

**Detroit 90/90**

**AXIOS HR**<sup>SM</sup> : ATTRACT.  
: RETAIN.  
: DEVELOP.

**Employee Handbook  
for**



---

UNIVERSITY PREP SCHOOLS

---

**Revised as of: July 31, 2019**

# Detroit 90/90-Axios Inc. Employee Handbook

<b>I. General Information</b>	<b>5</b>
A. Welcome	5
B. Introduction	5
C. Organizational Structure	5
D. Mission, Purpose, and Core Values	6
E. Responsibilities of U Prep Schools Personnel	6
<b>II. Employment Policies</b>	<b>7</b>
A. Background Investigations	7
B. Employment of Relatives	7
C. Consensual Relationships	8
D. Professional Credentials	8
E. Employment Relationship	8
F. Employee Status Definitions	8
G. Fair Labor Standards Act (FLSA) Definitions	9
H. Salaried Exempt Pay Exceptions	9
I. Security and Safety Policy	10
1. Security Guidelines	10
2. Safety Guidelines	11
3. Eye Protective Device Policy	11
4. Mercury Free Environment	11
5. AHERA – Asbestos Abatement	11
6. Material Safety Data Sheets	12
7. Workplace Violence Prevention	12
8. Concealed Weapons Policy	12
9. Security Inspections	12
J. Medical Emergencies and Accident Reporting	13
1. Blood-Borne Pathogens	13
K. Dispute Resolution Policy	13
L. Code of Behavioral Standards	13
1. Conflict of Interest	14
2. Work Product	14
3. Confidentiality Statement	14
4. Reporting Fraud or Suspicion of Fraud	15
M. Discrimination, Anti-Harassment and Bullying Policy	15
N. Relationships with Students	16

O. Equal Employment Opportunity	17
P. Requests for Accommodation	17
Q. Time Limit for Claims	17
R. Genetic Information	17
S. Disciplinary Actions	18
T. Performance Evaluations	18
U. Employee Dress Code	19
V. Tobacco/Drugs/Alcohol Regulations	19
W. Substance Abuse	19
X. At-Will Employment	20
<b>III. Day-to-Day Operations</b>	<b>20</b>
A. Keys & Fobs	20
B. Building Use/Access Security	20
C. Telephones/Personal Phone Calls	21
D. Network and Internet Acceptable Use and Safety Policy	21
E. Electronic Communication	21
1. General	21
2. Email	22
3. Internet	23
4. Social Networking	23
F. Staff Attendance	24
1. Employee Hours and Punctuality	24
2. Unexpected Absences	25
3. Scheduled Absences	25
4. Professional Leave and Conference Attendance Procedure	25
5. Leaving Campus During the School/Work Day	25
6. Staff Meetings	25
7. Professional Development	25
G. Parking	25
H. U Prep Schools Property	25
I. Money Handling	26
J. Documents and Records	26
K. Outside Employment	26
L. Public Relations and Media Inquires	26
<b>IV. Personnel Issues</b>	<b>26</b>
A. Orientation	26
B. Compensation Plan	26
1. Starting Salary	27

2. Increases	27
3. Bonuses	27
C. General Compensation Policies	28
1. Time Keeping	28
2. Overtime	28
3. Payday and Paychecks	28
4. Garnishments	29
5. Bonus Taxation	29
6. Other Deductions	29
7. Building Closures	29
8. Instructional Staff Voluntary Termination In August	29
D. Employee Benefits	30
1. Eligibility for Benefits	30
2. U Prep Schools Retirement Plan	30
3. Holidays	30
4. Sick Leave	30
5. Personal Days	31
6. Blackout Dates	31
7. Attendance Bonus	32
8. Longevity Increase/Bonus for Instructional Staff	32
9. Vacation Days - Year Round Full-Time Employees	32
10. Bereavement Leave	33
11. Jury and Witness Duty	33
12. Educational Assistance	33
13. Benefit Changes	34
E. Mandated Benefits and Notices	34
1. Social Security	34
2. Workers' Compensation	34
3. Unemployment Compensation	34
4. Family and Medical Leave Time (FMLA)	34
5. Paid Medical Leave Act (PMLA)	37
6. Breastfeeding Accommodations	37
7. The Uniformed Services Employment and Reemployment Rights Act - USERRA	37
8. Continuation of Health Insurance under COBRA	38
9. Medicare Part D Notification	38
10. Notice of Privacy Practices	38
11. Social Security Number Privacy	39
12. Unemployment Eligibility	39
F. Employment Records	39

G. Employment References and Data

39

**QUICK REFERENCE GUIDE**

**41**

## **I. General Information**

### **A. Welcome**

Welcome to University Prep Schools.

You have joined an organization that has a proud history of delivering quality education to the children of Detroit.

But more than that, you have joined a team of caring and committed professionals who support one another in carrying out our mission...we prepare students for success in life.

We have prepared this Employee Handbook to assist you in doing your job and to ensure that you understand our policies, practices, and procedures. It is essentially the rules book and it is important that you read and refer to it routinely.

The rules, however, are only one part of what makes our organization strong and viable. Our culture is the other anchor of our success. University Prep Schools' culture is based on FIVE CORE VALUES that we hold sacred.

Our CORE VALUES are not just for show; they play a big part in how we hire, train and develop our employees. They unite, motivate, and guide us. We refer to them daily and encourage you to do so as well.

Employee Handbooks should be living documents that evolve as the organization does. As such we will advise you of significant changes in employment policies as and when they occur. Our objective is to provide a work environment that is conducive to your professional growth.

We encourage you to bring your questions, suggestions, and complaints to our attention. Careful consideration will be given to each of these in our continuing effort to improve operations.

You have chosen an exciting opportunity to make a difference for Detroit's children and families by working at University Prep Schools. We look forward to celebrating your success and inspiring your growth.

Welcome aboard.

Mark Ornstein  
CEO, U Prep Schools

### **B. Introduction**

The Detroit 90/90-Axios Inc. Employee Handbook is designed to communicate the organization's philosophies regarding policies, expectations, and benefits. All statements set forth in this handbook are either employment or general school/operational policy and will in no manner be deemed to be or construed to imply a contract for employment or a guarantee of continuing employment with Axios Inc. or Detroit 90/90.

Axios Inc. (Axios) and Detroit 90/90 reserve the right to revoke and make revisions to this handbook at any time with or without prior notice, except for the At-Will employment policy and the Time-Limit for Claims policies. Nothing in this Employee Handbook is intended to prohibit employees from discussing workplace issues that affect the terms and conditions of employment. Any matters that may arise which are not specifically addressed in the handbook will be addressed appropriately to the circumstances.

### **C. Organizational Structure**

You may ask why we have so many names here. Axios is a Professional Employer Organization (PEO) and provides professional human resource services to our team. Detroit 90/90 is a non-profit organization that provides educational management services to University Preparatory Academy ("UPA"); University Prep Science & Math ("UPSM") and University Prep Art & Design ("UPAD").

As a legal note, the relationship between Axios and Detroit 90/90 is one of “co-employment” or “joint employment,” with Axios being the employer of record. Detroit 90/90 maintains direct control and involvement in supervision, staffing decisions, wage and bonus levels, policies and procedures, and the like while Axios provides consultative support.

Specifically, Axios is responsible for providing a personal point of contact for Human Resource questions and service, including:

- Designing, delivering and administering Detroit 90/90 benefits, including responding to employee questions and support
- Assisting Detroit 90/90 with performance management and compensation processes
- Assisting management with employee relations
- Assisting with pre-employment and orientation processes
- Payroll processing
- Workers' Compensation and Tax filings
- Safety and related risk control
- Related regulatory compliance

University Prep Schools (hereinafter referred to as “U Prep Schools”) is the term we like to use to describe our collective organization—University Preparatory Academy; University Prep Science & Math; University Prep Art & Design ; Detroit 90/90; Axios HR; and our other partners in education that subscribe to our Mission, Purpose, and Core Values. Together, we continue to change expectations about education in Detroit!

## **D. Mission, Purpose, and Core Values**

### **Mission**

We prepare students for success in life.

### **Purpose**

We exist to give students the courage to pursue a future full of possibilities.

### **Core Values**

#### **We care about people.**

In everything we do, we care about the needs of others while also taking care of ourselves.

#### **Learning is exciting.**

We take joy in learning new things. We approach challenges by thinking about the new things we will discover.

#### **We think big and DO.**

Our goals push us to excel, and we work hard to accomplish those goals.

#### **We work well by ourselves and in teams.**

We work hard on our own and contribute our personal best to the team, and our work together lets us all shine brighter.

#### **Our actions have a purpose.**

Before we do anything, we know why we are doing it and how we will go about it.

## **E. Responsibilities of U Prep Schools Personnel**

U Prep Schools employees, because of their proximity to students, are frequently confronted with situations that, if handled incorrectly, could result in liability to U Prep Schools and personal liability to the employee. It is the organization’s intent to minimize that possibility.

- Employees shall maintain a standard of care for supervision, control, and protection of students commensurate with assigned duties and responsibilities.
- Employees shall not send students on any personal errands.
- Employees shall not transport students in a private vehicle.
- A student shall not be required to perform work or services that may be detrimental to his/her health.
- Employees shall not associate with students in a manner which gives the appearance of impropriety, including, but not limited to, the creation of or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as tobacco, alcohol, or drugs.
- The Child Protection Law (Public Act 238 of 1975 and amended: MCL 722.621 et. Seq.) mandates that any employee who suspects a student as being subject to child abuse or child neglect is to immediately report the circumstances/suspicion to the School Director or Chief Executive Officer (CEO). These individuals will assist in making the report to the Department of Social Services, according to the procedures specified in the Child Protection Law.

## **II. Employment Policies**

### **A. Background Investigations**

During the recruitment and hiring process, U Prep Schools will investigate information supplied by applicants before an official offer of employment is made. Former employers, college officials, and individuals named as references may be contacted for verification of such items as previous job(s) held, duration of employment, performance evaluation, academic credentials, verification of salary and other related information. In addition, U Prep Schools shall comply with Section 1230 of the Michigan School Code concerning criminal background checks for its instructional staff, school administrators, and for any other position requiring the approval of the State Board of Education.

A prior criminal conviction does not necessarily preclude employment. Each individual situation will be reviewed based on the facts of the situation and position applied for, and, consistent with state law, a determination will be made.

#### Criminal Convictions

It is the policy of the Michigan Department of Education and U Prep Schools that any employee who is employed in any capacity must report to the Michigan Department of Education and the Assistant Director of Human Resources that he or she has been charged with a crime within three business days after being arraigned for the crime.

If the employee does not report the charge or conviction, under state law he or she is guilty of an additional crime. If the non-reported charge or conviction is a felony or listed offense, the non-reporting employee is guilty of an additional felony for failure to report the charge or conviction. If the non-reported charge is a non-listed offense misdemeanor, the non-reporting employee is guilty of an additional misdemeanor for failure to report the charge or conviction.

If the employee does not report the charge or conviction, U Prep Schools may discharge the person from employment following notice and the opportunity for a hearing with U Prep Schools Senior Leadership, if requested by the employee.

### **B. Employment of Relatives**

U Prep Schools will certainly consider hiring relatives, providing that they are exceptional individuals and their qualifications and skills are appropriate for the position. However, relatives will not be put in a position where either would have any supervisory or leadership responsibilities over the other. Should reporting relationships occur during any type of position responsibility shift, promotion, transfer, or reorganization, one of the relatives will be required to resign or transfer. If a position is not available, termination will be necessary. For purposes of interpreting this policy, relatives are defined as immediate family members and include in-laws and/or step-relationships, cousins, etc.

### **C. Consensual Relationships**

U Prep Schools strongly discourages romantic or sexual relationships between a manager or other supervisory employee and any member of his or her staff (an employee who reports directly or indirectly to that person) because such relationships tend to create compromising conflicts of interest or the appearance of such conflicts. In addition, such a relationship may give rise to the perception by others that there is favoritism or bias in employment decisions affecting the staff employee. Moreover, given the uneven balance of power within such relationships, consent by the staff member is suspect and may be viewed by others or, at a later date, by the staff member as having been given as the result of coercion or intimidation. The atmosphere created by such appearances of bias, favoritism, intimidation, coercion, or exploitation undermines the spirit of trust and mutual respect that is essential to a healthy work environment. If there is such a relationship, the parties need to be aware that one or both may be moved to a different department, or other actions may be taken.

If any employee of U Prep Schools enters into a consensual relationship that is romantic or sexual in nature with a member of his or her staff (an employee who reports directly or indirectly to him or her), or if one of the parties is in a supervisory capacity in the same department in which the other party works, the parties must notify a member of the Human Resources Department in the Central Office. Because of potential issues regarding quid pro quo harassment, U Prep Schools has made reporting mandatory. This requirement does not apply to employees who do not work in the same department or to parties who do not supervise or otherwise manage responsibilities over the other.

Once the relationship is made known to U Prep Schools, we will review the situation in light of all the facts (reporting relationship between the parties, effect on co-workers, job titles of the parties, etc.) and will determine whether one or both parties need(s) to be moved to another job or department. If it is determined that one party must be moved, and there are jobs in other departments available for both, Human Resources will decide which party should be moved. That decision will be based on which move will be least disruptive to the organization as a whole. If it is determined that one or both parties must be moved, but no other jobs are available for either party, the parties will be given the option of terminating their relationship or resigning.

### **D. Professional Credentials**

U Prep Schools shall only utilize instructional and professional staff members who meet the certification and other requirements set forth in the Michigan Revised School Code and all applicable state and federal requirements. Loss of or lapse in certification or credentialing by a current instructional or professional staff member will result in pay deduction, position reassignment and/or possible termination.

**It is the responsibility of the employee to understand requirements and maintain all necessary credentials, in addition to submitting any requested documentation to the Human Resources Department in a thorough and timely manner.**

### **E. Employment Relationship**

Additional guidelines for voluntary separation are specifically addressed within individual Employment Agreements.

For more information regarding the employment relationship, see the following handbook sections: Disciplinary Action, section III. S; Performance Evaluations, section III. T.

Except where noted in this Handbook, your employment status cannot be altered or modified, other than by a written agreement signed by both you and the CEO, which specifically states that it alters, modifies, or supersedes the documents or guidelines referenced above.

### **F. Employee Status Definitions**

The following definitions were established to standardize terminology and provide common understanding in our references to employees.

*Regular Full-Time Employees* - Those employees who are scheduled to work a minimum of 30 (0.75 FTE) hours weekly on a continuous basis.

*Regular Part-time Employees* - Those employees who work less than 30 (0.75 FTE) hours per work week. Regular part-time employees are paid for hours worked and are not eligible for benefits.

*Substitute/Temporary/Seasonal Employees* - Those employees whose services are intended to be of limited duration or a defined time period. Such employees may be full or part-time. Substitute/temporary/seasonal employees are not eligible for benefits or subject to the compensation plan. If a substitute/temporary/seasonal employee is subsequently hired as a regular full time employee, his/her length of service will be determined by the regular full-time hire date unless otherwise provided in a specific benefit plan.

*Interim Employees* - Those employees whose position is to be of a defined time period, may be grant underwritten, or be on a trial basis. Such positions may be full or part-time. Interim employees may be eligible for some benefits based on the length of the commitment or duties involved. To determine benefit eligibility please consult with a member of Human Resources in Central Office. If an interim employee is subsequently hired as a regular full time employee, his/her length of service will be determined by the regular full-time hire date unless otherwise provided in a specific benefit plan.

## **G. Fair Labor Standards Act (FLSA) Definitions**

*Non-Exempt* - Employees who receive pay on a salary basis for all hours worked in each workweek. Salaried non-exempt employees are eligible for overtime pay for all hours worked over 40 in any given workweek as described under the FLSA.

*Exempt* - All executives and managers and other exempt employees as defined under the FLSA. Salaried exempt employees are not eligible for overtime pay and are paid a predetermined weekly amount (payable weekly, bi-weekly, monthly or as otherwise allowed by law).

*Hourly* - Employees are paid at an hourly rate for hours worked and are eligible to be paid overtime pay rates for all hours worked over 40 in any given workweek.

Any employee who believes that there has been an error in his or her pay should immediately notify Human Resources in the Central Office. If an error has been made, the error will be corrected in the following paycheck.

## **H. Salaried Exempt Pay Exceptions**

Subject to the exceptions outlined below, U Prep Schools will pay exempt employees their full salary for any week in which the employee performs any work without regard to the number of days or hours worked.

The exceptions are as follows:

- (1) Absence from work for one or more full days for personal reasons, other than sickness or disability under organization policy. If an exempt employee is absent for one and a half days for personal reasons, U Prep Schools can deduct only for the one full-day absence; it cannot reduce salary for partial day absences. If, however, the employee has accrued but unused vacation time available in accordance with the vacation policy, U Prep Schools can charge the employee's vacation bank for partial day absences and, the employee may use vacation time, if available, for full day absences.
- (2) Absences of one or more full days occasioned by sickness or disability (including work-related accidents) if the deduction is made in accordance with another policy provided by U Prep Schools under its disability plans which provide compensation for loss of salary occasioned by such sickness or disability (regardless of waiting periods). U Prep Schools will not pay any portion of the employee's salary for full-day absences for which the employee receives compensation under the plan, policy or practice. Deductions for such full-day absences also may be made before the employee has qualified under the plan, policy or practice and after the employee has exhausted the leave allowance there under. If, however, the employee has accrued but unused vacation available, U Prep Schools can require that the employee use that time for

partial day absences occasioned by sickness and disability and, the employee may use vacation, if available for full day absences before short and long term disability leave time is available.

- (3) U Prep Schools can offset any amounts received by an employee as jury fees, witness fees or military pay for a particular week against the salary due for that particular week without loss of the exemption
- (4) Infractions of safety rules of major significance.
- (5) Unpaid disciplinary suspensions of one or more full days imposed in good faith for infractions of workplace conduct rules in accordance with our written policies.
- (6) U Prep Schools may pay a proportionate part of an employee's full salary for the time actually worked in the first and last week of employment. In such weeks, the payment of an hourly or daily equivalent of the employee's full salary for the time actually worked will meet the requirement.
- (7) U Prep Schools is not required to pay the full salary for weeks in which an exempt employee takes unpaid leave under federal or state law.
- (8) Exempt employees will not be paid for any work week in which they perform no work.

If an employee believes that U Prep Schools has violated this policy in any way, the employee may file a written complaint with the Human Resources Department located in the Central Office. If it is determined that improper deductions have been made, U Prep Schools will reimburse the employee for any improper deductions.

## **I. Security and Safety Policy**

U Prep Schools will provide a safe and healthy work environment for all employees and to this end requires the cooperation of all employees. Employees are expected to comply with all safety requirements whether established by management or by federal, state, or local law. Any safety violations or any accidents resulting in injuries to employees should be reported immediately to the Human Resources Department in the Central Office. Safety equipment must be used at all times. Employees are responsible to:

- Know and follow all safety rules established for your site, department and job task.
- Promptly report any unsafe acts or conditions to your supervisor.
- Work in such a way that ensures your safety as well as the safety of co-workers and students.
- Help fellow employees with safety requirements.
- Request help when unsure of how to perform a task safely.
- Use and maintain all safety devices and guards as provided.
- Properly use and maintain all tools under your control.
- Maintain physical and mental health conducive to working safely.
- Perform work in ways that will not imperil others.
- Do not leave unsafe conditions at any site.
- Abide by the safety rules and procedures of each site.
- Work in strict compliance with OSHA standards.

### **1. Security Guidelines**

- All staff should wear their staff IDs, which should be readily visible when on U Prep Schools property at all times.
- All visitors must enter through the main entrances, and are subject to the visitor policy.
- Any unescorted visitors with no visitor pass should be stopped, questioned, and escorted back to the front desk to check in.
- U Prep Schools employees should remain with their guest(s) during the visit and escort them back to the front reception area at the conclusion of the appointment.
- When leaving your work space for the day, you must verify your equipment is shut down and secured and that all doors are locked.
- Lost or stolen keys, security cards, or fobs must be reported to a member of the Facilities Department or School Operations Team immediately so proper safety precautions can be made.
- Any U Prep Schools item in possession of employees must be returned to U Prep Schools upon termination of employment or upon request.
- In the case of theft, suspected theft, or reasonable suspicion that the safety of students and employees is at risk, U Prep Schools reserves the right, at its option, to conduct searches of persons and their personal

belongings. An employee's consent to searches is required as a condition of employment and refusal to consent when requested may result in disciplinary action.

- Employees are discouraged from bringing items of value to work. U Prep Schools is not liable for lost or stolen personal property and cannot guarantee protection for employees from loss, damage, or personal injury in connection with personal property brought onto U Prep Schools premises. Employees should make efforts to ensure that all personal belongings are either kept in sight or secured at all times.

## **2. Safety Guidelines**

- Immediately report any safety hazards, accident, illness or injury to Human Resources, regardless of its severity.
- Familiarize yourself with the location of all fire exits on campus.
- Never obstruct fire-fighting equipment, aisles, or fire exits.
- Never attempt to lift or push objects that are too heavy for you.
- Immediately clean up all soils and post warnings of wet or slick floor surfaces.
- Keep closet doors, file and desk drawers closed when not in use.
- All fire doors must be allowed to close per fire code regulations and must not be propped open or blocked.
- Parking is prohibited in student drop off and pick up zones or emergency vehicle lanes.
- For safety reasons, flip-flops or shoes that impede your ability to safely navigate U Prep Schools grounds and facilities and/or safely perform assigned work duties are not allowed.

## **3. Eye Protective Device Policy**

It is the policy of U Prep Schools that *all students, staff and visitors* shall wear eye protective devices when exposure to eye danger exists.

Eye protective devices are required when labs, shops or other activities involve:

- chemical or combined chemical-physical lab work involving acid, caustic or explosive chemicals or hot liquids or solids
- hot molten metals
- milling, sawing, turning, shaping, grinding, cutting or stamping of any solid materials
- heat treatment, tempering or kiln firing of any materials
- gas or electric arc welding
- repair or servicing of any vehicles
- caustic or explosive materials

Each site has eye protective devices that are stored in the science rooms and may be used at any location where they are needed as eye protective devices.

## **4. Mercury Free Environment**

It is the policy and practice of U Prep Schools to not purchase, store, or use free flowing elemental mercury for any experiment, display, or other purpose and to not purchase, store, or use an instrument that contains mercury, including, but not limited to, a thermometer, barometer, or sphygmomanometer, or manometer containing mercury. (Reference: Section 380.1274b of the Michigan Compiled Laws.)

## **5. AHERA – Asbestos Abatement**

The Environmental Protection Agency (EPA) requires that each year school workers and building occupants receive notification about asbestos activities such as response actions and inspections. The purpose of this correspondence is to meet those requirements and familiarize you with the asbestos-related activities that have been conducted at the school during the past year.

Management Plan – Individual buildings will have mediation plans in place if required. There is no asbestos related construction work planned for this school year.

Periodic Surveillance – The AHERA (the EPA law governing schools) regulation requires surveillance of the condition of asbestos containing materials every six months.

Questions regarding asbestos-related issues may be directed to the office of the Chief Operating Officer.

#### **6. Material Safety Data Sheets**

Material Safety Data Sheets (MSDS) are located in the schools' main offices and may be viewed as requested.

#### **7. Workplace Violence Prevention**

U Prep Schools is committed to offering employees an environment free from violence. Therefore, we enforce a clear policy of zero-tolerance for all forms of violence in our workplace including, but not limited to the following: threatening, intimidating, coercing, or otherwise interfering with the job performance of fellow employees, students, or visitors, physical assault, possession of any type of weapon (concealed or otherwise), destruction or defacing of property, making inappropriate gestures, including visual staring, stalking, or intimidation. U Prep Schools will determine, in its discretion, whether an act is violent or not.

It is important that every employee understands that there is no such thing as an idle threat. U Prep Schools will interpret any threatening statement or gesture as "intent to carry it out" and will not accept as a defense that an employee was "only joking or fooling around."

After investigation, anyone who is found to have engaged in an act of violence will be disciplined up to and including discharge. All violence allegations will be thoroughly investigated on a case-by-case basis as promptly as practical. U Prep Schools will take the appropriate corrective action as deemed appropriate following the investigation. All violence complaints will be handled in as confidential a manner as possible, consistent with resolution of the problem.

Also, if an employee feels he or she is in danger of a violent act, it must be reported to a member of the leadership team or Human Resources so that U Prep Schools can take any necessary precautions.

None of the forgoing policies are intended to prohibit employees from discussing workplace issues that affect the terms and conditions of employment.

#### **8. Concealed Weapons Policy**

U Prep Schools strictly prohibits possession of weapons of any type on all property (including leased properties), including guns, both concealed and visible, and without regard to the validity of any permits. Also included are knives, explosives or any other deadly object.

U Prep Schools reserves the right to search a person, vehicle, or other locations on U Prep Schools property when there is cause for suspicion. Violators are subject to termination of employment.

In accordance with MCL 28.425o, all U Prep Schools property is considered a "weapon-free zone." Guidance from the Michigan State Police informs us that as a weapon-free zone, individuals licensed to carry a concealed pistol by Michigan or another state are prohibited from carrying a concealed pistol on any U Prep Schools property, but a parent or legal guardian may carry while in a vehicle on school property while dropping off or picking up.

Should a concern about a weapon on campus or a concealed weapon on campus arise, inform the Chief Academic Officer or School Director, or a member of Central Office or in their absence the Detroit Police Department, immediately for assistance.

#### **9. Security Inspections**

Desks, lockers, and other storage devices, electronic devices, vehicles, and other property issued by U Prep Schools may be provided for your convenience but remain the sole property of U Prep Schools. Accordingly, they, as well as any articles found within them, can be inspected by your supervisor or designated representative of U Prep Schools at any time, either with or without notice.

## **J. Medical Emergencies and Accident Reporting**

All accidents, whether or not resulting in personal injury, that you are involved in that arise out of or during the course of your employment, involving U Prep Schools vehicles or equipment, customer property, or people, no matter how trivial, must be reported to your supervisor as soon as practical, including injuries or conditions that manifest themselves at a later time. This ensures that proper treatment is provided and enables us to comply with the workers' compensation laws.

If necessary, in instances of minor personal injury, your supervisor will see that medical attention is administered. Your supervisor should also be notified if you become sick while at work and you will be given necessary assistance in these situations. In the case of a serious or life threatening injury, contact 911 immediately and then your supervisor.

Any injuries you sustain in recreational activities on school property, regardless of when such activities are conducted, are your sole responsibility. U Prep Schools assumes no responsibility for any such injuries.

### **1. Blood-Borne Pathogens**

Blood-borne pathogens are infectious diseases (such as HIV, hepatitis, etc.) carried in blood or other body fluids. If you are called upon to assist with first aid, avoid unnecessary exposure to body fluids. Use latex gloves and scrub down afterwards. As with any accident, injury or safety-related incident, tell your direct supervisor or Human Resources and provide a written report immediately following.

## **K. Dispute Resolution Policy**

### **Dispute Resolution Procedure**

In order to resolve misunderstandings, employees are encouraged to use the dispute resolution procedure relating to problems that occur in the employment relationship. Any employment dispute may be presented orally or in writing to any member of the leadership team or an Axios representative. The leadership team or the Axios representative will gather information from all sides of the situation and render a final decision. No employee will be retaliated against for following the dispute resolution procedure.

This policy should not be construed as preventing, limiting, or delaying U Prep Schools from taking disciplinary action.

### **Employee Conflict Resolution Procedure**

Faculty and staff should consider the following procedure to resolve conflict.

If any staff member has a concern, conflict, problem—or indeed, even tension—with another member of the faculty or staff, this is the procedure, in sequential order, of how that should be handled:

1. The two people should meet privately, one-on-one, to see if they can resolve the situation.
2. If it cannot be so resolved, or you do not feel comfortable attempting to resolve it directly with the other party, ask your supervisor, if not involved in the situation, to see if it can be resolved in a three-way meeting.
3. If all these procedures fail, schedule a meeting with the Axios representative. The Axios representative will schedule a meeting with the involved staff members to see if the matter can be resolved.
4. If all else fails, the matter will be escalated to a member of the senior leadership team of U Prep Schools, who will meet with the party(ies) and work to provide a final resolution to the matter.

## **L. Code of Behavioral Standards**

To ensure an atmosphere of mutual respect, safety, and integrity, U Prep Schools will not tolerate any employee behavior which jeopardizes the values and standards of U Prep Schools, including, but not limited to, the following:

- Theft or willful damage of property.
- Dishonesty, embezzlement, forgery, falsifying records, or other fraud.

- Involvement in any illegal activities on U Prep Schools property in connection with U Prep Schools business.
- The unauthorized disclosure of confidential information as defined in Section 3 below, or proprietary business information to unauthorized persons.
- Violation of work rules as described in this Employee Handbook.
- Insubordination, failure to complete work, or grossly incompetent or negligent work performance.
- Excessive absenteeism or tardiness.
- Threatening, intimidating, coercing, or otherwise interfering with the job performance of fellow employees, students, or visitors.
- Inappropriate physical contact with students, employees or visitors of U Prep Schools.
- Possession of explosives, fireworks, or weapons.
- Extortion and/or making inappropriate gestures, including visual staring.
- Possession, use, or distribution of intoxicants on U Prep Schools property outside of after-school functions approved in writing by a member of U Prep Schools Senior Leadership.
- Behavior that is in conflict with standards of professional behavior and setting an appropriate example for student learners – even when student learners may not be present.

None of the forgoing policies are intended to prohibit employees from discussing workplace issues that affect the terms and conditions of employment.

### **1. Conflict of Interest**

U Prep Schools business affairs are to be conducted with honesty, integrity and the highest order of business ethics. In all cases, employees are expected to act legally and ethically and in the best interest of U Prep Schools. Employees must refrain from taking part in, or exerting influence on, any transaction, investment or business, or having any other employment, in which their own interests may conflict with the from owning any interest in, working for, or accepting compensation in any form from any of our stakeholders (competitors, suppliers, parents/guardians, managers, etc.) except as specifically authorized in writing by an Officer of U Prep Schools. All employees are required to disclose in writing to the CEO of U Prep Schools any proprietary or financial interest they may have in any organization with which U Prep Schools does business or with which it is in competition so that a determination can be made as to whether a conflict of interest exists. When in doubt, ask.

Nothing in this Handbook is intended to restrict investment or require disclosure of any investment by any employee in a stock or other security of any corporation listed on a national securities exchange or regularly traded by national securities dealers, provided that such investment does not exceed one percent of the market value of the outstanding securities of such corporation.

None of the forgoing policies are intended to prohibit employees from discussing workplace issues that affect the terms and conditions of employment.

### **2. Work Product**

Any documents, work notes, drafts, products or other tangible physical, electronic or intellectual property created during working hours or at the direction of anyone within the organization using the organization’s materials or equipment are considered the property of U Prep Schools and are not to be utilized for personal gain.

Individuals may not publish, trademark, copyright or patent any work product under any name other than that of U Prep Schools and/or Public School Academies of Detroit.

### **3. Confidentiality Statement**

In the performance of duties, the employee may have access to financial, personal, student, or other confidential data prohibited from disclosure by federal and/or state law (“confidential information”). Confidential information as defined in this section is the property of U Prep Schools and is to be used solely for purposes of completing work assigned by U Prep Schools. This information should not be discussed with or distributed to anyone outside U Prep Schools or anyone within the U Prep Schools who does not need to know this information to perform their duties.

This policy is not intended to prohibit employees from discussing workplace issues that affect the terms and conditions of employment.

#### **4. Reporting Fraud or Suspicion of Fraud**

U Prep Schools has designated as contact for reporting fraud or suspicion of fraud any member of U Prep Schools Senior Executive Leadership. So as to not compromise a confidential investigation, staff members should not confront an alleged perpetrator or carry out an investigation on his or her own.

#### **M. Discrimination, Anti-Harassment and Bullying Policy**

U Prep Schools is totally committed to providing and maintaining a work environment free from unlawful discrimination or unwanted harassment of any kind from an employee or third-party, including sexual harassment and bullying. Any discrimination and/or harassment against you, either on the job or off, on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, height, weight, marital status, veteran status, disability, genetic characteristic, or any other protected characteristic, will not be tolerated. We expect that the work environment and the relationships among and between employees of U Prep Schools and conduct directed towards students will be professional at all times.

Harassment is described as follows: verbal or physical conduct that defames or shows hostility or aversion toward an individual because of his/her race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, height, weight, marital status, veteran status, disability, genetic characteristic, or any other protected characteristic and that

- a) has or may have the purpose or effect of creating an intimidating, hostile, or offensive working environment;
- b) has or may have the purpose or effect of unreasonably interfering with an individual's work performance;
- c) or otherwise adversely affects an individual's employment opportunities.

All forms of unprofessional conduct which target these characteristics are subject to this policy.

Harassing conduct includes, but is not limited to

- a) names, slurs, negative stereotyping or threatening, intimidating, abusive or hostile acts including those that relate to race, color, religion, sex, sexual orientation, gender identity, national origin, age, weight, height, veteran status, disability, or any other protected category;
- b) written or graphic material that defames or shows hostility or discrimination or aversion toward an individual or group, including the foregoing characteristics, which is placed on U Prep Schools premises or circulated in the workplace either in written form or on U Prep Schools email, voicemail, web sites, or social media outlets that reference our workplace.

Sexual harassment may include, but is not limited to; unwelcome sexual advances or sexual flirtations; physical conduct of a sexual nature; requests for sexual favors; verbal abuse of a sexual nature; graphic verbal commentaries about an individual's body; sexually degrading words used to describe an individual, including sexual nicknames, sexually-oriented jokes; and display in the workplace or on U Prep Schools email, voicemail, web sites, or social media outlets that reference our workplace of sexually suggestive objects, pictures or cartoons.

Employees are entitled to work in an environment that is not hostile or offensive and that is free from harassment. U Prep Schools recognizes sexual harassment as unlawful discrimination, similar to conduct that belittles or demeans any individual on the basis of any legally protected characteristic or circumstance.

Bullying is any gesture or written, verbal, graphic, or physical act or aggressive behavior (including electronically transmitted acts—e.g., content transmitted via internet, telephone, cell phone, or mobile device) that is abusive, threatening, offensive, intimidating or hostile or which can be perceived as being motivated either by any actual or perceived characteristic, such as race; color; religion; ancestry; national origin; sex; sexual orientation; gender identity or expression; a mental, physical, or sensory disability or impairment; height; weight; or by any other

distinguishing characteristic. Such behavior is considered to be in violation of these policies whether it takes place on or off U Prep Schools property, at any U Prep Schools -sponsored function, or in a U Prep Schools vehicle.

Bullying is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group). Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying include the following:

- a) Physical - hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding movement, restraining, unwelcome physical contact.
- b) Verbal - taunting, malicious teasing, insulting, name calling, making threats.
- c) Psychological - spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.

Bullying is also conduct that meets the following criteria:

- a) is directed at one (1) or more individual (staff, faculty, or student);
- b) substantially interferes with educational or employment opportunities, benefits, or programs of one (1) or more individuals;
- c) adversely affects the ability of an individual to participate in or benefit from U Prep Schools' programs or activities by placing a member of the U Prep Schools community in fear of physical harm or by causing emotional distress; or
- d) is based on the individual's actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.

If you think that any behavior in our workplace constitutes discrimination, harassment, or bullying, you must report it immediately to a member of the U Prep Schools Human Resources team. If you are uncomfortable talking with any of these individuals, you may then bring the concern to the attention of the Vice President of Operations, Axios Incorporated, at 616-949-2525, ext. 121. Your complaint will be promptly investigated and any appropriate action will be taken. In taking such action, all of the known facts and circumstances will be reviewed as a whole.

U Prep Schools maintains an anti-retaliation policy and no employee will be retaliated against for filing a complaint made in good faith or participating in an investigation of a violation of this policy. If an employee feels he/she is being retaliated against in violation of this policy, he/she should follow the complaint procedure outlined above.

Employees who knowingly submit false, inaccurate, or otherwise misleading information in connection with a report of alleged harassment or the investigation of an alleged incident of harassment shall be subject to discipline, up to and including discharge.

## **N. Relationships with Students**

Sexual relationships or deep emotional attachments between a staff member and a student are not permissible and are grounds for immediate termination of employment. Employees are expected to recognize that adolescents may misinterpret comments of a personal nature and should take care to see that their relationships with students are conducted at all times, including periods of school vacations, in a professional and appropriate manner.

The extension of relationships between staff and students through social media should also be closely and carefully managed. Remember that most information you post to any social media site is available to a wide audience, including students. Linking to or "friending" a student should only be done through sites that are class/school specific and intended to expand learning opportunities. If you have any questions or concerns, please contact a member of the leadership team for guidance.

Student Rapport - Proper addressing recommended (e.g., "Ms. Jones") both on and off school premises.

Conduct in Front of Students - No swearing, gossiping about students, or criticism of a colleague; allowing students to criticize a colleague in the presence of an employee is unacceptable behavior. Employees should stop the

student's criticism immediately; it is an employee's responsibility. If the student has serious concerns, the student should be referred to a member of the leadership team.

Whenever possible, a staff member of each sex should be present when there is a U Prep Schools' sponsored co-ed function. At least two staff members should be present at any U Prep Schools' sponsored overnight function. Staff members will not consume alcohol or tobacco in the presence of students while on a U Prep Schools' sponsored event or trip.

Employees are discouraged from being alone with a student outside of the school premises.

## **O. Equal Employment Opportunity**

U Prep Schools' is an equal employment opportunity employer in accordance with all state, federal and local laws. U Prep Schools assures equal employment opportunity to all employees and applicants without regard to sex, race, color, creed, ancestry, religion, age, marital status, sexual orientation, gender identity or expression, disability (where unrelated to performance), veteran status or any other protected characteristic with regard to hiring, promotion, training, compensation and all other working conditions.

U Prep Schools encourages all of its vendors and contractors to adhere to the tenets of equal employment opportunity as well.

## **P. Requests for Accommodation**

U Prep Schools is committed to complying with all applicable provisions of the Americans with Disabilities Act (ADA) and state and local laws to ensure equal opportunity in employment for all qualified persons with disabilities. U Prep Schools will not discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of a disability or perceived disability, so long as the individual can perform all of the essential functions of the job with or without reasonable accommodation. U Prep Schools will provide reasonable accommodations for all known disabilities to the extent required under applicable law.

Under Michigan law, any employee who needs an accommodation must notify his/her employer, in writing, of the need for accommodation within 182 days after the date the employee knows or reasonably should know that an accommodation is needed. Should you require an accommodation, you should notify Human Resources in the central office directly. An employee's failure to timely notify U Prep Schools of a need for accommodation may result in the loss of legal rights under Michigan law.

## **Q. Time Limit for Claims**

Any claim or lawsuit must be brought against U Prep Schools (including its affiliates and all past and present officers, directors, employees and agents in their individual and representative capacities) no more than six (6) months (or in less time if any applicable law so requires) after the employment action that is the subject of the claim or lawsuit, and statutes of limitations to the contrary are waived (except those requiring a shorter period), unless prohibited by law. This provision does not prohibit the timely filing of a complaint with an administrative agency, but unless filed within six (6) months (or less time if any applicable law requires), an individual waives the right to recover money damages or other relief under the law. Only the CEO has the authority to alter the time period for claims. Such alterations must be made pursuant to a written contract signed by the CEO and the affected employee.

## **R. Genetic Information**

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law and discriminating against any individual because of an individual's genetic history. U Prep Schools will not request any genetic information when responding to any request for medical information (medical benefits, workers compensation, fitness for duty physical, leave of absence applications (FMLA, STD, LTD) return to work notice, etc.).

Genetic information, as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

## **S. Disciplinary Actions**

Any employee whose performance or conduct violates U Prep Schools policy or is deemed to be unsatisfactory (including off-duty behavior which adversely affects the employment relationship) is subject to disciplinary action. The appropriate members of the leadership team will determine the type of disciplinary action to be taken based upon the severity of the infraction. Appropriate documentation of disciplinary action will be maintained in employees' personnel files.

**Counseling** – To discuss the specific work-related problem and provide expected performance or conduct. Informal documentation required.

**Verbal Reorientation** - To re-address the specific work-related problem and remind the employee about the policy concerning the problem – Informal documentation required.

**Corrective Action Plan/Performance Improvement Plan** - When counseling has failed, or a more serious performance situation needs to be addressed, formal documentation will be produced to reinforce the policy or behavioral changes.

**Last Chance Agreement** - For the most serious situations that do not warrant immediate separation, or if the situation has been addressed previously, a "Last Chance Agreement" may be implemented to clearly communicate the terms of continued employment and that any further violations or performance deficiencies will result in termination.

**Suspension** - Layoff with or without pay. May be used alone, or in conjunction with a pending investigation that may lead to further disciplinary action.

**Termination** - The employment relationship is severed due to serious misconduct, or when attempts to correct an employee's behavior have been unsuccessful.

### Right of Appeal

Employees have the right to appeal any disciplinary action taken by U Prep Schools if they feel that school or employer policy has not been consistently applied. The appeal should follow the process outlined below. However, any disciplinary action that has been taken will remain in effect while the appeal is pending.

1. Within 48 hours of the disciplinary action, the employee must submit a formal written complaint to the Axios Representative, who shall provide a decision within 10 business days.
2. If the employee is still dissatisfied with the resolution, a formal written complaint can be filed with a member of senior leadership within 48 hours who shall provide a decision based on existing information within 10 business days.

This policy is intended to protect employee rights and should not be construed as preventing, limiting, or delaying U Prep Schools from taking disciplinary action in circumstances where senior leadership deems such action appropriate.

## **T. Performance Evaluations**

Each employee will be assessed by his or her supervisor a minimum of once annually through a formal performance evaluation. Based on job requirements, some employees will be assessed on a more frequent basis, both formally or informally, culminating in a single summative evaluation each year. A copy of each employee's

performance evaluation will be signed by the employee and supervisor and forwarded to the Human Resources Department for storage in the employee's personnel file.

## **U. Employee Dress Code**

Look casually professional and set a professional example. Employees should attire themselves in a manner that separates their appearance from that of students. Look especially professional for Parent/Teacher Conferences and similar school events when visitors are invited onto the campuses.

Clothing must be neat, clean, and without holes. No excessively baggy, long or low-riding clothing is permitted. Excessive exposure of skin should be avoided. U Prep Schools reserves the right to determine whether a particular article of clothing is appropriate or not.

U Prep Schools permits employees to wear jewelry or to display tattoos in the workplace that are minimal and tasteful. Factors that the leadership team will consider to determine whether jewelry or tattoos may pose a conflict with the employee's job or work environment include

- Personal safety of self or others, or damage to company property
- Productivity or performance expectations
- Offensiveness to co-workers, parents, students, visitors, vendors or others in the workplace based on racial, sexual, religious, ethnic, or other characteristics or attributes of a sensitive or legally protected nature
- U Prep Schools values
- Co-worker, parent, or student complaints

If U Prep Schools determines an employee's jewelry or tattoos may present such a conflict, the employee will be encouraged to identify appropriate options, such as removal of excess or offensive jewelry, covering of tattoos, or other reasonable means to resolve the conflict.

For safety reasons, flip-flops or shoes that impede your ability to safely navigate school grounds and/or safely perform assigned work duties are not allowed.

An environment of mutual cooperation, respect, and fair and consistent treatment for all employees is the company's goal. Nonetheless, the company is legally responsible for providing a safe, harassment-free, non-hostile work environment. As an initial step toward resolution of any complaint or offense under this policy, supervisors and managers will be responsible for explaining the policy and answering employee questions. If an agreeable solution cannot be reached at that stage, a member of the Human Resources Department will follow company procedures to resolve the issue.

## **V. Tobacco/Drugs/Alcohol Regulations**

U Prep Schools operates tobacco-, drug-, and alcohol-free campuses during school/business hours. This policy applies to all employees, regardless of category, and to all visitors. Students are governed by the regulations outlined in the Student Handbook. The policy is summarized in the Substance Abuse Policy provided to staff members during the onboarding process.

Tobacco use, to include any type of "vapor" nicotine product, is not permitted on school grounds or in school buildings.

## **W. Substance Abuse**

U Prep Schools recognizes that alcohol and drug abuse in the workplace have become major concerns. We believe by reducing drug and alcohol abuse we will improve the safety, health and productivity of employees.

The use, possession, sale, transfer, delivery, purchase or being under the influence of alcoholic beverages, illegal drugs, or other intoxicants by employees at any time on U Prep Schools premises or while on U Prep Schools business is prohibited. The illegal use of any drug, narcotic, or controlled substance is prohibited. Employees must

not report for duty or be on U Prep Schools property while under the influence of, or have in their possession any alcoholic beverage, marijuana, illegally obtained drug, narcotic, or other illegal substance.

U Prep Schools reserves the right to send an employee in for drug testing or alcohol testing at any time if the employee is suspected of drug and/or alcohol use. In addition, U Prep Schools reserves the right to do universal drug testing at random and reserves the right to terminate any employee found with a positive drug test. If an accident or safety incident occurs during work, the employee will be required to take a drug test and alcohol test.

Confirmation of any use as listed above is not tolerated and will result in immediate discharge.

An employee who is taking drugs prescribed by a licensed physician that may diminish his/her ability to work safely must inform a member of the leadership team at U Prep Schools prior to beginning work. For safety reasons, such an employee may be required to perform duties other than those scheduled to be assigned or take a leave of absence rather than be permitted to work under the influence of prescribed medication.

Also, pursuant to the Drug Free Workplace Act of 1988, you must notify U Prep Schools of any criminal drug statute conviction for a violation occurring in the course of employment. This notification must be given within five (5) days after such conviction.

All employees must abide by the terms of this Substance Abuse Policy if they are to remain employees of U Prep Schools. FOR EVERYONE'S HEALTH AND SAFETY, PLEASE HELP US MAINTAIN A DRUG- AND ALCOHOL-FREE WORK ENVIRONMENT.

#### **X. At-Will Employment**

All employment at U Prep Schools is "at will" and may be terminated, with or without cause, and with or without prior notice, at any time, at either the employee's option or the employer's option. However, U Prep Schools requests that instructional staff provide notice of such desire by April 30 of the current school year if they are not returning the following year. The School Director will notify instructional staff whose employment agreements may not be renewed prior to June 30. Please note that instructional staff are paid for days worked, therefore, if an employee completes the school year by working through the last day of school, their employment agreement will be paid in its entirety (e.g. July 31st) even if notice is given on the last day of school.

An employment agreement for the next year will generally be offered on or before June 30, but may be revoked if not returned to Human Resources/Axios HR within three (3) days of the offer date, or within a sooner period of time, if specified in the offer. Non-instructional staff is requested to provide a minimum of two weeks' notice when resigning from a position.

### **III. Day-to-Day Operations**

U Prep Schools maintains a policies and procedures manual governing day-to-day operations of the organization that can be found on the shared Google Drive. Below are some frequently accessed policies.

#### **A. Keys & Fobs**

Building security devices will be issued to classroom teachers. Teachers are responsible for the security of their room at the close of each day's regular session. Classrooms must be locked when the teacher is not in the classroom and when the teacher leaves for the day. Building keys will be given to authorized personnel. Teachers are responsible for keys/fobs and are expected to exercise caution against loss. Keys/fobs are not to be loaned to unauthorized personnel, and must be turned in to a member of the Facilities Department, Human Resources Department, or School Operations Team at the termination of employment. Keys/fobs are issued to school personnel only after they have signed and filed appropriate documentation with the Facilities Department.

Lost or missing keys/fobs must be immediately reported to the School Operations Manager or the Facilities Director. Staff may be subject to a replacement fee.

## **B. Building Use/Access Security**

All building alarms must be disarmed at the start of the work day and armed at the end. If your work requires you to occupy the facility outside of normal working hours, you must make arrangements and obtain prior approval from the School Operations Manager or School Director. The authorized employee will ensure the alarm is armed and disarmed appropriately and that the building is properly secured. Buildings may not be used for personal purposes or non-work related events without proper approval and written agreement.

## **C. Telephones/Personal Phone Calls**

Certain personal calls may be necessary during office hours (such as calls to arrange transportation, check on the safety of immediate family and other important outgoing calls). They should be local calls and must be made at a time when they do not interfere with your work. They should be brief and not cause you to fall behind in your duties.

Incoming calls need to be extremely brief since they will normally come at a time when you are busy. Avoid having people call you at work.

Social, church, and civic activities in which you are involved are looked upon as extremely worthwhile by U Prep Schools. However, since these activities are disruptive to the office, you are encouraged to pursue them during your free time.

Personal cell phone use should be limited using the criteria above for personal calls. Calls should be short and not intrude on the work day. Ideally, if you receive a call you should let your voicemail answer it and return the call during your lunch break or after work. If your cell phone becomes a distraction, we reserve the right to ask you to turn it off during working hours.

All employees are expected to return voicemail messages within 24 hours or the next business day. For example, a message received at 3 p.m. on a Friday should receive a response as soon as possible and in any event by the end of the next business day. All work related voicemail boxes are required to be emptied daily and should at no time be full.

To reiterate, a U Prep Schools-issued mobile device or cell phone is not a personal device and should not be used for personal business. Any data, pictures, music, etc. contained on a U Prep Schools-issued device is the property of U Prep Schools.

## **D. Network and Internet Acceptable Use and Safety Policy**

Staff members are responsible for reviewing, understanding, and adhering to all policies established and maintained by the Information Technology Department and should refer to the Department's policies and procedures for reference as to acceptable use of technology equipment, network and internet services.

## **E. Electronic Communication**

### **1. General**

Computers, computer files, telephones, cell phones, voicemail systems, the email system, software, and any other electronic devices or related parts (collectively referred to as "electronic devices") furnished to employees are U Prep Schools property to assist users in performing their jobs and advance the mission and goals of U Prep Schools. The electronic devices, including email, internet, telephone, voicemail systems and the computers and software are to be used for business related purposes. U Prep Schools treats all documents, data and messages sent, received, created, edited, or stored in any electronic device including email, internet, computer or voicemail systems as shared, non-confidential messages - Confidentiality and privacy should never be assumed. Users must apply the same standards and care to their electronic communications as with other forms of communication (written or oral). Inappropriate use can have serious consequences both for U Prep Schools and the employees. In general,

1. The use of the computer system and other electronic devices is consent by the employee to all monitoring of his/her use by U Prep Schools. The log-on procedures and passwords do not give rise to any employee

expectation of privacy. Employees recognize U Prep Schools' right to monitor all use with or without additional notice to the user or further employee consent to such action of U Prep Schools. Employees should, however, protect their passwords so that others do not abuse it and their workstation. The right to monitor as referred in this policy is limited to IT, Human Resources and other members of the leadership team as designated by the CEO. U Prep Schools has the capability to, expressly reserves the right to, and will from time to time, access, review, copy and delete any information sent, received, created, edited, or stored in the email (including emails accessed (sent or received) from third party servers), internet, or voicemail systems or with use of U Prep Schools computers and its electronic devices, to the extent permitted by applicable law for legitimate business purposes. U Prep Schools may disclose such information to any party (inside or outside U Prep Schools) it deems appropriate.

2. You may make occasional use of electronic devices for personal use during non-work time provided that you abide by all provisions in this policies established by U Prep Schools' IT Department. The abuse of these policies will subject the employee to discipline and/or a request for reimbursement. It must be understood that any personal information will be treated no differently from other information, which will be accessed, monitored, utilized and disclosed by U Prep Schools to the extent permitted by applicable law. Accordingly, users cannot use electronic devices, including the computer systems, email, internet or voicemail systems to send, receive, create, edit or store any information that they wish to keep private. Users should treat the email, internet, voicemail systems, and any other system of an electronic device as a shared file system (such as the system for word processing documents, which are publicly available U Prep Schools documents) with the expectation that information sent, received or stored in the system will be available for review by U Prep Schools for any purpose as stated above.
3. U Prep Schools prohibits the use of its electronic devices, including its computers, the internet, telephones, voicemail or the email system to threaten, intimidate, coerce or otherwise interfere with the job performance of fellow employees; to engage in any unlawful activity, enterprise or scheme; to transmit defamatory, obscene, offensive, or harassing information; to transmit information that discloses confidential information as defined in section L(3) of this Handbook without authorization. For example, but not by way of limitation, the display or transmission of sexually explicit images, messages, cartoons, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment is not allowed.
4. U Prep Schools purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, U Prep Schools does not have the right to reproduce such software for use on more than one computer. Employees may only use software on local area networks or on multiple computers according to U Prep Schools' software license agreement. U Prep Schools prohibits the illegal duplication or downloading of software and its related documentation. Use of the email system or the internet to copy and/or transmit any documents, software, or other information protected by the copyright laws is prohibited. The installation or use of computer games or any other unauthorized software is a violation of U Prep Schools policy and will not be permitted. Any questions regarding the use of the system or software should be addressed to the Director of Information Technology.
5. U Prep Schools rules for document retention apply to all electronic communications. Electronic material/communications can be required as evidence in legal proceedings.
6. Employees must know and recognize that the use of deletion keystroke does not necessarily mean that the document has been eliminated from the computer system.
7. Employees may not send any form of a personal chain letter or mass mailings (including virus warnings) to other individuals or groups without a specific and legitimate business purpose. If you are unsure, contact Human Resources, a member of the IT Department, or a member of U Prep Schools leadership for clarification.
8. Viruses can quickly spread from one location throughout the entire affiliate. If you suspect that you have a virus, shut down your computer and contact the IT Department.
9. Security – passwords, logins and other information that is specific to either U Prep Schools or yourself should not be shared with anyone other than the appropriate IT professional should you need assistance.

## **2. Email**

Always consider the following protocol before you send an email:

1. Email access is provided for U Prep Schools business.
2. Always use business-like and clear language.
3. Only use U Prep Schools provided or authorized mail systems.
4. Always use the utmost care, sufficient discretion, and security when sending confidential and proprietary business information by email.
5. Always keep your passwords private. Unauthorized use of another employee's ID is strictly prohibited. Never send an email under someone else's name.
6. When you leave your work area, log off your email or institute a password to protect your workstation.
7. If you change any email before forwarding it, clearly indicate every change.
8. Type "DO NOT FORWARD" on any email you do not want forwarded, and don't forward email marked "DO NOT FORWARD."
9. Do not send emails that threaten, intimidate, coerce or otherwise interfere with the job performance of fellow employees, students, parents or visitors.
10. Don't read misdirected emails; return them to their senders.
11. Don't expect email to be private.
12. When sending an attachment by email, identify the software and versions.
13. Violation of this email protocol should be reported immediately to U Prep Schools leadership.
14. Remember, email is not always the most appropriate method of communicating. Depending on the circumstances, a phone call or face-to-face meeting may be better.

Threatening emails - A user who receives a threatening email at the office or home should

1. Keep the email in his/her mailbox.
2. Forward a copy of the email to IT personnel and your immediate supervisor.
3. Notify the Human Resources Department.

### **3. Internet**

The internet represents a valuable resource to U Prep Schools for specifically defined business functions and to promote the mission of U Prep Schools. It also exposes U Prep Schools in an unprecedented and highly visible fashion as compared to a secured network. U Prep Schools may be implicated for a range of inappropriate or unethical use by individuals who were provided internet access.

1. Use of U Prep Schools-provided internet services to access, download or send material that is not related to business or personnel matters is prohibited. The internet is to be used primarily for business purposes.
2. Transmission of confidential information as defined in this Handbook over the internet is strongly discouraged unless required to meet a critical business need. Supervisors' approval should be obtained in advance.
3. Software and data that is obtained from the internet must not violate the intellectual property rights of others.
4. As part of normal operations, departments electing to publish on the internet must first secure the necessary U Prep Schools approvals and maintain an ongoing approval process when the content of published information changes.
5. Certain sites lacking sufficient business justification or that interfere with the operations of U Prep Schools information technology may be blocked.
6. Where applicable, the same policies and rules covering communication or material (i.e., content, appropriateness, security, business purpose) outlined above apply equally to internet usage.
7. Employees may not post any electronic communication that could be reasonably misconstrued as speaking on behalf of U Prep Schools.

Limited personal use of the internet is allowed by U Prep Schools. However, the employee-user is reminded that use of any and all U Prep Schools property is primarily for the purpose of U Prep Schools business. Any personal use of the internet is expected to be on the user's own time, is not to interfere with the person's job responsibilities, and adhere to the guidelines set forth in U Prep Schools policy.

#### **4. Social Networking**

As outlined elsewhere in the handbook, U Prep Schools respects the legal rights of our employees. In general, what you do on your own time is your affair. Online social media activities in or outside of work enables individuals to share their insights, express their opinions, and share information within the context of social, industry, areas of expertise, or general opinions on a globally distributed scale. Each tool and medium has proper and improper uses. While U Prep Schools encourages all of its employees to join the global conversation, it is important for employees who choose to do so do not represent that they are speaking on behalf of U Prep Schools.

1. Know and follow U Prep Schools' policies.
2. Employees are personally responsible for the content they publish on blogs, wikis, or any other form of user-generated media. Be mindful that what you publish will be public for a long time. Imagine you are posting it on the bulletin board in the break room and it will never be taken down.
3. When you discuss U Prep Schools or U Prep Schools-related matters, do not represent that you are speaking on behalf of U Prep Schools.
4. Respect copyright, trademark and similar laws affecting U Prep Schools intellectual property. Use such protected information in compliance with applicable legal standards.
5. Do not cite or reference clients or suppliers without their approval. When you do make a reference, where possible link back to the source.
6. If you publish content to any website outside of U Prep Schools and it has something to do with work you do or subjects associated with U Prep Schools, do not represent that you are speaking on behalf of U Prep Schools.
7. If you are advocating for the U Prep Schools (e.g., telling people how great our schools are), you must identify yourself as an employee of U Prep Schools.
8. Respect copyright, fair use, and financial disclosure laws.
9. Don't provide confidential information as defined in this Handbook.
10. Don't use ethnic or racial slurs, intimidating comments, obscenity, or engage in any conduct that would interfere with the job performance of fellow employees or visitors.
11. Find out who else is blogging or publishing on the topic, and cite them.
12. Unless expressly authorized by the CEO, do not represent that you are speaking on behalf of U Prep Schools in online social networks.
13. In regards to employment situations, employees should not use social media sites to research potential employees, provide references or recommendations, or circumvent U Prep Schools' performance management process. Contact Human Resources for guidance in these situations.
14. For supervisors, avoid conflicts by not "friending" members of your team, or attempting to gain access to "employee only" sites. Contact Human Resources for guidance in these situations.
15. Use common sense.

The personal use of social networking web sites or apps is not allowed on U Prep Schools equipment or networks, including wireless connections, and should be avoided on your personal devices during school hours (see Personal Phone Calls above).

This policy should be read and interpreted in conjunction with all other U Prep Schools policies including, but not limited to, policies prohibiting harassment, discrimination, offensive conduct or inappropriate behavior, and protecting the best interest of U Prep Schools, its employees and customers. In addition, this policy should not be construed as restricting an employee's right to discuss workplace issues that affect the terms and conditions of their employment with their co-workers.

Employee-users are prohibited from accessing the internet for any unethical purposes, including pornography, violence, gambling, racism, harassment, or any illegal activity. Violation of this policy, or the failure to report any violations of this policy can lead to disciplinary action up to and including discharge.

None of the foregoing policies are intended to prohibit employees from discussing workplace issues that affect the terms and conditions of employment.

## **F. Staff Attendance**

### **1. Employee Hours and Punctuality**

The normal work week for full-time employees consists of at least 40 hours worked over five days. All full-time instructional employees are required to begin the workday at least 20 minutes before student arrival, and stay at least 20 minutes after student dismissal. For individuals assigned to rotating pre- and post-school duties, at least 30 minutes must be utilized. For non-instructional and support staff, hours will be determined by your supervisor.

Staff members should avoid working alone at U Prep Schools whenever possible. Authorized personnel must be present to arm and disarm the facility outside of normal business/school hours.

### **2. Unexpected Absences**

ALL STAFF are required to report any, and all, of their unexpected and personal emergency absences in the Absence Management System. Failure to do so may result in loss of pay.

For instructional staff members, class lesson plans and up-to-date class rosters must be available for substitute teachers. If possible, provide this information to the School Operations Manager.

### **3. Scheduled Absences**

ALL STAFF are required to report any, and all, of their absences in the Absence Management System. Failure to do so may result in loss of pay. If an employee plans to be absent, for any reason, from a required attendance day, the employee must access the Absence Management System at least one week prior to the planned absence, or as soon as possible when not known one week in advance. For instructional staff members in particular, this will afford time to schedule a substitute and cover the teacher's classes.

### **4. Professional Leave and Conference Attendance Procedure**

Employees are required and encouraged to attend professional development seminars; however, employees are strongly urged to seek professional development opportunities that are scheduled outside of regularly scheduled school days. Approval for attendance to professional development opportunities during regularly scheduled school days or required work days is required from the employee's supervisor.

### **5. Leaving Campus During the School/Work Day**

It is understandable that occasions may arise in which instructional staff may need to leave campus briefly during their planning period for school related purposes; however, employees must notify their supervisor or a designee if they will need to leave the building during the work day.

### **6. Staff Meetings**

All employees are expected to attend staff meetings unless excused by their supervisor. Hourly employees who are required to stay later than the normal work day must submit accurate time recording for payroll processing.

### **7. Professional Development**

All instructional staff are required to attend all professional development days. Professional development scheduled during the month of August is mandatory. Any unapproved time off during professional development days may result in forfeiture of pay.

## **G. Parking**

Employee parking should only be in designated locations. Please do not park in designated fire lanes or visitor parking areas. Permits may be required based on location. If an employee has been issued a parking permit, it should be returned to the School Operations Manager or designee upon termination of employment.

## **H. U Prep Schools Property**

No U Prep School vehicle or property such as tools, office machines, supplies, etc. may be used without prior consent of the appropriate member of the leadership team. Utilization of U Prep Schools vehicles, tools, equipment, or other property for personal use is prohibited unless your supervisor has granted prior authorization.

When an employee checks out equipment of significant value (such as a laptop, digital camera, tools, etc.), that employee is responsible to ensure the equipment is secured in a locked cabinet/drawer or office before leaving for the day. If the employee has checked out the equipment overnight, he/she must properly safeguard it (e.g., do not leave equipment in your car overnight; keep it secure and locked in your home).

If you are granted authorization, you understand and agree that U Prep Schools is not liable for personal injury incurred during the use of property for personal projects. As an employee, you accept full responsibility for any and all liabilities for injuries or losses, which occur, or for the malfunction of equipment. You are responsible for returning the equipment or tools in good condition and you agree that you are required to pay for any damages that occur while the equipment or tools are used for personal use.

#### **I. Money Handling**

Money collected for school functions or activities is the responsibility of the employee collecting it. The money must be kept secure until it is submitted to the School Operations Manager in accordance with the policies and procedures established by the Accounting Department.

#### **J. Documents and Records**

It is the policy of U Prep Schools to comply with the law and to maintain accurate records of the organization's communications and transactions.

Employees shall not alter, destroy, conceal or falsify any record or document, including those in hard copy, electronic form, or video and audio files. All records will be preserved in the normal course of business. If you have any questions about whether and where a document should be retained, including electronic records, you should discuss it with your supervisor. In the event U Prep Schools is under investigation by a government agency or such an investigation or litigation is anticipated, all documents directly or indirectly related must be preserved.

#### **K. Outside Employment**

If you are considering a second job, please discuss it with us before you accept the position. We do care about you and are concerned that holding two jobs may affect your performance at one or both employers. Activities away from the office must not adversely affect the employee's job performance or compromise U Prep Schools interest and will not be considered an excuse for poor job performance, absenteeism, tardiness, or refusal to work different hours or overtime.

#### **L. Public Relations and Media Inquires**

U Prep Schools strives to anticipate and manage crisis situations and respond to inquiries seeking U Prep Schools' official position on various matters in order to reduce disruptions to our employees and to maintain our reputation as a high quality company. If contacted by the media regarding U Prep Schools' official position on a given matter, the employee should state that they are not authorized to comment for U Prep Schools. The Chief Executive Officer (CEO) should immediately be contacted with information regarding the media call. At no time may media be given access to the schools without CEO approval.

Only the CEO, or the President of the Board of Directors may speak officially on behalf of the school unless otherwise directed.

### **IV. Personnel Issues**

#### **A. Orientation**

Before students arrive for the new school year, employees meet as a group with members of their administration teams, who explain official policy and practice with regard to academic and other matters. Particularly during the fall term, new employees should use meetings scheduled during a free class period to ask questions and share experiences with other newcomers and any member of the administration.

## B. Compensation Plan

At University Prep Schools, we recognize the importance of each staff member in the work we do. The goal of our compensation plan is to attract qualified applicants and encourage our valued employees to remain with the organization. Each position within the organization will be reviewed periodically to determine if any changes should be made based on cost of living adjustments or other market conditions. To that end, we have developed a compensation plan that is both competitive and sustainable.

The compensation plan is composed of three major elements:

- **Starting Compensation**
  - We have established a compensation range for each position with a minimum and maximum.
  - Employees' starting pay will be determined by their years of relevant experience and the position for which they are hired.
- **Increases**
  - The percentage of the potential pay increase will be set based on state aid, budget needs, enrollment and available funding.
  - If an employee has reached the maximum salary within the applicable new hire salary range guidelines, any future increases will be paid in a lump sum bonus annually.
- **Bonus Plan**
  - Employees are eligible for any one of five Core Value Awards, known as the Spirit of U Awards.

Following is a more detailed description of each component of the compensation plan.

### 1. Starting Salary

All **new** employees will be paid according to a compensation range commensurate with their positions. Where a new hire enters the range for his or her position is determined by the employee's years of relevant experience in the field and whether the position is an area of critical need.

Intra-year new hire salaries (anytime after July 1st for non-instructional staff and August 1st for instructional staff) will be prorated based upon start date.

### 2. Increases

Any annual salary percentage increase will be set by Central Management based upon considerations of state aid; enrollment, changes in budget; programming needs; and fundraising levels. The **projected** percentage increase for the following school year will be announced on June 30th. The percentage increase will be **confirmed or revised** ten (10) days after the Fall Count Day. It is our hope that we will be able to offer a percentage increase each year; however, to ensure the sustainability of our compensation plan, there could be a year when our projected increase is zero as a result of funding constraints, enrollment, or other budgetary reasons.

An increase in compensation will be retroactively effective to the start of the eligible employee's new employment agreement, although the percentage increase will not be confirmed until ten days after Fall Count Day. Therefore, compensation levels will not be adjusted until the October 31st payroll (or the second semi-monthly payroll in October) for employees in good standing as of that date. No increases will be paid to employees who voluntarily or involuntarily terminate employment prior to October 31st.

### 3. Bonuses

#### Spirit of U Award

The world of education is ever changing. Our values, however, are not. University Prep Schools' Core Values define our beliefs. They dictate our behavior and provide a foundation on which we perform our work.

The Spirit of U Awards have been created to recognize and reward exemplary expressions of our Core Values in action across University Prep Schools.

Each month throughout the school year, one (1) \$300 award will be given to an individual OR one (1) \$500 award will be given to a team at every campus. The cadre of winners from the previous school year will have their kind

deeds/projects reviewed by the Detroit 90/90 board of directors, and one (1) winner representing each core value will be selected from that pool to receive a \$5,000 grand prize award based on their display of the core values.

Spirit of U Awards are granted by the following:

- Any employee, instructional or non-instructional, are eligible for a Spirit of U Award.
- The Award nomination must include evidence of one of the Core Values in action within U Prep Schools and demonstrate the difference it made in our community.
- When you see any team member sincerely showing one of the five core values – simply nominate that person and their deed in the Spirit of U form which will live in a google doc that is sent out once a month
- During the third week of each school year month, staff from each respective campus will vote for a winner based on the nominations.
- Nominations may be submitted for an individual or for a team.
- You may not nominate yourself or your team.
- Winners from all campuses will be announced by the end of each school year month.
- Monthly winners will be paid in the following month.
- The annual grand prize award winners will be announced at the U Prep Opening Day celebration.
- Grand prize awards will be paid on October 31st to those recipients who remain employed in good standing on that date.

As with all elements of the compensation plan, the bonus awards depend upon state aid and meeting enrollment targets and other budgetary factors.

All incentive-based compensation will be paid through payroll processing and is taxed at applicable federal, state, and local tax rates.

## **C. General Compensation Policies**

### **1. Time Keeping**

No one may record hours worked on another staff member's time record. Tampering with another staff member's time record is cause for disciplinary action, including possible dismissal, of both staff members. Do not alter another team member's record, or influence anyone else to alter your record for you. In the event of an error in recording your time, please report the matter to your supervisor immediately.

You should not punch in or out more than seven (7) minutes before or after your shift without your supervisor's permission.

Time keeping is mandatory for all hourly employees and any employees eligible for supplemental pay. It is the policy of Detroit 90/90 that time is submitted in accordance with the proper and current pay period. Any time submitted late will be subject to delayed payment.

### **2. Overtime**

Overtime compensation will be paid to all nonexempt employees who work in excess of forty (40) hours during the normal workweek. This overtime compensation shall be at one-and-one-half times the employee's established hourly rate. Overtime may not be rolled over into the following week or traded for compensatory time.

Hours paid that are not actually worked, for example, holidays, vacation, etc. do not count as hours worked for overtime purposes. It is U Prep Schools policy to avoid overtime whenever possible. Therefore, hours in excess of one's regularly scheduled workday may not be worked without the prior approval of the employee's supervisor.

### **3. Payday and Paychecks**

Employees will be paid semi-monthly on the 15<sup>th</sup> and last day of the month. Should either of those days fall on a weekend or banking holiday, the pay date will be moved forward to the first available business day. The work week

begins on Sunday and ends the following Saturday. Hourly employees are paid in arrears. On each payday employees will receive a statement showing gross pay, deductions, and net pay, accessible online.

U Prep Schools requires that your paycheck be automatically deposited into your bank account. There will be no delivery of physical checks via mail. If this is not possible you will be issued a global cash card. See Human Resources for details. Changes to direct deposit accounts numbers or financial institutions requires at least one pay period to become effective. During this time you may receive via U.S. mail a paper check sent to the address on record.

Every effort is made to avoid errors in your paycheck. If you believe an error has been made, contact Axios Service immediately. They will take the necessary steps to research the problem and to assure that any necessary correction is made properly and promptly.

ALL compensation will be taxed in accordance with federal, state and local regulations.

#### **4. Garnishments**

U Prep Schools is required to comply with all writs of garnishments it receives. Deductions will be taken from your paycheck if we receive a writ of garnishment requiring us to withhold and pay a portion of your wages to a court. Information about the garnishment will be held in confidence. If you have questions regarding a garnishment, please contact Axios Service.

#### **5. Bonus Taxation**

U Prep Schools may pay bonuses from time to time based on individual, team or school performance. Bonuses may be based on defined goals and criteria, or paid at the discretion of the leadership team. Regardless of the reason or type of bonus paid, employees must be actively employed at the time of a bonus payment to be eligible for payment.

The payment will be taxed at the appropriate IRS rate for “additional income” plus any applicable state rates for bonus payments.

The Bonus Plan is provided at the discretion of U Prep Schools, and we reserve the right to administer, modify, or terminate any plan with or without notice.

#### **6. Other Deductions**

Except as outlined above and below, no other costs or deductions may be withheld from an employee’s pay unless specifically authorized by the employee, in writing, before the processing of the employees pay, except for

- City, state, federal, and Social Security (FICA) and other required taxes or withholdings will be deducted automatically.
- Deductions for Benefits as authorized by the employee.
- Garnishments, Liens, or Writs of Withholding.

Any other deductions must be approved by the full, free, and written consent of the employee, with no intimidation or fear of discharge for refusal to permit the deduction.

#### **7. Building Closures**

Salaried staff and salaried non-exempt staff are paid their normal rate for building closures. Part time hourly and full time hourly staff will receive up to three (3) paid days per year paid at their regularly scheduled hours. However, should a building closure force an extension of the school year, no additional compensation will be provided. Staff will be advised of building closures via the Swift K communication system. Additionally, closures will be announced via local news stations, posted on UPREP social media sites and the UPREP Schools website. Depending upon the nature of the closure, facility and/or I.T. team members may be required to report.

In the event of a building closure, personal, sick or vacation days that have been approved will not be deducted from your allotted days.

## **8. Instructional Staff Voluntary Termination In August**

We care about our staff and understand the importance of non interruption of pay. To prevent this, we prepay our returning instructional staff in August before they are required to report. The period between August 1st and August 15th is not to be considered a paid vacation. If any instructional staff voluntarily terminates his/her employment in August and receives any payment prior to their required start date, they are obligated to return any prepaid funds that were received in error. Staff will be paid for days worked only. Failure to return unearned funds will result in legal action.

## **D. Employee Benefits**

For a complete listing of current benefits, please see the Benefit Outline. At its sole discretion, U Prep Schools reserves the right to alter, amend, or delete any of these insurance benefits or other benefits described in the Handbook, and Benefit Outline.

Applicable Plan documents explain the benefits and eligibility requirements in further detail and at all times govern an employee's rights and obligations.

### **1. Eligibility for Benefits**

Full-time employees are eligible to participate in the benefits described in this section when the eligibility requirements for each particular benefit are met. Part-time and temporary employees may not be eligible for all benefits. Newly-hired full-time employees should receive benefit enrollment materials upon acceptance of employment offer.

### **2. U Prep Schools Retirement Plan**

U Prep Schools offers to its eligible employees a 401(k) retirement plan. Employees may elect to contribute a percentage of their income each pay period into a retirement investment account thereby reducing the amount of their taxable income. There is a dollar-for-dollar employer match equal to the first 6% percent of eligible gross wages invested up to \$6,000 annually after completing one (1) year of service. The maximum amount an employee may defer is determined by IRS regulations. The employer matching contribution and any annual employer retirement contribution are subject to a three-year vesting schedule as more fully described in the summary plan description and plan documents.

### **3. Holidays**

Eligible full-time instructional staff, full-time non-instructional staff and year round full-time non-instructional staff are granted twelve(12) paid holidays, which generally include Independence Day, Labor Day, Thanksgiving Holiday (3 days), Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Martin Luther King Jr. Day, Good Friday and Memorial Day. If a holiday falls on a weekend, U Prep Schools senior leadership may designate another day off at its discretion. Employees shall not take personal days prior to or immediately following a paid holiday. Personal time taken prior to or immediately following a paid holiday or annual school designated break will not be recognized as a personal day and will be unpaid unless there are extenuating circumstances. Documentation for the absence will be required. Sick days taken prior to or immediately following a paid holiday may require a doctor's note.

### **4. Sick Leave**

When illness or emergency strikes, we want you to know the organization has anticipated your needs and prepared a policy which attempts to protect your wages, even though we can do very little to protect you from common illness.

In the event you are unable to perform your duties because of personal illness or injury which is not work related, you will be compensated in accordance with the following:

- The sick pay schedule will begin each July 1 and end on June 30 for year round full-time non-instructional staff. The sick pay schedule will begin each August 1 and end on July 31 for instructional staff and ten (10) month full-time non-instructional staff.
- Eligible full time employees shall be entitled to eight (8) paid sick days.
- In your first year of employment, your sick days will be prorated in accordance with your start date.
- Sick day benefits will be paid at your regular rate of pay and must be used in ½ day (4 hour) increments.
- Sick days taken prior to or immediately following a paid holiday and/or annual designated school break may require a doctor's note.
- Unused sick days are cumulative from year to year up to a cap of ninety (90) days.
- All sick day benefits will be forfeited if the employee resigns or is terminated.
- In order to be eligible for sick day benefits, you must notify your immediate supervisor, or his/her designee, and record the absence in the Absence Management System at least two (2) hours prior to the start of each workday you will miss. Failure to record your absence may result in forfeiture of sick pay. **Sick days may not be used for personal or vacation purposes.** A doctor's slip may be required prior to the payment of sick day benefits for three (3) consecutive days or more.
- Upon returning to work from a sick day(s) absence, an employee may be required to provide a physician's verification that he or she may safely return to work. The organization may require verification of illness through a health care provider of its own choosing and at the organizations expense.
- Eligible employees may use sick leave benefits for an absence due to their own illness or injury or that of an immediate family member or a member of the employee's household.
- Eligible employees may use sick leave benefits for doctor's visits or medical procedures for personal needs or that of an immediate family member or a member of the employee's household. Written documentation may be required.

Please note that the organization does not provide for short-term disability other than through this policy. Sick or other paid time off must be utilized under these circumstances until long-term disability is available per the plan documents.

Donated sick leave is available to all full time employees to use when long term illness or a serious health condition occurs for themselves, a spouse, partner, child or parent of the employee and requires the absence of the employee. This is a voluntary program and is determined by the level of participation by contributing employees. Please contact the Assistant Director of HR for complete details.

## 5. Personal Days

The organization provides for additional time off outside of the standard vacation schedule.

Instructional and administrative staff will be given four (4) paid personal days off in accordance with the following:

- The personal time off schedule will begin each July 1 and end on June 30 for administrative staff.
- The personal time schedule will begin each August 1 and end on July 31 for instructional staff.
- In your first year of employment, your personal days will be prorated accordingly.

In order to be eligible for personal time off, you must receive approval from your immediate supervisor, or his/her designee, and record the time in the Absence Management System immediately upon supervisor approval. Failure to notify may result in forfeiture of pay. Employees shall not take personal days prior to or immediately following a paid holiday. Personal time taken prior to or immediately following a paid holiday or annual school designated break will not be recognized as a personal day and will be unpaid and must be designated as "unpaid leave" in the Absence Management System. Unforeseeable circumstances will be handled on an individual basis and must be approved by your School Director/Supervisor, Documentation may be required upon returning. Personal time will be paid at a minimum of 1/2 day (4 hour) increments. Personal time is not carried over from one employment year to the next nor paid out in the event of voluntary or involuntary separation.

## **6. Blackout Dates**

Requests for Personal/Vacation/Sick time will not be granted on a blackout date. The time taken will be deducted from an employee's salary. Unforeseeable circumstances will be handled on an individual basis and must be approved by your School Director/Supervisor. Documentation may be required upon returning. Blackout dates include the following: August PD, the first week of school, the last two (2) weeks of school for students. Additional blackout dates may be added at the discretion of senior management and will be communicated to staff at the beginning of each school year.

## **7. Attendance Bonus**

*For year round full-time non-instructional employees-* Year round full-time non-instructional employees who have used not more than four (4) sick and personal days combined for the period beginning July 1<sup>st</sup> and ending June 30th will receive a \$400 dollar attendance bonus.

*For Instructional Staff--*Instructional staff who were hired no later than the first day of school will be eligible for the bonus. Bonuses will be paid on or before July 31st. Donated sick days do not count against employee absence balances. Instructional staff attendance bonus amounts are as follows:

- \$2,000.00 - Perfect attendance
- \$1,900.00 - ½ Day absent
- \$1,800.00 - 1 Day absent
- \$1,700.00 - 1.5 Days absent
- \$1,600.00 - 2 Days absent
- \$1,500.00 - 2.5 Days absent
- \$1,400.00 - 3 Days absent
- \$1,300.00 - 3.5 Days absent
- \$1,000.00 - 4 Days absent

## **8. Longevity Increase/Bonus for Instructional Staff**

The longevity increase/bonus is awarded to instructional staff based on their years of service. Instructional staff will receive a \$4,000 increase to salary after completing three (3) full years of service as of count day. This increase will be retroactive to the beginning of the applicable employment agreement. Every three (3) years thereafter, instructional staff, in good standing, will receive a \$4,000 annual bonus to be paid on October 31st following count day.

## **9. Vacation Days - Year Round Full-Time Employees**

Vacation is regarded as a period of rest and relaxation earned by past service and in preparation for future service. Year-round full-time employees earn vacation days based on their length of employment for the **prior** year. In an employee's first year of employment vacation is earned on a prorated basis based on length of employment up to a maximum of 10 vacation days. Those earned days will be used in the following year. (e.g., if an employee is employed for half of the year, the employee will earn five (5) days for use the following year.) Year-round full-time employees are prohibited from taking any vacation days during the month of August. In addition, one week (Mon. - Fri.) of their earned vacation days must be used between the mandatory shut down week and the Leadership Conference. Due to the nature of their work, both the Facilities and IT departments follow an alternative schedule and are required to work the mandated vacation period unless otherwise directed.

The annual vacation is important to the well-being of the employee and his or her family. Therefore, it is the policy of the organization that vacation days are not cumulative from year to year and must be taken in the year for which they have become vested. An employee may not receive vacation pay in lieu of time off.

An employee will not accrue vacation time while on layoff or leave of absence. Your earned vacation hours will be adjusted based on your actual time worked should you be on a leave of absence for an extended period of time.

The organization shall have the right to designate the maximum or minimum length and time of any vacation period.

Vacation pay shall consist of the employee's regular rate of pay at the time of the vacation and must be taken in ½ day (4 hour) increments.

You must submit vacation plans to your supervisor or their designee and record in the Absence Management System at least five (5) business days prior to the requested vacation. Should circumstances compel a change of vacation plans, reasonable notice must be given. Generally, no more than one person from each department will be permitted to take vacation at the same time. In the event of conflicting vacation plans, priority shall be based upon the order which notice is received by the organization. Vacation may be denied during key work times, even when students are absent.

The vacation year is July 1 through June 30, which coincides with the fiscal year for year-round full-time employees.

Upon retirement or separation from employment, the employee will not be paid for accrued but unused vacation days.

#### **10. Bereavement Leave**

In the event of a death in your immediate family, you will be allowed up to five (5) normally scheduled working days off with pay following the death to arrange for and/or attend the funeral. "Immediate family" is defined as current spouse/partner or your or your current spouse's/partner's mother, father, sister, brother, child, grandparents, great-grandparents and grandchildren.

One day is allowable in the case of death of "other family." "Other family" is defined as an aunt or uncle; aunt- or uncle-in-law; niece or nephew.

Special consideration may also be given to any other person whose association with the employee was similar to any of the above relationships. Please contact the Assistant Director of Human Resources for information.

Employees who require more than one day for the funeral of "other family" or any other person may receive up to three days of paid bereavement leave based on executor responsibilities and/or travel needs. Please contact HR for information.

In the case of the death of an employee, student, or other member of the U Prep Schools family, employees may attend the funeral without loss of pay with supervisor's approval.

You will be paid your regular daily rate, and satisfactory evidence may be required to support the leave.

#### **11. Jury and Witness Duty**

An excused absence will be granted to all employees who are summoned for jury duty or to serve on a jury for the period of service. To obtain approval of the absence, it is necessary for you to submit a copy of the notification or summons to your supervisor immediately upon receipt of the document. U Prep Schools will pay full-time employees their regular salary or wages (excluding overtime) up to a maximum of two (2) weeks.

If the jury duty assignment only requires less than three (3) hours of the work day, it is expected that the employee will return to complete the balance of the normal, regular work day and also to report for work on any regular scheduled working day when the court is not in session.

An employee in Michigan who is a victim of crime and is subpoenaed or requested to attend court for the purpose of giving testimony or an employee who is a victim representative and desires to attend court during a victim's testimony will be granted an unpaid excused absence.

## **12. Educational Assistance**

U Prep Schools staff may be eligible for Educational (Tuition) Assistance via grants or reimbursement programs offered by Grand Valley State University Charter Schools Office. Please contact that office directly for information regarding these possibilities.

You can request a verification of employment from the Human Resources Department should you be required to submit proof that you work at U Prep Schools in order to participate in any programs through GVSU.

## **13. Benefit Changes**

Any changes to benefits must be made within 30 days of a qualifying event (marriage, divorce, birth, death, loss of other coverage, etc.) or the annual open enrollment period. Changes attempted outside of these periods will not be permitted. Completed paperwork must be submitted to Axios Service within 25 days to ensure timely processing.

## **E. Mandated Benefits and Notices**

### **1. Social Security**

The United States Government operates a system of contributory insurance known as Social Security. As a wage earner, employees are required by law to contribute a set amount of their wages to Social Security and Medicare. U Prep Schools deducts the appropriate contribution from each employee's paycheck, and then matches that amount, dollar for dollar, thereby paying one-half of the cost of each employee's Social Security benefits.

### **2. Workers' Compensation**

The Michigan Workers' Compensation Law is a no-fault insurance plan which is supervised by the state and one hundred percent (100%) paid for by U Prep Schools. This law was designed to provide you with benefits for any injury which you may suffer in connection with your employment. Under the provisions of the law, if you are injured while at work, you are eligible to apply for Workers' Compensation. U Prep Schools aggressively manages claims and provides for light duty work to help employees return to productive work as soon as is possible.

### **3. Unemployment Compensation**

U Prep Schools pays a percentage of its payroll to the Unemployment Compensation Fund according to U Prep Schools employment history. If you become unemployed, you may be eligible for unemployment compensation, under certain conditions, for a limited period of time. Unemployment compensation provides temporary income for workers who have lost their jobs. To be eligible you must have earned a certain amount and be willing and able to work. U Prep Schools aggressively manages claims to help employees return to productive work as soon as is possible.

### **4. Family and Medical Leave Time (FMLA)**

Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition\*; or,
- For a serious health condition\* that makes the employee unable to perform the employee's job.

(\* See definition below)

Leave taken under the FMLA and/or under any U Prep Schools policy, including but not limited to workers' compensation leave, disability leave, or under applicable state law, shall be coordinated and run concurrently.

Employees approved for leave under FMLA will be required to exhaust all earned sick days prior to any pay adjustment.

### Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

### Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Key employees may be denied restoration if U Prep Schools determines that restoration to employment will cause substantial and grievous economic injury to its operation. No employee returning from an FMLA leave will lose any employment benefit that the employee earned or was entitled to before going on such leave.

Employees are prohibited from performing work for other business entities or engaging in self-employment during a leave of absence, unless written authorization from the President is obtained by the employee. Violation of this provision may result in termination of employment.

### Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

### Spouses Working for the Same Employer

There may be situations in which both spouses work for U Prep Schools. If each spouse seeks unpaid leave to care for his/her own sick parent, because of the birth of and to care for a child, or because of the placement of a child for adoption or foster care, their combined allowed leave is twelve (12) weeks during any consecutive twelve (12) month period. However, if each spouse requests an unpaid leave because of the serious health condition of a child or the other spouse, then each spouse is entitled to the full twelve (12) weeks of leave. In the instance of FMLA leave to care for an ill spouse who works for U Prep Schools the leave would be unpaid for the "caring" spouse (except for the use of paid vacation or personal time.) The spouse who is ill may receive pay in accordance with any disability policy or plan sponsored by U Prep Schools.

Similar combined allowed leave limitations apply to the Military Family Leave Entitlements. Please see Human Resources for additional details.

### \*Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three (3) consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

#### Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

You have a right under the FMLA for up to 12 weeks of unpaid leave in a 12-month period, calculated as a "rolling" 12-month period measured backward from the date of any FMLA leave usage.

#### Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employees must use paid time to which they are entitled during FMLA leave as follows:

- (1) during an FMLA leave for an employee's own serious health condition, the employee must use all paid time for which he/she is eligible under the Short-term Medical Leave policy or workers' compensation. The employee may then use accrued but unused paid vacation and/or PTO days during FMLA leave for this purpose;
- (2) for all other FMLA leave, the employee must use all paid time for which he/she is eligible under the Short-term Medical Leave policy. The employee may use any accrued but unused paid vacation and/or PTO days, which time will be credited against the employee's FMLA leave period.

#### Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

#### Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

#### Unlawful Acts by Employers

FMLA makes it unlawful for any employer to

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

## Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

## 5. Paid Medical Leave Act (PMLA)

### Basic Leave Entitlement

PMLA requires employers with 50 or more employees to provide up to 40 hours of PMLA each benefit year for the following reasons:

- Physical or mental illness, injury, or health condition of the employee or his or her family member
- Medical diagnosis, care, or treatment of the employee or employee's family member
- Preventative care of the employee or his or her family member
- Closure of the employee's primary workplace by order of a public official due to a public health emergency
- The employee's or his or her family member's exposure to a communicable disease that would jeopardize the health of others as determined by health authorities or a health care provider

for domestic violence and sexual assault situations, employees may use paid medical leave for the following:

- Medical care or psychological or other counseling
- Receiving services from a victim services organization
- Relocation
- Obtaining legal services
- Participation in any civil or criminal proceedings relate do or resulting from domestic violence or sexual assault

In the event you are unable to perform your duties because of the reasons above, you will be compensated in accordance with the following:

- Eligible employees shall be entitled to forty (40) PMLA hours per benefit year.
- In your first year of employment, your PMLA days will be prorated accordingly and there is a 90 day wait period to use PMLA.
- PMLA benefits will be paid at your regular rate of pay and must be used in ½ day (4 hour) increments. If your shift is less than eight (8) hours, the number of hours worked per day will be divided by two (2) to reflect ½ day increments.
- PMLA taken prior to or immediately following a paid holiday and/or annual designated school break will require a doctor's note.
- PMLA days are not carried over from one employment year to the next nor paid out in the event of voluntary or involuntary separation.
- In order to be eligible for PMLA benefits, you must notify your immediate supervisor, or his/her designee, and record the absence in the Absence Management System at least two (2) hours prior to the start of each workday. Failure to record your absence may result in forfeiture of PMLA pay. **PMLA days may not be used for personal or vacation purposes.** A doctor's slip will be required prior to the payment of PMLA benefits for three (3) consecutive days or more.

## **6. Breastfeeding Accommodations**

Nursing mothers may take reasonable breaks to express breast milk as needed during the workday, as required by federal, state, and/or local law. Please contact your supervisor for accommodations.

## **7. The Uniformed Services Employment and Reemployment Rights Act - USERRA**

Leaves for active military service or reserve training will be granted in accordance with applicable state and federal law.

## **8. Continuation of Health Insurance under COBRA**

Under the Consolidated Omnibus Budget Reconciliation Act of 1985, better known as COBRA, if an employee terminates employment with U Prep Schools, the employee may be entitled to continue participating in qualified group health plan(s) for a prescribed period of time, usually 18 months. (In certain circumstances, such as an employee's divorce or death, the length of coverage period may be longer for qualified dependents.)

For detailed information or questions on continuing, employees are requested to contact Axios Service.

## **9. Medicare Part D Notification**

If you qualify for Medicare, please read and keep this important notice. Although the new Medicare prescription drug benefit went into effect on January 1, 2006, your medical plan will continue to provide you and your covered dependents with prescription drug coverage. Keep this notice to prove that your medical plan prescription drug plan is, on average, at least as good as the standard Medicare benefit.

As of January 1, 2006, prescription drug coverage was made available to everyone with Medicare through Medicare prescription drug plans. All Medicare prescription drug plans will provide at least a standard level of coverage set by Medicare. Some plans might also offer more coverage for a higher monthly premium.

Because your existing coverage is, on average, at least as good as standard Medicare prescription drug coverage, you can keep this coverage and not pay extra if you later decide to enroll in Medicare prescription drug coverage.

People with Medicare can enroll in a Medicare prescription drug plan when they first become eligible for Medicare and each year from November 15 through December 31. For more information about your options under Medicare prescription drug coverage, visit [www.medicare.gov](http://www.medicare.gov)

For people with limited income and resources, extra help paying for a Medicare prescription drug plan is available. Information about this extra help is available from the Social Security Administration (SSA). For more information about this extra help, visit SSA online at [www.socialsecurity.gov](http://www.socialsecurity.gov), or call 1-800-772-1213 (TTY/TTD: 1-800-325-0778).

## **10. Notice of Privacy Practices**

For employees participating in the health care benefits plan, this notice describes how medical information about you may be used and disclosed and how you can get access to this information. Please review this information carefully.

### **Use and Disclosure of Your Plan Information**

The Plan is required by law to maintain the privacy of your protected health information and is committed to doing so. Under HIPAA, protected health information ("PHI") includes information that may identify who you are, such as unique numbers and geographic information. It also includes information about payment for your health care, such as your enrollment in the Plan, information about your health condition such as diseases you may have, and information about health services you have or may receive, such as an operation.

### **Notice of Breach**

In addition to the rights above, if a "breach" of your "unsecured" PHI (as defined under current law) occurs, then the Plan must notify you. The breach notification will (i) provide a description of what happened; (ii) provide a

description of the types of unsecured PHI that were involved in the breach (e.g., social security number, name, date of birth, etc.); (iii) recommend steps to protect against potential harm resulting from the breach; and (iv) provide you with contact information to ask questions or learn additional information.

#### Privacy Policy Modifications

The HIPAA Privacy Rules require the Plan to maintain the privacy of your PHI, to provide this Notice about its information practices, and to follow the practices described in this notice. The Plan may change its privacy policies at any time, and changes may apply to all PHI held by the Plan at the time of the change. When the Plan makes a significant change in policy, a revised Notice of Privacy Practices will be distributed to all current Plan participants within sixty (60) days of the effective date of the change.

You have the right to submit written complaints to the Secretary of the U.S. Department of Health and Human Resources or with the third party administrator for your particular Plan as found on the below list. The Federal government provides forms and other information for filing a complaint online at <http://www.hhs.gov/ocr/privacy/hipaa/complaints/>

The Department of Health and Human Services, Office of Civil Rights contact information is  
Office for Civil Rights

U.S. Department of Health and Human Services  
233 N. Michigan Ave., Suite 240  
Chicago, IL 60601  
Phone (312)886-2359  
Fax (312)886-1807  
TDD (312)353-5693

You will not be penalized, discriminated against, or suffer from retaliatory acts for filing a complaint regarding the policies addressed by this Notice regardless of whether such complaint is made to the Plan, U Prep Schools, or the Federal government.

If you have any questions about the Notice of Privacy Practices, please contact Axios Inc.'s HIPAA Privacy Officer via telephone at 616-949-2525 , or via regular mail at 528 4<sup>th</sup> Street NW,, Grand Rapids, MI 49504.

#### **11. Social Security Number Privacy**

U Prep Schools obtains and uses a variety of confidential information in the conduct of business. This includes documents and other records containing social security numbers. Any and all documents and records containing social security numbers must be obtained, used and disclosed only for legitimate business reasons. Such documents and records must also be treated as **confidential**, which means they must be retained in secured areas or files, password protected when stored on computers, disclosed only to authorized persons, and destroyed at an appropriate time and in an appropriate manner consistent with policies and procedures and other legal requirements. Staff members who obtain, use or disclose social security numbers for improper, unauthorized or illegal reasons are subject to discipline or discharge, as well as potential criminal or civil prosecution. For additional information, please contact the Human Resource Department.

#### **12. Unemployment Eligibility**

With the exception of year-round employees, faculty and staff members are hired with the understanding that their work year follows the school calendar. These employees are not eligible for unemployment during the summer, holiday, winter, or spring breaks.

#### **F. Employment Records**

U Prep Schools maintains a confidential personnel file on each member of the staff. Where applicable, employee medical records are also kept confidential and separate from personnel file documents. Personnel files are the property of U Prep Schools and access to the information they contain is restricted. Generally, access to an

employee's personnel file is only allowed on a "need to know" information basis and is limited to the employee, a member of the leadership team, and Human Resources.

It is important that personnel files contain up-to-date information regarding each employee. **Employees should inform Axios Service immediately whenever there are changes in their personal data.** In the event that you wish to change your status on any of your benefit plans, it is necessary that you contact Axios Service in writing within 25 days of the change.

#### **G. Employment References and Data**

U Prep Schools is committed to protecting the privacy of its current and former employees. Employees who receive calls or written requests about current or former employees should refer such requests to Axios Service. No employee may release information about a current or former employee without specific authorization by the employee and Axios Service. All employees are prohibited from making a recommendation for or commenting on, either verbally or in writing, including online, any current or former employee without specific authorization by Axios Service.

Employees that require outside parties to obtain employment data (creditors, adoption agencies, etc.) from U Prep Schools should complete a release supplied by the party requesting the information and forward said release to Axios Service to be reviewed and fulfilled. Employees should reference Axios HR as their legal employer to avoid confusion and help ensure timely processing of requests for verification of employment. One common exception to this rule is when seeking verification of school employment for purposes of certification renewal; it is often required to reference the specific school district where the employee completed such teaching or other experience. Please contact Axios Service for clarification if you are uncertain about the purpose of your request.

## QUICK REFERENCE GUIDE

<u>Axios HR</u>	<a href="mailto:uprep@axioshr.com">uprep@axioshr.com</a>	844-44AXIOS
<ul style="list-style-type: none"><li>○ HR Portal Login</li><li>○ W-2 Information</li><li>○ Paycheck Questions</li><li>○ Employment Verifications - mortgage loans, car loans, apartment leasing</li><li>○ Name Changes</li><li>○ Benefits &amp; 401k</li><li>○ Garnishments, Levies and Friend of the Court</li><li>○ General Questions</li></ul>		
<u>HR Director</u>	<a href="mailto:orletta.cross@uprepschools.com">orletta.cross@uprepschools.com</a>	313-887-1613 x-1116
<ul style="list-style-type: none"><li>○ Employee Relations &amp; Grievances</li><li>○ Injuries and Accidents</li><li>○ Harassment &amp; Discrimination</li></ul>		
<u>Assistant Director of Human Resources</u>	<a href="mailto:kimberly.moore@uprepschools.com">kimberly.moore@uprepschools.com</a>	313-887-1613 x-1131
<ul style="list-style-type: none"><li>○ General Human Resources Inquiries</li><li>○ Substitutes</li><li>○ FMLA</li><li>○ Absence Management</li><li>○ Employee Onboarding and Training</li><li>○ Employment Verification - Non-Financial</li><li>○ Teacher Loan Forgiveness, Public Service Loans and Work Experience Forms</li><li>○ Employee Records</li></ul>		
<u>Assistant Director of Talent Instructional Staff</u>	<a href="mailto:angela.kundinger@uprepschools.com">angela.kundinger@uprepschools.com</a>	313-887-1613 x-1133
<ul style="list-style-type: none"><li>○ Open Positions</li><li>○ Exit Process</li><li>○ Teacher Certifications</li></ul>		
<u>Assistant Director of Talent Non-Instructional Staff; Substitutes and Part time</u>	<a href="mailto:shanae.edmond@uprepschools.com">shanae.edmond@uprepschools.com</a>	313-887-1613 x-1132
<ul style="list-style-type: none"><li>○ Open Positions</li><li>○ Exit Process</li></ul>		
<u>Accountant/ Payroll</u>	<a href="mailto:patricia.nollet@uprepschools.com">patricia.nollet@uprepschools.com</a>	313-481-4000 x-1107
<ul style="list-style-type: none"><li>○ Time Clock Plus</li><li>○ Stipends</li><li>○ Payroll</li></ul>		