

Employee Handbook



Woodbury Leadership Academy

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Emergency Procedures

Should inclement weather or other emergency situation(s) require Woodbury Leadership Academy to close, we will utilize the following systems to notify staff and families:

- E-Mail
- School Website
- School Facebook Page
- Local Television Channels

Woodbury Leadership Academy follows South Washington County (District #833) for all weather-related cancellations and delays.

In case of an emergency, contact our main office line at 651.571.2100.

For more information, refer to Section 14 in this Employee Handbook.

SECTION 1 PREAMBLE AND DEFINITIONS

About this Handbook

The purpose of this handbook is to serve as a reference of all employees as they complete their responsibilities at Woodbury Leadership Academy (WLA). Employees are encouraged to refer to this handbook on a periodic basis to learn more about our school and to ensure that you are meeting the expectations established by the school's policies and procedures. If you have any questions regarding this handbook, contact an administrator or direct supervisor.

Disclaimer: The contents of this handbook are presented as a matter of information only. The plans, policies and procedures described are not conditions of employment. Woodbury Leadership Academy reserves the right to modify, revoke, suspend, terminate, or change any or all such plans, policies, or procedures, in whole or in part, at any time with or without notice.

Definitions

- A. **Regular Full-Time Employees:** Employees who are not in a temporary status and who are regularly scheduled to work WLA's full-time schedule. Generally, they are eligible for WLA's benefit package, subject to the terms, conditions, and limitations of each benefit program. Full-time employees work at least 30 hours per week on a regular basis.
- B. **Full-Time Employees Scheduled to Work 10 Months:** Employees who are not in a temporary status and who are regularly scheduled to work WLA's full-time schedule on a 10-month basis (school-year). Generally, they are eligible for WLA's benefit package, subject to the terms, conditions, and limitations of each benefit program.
- C. **Part-Time Employees:** Employees who are not assigned to a temporary status and who are regularly scheduled to work less than 30 hours per week. While they do receive all legally mandated benefits, they are not eligible for all of WLA's other benefit programs.
- D. **Temporary Employees:** Employees who are hired to work full time or part time with the understanding that their employment will be terminated no later than completion of the specific assignment for which they were hired. Employment assignments in this category are of a specific and limited duration. These employees remain at-will employees. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status until notified of a change. While temporary employees receive all legally mandated benefits, they are not eligible for all of WLA's other benefit programs.
- E. **Exempt Employee:** An exempt employee is engaged in a professional position as defined by Fair Labor Standards Act (FLSA) such as teaching, social work, supervisory/management or administrative work with specifically defined responsibilities. Exempt employees are paid on a salary basis in an amount that complies

with the law regardless of the number of hours worked. Exempt employees do not receive additional compensation for hours worked over 40-hours in a work week.

- F. **Nonexempt Employee:** A nonexempt employee generally works in an area(s) defined by FLSA as more routine with set standards and guidelines, such as technician and clerical. A nonexempt employee is entitled under FLSA to time and one-half their “regular rate” of pay for each hour they actually worked in excess of 40-hours in a work week.
- G. **Supervisor:** Woodbury Leadership Academy will identify the individual employee’s supervisor on the employee’s job description.
- H. **Administration:** Employees who perform administrative duties.

SECTION 2 EMPLOYMENT LAW

Equal Employment Opportunity

It is the policy of Woodbury Leadership Academy that no person will be illegally discriminated against in employment by reason of their age, race, creed, color, disability, pregnancy, marital status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense force or any other reserve component of the military forces of Minnesota or the United States, political affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, or any other factor prohibited by state or federal law.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on WLA. A reasonable accommodation is a change or adjustment to job duties or work environment that permits a qualified applicant or employee with a disability to perform the essential functions of a position or enjoy the benefits and privileges of employment compared to those enjoyed by employees without disabilities.

Woodbury Leadership Academy encourages employees to contact their supervisor or Executive Director to address allegations of violation of the policy.

Employment of Minors

No one under 18-years of age will be employed without providing proper proof of their age. Minors will be employed only in accordance with state and federal laws and Woodbury Leadership Academy policies.

Immigration Law Compliance

Woodbury Leadership Academy is committed to employing only United States citizens and aliens who are authorized to work in the United States. Therefore, in accordance with the Immigration Reform and Control Act of 1986, employees must complete an I-9 form before commencing work and at other times prescribed by applicable law or WLA policy.

Family and Medical Leave Act

The Family and Medical Leave Act (FMLA) entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons.

It is the policy of Woodbury Leadership Academy to grant up to 12-weeks of family and medical leave during any 12-month period to eligible employees, or 26-weeks if leave is taken to provide care for qualifying family members injured during active military service. Refer to WLA Policy for more information.

Woodbury Leadership Academy fully complies with the provisions of FMLA. A fact sheet, that provides general information about which employers are covered by the FMLA, is available at https://www.dol.gov/whd/fmla/fact_sheets.htm.

Discrimination and Harassment

Woodbury Leadership Academy is committed to providing a work environment that is free of discrimination and unlawful harassment. WLA prohibits discrimination and harassment based on race, color, creed, religion, national origin, sex, mental or physical disability, age, sexual orientation, marital status, familial status, public assistance, or any other class protected under applicable state or federal law.

This policy applies to all employees, whether related to conduct engaged in by fellow employees, supervisors, or someone not directly connected to WLA (e.g., outside vendors, consultants, clients, etc.). WLA will make every reasonable effort to prevent violations of this policy and to ensure that its entire population is familiar with this policy and that every complaint received will be investigated and resolved appropriately. WLA encourages reporting of all perceived incidents of harassment, regardless of who the offender may be. Every employee is encouraged to raise any questions or concerns with their supervisor or Executive Director.

Any employee who engages in harassment, who permits employees under their supervision to engage in such harassment, or who retaliates or permits retaliation against an employee who reports such harassment will be deemed to have engaged in misconduct and shall be subject to remedial action which may include discipline or termination of employment. Refer to WLA policy for definitions, examples, enforcement/reporting procedures, and comments on retaliation.

Workplace Disability

WLA makes every effort to ensure that qualified individuals with a physical or mental disability are not discriminated against in any terms, conditions, or privileges of employment. The

American with Disabilities Act and the Minnesota Human Rights Act requires employers to provide reasonable accommodations to qualified individuals with known disabilities in all aspects of employment, unless the accommodation would cause an undue hardship to WLA.

WLA is committed to providing equal opportunity to qualified individuals with disabilities. Employees or job applicants in need of accommodation should make a request to the Executive Director, who will consult with you concerning the type of accommodation required. To determine the appropriate accommodation, WLA may need to obtain additional information from your physician or other medical professional. WLA is committed to providing a reasonable accommodation to such individuals so they can perform the essential functions of a job, unless the accommodation would create undue hardship to WLA. Refer to WLA Policy for more information.

SECTION 3 GENERAL EMPLOYMENT PRACTICES AND EXPECTATIONS

At-will Employment

At-will employment is a term used in U.S. Labor Law for contractual relationships in which an employee can be dismissed by an employer for any reason (that is, without having to establish “just cause” for termination), and without warning, as long as the reason is not illegal.

Woodbury Leadership Academy employees are at-will. WLA can dismiss an employee for any reason and without warning. The employee may also terminate their employment for any reason and without warning. This policy of at-will employment is the sole and entire agreement between WLA and all of its employees as to the duration of the employment and the circumstances under which employment may be terminated.

Disclaimer: No implied contract concerning any employment related decision or term, or condition of employment can be established by any other statement, conduct, policy or practice in this handbook or any other document provided to employees. Nothing in this Employee Handbook shall be interpreted to be in conflict with or to eliminate or modify in any way the employment-at-will relationship with WLA.

Termination of Employment

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- Resignation: Voluntary employment termination initiated by an employee.
- Discharge: Involuntary employment termination initiated by the organization.
- Layoff: Involuntary employment termination initiated by the organization for non-disciplinary reasons.

Resignation

Resignation is a voluntary act initiated by the employee to terminate employment with WLA. Although advance notice is not required, WLA requests four (4) weeks' notice from teachers and at least two-weeks written notice of resignation from all other employees. Accrued Paid Time Off (PTO) is only payable to those employees that provide a minimum a two-week written notice. WLA reserves the right to pay an employee for the notice period and not require the employee to provide any further services.

If possible, prior to an employee's departure, an exit interview will be scheduled to discuss the reasons for resignation and the effect of the resignation on benefits.

Access to Personnel Files and Personnel Changes

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

Personnel files are the property of WLA, and access to the information they contain is restricted to individuals other than the employee who is the subject of the personnel data. Generally, only supervisors or management of WLA who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the Executive Director. With written advance notice, employees may review their own personnel files within five working days of the WLA receipt of the written notice. The files may be reviewed in WLA's offices and in the presence of the Executive Director.

If an employee disputes any of the specific information contained in his or her personnel file, there are two different courses of action that may be taken: (1) the employee may seek management's agreement to revise or remove the disputed information, which may or may not be granted; or (2) if no agreement is reached to revise or remove the disputed information, the employee may submit a written statement specifically listing the disputed information and explaining his or her position on the information in question. This statement will be included within the personnel file.

In the state of Minnesota, employees have various legal rights and remedies related to the contents of their personnel files. As an employee these rights extend to you and include the opportunity to:

- Review the contents of your personnel file, upon written request to the Executive Director, once every six months as an active employee and once each year after termination of your employment for as long as the record(s) are maintained. Requests will be honored within five (5) business days.
- Receive a copy of the contents of your personnel file, upon written request to the Executive Director and,

- Dispute information that is contained in your file and request that the information be removed. If WLA does not agree with your request to have the information removed, you have the opportunity to include a statement that outlines your position.

WLA also has obligations associated with this law and may not:

- Use information from your personnel file that was intentionally omitted during your review in a civil or administrative proceeding and,
- Retaliate against you for exercising your rights with respect to your personnel file.
- Disclose personnel data that is not in compliance with the Minnesota Government Data Practices Act.

It is the responsibility of each employee to promptly notify WLA of any changes in personnel data. Personal mailing addresses, telephone numbers, individuals to be contacted in the event of an emergency, educational accomplishment, and other such status reports should be accurate and current at all times. If any personnel data has changed notify the Executive Director. Refer to WLA Policy for more information.

Attendance and Punctuality

Regular attendance and punctuality are very important at WLA. WLA expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on regular daily routines. In the instances when employees cannot avoid being late to work or are unable to work as scheduled, they are required to notify their supervisor or Executive Director as soon as possible in advance of the anticipated tardiness or absence.

If an employee is absent for a prolonged period of time due to illness, a statement from a physician may be required before the employee is permitted to return to work. Employees who are absent from work for three consecutive days without giving proper notices to their supervisor or Executive Director will be considered to have voluntarily resigned.

Poor attendance and excessive tardiness are disruptive, and may lead to disciplinary action, up to and including termination of employment.

Communications

Woodbury Leadership Academy is committed to providing technology resources that allow employees to communicate effectively with all employees in the school. In the school's effort to maintain current technology practices, more responsibility and cooperation is required of employees to use the following core software programs and technology resources.

A. Use of Phone Systems

Personal use of cell phones and telephones for outgoing calls is not permitted except during breaks. Employees must not use WLA cell phones or telephones for personal long-distance and

toll calls. Employees will be required to reimburse Woodbury Leadership Academy for any charges resulting from their personal use while using a WLA cell phone or telephone.

To ensure effective telephone communications, employees must always use the approved greeting and speak in a courteous and professional manner. Please confirm information received from the caller and hang up only after the caller has done so.

B. Electronic Communication

Electronic communications are protected by the same laws and policies and are subject to the same limitations as other types of media. When creating, using or storing messages on the network, the user should consider both the personal ramifications and the impact on the school should the messages be disclosed or released to other parties. Extreme caution should be used when committing confidential information to the electronic messages, as confidentiality cannot be guaranteed.

Woodbury Leadership Academy may review email logs and/or messages at its discretion. Because all computer hardware, digital communication devices and software belong to the school, users have no reasonable expectation of privacy, including the use of email, text-message and other forms of digital communications, e.g. voicemail, Twitter™, Facebook™, etc. The use of the District's technology and electronic resources is a privilege which may be revoked at any time.

Electronic mail transmissions and other use of the school's electronic communications systems or devices by employees shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use. This monitoring may include, but is not limited by enumeration to, activity logging, virus scanning, and content scanning. Participation in computer mediated conversation/discussion forums for instructional purposes must be approved by the administration. External electronic storage devices are subject to monitoring if used with the school's resources.

1. Personal Use

While technology and internet usage are intended for job and education related activities, incidental and occasional brief personal use is permitted within reasonable limits. Personal use of technology and internet usage should occur only on break periods.

2. Prohibited Communications

Woodbury Leadership Academy strives to maintain a workplace free of harassment and sensitive to the diversity of its employees and students. Therefore, WLA prohibits the use of computers, the Internet and the email system in ways that are disruptive, offensive to others, discriminatory, obscene, threatening, harassing, or intimidating. For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, gender-specific comments, off-color jokes, or anything that may be construed as harassment. Email may not be used to solicit others for

commercial ventures, religious or political causes, outside organizations, or other non-business matters.

3. Anti-Virus Precautions

Employees should take all anti-virus precautions available to them and prescribed by WLA. Employees should not attempt to bypass or disable any anti-virus precautions installed on Woodbury Leadership Academy's computers. Questions regarding anti-virus precautions can be directed to the technology committee or administration.

4. Consequences for Violations

Abuse of the computer, Internet and email system access provided by Woodbury Leadership Academy will result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy. Employees should immediately notify their supervisor or Executive Director upon learning of violation.

The equipment and technology provided to WLA employees remain at all times the property of WLA. To ensure compliance with this policy, computer, Internet and email usage may be monitored by WLA. As such, WLA reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through our computers and stored in our computer systems. All data that is composed, transmitted, or received via the computer system is considered to be part of the official records of WLA and, as such, is subject to disclosure to law enforcement or other third parties.

C. Electronic Media

“Electronic media” includes all forms of social media, such as, but not limited by enumeration to, the following: text messaging, instant messaging, electronic mail (email), Web logs (blogs), electronic forums (chat rooms), video sharing Websites (e.g., YouTube™), editorial comments posted on the Internet, and social network sites (e.g., Facebook™, MySpace™, Twitter™, LinkedIn™), and all forms of telecommunication such as landlines, cell phones, and web-based applications.

Employees should refrain from using social network sites while on work time or on equipment we provide, unless it is work-related, as authorized by the Executive Director. Refrain from using Woodbury Leadership Academy's email addresses to register on social networks, blogs or other online tools utilized for personal use.

Employees should not speak on WLA's behalf through electronic media without written approval from the administration. All electronic media inquiries should be directed to the administration.

Woodbury Leadership Academy prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this

policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

D. Limited Electronic Communication with Students

Authorized Personnel may communicate through electronic media with students who are currently enrolled in Woodbury Leadership Academy only within the following guidelines:

1. The employee shall limit communications to matters within the scope of the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests).
2. If an employee receives an unsolicited electronic contact from a student that is not within the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests), the employee shall not respond to the student using any electronic media except to address a health or safety emergency.
3. The employee is prohibited from communicating with students through a personal social network page; the employee must create a separate social network page ("professional page") for this purpose. The employee must enable administration and parents to access the employee's professional page.
4. Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with any one or more currently-enrolled students.
5. The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, including:
 - a. Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student.
 - b. Confidentiality of student records.
 - c. Confidentiality of other District records, including educator evaluations, credit card numbers, and private email addresses.
 - d. Upon written request from a parent, the employee shall discontinue communicating with the parent's minor student through email, text messaging, instant messaging, or any other form of one-to-one communication.
 - e. An employee may request an exception from one or more of the limitations above by submitting a written request to the Executive Director.

Copyrights

A variety of machines and equipment for reproducing materials to assist staff in carrying out their educational assignments are available to staff in both the school and home setting. Infringement on copyrighted material, whether prose, poetry, graphic images, music audiotapes, video or computer-programmed materials, is a serious offense against federal law, a violation of policy and contrary to ethical standards required of staff. All reproduction of copyrighted material shall be conducted strictly in accordance with applicable provisions of law. Unless otherwise allowed as "fair use" under federal law, permission must be acquired from the copyright owner prior to reproduction of material in any form. Employees are further advised that copyright provisions apply to all forms of digital media.

Users may not redistribute copyrighted programs or data without the written permission of the copyright holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with applicable copyright laws, policy, and administrative regulations.

Questions regarding copyright shall be directed to the administration.

Conflicts of Interest

No policy can describe every situation that may constitute a conflict of interest. The purpose of these guidelines is to provide general direction so that you can seek further clarification on issues related to conflicts of interest. Contact the Executive Director if you have any questions about conflicts of interest.

A conflict of interest can generally be described as a situation in which your loyalty is, or may appear to be, divided between self-interest or the interests of a third-party and the interests of WLA. The types of activities and relationships you must avoid include, but are not limited to:

- Accepting, agreeing to accept, or soliciting money or other tangible or intangible benefits in exchange for favorable decisions or actions in the performance of your job or that might appear to influence your decision-making or professional conduct;
- Accepting employment or compensation or engaging in any business or professional activity that might require disclosure of confidential information or trade secrets;
- Accepting employment or compensation that could reasonably be expected to impair your independent judgment in the performance of your duties;
- Accepting a kickback, bribe, substantial gift, or special consideration as a result of any business dealings involving Woodbury Leadership Academy;
- Giving preferential treatment to any person or company in which you, a relative, or a friend has a significant ownership interest or relationship.

You must disclose actual or potential conflicts or any relationships that may create the appearance of a conflict of interest to your supervisor, in writing, as soon as you become aware of them so that safeguards can be established to protect all parties. Failure to make required disclosures or resolve conflicts of interest satisfactorily can result in discipline up to and including termination of employment.

Drug-, Alcohol- and Tobacco-Free Workplace

Woodbury Leadership Academy is committed to providing a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition in order to perform their jobs in a satisfactory manner.

Consistent with WLA's commitment to setting a good example for its students, and for promoting a healthy environment, smoking and tobacco usage, including e-cigarettes, and drug use, is absolutely prohibited anywhere on school grounds or anywhere in the vicinity of students. Any employee violating these policies will be subject to disciplinary action, up to and including termination of employment.

Employee

A. Employee Conduct and Rules

WLA is committed to providing a positive environment for its students and employees. To ensure orderly operations and provide the best possible educational environment, WLA expects employees to conduct themselves in a professional manner, reflecting positively in the school, with staff, and customers.

It is not possible to list all the forms of behavior that are considered acceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Fighting or threatening violence in the workplace
- Inappropriate or unprofessional conduct. For teaching staff, this includes, but is not limited to violation of any provision of the Minnesota Code of Ethics for Teachers.
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- Insubordination
- Excessive absenteeism or any absence without notice
- Unauthorized absence from work area during the workday
- Violation of personnel policies
- Dishonesty in matters related to employment at WLA
- Failure to maintain confidentiality of school or student information

This list does not nor is it intended to abrogate the at-will employment relationship between WLA and its employees and either WLA or the employee, may terminate that relationship at any time, with or without cause, and with or without advance notice.

B. Employee Concerns and Suggestions

WLA is committed to providing the best possible working environment for its employees and the best possible learning environment for its students. To achieve this goal, WLA realizes that effective communication must take place between employees and management.

Employees are encouraged to discuss their ideas and suggestions about how WLA can better serve both its employees and students. Employees may discuss these ideas and suggestions with their supervisor and/or submit their suggestions in writing to the Executive Director.

In addition, recognizing that on-the-job work experience is the best source of suggestions for improvement in the workplace, management welcomes and solicits ideas from all employees.

C. Employee Relations

WLA believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in this area and in this industry. If employees have concerns about work conditions or compensation, they are encouraged to voice these concerns openly and directly to their supervisor.

Experience has shown that when employees deal openly and directly with supervisors, communications can be clear and attitudes can be positive. We believe that WLA amply demonstrates its commitment to employees by responding effectively to employee concerns.

D. Employee Performance Evaluation

The Executive Director and employees are strongly encouraged to discuss job performance and goals regularly on an informal basis. Additional performance evaluations are conducted to provide both the Executive Director and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals. Formal reviews for teachers will be conducted in compliance with law. Reviews for staff other than teacher will be conducted on an annual basis.

E. Corrective Action

WLA expects all employees to perform to the highest level possible. Poor job performance can lead to corrective action up to and including termination of employment.

WLA holds each of its employees to certain work rules and standards of conduct. When an employee deviates from these rules and standards, WLA expects the employee's supervisor to take corrective action.

WLA will attempt to engage in corrective action that is progressive. That is, the action taken in response to a rule infraction or violation of standards typically follows a pattern increasing in seriousness until the infraction or violation is corrected. This progressive corrective action does not, nor is it intended to abrogate the at-will employment relationship between WLA and its employees.

The usual sequence of corrective actions includes an oral warning, a written warning, probation, and finally termination of employment. However, WLA reserves the right to alter the order described above, to skip corrective steps, to eliminate corrective steps or to create new or additional corrective steps depending on the facts and circumstances of each individual case.

In choosing the appropriate corrective action WLA may consider any number of factors including, the seriousness of conduct, history of misconduct, employment record, length of employment, the strength of evidence against the employee, ability to correct the conduct, attitude about the conduct, actions WLA has taken for similar conduct by other employees, how the conduct affects WLA this company, its students, families and staff, and other circumstances related to the nature of the misconduct, to your employment with this WLA and the effect of the misconduct on WLA.

Though committed to a progressive approach to corrective action, WLA considers certain rule infractions and violations of standards as grounds for immediate termination of employment. These include but are not limited to: theft, insubordinate behavior, vandalism or destruction of WLA property, being on WLA property during non-business hours without authorization, the use of WLA equipment and/or WLA vehicles without prior authorization, untruthfulness about personal work history, skills, or training, divulging non-public data about WLA students, families, staff, business practices, and misrepresentations of WLA to the general public, or an employee.

Employees must remember that employment with WLA is at-will and is at the mutual consent of the employee and WLA. As a result, WLA reserves its right to terminate your employment at any time, for any lawful reason including reasons not listed above. You will also have the right to end your employment at any time.

Employment Applications

WLA 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 WLA's exclusion of the individual from further consideration for employment or, if the person has already been hired, termination of employment.

Employment Reference Checks

To ensure that individuals who join WLA are well qualified and have a strong potential to be productive and successful, it is the policy of WLA to check the employment references of all applicants.

The administration will respond to all reference check inquiries from other employers. Responses to such inquiries will provide public data on employees as defined by the Minnesota Government Data Practices Act which may include, but not be limited to, dates of employment, wage rates, and position(s) held. Employees must not respond to reference check inquiries from other employers themselves; all such inquiries should be referred to the administration. Refer to WLA Policy for more information.

Incident Reports

A. Workplace Violence and Bullying Prohibition

Woodbury Leadership Academy is committed to preventing workplace violence and to maintaining a safe work environment. All employees, clients, students and others should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay" or other conduct that may be dangerous to others. Physical, verbal and emotional threats will not be tolerated.

Indirect or direct threats of violence, incidents of actual violence and suspicious individuals or activities must be reported as soon as possible to a supervisor, a member of senior management or Human Resources. When reporting a threat or incident of violence, the employee should be as specific and detailed as possible. Employees should not place themselves in peril, nor should they attempt to intercede during an incident. Refer to WLA Policy for more information.

Reporting Procedure: An employee who is the victim of violence, believes they has been threatened with violence, or witnesses an act or threat of violence towards anyone else shall take the following steps:

1. If an emergency exists and the situation is one of immediate danger, the employee shall contact the local law enforcement by dialing 9-1-1, and may take whatever emergency steps are available and appropriate to protect him/herself from immediate harm, such as leaving the area.
2. If the situation is not one of immediate danger, the employee shall report the incident to the appropriate supervisor or Executive Director as soon as possible. Anyone found to be responsible for threats of or actual violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

An employee who has received a restraining order, temporary or permanent, against an individual, who may impact the employee at work [e.g. verbal or physical contact or proximity has been prohibited or restricted], shall immediately supply a copy of the signed order to their supervisor or Executive Director. The supervisor shall provide copies to the other appropriate supervisors and inform other employees on an as-needed basis.

B. Sexual and Other Unlawful Harassment

Woodbury Leadership Academy is committed to providing a work environment that is free of discrimination and unlawful harassment. WLA prohibits discrimination and harassment based on race, color, creed, religion, national origin, sex, mental or physical disability, age, sexual orientation, marital status, familial status, public assistance, or any other class protected under applicable state or federal law.

This policy applies to all employees, whether related to conduct engaged in by fellow employees, supervisors, or someone not directly connected to WLA (e.g., outside vendors, consultants, clients, etc.). WLA will make every reasonable effort to prevent violations of this policy and to

ensure that its entire population is familiar with this policy and that every complaint received will be investigated and resolved appropriately. WLA encourages reporting of all perceived incidents of harassment, regardless of who the offender may be. Every employee is encouraged to raise any questions or concerns with their supervisor or the Executive Director.

Any employee who engages in harassment, who permits employees under their supervision to engage in such harassment, or who retaliates or permits retaliation against an employee who reports such harassment will be deemed to have engaged in misconduct and shall be subject to remedial action which may include discipline or termination of employment. Refer to WLA Policy for more information.

Property

A. Company Property

Woodbury Leadership Academy employees do not have a right to privacy in their workspaces or in any other property belonging to the school. WLA reserves the right to monitor and search school property at any time and without warning to ensure compliance with school policies, including those that cover employee safety, workplace violence, harassment, theft, drug and alcohol use, and possession of prohibited items. WLA property includes, but is not limited to, lockers, desks, file cabinets, storage areas and work spaces. WLA work address, work phone and work email are all public information on employees.

B. Return of Property

Woodbury Leadership Academy may supply an employee with equipment or supplies to assist the employee in performing their duties. All employees are expected to show reasonable care for any equipment issues and to take precautions for theft. Employees cannot take WLA property for personal use or gain. Any equipment, supplies, or keys issued must be returned prior to the employee's last day of employment, including, but not limited by enumeration: employee identification badges and the key fob for building entry. WLA equipment borrowed for short term use should be returned the first work day after project completion.

Personal Appearance

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees, set a good example for students, and reflects upon the business image WLA presents to students, families, WLA staff, the public and visitors.

During business hours or when representing WLA, employees are expected to present a clean, neat, and tasteful appearance. Employees must dress and groom themselves according to the requirements of their position. This is particularly true if an employee's job involves dealing with students, parents, or visitors.

Unacceptable workplace attire includes, but is not limited to:

1. T-shirts, tank tops, halter tops, muscle shirts, cutoffs and flip-flops;
2. Torn or stained clothing;
3. Sweat suits, tracksuits, other “workout” attire or beachwear;
4. Sheer to transparent clothing, plunging necklines, or excessively short hemlines.

If an employee’s supervisor has a reasonable belief that an employee’s personal appearance is inappropriate, an employee may be asked to leave the workplace until the employee is properly dressed or groomed. Under such circumstance, the employee will not be compensated for the time away from work. Employees should consult their supervisor if they have questions as to what constitutes appropriate appearance. When necessary, reasonable accommodation will be made to a person with a disability unless such accommodation causes undue hardship to WLA.

WLA makes reasonable accommodations for dress and /or grooming requirements related to an employee’s religion, ethnicity, disability or medical condition, or any other protected class status. Questions or issues regarding a reasonable accommodation should be directed to an employee’s supervisor.

Nepotism

To avoid a variety of personnel problems, charter schools are required to have a nepotism policy regarding employment and employment benefits. Refer to WLA Policy for more information.

Outside Employment

Employees may hold jobs outside of WLA as long as they meet the performance standards of their job with WLA, and as long as the job outside of WLA does not constitute a conflict of interest under this policy. All employees will be judged by the same performance standards and will be subject to WLA’s scheduling demands, regardless of any existing outside work requirements.

If WLA determines that an employee’s outside work interferes with performance for WLA or the ability to meet the requirements of WLA as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with WLA.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside WLA for materials produced or services rendered while performing their jobs.

Solicitation

To ensure a productive and harmonious environment for both employees and students, persons not employed by Woodbury Leadership Academy may not solicit or distribute literature in the workplace at any time for any purpose.

WLA recognizes that employees may have interests in events and organizations outside the workplace. However, employees may never solicit or distribute literature concerning these activities or organizations to students and employees during working time. Working time does not include lunch periods, work breaks, or any other periods in which employees are not on duty.

If employees have a message of interest to the workplace, they may submit and receive approval from the Executive Director. All approved messages will be posted by the administration.

Transportation of Students

Woodbury Leadership Academy employees may not transport students in privately owned vehicles at any time. The Executive Director may make exceptions to this policy only in emergency situations. Any such exceptions shall be documented in writing by the Executive Director.

If an employee violates this policy, they may be subject to discipline up to and including termination.

Use of Equipment, Machines and Tools

WLA is committed to providing a safe environment for its students and employees. All employees who are driving for school related business must provide a copy of their driver's license to their supervisor.

Additionally, equipment, machines and tools are also expensive and may be difficult to repair or replace. When using WLA property, employees must exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify a supervisor if any WLA equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs can help prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of WLA equipment can result in disciplinary action, up to and including termination of employment.

Work Schedules

Work schedules for employees vary throughout our organization. The Executive Director will advise employees of their individual work schedules. However, the school's building hours are generally from 8:15AM to 4:15PM.

Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

If a nonexempt employee is going to start their shift early, stay after their regular shift is completed or intends to work from home outside of regularly assigned working hours, prior

approval must be received from the Executive Director or supervisor. For safety purposes, no staff member should be alone in the building. If you are going to stay after your regular work day is complete, make sure that there is someone else in the building along with you.

SECTION 4 GRIEVANCE PROCEDURE

Woodbury Leadership Academy is committed to providing the best possible working conditions for its employees and learning environment for its students. Part of this commitment is encouraging an open atmosphere in which any problem, complaint, suggestion, or question receives a timely response from the Executive Director.

WLA strives to ensure fair and honest treatment of all employees. Employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism.

If employees disagree with established rules of conduct, policies, or practices, they can express their concern through the grievance policies and procedures. No employee will be penalized, formally or informally, for voicing a complaint with WLA in a reasonable, business-like manner, or for using the problem resolution procedure.

If a situation occurs where an employee believes that a condition of employment or a decision affecting them is unjust or inequitable, the employee is encouraged to bring that to the attention of the Executive Director and by following the protocol outlined in WLA Policy.

To the extent that there exist any conflicting procedures under applicable law or other WLA policies including but not limited to employee discrimination, harassment, maltreatment or discipline procedures, this Grievance Policy may be inapplicable. This Grievance Policy is not, nor is it intended to limit an employee's legal right to submit complaints regarding alleged violations of law or policy to any appropriate government agency.

SECTION 5 PAY

Administrative Pay Corrections

Woodbury Leadership Academy takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday. In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Executive Director so that corrections can be made as quickly as possible.

If the error is due to time not being submitted properly by the employee, the correction will be made on the next payroll check.

Meal Period

All full-time employees are provided with one meal period each workday. Supervisors will schedule meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time. Part time employees generally do not receive a meal break.

Overtime

When operating requirements or other needs cannot be met during regular working hours, non-exempt employees may be scheduled to work overtime hours. When possible, advance notification of these mandatory assignments will be provided. All overtime work must receive the supervisor's prior authorization.

Overtime compensation is only paid to non-exempt employees in accordance with federal and state wage and hour restrictions. Non-exempt employees shall be paid overtime at one and one-half of their regular rate for all hours in excess of 40-hours per week.

Overtime pay is based on hours worked. Hours worked means actual time on the job. This does not include hours away from work due to vacation, sickness, or holiday. Any time off will not be considered hours worked for purposes of performing overtime calculations.

Employees who work overtime without receiving prior authorization from the supervisor may be subject to disciplinary action, up to and including possible termination of employment.

Pay Procedure

All employees are paid semi-monthly on the 15th and last day of the month. In the event that a regularly scheduled payday falls on a weekend or federal banking holiday, employees will receive pay on the previous business day before the regularly scheduled payday.

Employees may have pay directly deposited into their bank accounts if they provide advance written authorization to WLA. Employees can access an itemized statement of wages online on the pay date. All checks are mailed to the current address on file for the employee. If a check does not reach the employee, WLA reserves the right to wait one week to see if that check is returned in the mail. If it is not returned, a new check will be issued.

Pay Setoffs

The law requires that Woodbury Leadership Academy make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. WLA also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." WLA matches the amount of Social Security taxes paid by each employee.

WLA offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs.

If you have questions concerning why deductions were made from your paycheck or how they were calculated, the administration can assist in having your questions answered.

Timekeeping

Accurately recording time worked is the responsibility of every nonexempt employee. Federal and state laws require WLA to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

WLA practices “exception reporting” which means that nonexempt employees will be paid based on their normally scheduled work hours unless the employee records an exception on their time sheet. Each nonexempt employee is required to record every exception to their normal work schedule on a time sheet, and their submission of the time sheet is deemed confirmation of its accuracy. Employees must immediately report any mistakes or problems regarding their time sheets to their supervisor.

Altering, falsifying, tampering with time records, or recording time on another employee’s time record may result in disciplinary action, up to and including termination of employment.

SECTION 6 COMPENSATION AND EXPENSE **REIMBURSEMENT**

Business Travel Expenses

Woodbury Leadership Academy will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be approved in advance by your supervisor or Executive Director.

Employees should contact their supervisor for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other business travel issues.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment. Refer to WLA Policy for more information.

SECTION 7 WORKER’S COMPENSATION

Employee Insurance Benefits

Eligible employees at WLA are provided a wide range of benefits. A number of the programs (such as Social Security, workers' compensation, and unemployment insurance) cover all employees in the manner prescribed by law.

WLA offers a benefits program for its employees eligible for such benefits. However, unless required by statute, the existence of these benefits programs does not constitute an entitlement to such benefits and does not signify that an employee will necessarily be employed for the required time necessary to qualify for the benefits included in and administered through these programs. WLA reserves the right and maintains the discretion to add, revise, drop and interpret the benefits program.

This handbook does not contain the complete terms and/or conditions of any of WLA's current benefit plans. It is intended only to provide general explanations. If there is any conflict between the handbook and any documents issued by one of WLA's insurance carriers, the carriers' guideline regulations will be regarded as authoritative.

Benefits eligibility is dependent upon a variety of factors, including employee classification. Administration can identify the programs for which you are eligible. Employees can refer to plan documents for eligibility and specific plan provisions concerning individual benefits programs.

The following benefit programs are available to eligible employees:

- Medical Insurance
- Dental Insurance
- Life Insurance
- Long-Term Disability
- AD&D Insurance
- Supplemental Insurance

Some benefit programs require contributions from the employee, which are deducted from payroll checks.

Workers' Compensation Insurance

Woodbury Leadership Academy provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses must inform their supervisor immediately or no later than twenty-four (24) hours after the occurrence of the injury. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for workers' compensation coverage as quickly as possible.

Neither WLA nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by WLA.

Benefits Continuation (COBRA)

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under WLA's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; a dependent child no longer meeting eligibility requirements. Employees and/or their dependents are required to notify WLA Executive Director within sixty (60) days of a divorce or a dependent child ceasing to be a dependent child in order to preserve the dependents COBRA rights in these circumstances.

Under COBRA, the employee or beneficiary pays the full cost of coverage at WLA's group rates plus an administration fee. WLA provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under WLA's health insurance plan. The notice contains important information about the employee's rights and obligations.

To the extent WLA provide group dental or group life insurance benefits, an employee may be eligible for continuing coverage for those benefits as allowed by state law.

SECTION 8 TIME AWAY FROM WORK AND PERSONAL LEAVE

Leaves of Absence

In general, leaves of absence may be requested by employees for the reasons set forth below. All leaves of absence and extensions of leaves of absence must be requested in writing by an employee with at least thirty (30) days' notice where practicable, or as soon as practicable under the circumstances. Leaves of absence and extensions of leave should have a specified duration and return to work date in place at the time the leave is requested (where practicable) and is submitted for approval to the supervisor.

Leaves of absences are generally unpaid. However, employees may be allowed or required to use paid time off according to the terms of the applicable policies.

Accrued benefits will not be forfeited as a result of a leave. However, additional benefits will not accrue during the leave. Employees failing to return to work on their return to work date (and who have not obtained an extension) will be considered to have voluntarily resigned. In addition,

WLA generally may recover any premiums for health benefits which are paid during the period of the leave.

Reinstatement rights of an employee will vary, depending on the type of leave taken. While on a leave of absence, an employee generally may not be employed elsewhere.

If applicable local, state or federal laws require a leave of absence under circumstances other than those provided in this policy, those laws shall govern.

Paid Time Off Benefits

Paid Time Off (PTO) is available to employees to be used as vacation time, sick days or as personal time. Employees must provide a written request for approval from their supervisor, with as much advanced notice as possible. PTO days must be used prior to taking unpaid leave.

Requests will be reviewed based on a number of factors, including business needs of WLA and staffing requirements. WLA reserves the right to deny or grant any request for PTO.

PTO is paid at the employee's base pay rate at the time of request. PTO payment does not include overtime or any other special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

Upon termination of employment, employees will be paid the prorated amount of their annual allotment through their last day of work, less any PTO days already used. The maximum amount of any PTO payout is five days. WLA may, in its sole discretion, decide that an employee has forfeited his or her unused PTO. For example, but not limited to, forfeiture of unused PTO may result if an employee fails to provide proper notice of resignation as defined in this handbook.

All licensed staff and paraprofessionals that remain employed through the end of school year, can choose to have a PTO pay out, up to five days. Licensed staff with available PTO at the end of the fiscal year will be paid out up to five PTO days at a rate of pay equal to their daily salary or base pay rate. Normally, this benefit will be paid out at the end of the fiscal year. Any deviations from this payment schedule will be determined by the Board of Directors. PTO above the cap of five days will be forfeited. All applicable taxes and deductions will be used in calculating the PTO payout.

Personal Leave

In the event of death in an employee's immediate family, the employee shall be allowed, with approval by Executive Director, up to five-days per 12-month period off work with pay. Immediate family includes the spouse, parents, children, sibling, grandchildren, grandparent, step-relatives of the same relationship as provided herein of the employee and his or her spouse or other individuals residing in the employee's household

In the event of death of an employee's outside of the immediate family, the employee shall be allowed, with approval by Executive Director, one-day per 12-month period off work with pay. Outside of immediate family includes aunts, uncles, nieces, nephews, first cousins and friends.

In extenuating circumstances, additional days may be granted by the Executive Director. Such additional days, at the option of the employee, shall be deducted from the employee's PTO.

School Conferences and Activity Leave

An employee has leave of up to a total of sixteen-hours within a twelve-month period to attend school conferences or school-related activities related to the employee's child, provided the conferences or school-related activities cannot be scheduled during non-work hours. If the employee's child receives child care services or attends a pre-kindergarten regular or special education program, the employee may use the leave time to attend a conference or activity related to the employee's child or to observe and monitor the services or program, provided the conference, activity or observation cannot be scheduled during non-work hours. When the leave cannot be scheduled during non-work hours and the need for the leave is foreseeable, the employee must provide the supervisor or Executive Director with reasonable prior notice of the leave and make a reasonable effort to schedule the leave so as not to disrupt unduly the operations of WLA. This leave is not paid; however, an employee may substitute any accrued PTO for any part of the leave.

SECTION 9 CITIZEN DUTY LEAVE

Time Off to Vote

WLA encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees are able to find time to vote either before or after their regular work schedule. If employees are unable to vote in an election during their nonworking hours, WLA will grant one hour of paid time off the morning of an election day in order to vote.

Employees should request time off to vote from their supervisor at least two (2) working days prior to the election day. Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift, whichever provides the least disruption to the normal work schedule.

Jury Duty

Woodbury Leadership Academy encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees must show the jury duty summons to their supervisor or Executive Director as soon as possible so that the supervisor may make arrangements to accommodate their absence. Either WLA or the employee may request that the employee be excused from jury duty if, in WLA's judgment, the employee's absence would create serious operational difficulties. Employees are expected to report for work whenever the court schedule permits during the jury duty.

Employees may request up to two (2) weeks of paid jury duty leave over any one (1) year period. Employee classifications that qualify for paid jury duty leave are:

- Regular full-time employees
- Full-time employees scheduled to work 10 months

Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence. Employees receiving paid jury duty leave from WLA must promptly turn over their juror compensation fee to WLA. As required by law, exempt employees who perform any work during any week in which they are on jury duty will receive their full salary for that week.

Witness Duty

WLA encourages employees to appear in court for witness duty when subpoenaed to do so. If employees have been subpoenaed or otherwise requested to testify as witnesses by WLA, they will receive paid time off for the entire period of witness duty. Employees will be granted unpaid time off to appear in court as a witness when requested by a party other than WLA. Employees are free to use any paid time off to receive compensation for the period of this absence.

The subpoena should be shown to the employee's supervisor immediately after it is received so that operating requirements can be adjusted, where necessary, to accommodate the employee's absence. The employee is expected to report for work whenever the court schedule permits.

SECTION 10 UNIFORMED SERVICE LEAVE

Military-Related Leaves of Absence

Woodbury Leadership Academy will grant military leave to employees who are absent from work because they are serving in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Employees are required to provide their supervisor advance notice of upcoming military service, unless military necessity prevents advance notice or it is otherwise impossible or unreasonable.

Employees serving in the reserve or National Guard may take unpaid military leave, as needed, to enable them to fulfill their obligations as reservists or National Guard members. Employees may use PTO for this purpose.

Employees will receive up to two-weeks of partial pay military leave. Upon presentation of satisfactory military pay verification data, employees will be paid the difference between their normal base compensation with WLA and the pay (excluding expense pay) received while on military duty. The portion of any military leaves of absence in excess of two-weeks will be unpaid. However, employees may use any available PTO for the absence.

When returning from Military Leave, an employee will be reinstated to their previous position or a position of like seniority, status and pay the employee would have attained had the employee remained continuously employed. For the purpose of determining benefits that are based on length of service, employees will be treated as if they have been continuously employed. If there are questions about Military Leave, contact the Human Resources Consultant for more information.

WLA will continue to provide health insurance benefits until the end of the first full month of military leave. At that time, employees will be removed from WLA's insurance plans, and may elect a COBRA-like continuation of health insurance benefits through USERRA in which the employee will have to pay the full cost of their premiums. When the employee returns from military leave, benefits will again be provided by WLA According to the applicable plans.

Employees on military leave will be required to pay their normal share of the cost of insurance premiums up to the end of the first full month of military leave. When applicable, WLA will withhold insurance premiums from employee pay as normal. Employees who are no longer receiving pay from WLA due to extended military leave or are receiving insufficient pay, must make suitable arrangements with WLA to pay their share of the insurance premiums in order to maintain their insurance coverage while on military leave

Benefit accruals including PTO, will continue to accrue during the leave.

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

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

Family Military Leave

WLA will grant an unpaid leave of absence of up to ten (10) working days to qualified employees under the following conditions:

- The employee's immediate family member must be a member of the armed forces and has been injured or killed while engaged in active service, or
- The employee's immediate family member has been ordered into active service in support of a war or other national emergency.
- Immediate family member includes parent, child, grandparents, spouse or siblings.

The employee should give as much notice as practicable in order to take a leave under this policy.

SECTION 11 GROWING FAMILY

Parental Leave and Accommodation

Woodbury Leadership Academy provides parental leaves of absence without pay to eligible employees who wish to take time off from work duties to fulfill family obligations relating directly to the birth or adoption of a child in accordance with the Minnesota Parental Leave Act provided the employee is not eligible for or utilizes leave under the federal Family Medical Leave Act (FMLA). Please refer to WLA Policy or visit https://www.oesw.leg.mn/brochures_/parentalleave/mnlaw.htm for more information.

WLA makes every effort to accommodate female employees for health conditions related to pregnancy and childbirth if requested and upon the advice of her health care provider. Employees are encouraged to talk to their supervisor, or the Executive Director, regarding requested accommodation.

Nursing Mothers

WLA will comply with state law allowing employees who need to express breast milk for infant children reasonable unpaid break time. If possible, the employee's break time will run concurrently with any other break time already provided to the employee. WLA will make reasonable efforts to provide a room or other location for the employee to express milk in privacy.

SECTION 12 HOLIDAYS

WLA provides paid time off to regular full-time employees, which may include the following holidays:

- New Year's Day
- Martin Luther King Jr. Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- December 24
- December 25
- New Year's Eve
- Floating Holiday

WLA will grant paid holiday time off to all eligible employees immediately upon assignment to an eligible employment classification. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee

would otherwise have worked on that day. Employee classification(s) eligible for paid holidays are:

- Regular full-time employees
- Full-time employees scheduled to work 10 months

If the holiday falls on a weekend, the paid holiday will be recognized on the closest business day to that holiday. If a recognized holiday falls during an eligible employee's paid absence (such as vacation or sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime.

In order to be eligible to receive holiday pay employees are required to work the regularly scheduled hours the work day preceding and following the holiday unless vacation or absence is approved.

SECTION 13 WORKPLACE SAFETY

Disaster Preparedness

All employees must become familiar with building procedures in the event of emergency such as fire, tornado, intruders, etc. When drills are staged, every staff member and student must follow proper procedures.

Emergency Closings

At times, emergencies such as severe weather, fires, or power failures, can disrupt school operations. In extreme cases, these circumstances may require the closing of a work facility. In the event that such an emergency occurs during non-working hours, local radio and/or television stations (for example, WCCO, KSTP, KARE) will be asked to broadcast notification of the closing.

When operations are officially closed due to emergency conditions, the time off from scheduled work can be compensated as follows:

- Paraprofessionals and Office Staff: May use PTO, may take time off without pay, or potentially be able to make up lost time.
- Licensed Staff: Shall not lose pay or PTO, but may have to make up those days if the student contact days for the school year goes below 165 days

In cases where an emergency closing is not authorized, employees who fail to report for work will not be paid for the time off or will be required to use PTO. Employees in essential

operations may be asked to work on a day when operations are officially closed. In these circumstances, employees who work will receive regular pay.

In the event that WLA needs to be closed for an extended period of time, the school board will make the decision on how to handle the additional days off with regards to pay for staff.

Security Inspections

WLA wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. WLA prohibits the possession, transfer, sale, or use of such materials on its premises. WLA requires the cooperation of all employees in administering this policy.

Employees are required to immediately notify their supervisor or the Executive Director of any illegal drugs, alcohol, firearms, explosives, or other inappropriate or improper materials which they observe or have reason to believe are on school grounds.

Desks, lockers, and other storage devices may be provided for the convenience of employees but remain the sole property of WLA. Accordingly, they, as well as any articles found within them, can be inspected by any agent or representative of WLA at any time, either with or without prior notice. This includes property in a company vehicle.

WLA likewise will not tolerate theft or unauthorized possession of the property of employees, WLA, visitors, and students. To facilitate enforcement of this policy, WLA or its representative may inspect desks and lockers. Any employee who wishes to avoid inspection of any articles or materials should not bring such items onto WLA's premises.

Individuals who refuse to cooperate will not be permitted to enter the premises of WLA.

Visitors in the Workplace

To provide for the safety and security of students, employees, and the facilities at WLA, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards student welfare, and avoids potential violence.

All visitors must enter WLA at the reception area. Authorized visitors will be directed to their destination. Employees are responsible for the conduct and safety of their visitors.

If an unauthorized individual is observed on WLA's premises, employees must immediately notify their supervisor or escort the person to the reception area, or if the employee deems necessary, immediately contact the police, and then notify their supervisor.

Weapons Policy

Woodbury Leadership Academy is committed to providing a work environment that is free of hazardous or potentially dangerous situations. In non-parking areas storing, keeping, carrying and/or possessing handguns or other weapons in the workplace, by any employee, will not be tolerated unless one of the exceptions contained in Minn. Stat. § 624.714, Minn. Stat. 97B.045, 624.715 applies.

For purposes of this policy, employees are not allowed to keep, store, carry and/or possess handguns, BB guns, firearms of any kind (including but not limited to replica firearms), knives or other weapons (all referred to as "weapons" in this policy, unless a specific type of weapon is referenced) at any time while on WLA premises. "Premises" is defined as the physical places controlled by WLA and can include privately-owned or leased property:

- buildings
- grounds, including but not limited to playgrounds
- driveways
- streets
- sidewalks or walkways

Any employee who violates the above will be subject to immediate disciplinary action, up to and including termination.

WLA also prohibits persons other than employees from keeping, storing, carrying and/or possessing handguns or other weapons on WLA premises (excluding "parking areas" as defined below).

These "other persons" include students, parents, vendors, and visitors to WLA, excluding law enforcement officers. Employees must promptly report any information relating to any persons known to or reasonably suspected of keeping, storing, carrying and/or possessing handguns or other weapons on WLA premises.

An employee who believes that any employee or person is violating this weapons policy must immediately report the suspected violation to a supervisor or the Executive Director. If a supervisor or the Executive Director is not available, the employee must contact law enforcement. All reports of violations will be investigated and if the investigation indicates that a violation of this policy has occurred, timely and appropriate action will be taken. WLA will not tolerate retaliation against any employee because he or she reports a suspected violation of this policy.

Exception for permit holders in parking areas: It shall not be a violation of this policy if an employee or non-student adult with a lawful permit carries or possesses a firearm within the limited exceptions described in Minn. Stat. § 624.714, Minn. Stat. 97B.045, 624.715 in school parking areas. A "parking area" means the immediate vicinity of the employee/permit holder's vehicle.

EMPLOYEE ACKNOWLEDGEMENT FORM

The employee handbook describes important information about Woodbury Leadership Academy, and I understand that I should consult my supervisor regarding any questions not answered in the handbook. I have entered into my employment relationship with Woodbury Leadership Academy voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or Woodbury Leadership Academy can terminate the relationship at will, with or without cause, at any time, in accordance with state and federal law.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur, except to Woodbury Leadership Academy's policy of employment-at-will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Executive Director of Woodbury Leadership Academy has the ability to adopt any revisions to the policies in this handbook. Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document.

I acknowledge the receipt of the employee handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it. I understand that this signed acknowledgement form will be placed in my personnel file.

Employee's Signature

Date

Employee's Name (printed)