reserves. GACS will make adjustments to the employee's pay considering the military service in accordance with applicable federal and Guam laws. The employee is afforded reemployment rights and retains full seniority benefits for all prior service upon reemployment in accordance with the Uniformed Services Employment and Reemployment Rights Act. The employee needs to provide his/her military service orders to the immediate supervisor for review prior to commencement of the leave.

The Uniformed Services Employment and Reemployment Act (USERRA) mandates that while an individual is performing military service for the United States, he/she is deemed to be on a furlough or leave of absence and is entitled to the rights accorded other employees on non-military leaves of absence. Under USERRA, employees are allowed, but not required, to use accrued PTO or annual leave while performing military duty. Employees performing military duty of more than thirty (30) days may elect to continue employer-sponsored health insurance for up to twenty-four (24) months. For military service of less than thirty-one (31) days, health insurance coverage is provided as if the employee had remained employed.

Any employee called to active duty must provide a copy of his/her service orders to his/her supervisor for review prior to commencement of the leave.

- **Reinstatement**

Returning service members must be reemployed in the job that they would have retained had they not been absent for military service, with the same seniority, status and pay, as well as other rights and benefits determined by seniority.

The period within which an employee must apply for reinstatement is based upon the length of military service. If the service was less than 31 days, the employee must return on the next regularly scheduled workday after release from service (taking into account travel time and a minimum of 8 hours rest time). If the service was more than 30 days but less than 181 days, the employee must submit an application for reemployment within 14 days of release from service. For a service longer than 180 days, the employee must submit an application for re-employment within 90 days of release from service.

M: EMERGENCY DUTY

Employees who volunteer as a firefighter, reserve peace officer or emergency rescue personnel may take unpaid time off to perform emergency duty when called to action. Employees must notify management in advance wherever possible and provide supporting documentation for the leave.

N: TIME OFF – VOTING

If an employee does not have sufficient time outside of working hours to vote in an official election, the employee may take off enough working time to vote. An employee requesting time off to vote shall give his or her supervisor at least two (2) days' notice. GACS will allow the employee a maximum of two (2) hours of time off during an election day without loss of pay under the following circumstances:

- Time off shall be taken at the beginning or the end of the regular working shift, whichever allows for more voting time; and
 - Time taken off shall be combined with the voting time available outside of working hours to a maximum of two (2) hours combined
-

O: BLOOD DONATION LEAVE

Employees who work an average of twenty (20) or more hours per week are entitled to three (3) hours of unpaid leave per twelve (12) month period for the purpose of donating blood. Employees are permitted to use accumulated paid time in order to receive pay for these hours. Employees must provide three (3) working days' notice of the need for blood donation leave, and they may be required to show sufficient proof of blood donations.

The Charter School shall not retaliate against an employee for requesting or obtaining a leave of absence for the purpose of donating blood. Employees who believe they have been the victim of such retaliation must immediately report the incident to the H.R. Office.

P: LEAVE OF ABSENCE FOR MILITARY SPOUSES

GACS intends to comply with applicable laws with respect to a leave of absence for a military spouse. The law currently provides for an unpaid leave of absence of up to ten (10) days for an employee who works an average of twenty (20) or more hours per week and who is the spouse of a member of the armed forces of the United States, or the National Guard or Reserves deployed during a period of military conflict to a combat theater or combat zone of operations.

GACS will not retaliate against any employee who requests or obtains a leave of absence as a military spouse.

Q: PAID LEAVE FOR BONE MARROW DONORS

Full-time employees, reduced load full-time employees, and part-time employees may take up to twenty-four (24) hours of paid leave without charge to their leave accruals to undergo a medical procedure to donate bone marrow.

You must give at least fourteen (14) days prior written notice to your supervisor of your intention to use this leave, unless there is a medical emergency attested to by a physician that requires you to undergo the medical procedure for which leave is sought within fourteen (14) days.

This leave is available each time an employee serves as a bone marrow donor and is in addition to any other leave allowed. It can be used for either full or partial days while serving as a bone marrow donor or recovering from the medical procedures involved in such donation and includes any necessary travel time, as well as any medical testing or other procedures to determine bone marrow donation compatibility. Employees are not entitled to such leave if they undergo bone marrow donation outside of their regular work schedule. Leave time will not be applied in addition to any holiday pay employees would otherwise be entitled to if a holiday falls during their leave time.

Employees are required to provide their physician's verification regarding the purpose and length of each leave.

GACS shall not retaliate against an employee for requesting or obtaining a leave of absence for the purpose of undergoing a medical procedure to donate bone marrow.

R: ADMINISTRATIVE LEAVE (New Amendment No. 1 – adopted 12/3/2015)

Administrative leave is a general leave status, initiated by a supervisor, which is paid and defined by the approving authority for specified activity. Examples of when an employee may be placed on administrative leave are as follows, but not limited to:

- An internal review or investigation;
- An investigation of an external event, such as an arrest;
- A work area closed for repairs;
- A parent to attend to his/her child's or children's Parent-Teacher meeting at their school, usually 4 hours;
- A conference approved by the administrator or approving authority for # of days;
- Other activities defined as legitimate by the appointing authority.

Appointing authorities should consult with Human Resources Office before placing an individual on leave to determine the appropriate type of leave and to coordinate the appropriate payroll processing information.

STANDARDS OF CONDUCT

In order for GACS to successfully achieve its mission and strategic goals, it must have an experienced, skillful, and cooperative staff. GACS is committed to enhancing the learning process, increasing student retention, promoting a high performing work environment, and ensuring that systems and processes reinforce its mission.

The manner in which employees do their job may well be the basis upon which others form their opinion of GACS and may bear directly on efforts to strengthen our institutional reputation and compete successfully for talented students, faculty, and staff.

GUIDING PRINCIPLES OF CONDUCT

The primary functions of an institution of higher learning are teaching, learning, scholarship and service. Each member of the GACS community is required to cooperate with the Charter School in its endeavors to foster and maintain the freedom of expression and exchange of ideas necessary to achieve excellence in teaching, learning, scholarship and service. GACS strives to protect the rights of its students and employees (including faculty members) to publicize opinions through written and oral communications; to organize and join political associations; to convene and conduct meetings; and to advocate, demonstrate and picket in an orderly fashion. Further, members of the GACS community are responsible for fostering and maintaining respect for the dignity and uniqueness of one another.

In order to preserve an atmosphere in which a free exchange of ideas may flourish, and to ensure the dignity and safety of all members of the GACS community as well as the unimpeded operation of GACS (and as required by federal, state and local laws. GACS has adopted the Guiding Principles of Conduct. The Guiding Principles of Conduct apply to all members of the GACS community including, among others, the Board of Trustees, employees, faculty members, students, applicants for academic admission and employment, visitors, guests, vendors, contractors, and other third parties while they are on Charter School premises or at GACS-sponsored activities. References to “GACS premises” in these Guiding Principles of Conduct apply to premises either owned or leased by GACS.

The Guiding Principles of Conduct are not exhaustive and include, but are not limited to, the following:

1. Students and other persons participating in a class or activity related to a class (such as, for example, internships and field trips) must comply with a faculty member’s reasonable standards of behavior for the class and/or related activities.
2. Theft, willful destruction or damage to or misuse of any GACS

property or property owned by any member of the GACS community is prohibited.

3. The sale, purchase, possession or use of incendiary devices, explosives or dangerous weapons (including any item or material which could be used to inflict injury or harm or to intimidate) on the GACS premises or at GACS-sponsored events is prohibited.

4. The unlawful use, possession, sale, distribution or manufacture of controlled substances and drug paraphernalia on GACS premises or at GACS-sponsored events is prohibited. (Further information may be found in the GACS's Drug and Alcohol Policy.)

5. Obstruction of or interference with the normal operations and processes essential to the Charter School is prohibited.

6. Interference with academic freedom (including speech in the classroom and by GACS-approved guest speakers) is prohibited.

7. Strict compliance with GACS's policies and procedures concerning demonstrations and rallies is required.

8. Strict compliance with GACS's policies and procedures concerning the appropriate use of information technology is required.

9. Deliberate actions that cause, or might reasonably be expected to cause, injury, either physical or mental, to any member of the GACS community are prohibited. Such actions may include, for example, violence or threats of violence.

10. Members of the GACS community are required to comply with the instructions of a GACS Principal or other duly authorized agent of GACS, to, for example, display or present identification. Members of the GACS community are also required to evacuate GACS premises and GACS-sponsored events when directed to do so by authorized personnel or a mechanical device (such as a fire alarm).

11. Any action or situation which recklessly or intentionally endangers the safety or mental or physical health of any member of the GACS community or involves the forced consumption of alcohol or drugs for the purpose of initiation into or affiliation with any organization is prohibited on GACS premises and at GACS-sponsored events. In addition, such conduct by students and employees (including faculty), whether on or off GACS premises or at GACS-sponsored events, is also prohibited.

12. Engaging in violence or intimidation against another person and destroying property because of bias or prejudice while on GACS premises or at GACS-sponsored events violates the GACS's Hate/Bias-Related Policy and is prohibited. Such conduct exhibited by students and employees (including faculty), whether on or off campus or at a GACS-sponsored event, is also prohibited.
13. Members of the GACS community are required to timely satisfy their financial obligations to the Charter School.
14. Consumption of alcohol by any member of the GACS community who is under the age of twenty-one is illegal and prohibited on GACS premises and at GACS-sponsored events. Supplying alcohol in any quantity to a member of the GACS community who is under the age of twenty-one is illegal and prohibited. (Further information may be found in the GACS's Drug and Alcohol Policy.)
15. Even though its possession or consumption may otherwise be lawful, alcohol, except in limited circumstances, is not permitted on GACS premises or at GACS-sponsored events. Members of the GACS community are not permitted to be intoxicated, or to become intoxicated, while on GACS premises or at a GACS-sponsored event.
16. Gambling is not permitted on GACS premises or at any event sponsored by a student group or organization.
17. Solicitation by students, student clubs and student organizations including, but not limited to, fund raising, on GACS premises or in connection with a GACS-sponsored event is prohibited without the prior approval of the Principal and/or the Development Director .
18. The solicitation of goods or services by one staff member to another during regularly scheduled work time is prohibited. Selling commercial goods and distributing promotional information and handbills in regular work areas is also prohibited. (A copy of the Solicitation and Distribution policy may be found in the GACS Employee Handbook.)
19. Other members of the GACS community, such as applicants for academic admission and employment, visitors, guests, vendors, contractors and other third parties, are prohibited from soliciting and distributing on GACS premises or in connection with GACS-sponsored events without prior approval from the Principal.
20. Prior approval from the Principal or an appropriate GACS administrator must be obtained before any materials or documents may be posted or distributed GACS premises or at GACS-sponsored events.

21. The falsification of GACS documents is prohibited.
22. While on GACS premises or at GACS-sponsored events, members of the GACS community must not dress or conduct themselves in a manner that would be considered lewd or indecent by GACS.
23. Conduct on or off campus in a manner that GACS determines reflects adversely on the good name and reputation of the GACS is prohibited.
24. Conduct by students and employees (including faculty) on or off campus that violates local, state or federal laws may also constitute a basis for disciplinary action by GACS.
25. Without appropriate prior authorization, video recording devices, including, but not limited to, cell phones equipped with a camera, may not be used on GACS premises or at GACS-sponsored events, other than in an emergency, in any area or circumstances where the recording of images reasonably would be considered to be inappropriate.
26. Strict compliance with all rules, policies and practices promulgated and/or adopted by GACS is required.

Any member of the GACS community who violate GACS' rules, policies or practices, including, among others, the Guiding Principles of Conduct, may be subject to disciplinary action (including without limitation immediate ejection from GACS' premises and/or GACS-sponsored events) and/or to legal actions. Similarly, any recognized club or organization that violates its constitution and/or by-laws, or authorizes conduct prohibited by GACS's rules, policies or practices may be subject to disciplinary action (including without limitation rescission of approval for that club or organization to operate on GACS premises or at GACS-sponsored events, whether on or off GACS premises). As may be necessary, GACS may request the assistance of law enforcement agencies to maintain order and/or may seek injunctive relief.

A. APPEARANCE

A professional appearance suitable for conducting business in a school environment, and that provides a model for students to follow, is expected of all our employees. Both dress and demeanor must be maintained accordingly to meet these standards. **Uniforms are highly recommended to be used as the official attire.**

B. SEARCHES

Non-investigatory searches in the workplace, including accessing an employee's desk, file cabinets, or work area to obtain information needed of usual business purposes may occur when an employee is unavailable. Therefore, employees are hereby notified that they have no legitimate expectation of privacy in those places. In addition, GACS reserves the right to conduct searches when there is reasonable cause to believe a search will uncover evidence of work-related misconduct. Such an investigatory search may include drug and alcohol testing if the suspected violation relates to drug or alcohol use. GACS may search the employee, the employee's personal items, work areas, lockers and private vehicles parked on school premises or worksites or used in school business.

C. DRUG AND ALCOHOL

GACS seeks to promote individual wellness in as many ways as possible. GACS Policy prohibits the unlawful use, possession, sale, distribution, or manufacture of controlled substances, and generally prohibits the consumption of alcohol, on GACS property or at GACS-sponsored programs and activities.

Problems with alcohol and drug abuse are addressed most effectively through the coordinated efforts of peers, family members, counselors, and the Charter School. To these ends, GACS has identified several highly trained staff to assist students and employees. These services are provided at no cost to faculty and staff. The contact numbers for these individuals, as well as additional off-campus resources, can be found under the "Counseling and Treatment" portion of the Policy.

D. SMOKING

GACS is committed to the improvement of the health and safety of students and employees. Smoking is not permitted in any building, shelter, indoor and outdoor athletic facility, indoor and outdoor seating area including and not limited to athletic fields, at open-air presentations or performances, outdoor dining areas, and GACS-owned or operated transportation.

GACS prohibits smoking or carrying of any ignited tobacco containing products, within a 50 foot perimeter, to all facilities owned, operated or leased by GACS, at any GACS-sponsored event or program, or in any vehicle owned, operated or leased by GACS.

For faculty and staff, complaints concerning violations of this policy should be directed to the Human Resources Department. For students, complaints concerning violation of this policy should be directed to the Principal.

Compliance with the smoke-free workplace policy is mandated for all employees and persons visiting the Charter School, and is not negotiable. Anyone who violates this policy is subject to discipline in accordance with the applicable disciplinary procedure.

All department heads are responsible to enforce this *Smoke-Free Policy* and apply existing disciplinary policies as appropriate.

E. SEXUAL HARASSMENT

GACS reaffirms the principle that its students, faculty, interns and staff shall be free from discrimination on the basis of sex. Sexual offenses such as rape, sexual abuse, or discrimination in the form of sexual harassment, will not be tolerated.

Sexual harassment in any situation is reprehensible. It is particularly damaging when it exploits the educational or professional dependence and trust between individuals with different levels of authority. When the authority and power inherent in such relationships are abused, whether overtly, implicitly, or mistakenly, there is potentially great damage to the individual, the alleged offender, and to the educational and professional climate of the Charter School.

Sexual harassment is defined under GACS policy as an attempt to coerce an unwilling person into a sexual relationship, to subject a person to unwanted sexual attention, or to punish a refusal to comply or to create a sexually intimidating, hostile, or offensive working or educational environment. Sexual harassment includes a wide range of behaviors, from the actual coercion of sexual relations to the unwelcome emphasizing of sexual identity, verbal harassment or abuse, unwelcome sexual advances, and unnecessary touching. This definition will be interpreted and applied in a manner that is consistent with accepted standards of mature behavior, academic freedom, and freedom of expression.

Members of the GACS community who believe that they have been sexually assaulted or harassed may obtain redress through the established informal and/or formal procedures set forth in the GACS Discrimination Grievance Procedure. All complaints will be addressed promptly and equitably. The informal channels are designed to provide counseling and an evaluation of options, all of which are completely confidential and off the record. The formal procedures address cases in which a charge has been written and signed and can result in an investigation.

F. POLICIES AND PROCEDURES CONCERNING SEXUAL ASSAULT, STALKING AND DOMESTIC AND INTIMATE PARTNER VIOLENCE

It is the policy of GACS to provide a safe environment, one that is free from violence, for every member of its community. Accordingly, GACS prohibits and does not tolerate acts of violence that occur on GACS-owned or controlled premises or at GACS-sponsored off-campus programs or events. Violent acts covered by this policy include sexual assault, stalking and domestic and intimate partner violence against any member of the GACS community.

G. HATE/BIAS-RELATED CRIME POLICY

Criminal acts involving violence, intimidation, and destruction of property based upon bias and prejudice have become more prevalent nation-wide in recent years. The intolerable truth is that in these crimes, commonly and justly referred to as “hate crimes,” victims are intentionally selected, in whole or in part, because of their race, color, national origin, ancestry, gender, religion, religious practice, age, disability, or sexual orientation. Hate crimes do more than threaten the safety and welfare of all citizens. They inflict on victims incalculable physical and emotional damage and tear at the very fabric of free society. Crimes motivated by invidious hatred toward particular groups not only harm individual victims but send a powerful message of intolerance and discrimination to all members of the group to which the victims belongs. Hate crimes can and do intimidate and disrupt entire communities and vitiate the civility that is essential to healthy democratic process. In a democratic society, citizens cannot be required to approve of the beliefs and practices of others, but must never commit criminal acts on account of them.

GACS’s Guiding Principles of Conduct clearly and unequivocally state that “membership in the GACS community is accompanied by the responsibility to maintain and foster an environment characterized by freedom of expression, inquiry and exchange of ideas and respect for the dignity and uniqueness of each individual.” In addition, GACS has established standards of behavior to ensure the safety of all members of GACS community.

H. ETHICS REPORTING HOTLINE

Maintaining ethical standards is the responsibility of every member of the GACS community. Those ethical standards are embodied in the GACS’s Guiding Principles of Conduct and other policies as well as federal, state and local laws. GACS employees are expected to adhere to high standards of professional and ethical conduct in carrying out their duties. This includes avoiding conflicts of interest and commitment, appropriately accounting for financial transactions, properly using GACS property and resources, adhering to internal control protocols, complying with internal and external audit requirements and complying with intercollegiate athletics rules. GACS believes that early identification and timely investigation and resolution of possible violations of ethical standards are critical to maintaining a sound and ethical business and educational environment. Members of the GACS community have many options within GACS for reporting violations of GACS policies and federal, state or local laws.

I. RIGHTS OF NURSING MOTHERS

GACS has adopted this policy in accordance with the Federal Fair Labor Standards Act, to ensure that nursing mothers in its employ are provided the opportunity to express milk at appropriate locations during reasonable break times during the workday. Additionally, it is the policy of GACS that discrimination against and/or harassment of employees, who exercise their

rights under this policy, is prohibited.

Upon return to work, any employee who is nursing is eligible for up to three (3) years following the birth of a child. Eligible employees wishing to express milk in the workplace must contact their supervisor prior to returning to work following the birth of a child to discuss appropriate arrangements including, but not limited to, location and work scheduling. The GACS management and the employee's supervisor will work with the employee to help ensure that all appropriate needs are met while at the same time ensuring that the disruption to GACS' operations will be kept to a minimum. GACS will make a reasonable effort to provide a private room or other location (other than a bathroom) that is shielded from view and free from intrusion from coworkers and the public and within a close proximity of the employee's work station for the purpose of expression of milk.

Employees shall be provided sufficient unpaid break time to allow the employee to express milk. Generally, these breaks shall be twenty to thirty minutes in duration. If an employee believes she has not been provided sufficient time, she should immediately inform her Supervisor. An employee is also permitted to use her normal meal period and/or scheduled break times to express milk. Under certain circumstances an employee may be permitted to work before or after her normal shift to make up the amount of time used during the unpaid break time(s). An employee may be required to postpone a scheduled break to express milk for a reasonable period of up to thirty (30) minutes if she cannot be spared her duties until appropriate coverage arrives.

GACS will not discriminate in any way against an employee who chooses to express breast milk in the workplace. GACS also strictly prohibits any form of discrimination, retaliation or harassment against an employee requesting or obtaining leave for expression of breast milk. Any person who believes she has been the victim of such discrimination, retaliation or harassment must immediately report the incident to her supervisor or the H.R. Department.

Please contact the H.R. Department if you have questions about this policy or need location information for campus nursing locations.

J. APPROPRIATE USE POLICY FOR INFORMATION TECHNOLOGY

Information Technology (I.T.) at GACS encompasses the use of all campuses' computing, telecommunications, document services, educational media, and management information systems technologies. These I.T. resources support the instructional, research, and administrative activities of the Charter School.

Users of these services and facilities have access to valuable Charter School resources, sensitive data, and external networks. Consequently, it is important for all users to behave in a responsible, ethical, and legal manner. In general, appropriate use means understanding the intended use for GACS I.T. (and making certain that one's use complies), respecting the rights of other GACS information technology users, maintaining the integrity of the physical facilities, and obeying all pertinent license and contractual agreements.

(Note: Develop a GACS Appropriate Use Policy for Information Technology.)

- E-Mail:

E-mail has become an important vehicle for sharing information throughout the Charter School. For assistance with e-mail, or any other IT Service, please contact the H.R. Committee or the IT Specialist.

- Voice Mail System:

GACS' Voice Mail System enhances voice communications with a backup for busy or unanswered calls. It allows the members of the Charter School community to receive phone messages in their confidential mailboxes, each of which is passcode protected. Mailboxes can be created or customized to meet specific individual/departmental needs. Contact GACS IT Staff for more information.

- Emergency Notification System:

GACS Alert is the Charter School emergency notification system for GACS students, faculty, and staff. This system delivers time-sensitive emergency notifications via telephone (cellular or landline), e-mail, and text messaging to all members of the GACS community who have signed up and provided their information. This system is used when there is a campus closing, severe, uncontained threat to public safety and health of the campus community, and when immediate action is required on the part of the recipient group (e.g.; chemical spills, typhoon warnings, etc.) To register, visit ([develop address](#))

K. GIFTS AND GRATUITIES

Employees are prohibited from soliciting or accepting gifts from a vendor or contractor. Gifts valued in excess of \$25 or of an undetermined value should be returned immediately. Gifts of promotional items without significant value that are routinely distributed by vendors to clients are acceptable. Ordinary business courtesies, such as payment for a modest lunch or dinner, are also acceptable. Gratuities or gifts of money, whatever the amount, cannot be accepted at any time, and should be returned immediately.

GIFTS AND GRATUITIES POLICY FOR OFFICERS AND ADMINISTRATORS

GACS employees are prohibited from soliciting or accepting cash gifts or gratuities of any amount from any person or entity doing (or proposing to do) business with GACS. Furthermore, unless specifically excepted by this policy, GACS employees are also prohibited from accepting non-cash gifts of any type, including materials, services, travel, and attendance at a charitable or similar event as a guest and entertainment at no cost or at unreasonably discounted prices from persons or entities doing (or proposing to do) business with GACS. Excepted from this prohibition are usual and customary:

- holiday business gifts of a value of not more than \$75 for the shared use of department personnel;
- occasional meals in connection with GACS business meetings and events and GACS-sponsored or pre-approved charitable or similar events;
- review copies of vendor provided textbooks and other teaching related materials; and
- ceremonial gifts received by GACS employees in the course of official business. Such ceremonial gifts are the property of GACS.

All unpermitted gifts must be immediately declined, returned or discarded. Employees must report to their supervisors and the Development and Grants Office, Secondary Campus, Tiyan, at the end of each month regarding all gifts received during the month (including those permitted by this policy). Notice of this Gifts and Gratuities Policy will be given to all GACS vendors and prospective vendors (Form to be developed). Any proposed exceptions from this policy must be approved in advance by the Chairperson **of the Committee of Finance and Procurement** of the Board of Trustees, with respect to other GACS Officers and with respect to other employees, who is in charge of the employee's administrative unit. If you have any question concerning this policy, consult with the GACS Development Office or GACS Legal Counsel.

L. SOLICITATION AND DISTRIBUTION

The solicitation of goods or services by one staff member to another during regularly scheduled work time is prohibited. Selling commercial goods and distributing promotional information and handbills in regular work areas are also prohibited. Exceptions to this policy are made for GACS-sponsored activities and, at the discretion of the supervisor, for charitable sales in the workplace.

M. OVERPAYMENT or UNDERPAYMENT RECOVERY

Please contact Finance Department with any questions about overpayments and/or underpayment. Contact information: [Finance Officer, 734-1066](#).

N. OSHA STATEMENT

GACS is committed to providing all employees with a safe and healthy working environment that is free of recognizable hazards. Furthermore, it is the policy of GACS to comply with all applicable state and federal codes and regulations including those promulgated by the Occupational Safety and Health Administration (OSHA). OSHA requires employers to maintain a log that details workers' job-related illnesses or injuries and to provide employees with a working environment that is free from safety hazards. If you have an emergency involving hazardous chemicals or a question about anything you feel is creating an unsafe work

environment, please contact your supervisor or an administrator. For GACS Emergency Protocol policy regarding Hazardous chemicals, please refer to: (Develop policy).

The local Material Safety Data Sheets (MSDS) for all products known to be in non- academic use (cleaning and maintenance) must be located at each campus. Materials for instructional use are the responsibility of the academic department using them. (Develop policy.)

O. ATTENDANCE AND PUNCTUALITY

GACS depends upon the regular attendance of its employees and hence allots a fixed number of days to be taken for illness. The employee's supervisor must be as helpful as possible when illness occurs. If an employee is absent for more than three consecutive days, a statement from the employee's physician is required. If employees are out for eight consecutive days (including the weekend), the employees may be considered as having a temporary disability. In that event, the employee's supervisor will arrange to have Human Resources supply the employee and the employee's physician with the appropriate forms to complete. Restoration of the employee's position will be provided upon the employee's return from a medically verified period of temporary disability.

A pattern of sporadic absences will result in an inquiry from the employee's supervisor, who may require substantiation of the illness in each case.

Excessive tardiness and unexcused or sporadic absences may lead to disciplinary action up to and including termination of employment.

Employees are not paid for absences during their first 90 days of employment.

P. REPORTING ABSENCES

If you are going to be out all day or will be in late, you must notify your supervisor or designee within one hour of your scheduled start time. If you experience difficulty reaching your supervisor, contact Human Resources for assistance. If you are absent for three consecutive days without reporting, it will be understood that you have voluntarily resigned.

Q. GACS PROPERTY

All employees are expected to exercise due care in his or her use of GACS property, and to utilize such property only for authorized purposes. The removal of GACS property from the premises or its conversion for personal use is prohibited.

The name, insignia, seal, and address of GACS are considered GACS Property, and may only be used for legitimate GACS purposes.

GACS property issued to an employee must be returned to GACS at the time he or she terminates employment or when requested by the supervisor in good condition. The employee will assume responsibility to pay for the cost of any damaged or lost property.

GACS assumes no responsibility for loss or damage to the personal property of an employee.

R. MEETING GACS STANDARDS AND PERFORMANCE REVIEWS

In order for GACS to successfully achieve its mission and strategic goals, it must have an experienced, skillful, and cooperative staff. GACS is committed to enhancing the learning process, increasing student retention, promoting a high performing work environment, and ensuring that systems and processes reinforce its mission.

The manner in which employees do their job may well be the basis upon which others form their opinion of GACS and may bear directly on efforts to strengthen our institutional reputation and compete successfully for talented students, faculty, and staff.

The formal and informal evaluation of the employees' performance is an ongoing process. For new employees, an initial meeting with the supervisor to check performance progress should occur within the first month of employment. After 3 months, another meeting to provide performance feedback and to set performance objectives for the rest of the fiscal year should occur.

More informally, employees should be meeting with their supervisor on a regular basis to discuss progress against their performance goals. These sessions are an opportunity to talk openly with their supervisor in order to get a clear understanding of what is expected of them.

The formal annual Performance Evaluation is scheduled towards the end of the fiscal year for the benefit of both the supervisor and the staff member. The primary purpose of such meetings is to review accomplishments from the previous fiscal year period and highlight areas in which performance can be strengthened. In addition, these GACS meetings serve as the vehicle for planning the following period's performance objectives. These performance goals are based on an employee's department's goals and objectives as well as on the employee's personal plans for development. If employees do not receive a Performance Evaluation review, they should notify the Human Resources Office.

An employee's supervisor should also explore the employee's potential for advancement and the developmental opportunities that are available to the employee at GACS. An important consideration will be how well an employee has integrated GACS core competencies into his/her performance on the job.

When an experienced staff member does not maintain a satisfactory performance level (i.e. that which is required to fulfill the responsibilities of the position), the Administration or the Board may schedule a meeting with the employee to discuss the situation and to make suggestions for improvement.

Although a supervisor is not required to follow any specific procedure and may bypass any or all the steps below, he or she may decide that corrective action is necessary. The following is one example of a procedure the supervisor may wish to follow:

1. The supervisor explains what aspect(s) of job performance is below standard, pointing out the improvements that must be made and the time in which the change must take place. At this time, the staff member may inform the supervisor of any extraordinary circumstances that may have contributed to his or her unsatisfactory performance.
2. Thereafter, if the supervisor decides that the employee has exhibited insufficient improvement, he or she may give the employee a Performance Improvement Plan indicating what must be done by the employee, within a specified period of time, to correct the situation. The employee can sign a copy of this plan to indicate that he or she has agreed with it. A copy of the Performance Improvement Plan can then be sent to the H.R. Office.
3. If the employee has not made sustained satisfactory improvement by the end of the allotted time period, the supervisor will make the decision as to whether the deficiency warrants further action up to and including termination of employment.

S. EMPLOYEE FILES AND RELEASE OF EMPLOYMENT INFORMATION

The Human Resources department maintains a confidential personnel jacket for each employee. It is your responsibility to notify Human Resources immediately via the [Personnel Officer](#) when any change occurs in your personal status, such as change of name, address, telephone number, marital status, or emergency contact. Forms for indicating these changes can also be obtained from the Human Resources Office. Some of the aforementioned changes may also affect your benefits. Please call the [Payroll Office](#) to identify how these changes will affect you.

The employee file and its contents are the property of GACS. GACS is not obligated to provide copies of the files to the employee. Information on work record or employment history will be provided to supervisors on a need-to-know basis. GACS is required to provide job-related information upon receipt of a subpoena, warrant or court order.

Active employees who wish to review their own file can contact Human Resources Office to schedule an appointment with the Personnel Officer. . Once an employee has separated from GACS, the employee will not be permitted to review his/her file.

It is the policy of GACS to secure the right to confidentiality and privacy of its current and former employees. Responsibility for maintaining information about current and former employees rests with Human Resources. Requests for employment information initiated by federal, state, and local agencies will be provided by Human Resources via the Personnel Officer without the use of a release form.

Verification of Employment (VOE) requests are completed by the H.R. Personnel. VOEs will provide current (or last) position title, dates of employment, and status (active or inactive) and the current salary of the employee.

For more information on how to obtain employment verification or income verification, please visit the Human Resources Office.

T. EMERGENCY CLOSING

In response to unusual conditions such as inclement weather or unanticipated occurrences, the Charter School may officially close its operations in whole or in part. The authority to cancel classes and/ or close operations is vested and restricted to the Principal.

When an early morning decision is made to cancel or delay classes on a given campus due to emergency conditions, all offices will be subject to the same closure or delay. The time of such opening or closure will be specified in all announcements (telephone tapes, voicemail boxes, GACS homepage, radio stations) and through the administrative telephone chain.

When the Charter School is open and a mid-day decision is made to cancel afternoon or evening classes, all offices will be notified through the administrative telephone chain.

When a closing on a given campus is effected, all employees shall be released from reporting to work on that campus and shall be compensated at their regular rate of pay for such a period. Those individuals required to report to work during such emergency closings are designated as essential services personnel. Non-exempt essential services employees shall be compensated for the extra hours worked at a rate of time and one-half of their regular rate of pay.

As a general rule, essential services include, but are not necessarily limited to:

- Physical Plant/Buildings and Grounds
- Security
- Transportation
- Food Services

Staff employees who are on vacation or not at work for any reason when GACS is closed for an emergency are not entitled to additional vacation or personal time. When GACS is open, all staff employees are expected to report to work. If an employee does not report to work on such a day

and does not charge the absence to vacation or personal time, the he or she will not be compensated.

U. SAFETY AND SECURITY

The primary responsibility of the Office of the Principal is to ensure the safety and security of students, faculty, staff, and visitors to the Charter School. GACS will develop a safety program and ensures that GACS is in compliance with all applicable codes and standards from regulatory agencies. All employees must comply with all policies and procedures which are developed to ensure safety at the Charter School. All employees should report safety hazards to the Security department immediately. A procedure will be in place with regards to safety hazards to take immediate precautionary steps and to notify the Principal for corrective action. All accidents/incidents that occur on campus must be reported to your supervisor and the Principal immediately. An investigation will be conducted and a report will be prepared.

- **Crime Reporting:**

Consistent with legal requirements, members of the GACS community will be advised on a timely basis regarding crimes on campus. In the event that a crime is committed on campus, special security notices will be prepared and distributed throughout GACS. These notices provide the facts related to the incident and alert members of the community in order to prevent future incidents from occurring. All incidents that occur on campus should be reported to the Security department immediately. For victims of sexual assault, GACS offers emotional support and access to legal information. All GACS services and procedures provided to sexual assault victims are confidential.

Lost And Found:

GACS assumes no responsibility for personal property missing from or lost on GACS leased premises. You should exercise care for all personal property, including apparel, wallets, briefcases, books, and equipment. Missing property should be reported to the Security department, which will make every effort to recover it. Anyone finding unidentified property should bring it to the campus security office immediately.

Parking:

All employees shall get a parking decal to be permitted to park in the designated employee parking space. Vehicles without a parking permit may be subject to tow at employee's expense.

Parking is permitted in designated areas only and prohibited in crosswalks, fire lanes, bus stops, unpaved areas, spaces reserved for the disabled and other areas designated as no parking areas. Special permits are available for individuals with unique needs or disabilities. GACS assumes no

responsibility for theft or damage to any vehicle. Complete parking and traffic regulations are available in the Office of the Deans.

Fire Safety:

Employees should be aware of the emergency evacuation plans for their buildings. Employees should close their door, walk to the nearest exit, and proceed immediately to the street. Employees should be trained in the use of fire extinguishers. Employees shall be aware of GACS Fire Emergency Policy.

Identification Cards

All employees are issued GACS identification cards. These cards are issued at the time of hire and are validated annually. All students, faculty and staff members must have in their possession a GACS issued Identification Card while on GACS property and be prepared to present the card upon request by any administrator.

V. SEPARATION FROM EMPLOYMENT

The separation date is normally defined as the last day of active work. Holidays, vacation, and personal days cannot be used as a separation date.

Employees separating from GACS are responsible for returning ALL materials to the H.R. Office, including, but not limited to, keys, computer materials, GACS identification cards and other GACS property must be surrendered to the employee's immediate supervisor before or on the employee's last day of employment. Computer and e-mail accounts are cancelled on the last day of employment

Exceptions for identification cards and e-mail accounts apply only to qualified retirees and individuals on long term disability.

Exit Interview:

Upon receipt of a separation action from an employee's supervisor, Human Resources will ask the employee to complete the Exit Process..

Separation Pay:

Please refer to the time off section of the employee handbook for further information about separation pay on Page ____.

The employee's final paycheck will be available within 30 days of their separation. Direct deposit is not available for the final paycheck. Accrued vacation days, if any, will be paid out through a manual check that will be mailed to the employee.

W. REHIRE

Rehire occurs when an individual who has separated from GACS applies and is selected for the same or a different position. The individual must have been an employee in good standing at the time of separation, must meet the requirements of the position for which they are applying, and must participate in the normal employment process in order to be considered for vacancies at the Charter School. Employees who are rehired may be eligible for the crediting of prior GACS service.

X. CREDITING OF GACS SERVICE

GACS service is the length of time that an individual has been continuously employed by GACS on a full-time or part-time basis, including authorized leaves of absence. However, when a former employee is rehired or recalled, crediting of prior service may occur.

If an individual separates from GACS after at least one year of service, and is rehired **for the same position** within 6 months, there will be no break in continuous service and no loss in fringe benefits.

If an individual separates from GACS after at least one year of service, and is rehired within 7 to 12 months, and works at least one year after the date of rehire, service dates will be bridged, and there will be no break in continuous service, **provided the position vacated is the same position.**

An individual rehired after 12 months of separation will be treated as a newly hired employee. However, after the **third** year of re-employment, the previous service will be added to current continuous service for determination of future benefits.

For purposes of determining years of service, 2 years of part-time service is the equivalent of 1 year of full-time service. Excluded from this calculation is an employee's eligibility to join certain benefit plans. Different rules may apply, according to an employee's date of hire. For more information, please contact Human Resources.

Y. GRIEVANCE / COMPLAINT PROCEDURE

GACS is strongly committed to maintaining a working and learning environment that is free from unlawful discrimination, harassment or retaliation. GACS is an equal opportunity employer and an academic institution which strongly believes that all employment and academic

decisions must be made without regard to whether an employee or student possesses characteristics protected by federal, state, or local law and this Policy (“protected characteristics”).

All GACS officers, administrators, supervisors, staff, faculty members, students, visitors and applicants, as well as vendors, consultants and contractors with whom GACS does business are prohibited from engaging in discrimination, harassment or retaliation in violation of this Policy and GACS GRIEVANCE POLICY AND PROCEDURES HANDBOOK.

If an employee believes that he/she has been discriminated against or subjected to harassment on the basis of any of the protected characteristics described in this Policy, or if an employee believes he/she has been retaliated against for making a good faith complaint of prohibited discrimination or harassment or for participating in an investigation into a complaint or report of prohibited discrimination or harassment, the employee may report such incident(s) to the persons identified in the Complaint Procedure set forth below.

GACS officers, administrators and other employees with managerial or supervisory authority (*e.g.*, supervisors and administrators) - must report any discrimination, harassment or retaliation that comes to their attention, regardless of whether a complaint is made. All other GACS staff, faculty, students or third parties who have witnessed or learned of conduct prohibited by the Policy are strongly encouraged to promptly report it to the persons identified in the Complaint Procedure section of this Policy.

GACS shall take prompt and appropriate corrective action whenever instances of alleged prohibited discrimination, harassment and/or retaliation come to its attention. GACS is committed to investigating all instances of alleged or suspected prohibited discrimination, harassment and/or retaliation, including anonymous complaints or reports from anonymous sources, even if the victim of such discrimination, harassment and/or retaliation does not make a complaint, does not want the matter investigated or does not cooperate with the investigation

Complaint Procedure

This Complaint Procedure provides for (i) a prompt, appropriate and impartial investigation of any complaint of prohibited discrimination, harassment and/or retaliation; (ii) appropriate disciplinary action against an individual found to have engaged in prohibited discrimination, harassment or retaliation; and (iii) appropriate remedies for a victim of prohibited discrimination, harassment and/or retaliation.

The persons listed below have been designated by GACS as the individuals with whom complaints or reports of discrimination, harassment or retaliation prohibited by this Policy shall be filed:

Note: **The entire Grievance/Complaint Procedure, including definitions, procedures and miscellaneous provisions, can be obtained at the H.R. Office.**

Z. Progressive Discipline Policy and Procedures (New Amendment No. 5, adopted 1/27/17)

Each employee has the duty and responsibility to be aware of and abide by existing rules and policies. Employees also have the responsibility to perform their duties to the best of his/her ability and to the standards as set in their job description.

Guahan Academy Charter School (GACS) supports the use of progressive discipline to address issues such as poor work performance or misconduct. Our progressive discipline policy is designed to provide a corrective action process to improve and prevent a recurrence of undesirable behavior and/or performance issues. Our progressive discipline policy has been designed consistent with our values, HR best practices and employment laws.

Outlined below are the steps of our progressive discipline policy and procedure. GACS reserves the right to combine or skip steps in this process depending on the facts of each situation and the nature of the offense. The level of disciplinary intervention may also vary. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling and/or training; the employee's work record; and the impact the conduct and performance issues have on GACS.

- **Verbal Warning and Counseling:** A supervisor will privately counsel the employee about an issue of concern. The supervisor should discuss the nature of the problem or the violation of GACS policies and procedures. The supervisor is expected to clearly describe expectations and steps the employee must take to improve performance or resolve the problem. A report of this action will be placed in the employee's personnel records.
- **Written Warning:** In regards to behaviors that a supervisor considers serious or in situations when a verbal warning has not helped change unacceptable behavior, a written warning will be placed in the employee's personnel file. The employee and supervisor will meet, discuss and review any additional incidents or information about the performance or conduct issues as well as any relevant corrective action plans.
- **Suspension Without Pay:** If verbal warnings, counseling and written warnings do not result in a change in behavior, the employee can be suspended without pay, depending upon seriousness of the offense.
- **Performance Improvement Plan:** Whenever an employee has been involved in a disciplinary situation that has not been readily resolved or when he/she has demonstrated an inability to perform assigned work responsibilities efficiently, the employee may be given a final warning or placed on a performance improvement plan (PIP). PIP status will last for a predetermined amount of time not to exceed 90 days. Within this time period, the employee must demonstrate a willingness and ability to meet and maintain the conduct and/or work requirements as specified by the supervisor and GACS. At the end of the performance improvement period, the PIP may be closed, or if established goals are not met, dismissal may occur.
- **Termination:** If the first three steps in the GACS disciplinary system do not result in a change in the employee's behavior, we will make a complete review of the records and your employment will be terminated.

While progressive discipline is often used, certain conduct is so serious that immediate discharge may be appropriate, even though prior warnings and suspensions may not have been given. Administration reserves the right to determine the type of discipline to be imposed in each case, including but not limited to warnings, suspensions, or termination.

In determining what disciplinary action is warranted, GACS also reserves the right to review the employee's personnel record. An acceptable employee record may be used to reduce the severity of the discipline imposed. On the other hand, an unacceptable employee record (i.e., one which contains any incidents of misconduct for which discipline was imposed) may be used to impose more severe disciplinary actions.

GACS HR -0014 Discipline Form is attached hereto and made a part of the policy and procedures.

On August 4, 2016, the Human Resource Committee approved the following Human Resource Forms for the official use of Guahan Academy Charter School. The Forms Identified below were further reviewed by the Governance and Policy Committee on

GACS HR 0001A Rev. 8/4/16	Employment Application – Chapter III – Conditions of Employment - Section F – Employment Application and Section G – Employment Reference and Clearances	Exhibit 2
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GACS HR 0001B Rev. 8/4/16	Conflict of Interest Disclosure – Chapter III – Conditions of Employment - Section M – Conflict of Interest Policy	Exhibit 3
GACS HR 0002 Rev. 8/4/16	Employment Consent Form – Chapter III – Conditions of Employment-Section I – Alcohol and Drug Testing	Exhibit 4
GACS HR 0003 Rev. 8/4/16	Personnel Action – Internal Form	Exhibit 5
GACS HR 0004 Rev. 8/4/16	Non-Disclosure Agreement – Chapter III – Conditions of Employment - Section L – Confidentiality Statement	Exhibit 6
GACS HR 0005 Rev. 8/4/16	In-Processing Checklist – Internal Form	Exhibit 7
GACS HR 0006A NEW	Offer of Employment – Internal Form	Exhibit 8
GACS HR 0006B Rev: 8/4/16	Job Description for Teacher – Internal Form	Exhibit 9
GACS HR 0007 NEW	Employee Information Profile – Internal Form	Exhibit 10
GACS HR 0008 NEW	Direct Deposit – Chapter IV – Compensation, Wages and Benefits - Section K - Paychecks	Exhibit 11
GACS HR 0009 Rev. 8/4/16	Leave of Absence – Chapter V – Leaves & Absences Section B – Leave of Absence Request	Exhibit 12
GACS HR 0010 NEW	Letter of Regret – Internal Form	Exhibit 13
GACS HR 0011 NEW	Request for Outside Employment – Chapter III – Conditions of Employment – New Section “R”	Exhibit 14

September 6, 2016. The New Forms reflect the current forms as revised and the new approved forms.

THE RIGHT TO CHANGE POLICY

Guahan Academy Charter School reserves the sole right to interpret, add, delete, or modify all provisions contained in this handbook. Revisions and updated information concerning changes in policy will be available online at www.guahanacademy.org

Amendment No.	Description of Amendment	Date Adopted	Page Reference
1	Adding New Section R to Chapter V - Leaves and Absences “R. Administrative Leave”	12/3/2015	
2	New and Revised HR FORMS	9/06/2016	
3	Adding New Section R to Chapter III – Conditions of Employment “Outside Employment”	9/06/2016	
4	Repealing Section H and Adding New Section H to Chapter III – Conditions of Employment “Hiring Policy and Purpose”	12/6/2016	
5	Adding New Section Z to Chapter VI – Standards of Conduct Policy, Principles and Procedures “Progressive Discipline Policy and Procedures”	1/27/2017	

Resolution No.	Description of Resolution	Date Adopted	Trustees Present
07-2015-084	Adopting Employee Handbook for SY2015-2016	7/15/2015	Fe Valencia-Ovalles Margaret J. Denney Terry Debold

			Rowena Zacarias Victor A. Perez